



# Office of Student Records News

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## What-If Academic Advisement Report

The What-If Academic Advisement Report is similar to the Academic Advisement Report (Degree Progress Report), but it incorporates user-selected scenarios to generate an unofficial report to show degree progress if a student were to change a major, minor, concentration, catalog year, etc. This scenario-based report is only available to student advisors. There is some work still to be done before our students will be able to access the What-If Report in the Student Center, however, this report is a useful tool for advisors while working with their advisees.



There are full details on the OSR website on how to access and use the **What-If Report**. Questions regarding the What-If Report should be directed to Justine Hill at 581-1311 or [justine.hill@umaine.edu](mailto:justine.hill@umaine.edu).

## OSR Welcomes New Staff

The Office of Student Records has recently hired two new staff members to fill vacated positions. Aeleah Granger has taken the Scheduling Officer position. Her primary tasks are working with the Infoslem scheduling software and providing guidance and user support for academic departments using the software.



Andrew Waterhouse is the newest member filling the position of Assistant Transcript Evaluator working with transfer evaluations. Visit the OSR website for Aeleah's and Andrew's contact information located in the staff directory, which also includes key responsibilities of all the OSR staff.

## Degree Progress Report (PDF) Modified

If you're a frequent user of MaineStreet's PDF version of the Degree Progress Report (DPR), you should notice that the number of printed pages has been reduced. The report has been trimmed of many blank and repetitive lines resulting in a shorter report. The PDF version is a convenient method of obtaining a comprehensive view of the DPR versus viewing the report when displayed on a screen. More information about display options and details on how to read the **Degree Progress Report** are available on the OSR website.



## Winter Session 2018

Enrollment for Winter Session classes opened on October 23. These 3-week online classes start December 27. Since Winter Session classes are considered part of the spring term, students need their Spring 2018 enrollment PIN or an approved Wish List in order to enroll.



Winter Session credit hours will count toward the spring term course load for all academic affairs purposes. This includes: dean's list, academic standing, athletic certification, grading, enrollment verification, enrollment requisites, and enrollment reports. Students are allowed to take a maximum of 4 credits during Winter Session. Per university policy, students wishing to register for more than 4 credits must obtain permission from their advisor and from the associate dean of their college.



For more Winter Session information <http://umaine.edu/wintersession/>

**Click it!**



## Protecting Student Privacy

The U.S. Department of Education provides guidance videos, online training modules and recorded webinars specific to student privacy at the postsecondary education level. These materials can be found at <https://studentprivacy.ed.gov/training>. By using the available filter options, it's easy to find materials specifically related to FERPA as it applies to Postsecondary Schools. The online training modules include pop quizzes and a final quiz, however, one must establish an account which is a simple, one-step task.

## November

- November 10 - Veteran's Day-classes cancelled except those that meet once a week.
- November 13 - 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 2017 graduation.
- November 17 - Spring final exam proof due in OSR.
- November 22 - Thanksgiving recess begins.  
- NCAA certifications to dean's offices.  
- Not enrolled/eligible students listing sent to colleges.
- November 27 - Classes resume.  
- Schedule of Classes information for Fall 2018 available in DCU for editing.

## December

- December 1 - Open enrollment for Spring 2018 begins.
- December 8 - Notice of Summer 2017 incomplete grades to be reverted to "F" sent to colleges and notification to students (will lapse on January 12).  
- Classes end.
- December 11 - Final Exams begin.
- December 15 - Final Exams end.  
- December graduation.
- December 20 - NCAA certifications due in OSR.
- December 22 - All final grades for Fall due.
- December 27 - Distribute academic action information to colleges.  
- Distribute lists of overdue grades to colleges.  
- Winter Session Begins.

## January

- January 2 - Summer University Schedule of Classes viewable.
- January 11 - Dcu closes for Fall 2018 Schedule of Classes
- January 12 - Summer incomplete grades lapse to "F" grades.
- January 15 - Message to potential May, August and December 2018 Graduates.
- January 16 - Winter Session Ends.
- January 19 - Fall 2017 academic awards generated, college standings.  
- Official list of December 2017 Graduates due in OSR.
- January 22 - Spring 2018 Classes begin.
- January 23 - Winter Session grades due in OSR.
- January 26 - Last day to add courses.  
- Warning letter sent to students non-compliant with immunization law.



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)

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