



Office of Student Records News

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Why Doesn't a Course Substitution Fulfill a Prerequisite?

When a department wishes to allow a course to meet a requirement in a student's major or minor, they request approval for a course substitution from their dean's office. Once approved, this course is directed within the student's degree progress report to the area where it has been approved to meet a requirement. This has no impact on course prerequisites.



For example: students majoring in Marine Science are required to take MAT 126 as part of the major requirements. If a student transferred in a course that was not equivalent to MAT 126, but was accepted as MAT 100X, it would not fulfill this requirement. The student's department and/or college may determine that the transferred course contains the necessary content to satisfy the requirement within the major and approve a substitution. However, that does not make the course equivalent to MAT 126 and therefore does not automatically fulfill any prerequisite to an advanced course for which MAT 126 is required. PHY 122 requires MAT 126 as a prerequisite. The determination of whether the transfer course has prepared the student enough to be successful in PHY 122 would need to be made by the Physics department. The reverse is also the same; an override of MAT 126 as a prerequisite does not fulfill a requirement within a major. Remember, the transfer course in this example was determined to not be equivalent to MAT 126 by the Mathematics & Statistics department.



Find timely transfer information:

Click it!

[Transfer Course Equivalency Search](#)

Advisor Updates in Batch

A new process has been developed to help reduce the time and effort involved in updating student advisor information in MaineStreet. This process will be most helpful in cases where the same action is needed for a large number of students. For example, if a group of new students needs advisors assigned, or all advisees are being reassigned to a different advisor. For now, this process can only be run by staff in Student Records. Simply provide the required information and the changes can be updated for you in just minutes! To request a batch update of advisor information, contact Linda Reid (linda@umaine.edu) or Denice Tucker (denicet@umaine.edu).



OSR Welcomes New Staff

The Office of Student Records has recently hired two new staff to fill vacated positions. Kristen White is an Administrative Specialist working in the Student Services area and is primarily responsible for processing enrollment cancellations, change of majors, retroactive enrollment changes and term withdrawals.



Peter Wells has been hired as the Operations Support Specialist and is UMaine's security liaison for MaineStreet access to student data. Peter also provides additional support for many of the functions within Student Records.

Visit the [OSR website](#) for Kristen's and Peter's contact information located in the [staff directory](#), which also includes key responsibilities of all the OSR staff.



Impacts of Suppressing Directory Information

Students who opt to have their Directory Information kept private often see unexpected results. At graduation, the names are withheld from the Commencement Program and the Morse Field video board. These students are also excluded from announcements for academic awards such as Dean's List, and the University may not verify a degree earned which may be requested for employment. The [FERPA section](#) on the OSR website has additional considerations for withholding Directory Information.

May

- May 1 - Fall 2017 Final Exam Proof due.
- May 3 - Maine Day.
- May 5 - Classes end.
- May 8 - Final Exams begin.
- May 12 - Final Exams end.
- May 13 - Commencement Harold Alfond Sports Arena 10:00 am and 2:30 pm.
- May 15 - Summer University begins.
- May 16 - Fall 2016 incomplete grade lapse to "F" grades.
- May 19 - All Final Grades for Spring 2017 due.
- May 19 - May Graduation records ready for department review.
- May 22 - Distribute recommended academic action lists & list of overdue grades.
- May 25 - NEBHE records review for satisfactory progress sent to colleges.

June

- June 9 - All incomplete grades must be resolved to be considered for May graduation.
- June 15 - Official list of May 2017 graduates due from deans' offices.
- June 16 - Run post-enroll pre-requisite checking process.
- June 16 - Spring 2017 academic awards, class and college standing lists generated.
- June 16 - August 2017 graduation lists and transcripts sent to colleges for review.

July

- July 7 - May 2017 graduation list finalized.
- July 11 & 12 - DCU Training.
- July 15 - Deadline for Application for Degree for August graduation.
- July 27 - Distribute list of instructor updates for fall.

Summer 2017 New Student Orientation

Education and Human Development	June 26-27
Engineering/Engineering Technology	June 27-28
Explorations	June 26-27
Maine Business School	June 27-28
Liberal Arts and Sciences	June 28-29
Natural Sciences, Forestry and Agriculture	June 29-30



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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