



Office of Student Records News

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Class Roster Information

The MaineStreet Class Roster provides a variety of information pertaining to the students associated with a class. The information below briefly covers all the features available in the class roster, but more specific **details** are provided on the **Student Records'** website.

Options are available for displaying lists for students with different enrollment statuses including Enrolled, Dropped, and Waiting, with an additional option for showing all students regardless of enrollment status.



The roster also provides important date information for when the student added and dropped the class. Along with the Dropped status, there are Status Notes. These notations display when a student has been withdrawn from the class or may indicate if a student was removed from the Wait List.

Other details show the grading basis (i.e. A-F grade, pass/fail, audit) for each student as well as the number of credits for which they are enrolled – this is particularly important when a class is offered for variable credit. Each student's college, major and class level are displayed as well. There's even a tab, that when selected, will reveal the preferred phone number and email address.

For class sections that are combined, the roster lists all students in each of the sections and provides columns that indicate the subject, catalog number, course topic (where applicable), and location of the class. This information helps differentiate the various sections in the combined group.

Notifications can be sent to students using features available in the class roster. There are options that allow communications to go to all students or just a selected group of students. This feature is also available to department chairs and their support staff within the department.

Two other important items: Class rosters can easily be downloaded to a spreadsheet, and the class roster can be sorted by any of the columns by clicking on the column header at the top of the roster.

Preparing for Graduation

- All students must apply to graduate whether or not they opt to attend the Commencement ceremony.
- Students who plan to attend Commencement and require tickets for family/friends to attend must apply by the March 15th deadline.



- Undergraduates who change from a double major to double degree must call Student Records to update their application, keeping in mind that a double degree requires a minimum of 150 credits.
- If a student has applied for one term, but did not complete the required work, they need to update their application for the next term.
- Students should carefully review their course history for any missing grades including ungraded undergraduate thesis courses (TH grade), and contact instructors to resolve these or any other issues prior to the conferral date.
- Application for Graduation deadlines: December - November 15; May - March 15; August - July 15.
- Diplomas will be sent two months after the graduation date. Students should verify that the diploma address listed is correct for the time frame in which diplomas are sent. Particular attention should be given for students with international addresses.
- Students considering working abroad after graduation will need a notarized diploma for the country of destination. The best way to accomplish this is to request a replacement diploma using the **form** available on the **Student Records'** website.



Graduation Information:

<https://studentrecords.umaine.edu/graduation/>

Click it!



Need to Know or Just Curious?

MaineStreet users are given access to certain information based on the duties of their position. According to FERPA, a student's right to privacy is violated when someone accesses the student's education record and the information is not required to perform their duties. It is not a violation if the employee has a legitimate educational need to know. In short, do not look up records out of curiosity.

August

- August 5 - Spring 2017 SOC DCU edits deadline.
- August 15 - Fall 2016 Final Exam information available in MaineStreet and OSR Web Site.
- August 16 - 2016-2017 Undergraduate Catalog available on-line.
- August 19 - Summer University ends.
- August graduation.
- August 26 - August graduation records ready for college review.
- All final grades for Summer University due.

- August 29 - Fall 2016 Classes begin.

September

- September 2 - Last day to add courses.
- Notification of Spring 2016 incomplete grades lapse sent (will lapse on Oct 7).
- September 5 - Labor Day Holiday- no classes.
- September 9 - Advisor and concentration listings distributed to colleges for updates.
- September 11 - Dropping courses for refunds ends (Sunday).
- September 12 - Spring 2017 Schedule of Classes review.
- September 20 - Official graduation list for August 2016 due from deans offices.
- September 27 - All students must be assigned advisors by this date for accurate pre-enrollment advising.
- September 29 - Classes dropped on or before this date will not appear on transcripts.
- September 30 - Create Spring 2017 term activations and PINs.
- Notification of missing grades sent to student, & list to colleges.

October

- October 7 - Spring 2016 incomplete grade lapse to "F" grades.
- October 10 - Fall Break begins.
- October 12 - Classes resume.
- October 14 - Fall 2016 enrollment holds placed for student non-compliant with immunization law.
- October 17 - Distribute list of enrollment holds to colleges.
- Spring 2017 wish list validation begins.
- August 2016 graduation list finalized.
- Spring 2017 Schedule of Classes available on MaineStreet.
- October 24 - Spring 2017 enrollment begins.
- October 28 - List of December 2016 graduates and transcripts sent to colleges.



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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