



# Office of Student Records News

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## Student Name Display Changes

The US Department of Education released advice to schools last May which suggested that if students have provided a preferred name, it's the only name that should be used to communicate with them. Additionally, access to those students' primary names should only be available to those who need that information to perform their duties.

The UMS Registrars are working with UMS staff and administrators to develop a System-wide name usage policy as well as make appropriate changes to MaineStreet. These changes will be phased in over time. The first of these changes has been completed which involved removing the student's primary name from the Class Roster, Grade Roster and Advisor Center, if the student has provided a preferred name. This should help minimize the inadvertent use of a student's primary name when addressing students in class. Until additional changes are made in MaineStreet, advisors will continue to see the student's primary name on some MaineStreet pages. Updates will be provided as further changes are implemented.



## Two New Staff in OSR

The Office of Student Records has recently filled two vacant positions. The Assistant Registrar position is now held by Jack Campbell who started in December. Jack is responsible for the maintenance of the undergraduate catalog, supervision of staff in the records area, and a contact point for FERPA questions.



Kim Heath joined Student Records last month in the Scheduling Officer position. Kim's primary task is working with the Infosilem scheduling software, as well as providing guidance and user support for academic departments using the software. **Contact information** and primary duties for all of the OSR staff is available on the OSR website.

## Using Preferred Names

MaineStreet allows students to enter a Preferred Name and currently the Preferred Name is displayed in only a handful of places. In addition to Class Rosters, Grade Rosters, and Advisor Center, the Preferred Name displays in the Student Services Center. A student's primary, legal, name will appear on other University documents such as Transcripts, Enrollment Verifications, and Financial Aid and Scholarship documents. A list of where the primary name is used as well as additional details regarding **Preferred Name** usage, is available at the OSR website.

## Advance Search in the Online Catalog

The *Undergraduate Catalog* is a good resource for determining degree requirements for our majors. When course offerings change, so do degree requirements. It can be tricky to determine which degree requirements might be affected by course changes, especially for courses used to satisfy requirements for several degrees. The easiest way to find courses that are used for requirements is to use the Advanced Search tool in the online catalog.



Here's how: in the online **Undergraduate Catalog**, select the Advance Search link under the Catalog Search panel to see the available Search Options. Enter the course designator, including the space between the subject code and catalog number (ex. "MAT 258") Check the box for "Find whole word or phrase only," and uncheck all boxes under the Search Locations except for the "Programs" box, then select the Search button.

The results displayed will include links to the pages for each program where any occurrence of the course designator is found. When the page for the selected program displays, the course will be highlighted making it easier to find. Use the "Return to: Catalog Search" link to return to the search results.



### Q & A

**Q:** Is it a violation of FERPA to provide a UMaine group with a list of students who identify themselves as belonging to a particular race/ethnicity for the purposes of holding a graduation celebration?

**A:** Yes. Race, gender, and ethnicity are not items that can be designated as 'directory information' under FERPA. Thus, the institution would not be able to provide the information requested that is linked to specific students.

## February

- February 1 - Summer University 2017 enrollment begins.
- February 3 - Send updated list of fall missing grades.
- February 10 - Graduation list is to be made final for December 2016 graduates.
- February 15 - Advisor and concentration listings distributed for updating.
- February 16 - Classes dropped on or before this date will not appear on transcript.
- February 17 - Notification of any missing grades to students and list to colleges.
- February 20 - Deadline for assigning advisors.
- February 21 - Spring 2017 immunization holds placed and email sent for students non-compliant with immunization law.
- February 22 - List of students with enrollment holds sent to deans.
- February 24 - Fall 2017 term activate, assign appt, create pins, and schedule processes and notify colleges.

## March

- March 1 - Reserved seats information due in OSR.
- March 6 - Spring recess begins.
- March 15 - Application for May 2017 Graduation deadline.
- March 17 - May 2017 degree candidate lists sent to colleges with transcripts and summary printout.
- March 20 - Classes resume.
- March 20 - Fall 2017 Classes available in MaineStreet and Wish List validation begins.
- March 27 - Fall 2017 enrollment begins.

## April

- April 7 - Notifications will be sent to students with Fall incomplete grades; lists sent to deans (will lapse May 16).
- April 12 - Last day to withdraw from a class and receive W grade. Withdrawn classes after this date will receive failing grade (4:30 pm).
- April 27 - Spring semester Final Grade rosters available.
- April 28 - Open enrollment for Fall 2017 begins.



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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