



Office of Student Records News

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The Planner

The Office of Student Records has recently implemented the use of the Planner, a function in MaineStreet that assists students with enrollment planning. The Planner is created by the student and consists of a list of the courses that will be taken during their academic career toward earning their degree. The courses can be organized by term so when enrollment time arrives, the Planner can be used to find sections of courses included in the Planner that are offered for the term and then add them to the Wish List.



Once a student builds their Planner, advisors can view the courses that have been selected. A student's Planner can be accessed via the Advisor Center or the Student Center. In

addition, a version of the Degree Progress Report may be generated by the Advisor which would include the courses the student has placed in their Planner.

Details on how to the access the Student Planner and generate the Planner Advisement Report are available on the Office of Student Records website under the Academics section, or by selecting this link: [The Planner](#).

A Notable Milestone

Ten years ago the first enrollment period took place in MaineStreet. The years of work required to prepare for this change involved analyzing policies and procedures for interpretation, setting up the software (sometimes more than once) to accommodate those policies and procedures, sifting through huge quantities of data, converting the data, testing the converted data, and preparing users for training. All the while, continuing our regular tasks to maintain quality service in the legacy student system. For a period

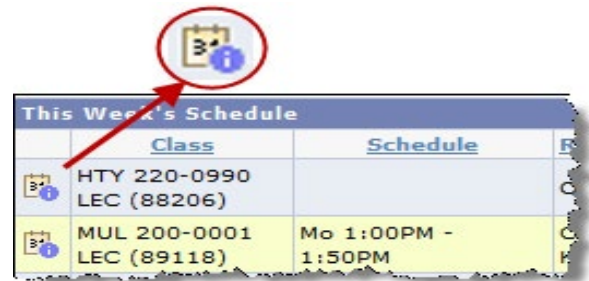
of time, we even maintained two student systems meaning some tasks were doubled. We have certainly learned a lot since then and it's a safe bet we will continue to learn and take advantage of many unexplored aspects of MaineStreet.



Academic and Financial Deadlines

Summer University offers a number of classes with varied lengths of time. It can be challenging to determine the financial and academic impacts of dropping or withdrawing from a class. The Deadlines Icon that displays in MaineStreet in a student's weekly schedule provides access to details of these impacts.

To see the financial and academic deadlines, navigate to the Student Center. The student's current schedule displays under the Student Center tab with the Deadlines Icon next to each class. By selecting the icon associated with a class, a page will display providing academic and financial deadlines for that class.



Click it!



[FERPA brochure for Faculty and Staff](#)



What's the difference between FERPA at K-12 and a post-secondary school?

At the K-12 level, the relationship was between the school district and the parents; at the college level, the relationship is between the college and the student. Once a student enrolls in a post-secondary institution, whether they are 18 years old or not, the student becomes the sole guardian of all records maintained by that institution. Information within the education record may not be released without student consent, in written form or via appropriate authentication.

May

- May 1 - Fall 2018 Final Exam Proof due.
- May 2 - Maine Day.
- May 4 - Classes end.
- May 7 - Final Exams begin.
- May 10 - Fall 2017 incomplete grade lapse to "F" grades.
- May 11 - Final Exams end.
- May 12 - Commencement, Harold Alfond Sports Arena, 9:30 am and 2:30 pm.
- May 14 - Summer University begins.
- May 18 - All Final Grades for Spring 2018 due.
- May graduation records ready for department review.
- May 21 - Distribute recommended academic action lists & list of overdue grades.
- May 29 - NEBHE records review for satisfactory progress sent to colleges.

June

- June 8 - All incomplete grades must be resolved to be considered for May graduation.
- June 14 - Run post-enroll pre-requisite checking process.
- June 15 - Official list of May 2018 graduates due from deans' offices.
- June 18 - Spring 2018 academic awards, class and college standing lists generated.
- August 2018 graduation lists and transcripts sent to colleges for review.

July

- July 6 - May 2018 graduation list finalized.
- July 10 & 11 - Infosilem DCU Training.
- July 15 - Application for August 2018 graduation deadline.
- July 31 - Distribute list of instructor updates for fall.

Summer 2018 New Student Orientation

Education and Human Development	June 25-26
Engineering/Engineering Technology	June 26-27
Explorations	June 28-29
Maine Business School	June 25-26
Liberal Arts and Sciences	June 28-29
Natural Sciences, Forestry and Agriculture	June 27-28



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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