



# Office of Student Records News

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## Text Messaging Service

The University of Maine System has recently completed an update to the existing text messaging service available to UMaine students. In addition to registering to receive notifications of grades via text message, students may also register to receive notification of messages in their MaineStreet Message Center. This new feature also allows campus functional administrators (i.e. Student Records, Student Financial Aid, Bursar, Admissions) to send text messages about important deadlines or reminders. This function will only be used for education-related notifications and is not intended for promotional purposes.



To register for the service, students access the "Text Messaging Service" link in the Student Center. Details of the **registration process** are available on the **OSR website**. The service registration expires after one year and re-registration is required in order for the service to continue. Students may check their expiration dates at any time by using the "Text Messaging Service" link.

## Winter Session

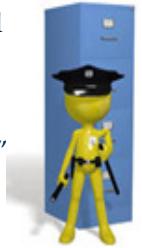
The **2016-2017 Winter Session** offers 3-week online classes starting December 27. Enrollment for these classes opened on October 24. Since these classes are considered as part of the spring term, students need their Spring 2017 enrollment PIN or an approved Wish List in order to enroll for Winter Session courses.

Winter Session credit hours count toward the spring term course load. Students are allowed to take a maximum of 4 credits during Winter Session. Students wishing to register for more than 4 credits must obtain permission from their advisor and from the associate dean of their college.

## Student Data from Queries

The Office of Student Records provides student data to academic departments upon request. Additionally, MaineStreet users may have access to queries allowing them to generate a report on their own. These queries are only available to individuals who have been granted security in MaineStreet. Some of the available queries were written based on specifically requested criteria while others are more general in nature and serve many data-related inquiries.

It's important to remember that the information generated from such queries is protected by FERPA and may include data that is not considered directory information and, therefore, may not be released to a third party without student consent. "Third party" refers to an individual, agency, institution, or organization outside of the University of Maine. Be aware that a member of the University community must have a legitimate educational interest in order to be provided non-directory student information. All student data, regardless of its form (electronic or paper), must be stored so others who shouldn't have access, do not have access.



## Printing and Downloading in MaineStreet

Ever have an issue trying to get something printed from MaineStreet? UMS IT has provided IT Training Resources which include, among other items, tips on printing from MaineStreet. At this **link** you'll find instructions on printing from various browsers using both PC and Mac computers. Additional resources are available on using Google (Gmail, Drive, Hangouts, etc.) and many other topics.

One other common problem is getting downloads of lists from MaineStreet, such as the class roster. This may be related to the security, or Trust Center Settings, in Excel. The IT Training Resources provide an **Excel Download workaround** enabling the download from MaineStreet.



Stay informed of IT related developments:

<http://umaine.edu/it/>

Click it!

## Compliant Data

The UMS has an Administrative Practice Letter (APL) for the **Employee Protection of Data**. One of the elements defined in the APL is Compliant Data. Compliant data includes, but is not limited to, personally-identifiable information, confidential research information, and information that requires protection under law or agreement - in the case of student education data, this law would be FERPA. Examples of Compliant Data include: financial records, health records, student education records.



## November

- November 11 - Veteran's Day classes cancelled except those that meet once a week.
- November 14 - Last day to withdraw from a class and receive W grade. Withdrawn classes after this date will receive failing grade.
- November 15 - Application for graduation Deadline for December 2016 Graduation.  
- Spring final exam proof due in OSR.
- November 23 - Thanksgiving recess begins.  
- NCAA certifications to dean's offices.
- November 28 - Not enrolled eligible students listing sent to colleges.  
- Classes resume.  
- Schedule of classes information for Fall 2017 available in DCU for editing.

## December

- December 1 - Open enrollment for Spring 2017 begins.
- December 9 - Notice of Summer 2016 incomplete grades to be lapsed to "F" sent to colleges and notification to students (will lapse on January 13).  
- Classes end.
- December 12 - Final Exams begin.
- December 16 - Final Exams end.  
- NCAA certifications due in OSR.  
- December graduation.
- December 23 - All final grades for Fall semester due.
- December 27 - Distribute academic action information to colleges.  
- Distribute lists of overdue grades to colleges.  
- Winter Session begins.
- December 30 - DCU closes.

## January

- January 13 - Summer incomplete grades lapse to "F" grades.
- January 14 - Winter Session ends.
- January 17 - Spring 2017 classes begin.
- January 20 - Fall 2016 academic awards and college standings generated.  
- Winter Session grades due.
- January 23 - Last day to add courses.
- January 27 - Official list of December 2016 Graduates from deans offices due in OSR.  
- Warning letter sent to students non-compliant with immunization law.
- January 30 - Last day to drop a course for a refund.



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

visit us online at [studentrecords.umaine.edu](http://studentrecords.umaine.edu)

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