



# Office of Student Records News

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## Maintaining MaineStreet Access

The Office of Student Records is responsible for setting up user access to the student data in MaineStreet. Although there are processes in place to help insure access is maintained properly, it's also beneficial to have assistance from the academic areas.



To help maintain appropriate access to MaineStreet, send email to [um.mainstreet.security@maine.edu](mailto:um.mainstreet.security@maine.edu) when:

- Staffing changes occur for positions where MaineStreet access has been established. Provide the employee's name and Emplid and indicate that access should be removed, or provide details for an appropriate access adjustment.
- New employees are hired who need access to MaineStreet. A completed MaineStreet Campus Solutions Access Request form must be submitted. This form is available on the [myUM Portal](#).
- A position is vacated. Provide the employee's name and Emplid as well as the effective date of termination or retirement.

## Degree Planner in Undergraduate Catalog

Since the 2017-2018 Undergraduate Catalog will be released later this month, it's a good time to share a tip that may be useful to students and advisors. Within the **Colleges and Programs** section of the catalog, there is a listing of all of the majors for each college. To obtain the overview of a major, select the link to see the details of the requirements for earning that degree. However, with one other little click of an icon, it's easy to obtain a **Degree Planner** worksheet. This worksheet appears to be very similar to many of the worksheets that each academic department uses for tracking degree requirements. It incorporates all the program and course information provided in the catalog for the degree including the suggested course

sequence by semester, course credits and title, and an area to enter grades and Gen Ed information. The worksheet condenses all of this information into a handful of printable pages. To see the **Degree Planner**, select the icon that looks like a printed page located to right of the heading for the major.



## Course Transfer Review

Since the implementation of MaineStreet, significant work has been completed to build thousands of Transfer Course Equivalencies to aid in the course transfer process. However, there are still courses at other institutions for which equivalencies do not yet exist. This is where the **Request for Course Transfer Review** form becomes an important step in the transfer process.



If a search in the Transfer Course Equivalencies provides no transfer information for a course, students should request a review of the course to determine its transferability. This is done using the **Request for Course Transfer Review form**, which is available under "Forms" on the [OSR website](#). In addition to the completion of this form, the steps in the review process include providing a course description and a syllabus. This information is forwarded to the appropriate academic department and if an equivalent is identified, a transfer rule will be created in MaineStreet for the course. Once this process is finished, the **Domestic Study Away** form can be completed, which is required for approval prior to enrolling in a course at another institution.



### Student Data for Research

Student records information that includes non-directory information such as race, gender, and ethnicity cannot generally be disclosed under FERPA unless it is done so in response to signed consent from the student(s) or meets specific conditions of one of the exceptions to signed consent. One of those exceptions would permit the disclosure for research purposes, but only if the research is on behalf of the institution, not individuals at the institution.

## August

- August 4 - Spring 2018 SOC edits deadline. DCU Closes.
- August 16 - 2017-2018 Undergraduate Catalog available online.
- August 18 - Summer University ends.  
- August graduation.
- August 25 - August graduation records ready for college review.  
- All final grades for Summer University due.
- August 28 - Fall 2017 Classes begin.

## September

- September 1 - Last day to add courses.  
- Notice of Spring 2017 incomplete grades lapse sent (will lapse on Oct 6).
- September 4 - Labor Day-no classes.
- September 8 - Advisor and concentration listings distributed to colleges for updates.
- September 10 - Dropping courses for refund ends.
- September 15 - Warning message sent to students non-compliant with immunization law.
- September 20 - Official graduation list for August 2017 due from deans offices.
- September 27 - All students must be assigned advisors by this date for accurate pre-enrollment advising.
- September 28 - Classes dropped on or before this date will not appear on transcript.
- September 29 - Create Spring 2018 term activations and PIN's.

## October

- October 6 - Spring 2017 incomplete grade lapse to "F" grades.
- October 9 - Fall Break begins.
- October 11 - Classes resume.
- October 16 - Spring 2018 wish list validation begins.
- October 17 - Distribute list of enrollment holds to colleges.  
- Distribute fall course combinations to departments.
- October 18 - August 2017 graduation list finalized.
- October 23 - Spring 2018 enrollment begins.
- October 27 - List of December 2017 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](mailto:linda@maine.edu)

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

### *For the Record*

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