



# Office of Student Records News

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## Name Usage Policy

The University of Maine System recently implemented a Name Usage Policy. This policy was established to recognize that many members of the University community use names other than their legal names. For some students and employees, a chosen or preferred name may be an important component of their identity. The impacts of this policy from the perspective of academic departments go beyond awareness of the policy.

Currently, preferred names for students are displayed on many MaineStreet pages such as the class roster, grade roster, and advisee list, as well as in Blackboard. Among the changes stemming from the policy, preferred names as designated in MaineStreet, will be used in reports and/or lists generated for academic purposes and will be provided for the Dean’s List and other press releases. Furthermore, MaineStreet queries provided by OSR that generate information for academic departments are being modified so preferred name is displayed instead of primary name.



The policy also specifies where legal/primary name must be used including legal documents such as academic transcripts, financial aid documents, and student employment documents. **It’s important to note that when communicating with students, official communications that require the use of the legal/primary name shall use that name; other communications will use the preferred name.**

It is recommended that all employees become familiar with the Name Usage Policy to insure adherence. The policy is available on the [University of Maine System website](#). A [Name Usage Policy FAQ](#) document is available on the OSR Website.



**Click it!**

OSR has a page on its website dedicated to **updating personal information**, which includes instructions on how students can enter a preferred name.

## Degree Progress Report Improvements

Modifications have recently been applied offering a new version of the Degree Progress Report pdf, and to improve the existing Degree Progress Report pdf. When a student’s Degree Progress Report is generated, there are now two buttons available for selecting pdf reports.



The improved “full pdf” is now shorter, but still provides the same information as before. Much of the white space has been removed as well as some duplicated text. In many cases, this shortened version of the Degree Progress Report has reduced the report by several pages.

The newest report option is the “condensed pdf.” This version reformats the Degree Progress Report into two columns and removes details of the requirements. This format makes for a quicker read of the report and is even shorter than other versions. Both pdf versions clearly label the requirements not yet satisfied with a bold, red font making it easy to discern remaining requirements to be met.

For additional information about using the Degree Progress Report, visit the [OSR Website](#).

## New Staff in OSR

The Office of Student Records has recently added two members to its team. Daniel Legere, Administrative Specialist, has been hired to work in the Records area and primarily processes degree and enrollment verifications, name and ID number changes, and student consent forms. Lynne Woods, Operations Support Specialist, holds the duty of Campus Solutions Security Liaison managing access to student data in MaineStreet.



Contact information and primary duties for all of the OSR staff is available on the [OSR Website](#).



### Case Study: Parents who are employed at UMaine

Stephanie Student attends UMaine and her father is a faculty member on campus. He wants to find out how she is doing in her classes so he calls her advisor. How should the advisor respond?

*The advisor should verify in MaineStreet that Stephanie has granted consent to her father for access to her education record. The father does not have a legitimate “need to know” Stephanie’s record even though he is UM faculty. A signed consent form from Stephanie is required before information can be released.*

## August

- August 1 - Fall 2018 Final Exam Schedule available.
- August 3 - Spring 2019 SOC DCU edits deadline.
- August 16 - 2018-2019 Undergraduate Catalog available online
- August 17 - Summer University ends. August Graduation.
- August 24 - August graduation records ready for college review.  
- All final grades for Summer University due.

## September

- September 3 - Labor Day.
- September 4 - Classes begin.  
- Spring 2019 Schedule of classes department review.
- September 7 - Notice of Spring 2018 incomplete grades to be reverted to 'F' sent (will lapse on Oct 5).
- September 10 - Last day to add courses.
- September 14 - Distribute advisor and concentration listings to colleges for updates.  
- Warning message to students non-compliant with immunization law.
- September 17 - Dropping courses for refunds ends.
- September 18 - Spring 2019 schedule of classes day or time changes require Associate Dean approval.
- September 20 - Official graduation list for August 2018 due from deans offices.
- September 28 - All students must be assigned advisors by this date for accurate pre-enrollment advising.

## October

- October 1 - Application for graduation deadline for December 2018 graduation.
- October 4 - Classes dropped on or before this date will not appear on transcript.  
- Spring 2019 term activate, assign appt, create pins, schedule processes and notify colleges.
- October 5 - Spring 2018 incomplete grade lapse to "F" grades.
- October 8 - Fall Break begins.
- October 10 - Classes resume.
- October 12 - August 2018 graduation list finalized.
- October 15 - Spring 2019 classes available in Mainstreet and wish list validation begins.
- October 17 - Distribute list of enrollment holds to colleges.
- October 22 - Spring 2019 enrollment begins.
- October 26 - List of December 2018 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)

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