



Office of Student Records News

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May - July 2016

OSR News

The Office of Student Records is now located on one floor in Wingate Hall! The office staff that was located in Room 100 is now on the second floor in the former location of the Jordan Planetarium. The Transfer Credit and Student Services (transcripts, graduation, enrollment verifications, etc.) areas are in the newly renovated space. Room 201 has also seen some changes with the addition of three new offices. Watch for an Open House invitation coming in May.



The Office of Student Records recently migrated its website to the new mobile friendly UMaine theme. In the process, some much needed reorganization of information was



completed and the site was streamlined to make it more useful to those looking for answers. Many offices will find the **Staff Directory** helpful as it lists all of our staff, contact information, and associated primary responsibilities.

Lastly, OSR is once again fully staffed. Justine Hill has been hired as Degree Audit Specialist responsible for managing all aspects of the Degree Progress Report and eventually she will administer the NEBHE program. Justine is best reached by email (justine.hill@umaine.edu).

Faculty Center Class Roster Addition

Inquiries from faculty have led to the newest improvement to the Class Roster in the Faculty Center in MaineStreet. A new column has been added to the Class Roster available to instructors to indicate the date on which a student added the class to their schedule. This information will be useful to instructors, particularly those with large classes, who need to provide information to students who enroll in a class after the semester has started.



User Tip: The Class Roster may be sorted on any of the columns displayed by clicking on the column header.

Financial Responsibility Statement

All students, including new incoming students, are required to complete the Financial Responsibility Statement (FRS) prior to enrolling for a term. The FRS item has been added to each student's MaineStreet To-Do list and a registration hold has been placed until this to-do item is completed. Upon completion of the FRS item, the registration hold is immediately removed. The full text of the UMS Student Financial Responsibility Statement and answers to frequently asked questions (FAQ) are available at the



University of Maine System website.

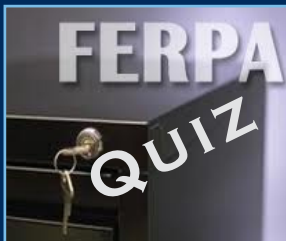
What's NEBHE?

The New England Board of Higher Education (NEBHE) has a Tuition Break program, the New England Regional Student Program (RSP), that enables New England residents to enroll at out-of-state New England public colleges and universities at a discount. Students are eligible for the RSP Tuition Break when they enroll in an approved major that is not offered by the public colleges and universities in their home-state. New England includes the following six states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont. Each participating New England public college or university has designated the academic majors to be offered on a regional basis. The University of Maine has 21 undergraduate majors and numerous graduate degrees among the list of **qualifying programs**. UMaine's policy and other information about the Tuition Break program are in the *Undergraduate Catalog* under the **Admission** section. Questions about the RSP Tuition Break program at UMaine should be directed to Student Records.



Go to **NEBHE.org** for more information.

Click it!



A parent contacts an instructor and wishes to discuss his son's class work. What is the most appropriate response?

- a. "I will be glad to discuss your son's work with you. What is a good time to come and see me?"
- b. "I am not permitted to discuss any of your son's work with you unless he is present."
- c. "I can only discuss his work in general terms and cannot provide you with any grades without your son's written consent."

(answer on page 2)

May

- May 4 - Maine Day.
- May 6 - Classes end.
- May 9 - Final Exams begin.
- May 13 - Final Exams end.
- May 14 - Commencement Harold Alfond Sports Arena 10:00 am and 2:30 pm.
- May 16 - Summer University begins.
- Fall 2015 incomplete grade lapse to "F" grades.
- May 20 - All Final Grades for Spring 2016 due.
- May Graduation records ready for department review.
- May 23 - Distribute lists of overdue grades to colleges.
- Run and distribute recommended academic action lists.

June

- June 1 - Academic Suspensions and Dismissals due in OSR.
- June 2 - Students with suspend/dismiss actions are notified.
- June 15 - Official list of May 2016 graduates due from deans' offices in OSR.
- June 16 - Fall schedules dropped for suspended/dismissed students.
- June 17 - Spring 2016 academic awards generated.
- June 28 - August 2016 graduation lists and transcripts sent to colleges for review.

July

- July 5 - May 2016 graduation list finalized.
- July 14 - Deadline for Application for Degree for August graduation.
- July 22 - Distribute list of instructor updates for fall.

Summer 2016 New Student Orientation

Education and Human Development	June 19-20, 24-25
Engineering/Engineering Technology	June 17-18, 26-27
Explorations	June 18-19, 25-26
Foundations	June 17-18, 26-27
Maine Business School	June 17-18, 26-27
Liberal Arts and Sciences	June 18-19, 25-26
Natural Sciences, Forestry and Agriculture	June 19-20, 24-25

Quiz Answer: c



Readers are encouraged to submit information or ask questions by contacting Linda Reid at 581-1318 or send email to linda@maine.edu

visit us online at studentrecords.umaine.edu

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