



Office of Student Records News

Volume 26, Issue 1

February - April 2018

Student Preferred Names

The University of Maine System recognizes that students use names other than their legal names. For some students a chosen or preferred name may be an important component of their identity. The UMS is in the process of establishing a Names Usage policy which will define how primary and preferred names will be used System-wide.

Some work has already been done within the various applications currently utilized for disseminating information to faculty and staff, including the addition of the preferred name display in class rosters in MaineStreet and Blackboard. The most recent modification completed was adding the preferred student name to rosters available in the UMaine Portal. Specifically, the class rosters and advising rosters now display a student's preferred name as it is shown in MaineStreet.

Look for more information here in the coming months regarding the Names Usage policy once the development and approval processes are completed.

Pitch the Old Paper Forms

The Office of Student Records is home to many useful and important forms related to academic procedures. These forms occasionally undergo changes due to adjustments to policies or processes and because of this, it's always best to use the most up to date forms available, on the OSR website. Using current forms insures that proper procedures are followed for authorization as well as distribution and could prevent potential delays in processing. It is strongly encouraged that departments refrain from printing and copying forms and rely on the online library of forms when the need for them arises. The majority of the OSR forms are



also available on the UMaine Portal under "Forms and Documents."

On a related topic, the OSR website is also where the up-to-date Academic Calendars are maintained, making it the best source for academic dates and deadlines for the current and near-future academic years.

FERPA Refresher

On an annual basis, institutions are required to notify students of their FERPA rights. It seems only fitting that faculty and staff should review the FERPA guidelines on a regular basis. Even though FERPA requires that faculty and staff adhere to the guidelines for protecting student information, it's unlikely that most employees who work with students and student data review FERPA guidelines with any frequency. It's just as important for current employees to refresh themselves with how to protect student data as it is for new employees to learn about FERPA. One of the requirements of gaining access to MaineStreet student data is to acknowledge that you will abide by the FERPA guidelines.



The OSR website has information dedicated to FERPA providing guidelines for faculty and staff, details on Directory Information, student rights to privacy, and the UMS Administrative Practice Letter on FERPA Guidelines. In addition, there's a link to the U.S. Department of Education for **Training for Protecting Student Privacy**. Using and bookmarking this link and applying available filters for finding pertinent FERPA training materials, new and existing employees can keep FERPA fresh in their minds. In addition to the information listed above, this newsletter provides a FERPA Tip in each issue. If ever in doubt about whether or not to share student data, or to report a FERPA violation, contact the Office of Student Records.



Test Your FERPA Knowledge

At the college level, FERPA states that parents:

- A. Automatically have the same rights of access as their child
- B. Can only see their child's records after receiving permission from a school authority
- C. Can review grades sent directly to the student's home address
- D. None of the above

Answer: D. Parents have no rights under FERPA to inspect their student's education records.

February

- February 1
 - Summer University 2018 enrollment begins.
 - Application for May 2018 Graduation deadline.
- February 2
 - Distribute updated list of fall missing grades to colleges.
- February 9
 - Graduation list finalized for December 2017 graduates.
- February 12
 - DCU opens for review of Fall 2018 Schedule of Classes.
- February 15
 - Advisor and concentration listings distributed for updating.
- February 16
 - Notification of missing grades to students and list to colleges.
- February 19
 - Presidents Day - no classes.
- February 21
 - All students must be assigned advisors.
- February 22
 - Classes dropped on or before this date will not appear on transcript.
- February 23
 - DCU closes for Fall 2018 Schedule of Classes.

March

- March 1
 - Reserved seats information due in OSR.
- March 5
 - Fall 2018 term activations and enrollment PINs created.
- March 6
 - Immunization holds placed and email sent for students non-compliant with immunization law.
- March 12
 - List of students with enrollment holds sent to colleges.
- March 12
 - Spring recess begins.
- March 16
 - May 2018 degree candidate lists sent to colleges with transcripts and summary printout.
- March 19
 - Classes resume.
- March 26
 - Fall 2018 Classes available in MaineStreet and Wish List validation begins.
 - Fall 2018 enrollment begins.

April

- April 6
 - Notifications sent to students with Fall incomplete grades; lists sent to colleges (will lapse May 10).
- April 11
 - Last day to withdraw from a class and receive W grade. Withdrawn classes after this date will receive failing grade (4:30 pm).
- April 16
 - Patriot's Day - No Classes.
- April 27
 - Open enrollment for Fall 2018 begins.
 - Spring 2018 Final Grade rosters available.



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

For the Record
is published by
the Office of Student Records
Written and Edited by Linda Reid

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, 207.581.1226.