



Office of Student Records News

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November 2018 - January 2019

MaineStreet Improvement Plan

The University of Maine System’s Board of Trustees recently approved a plan to implement enhancements to MaineStreet, specifically Campus Solutions, which is the student information system. The plan includes updating hardware, upgrading to a new version of Campus Solutions, and adding improved access for mobile devices.

Updated hardware, to be provisioned this fall, will provide a stabilized environment on which our systems will reside and improve performance. Work is currently underway to create project teams for the other improvements and a general timeline has been established.



Roll out of the enhancements for improved mobile device access is estimated for the end of January 2019. This will mean that performing MaineStreet functions using smartphones and tablets will become much easier. The upgrade from Campus Solutions 9.0 to version 9.2 will take place over the next several months. Efforts to reach the June 2019 upgrade Go-Live will involve many steps between now and then, including reviewing new features, evaluating depreciated features, testing, testing, and more testing.

A website providing more details about the improvements and project progress updates is available here: [Campus Solutions 9.2 Upgrade](#).

FERPA Training via UMS Academy

FERPA protects student privacy and requires those who access student data to adhere to guidelines to protect students’ rights. UMS Academy now includes a training module for FERPA. Anyone who has access to student information is required to successfully complete this training with a minimum score of 85%. FERPA training is also required of any student employees who are entrusted with access to student information - whether the information is in paper form or electronic. This training will be required each academic year.



OSR Staff Changes & Additions

Over the past several months, OSR has taken advantage of opportunities to shift some team members to different positions and add new staff. Kristen White has moved into the Scheduling Officer position and she is now working with the Infosilem scheduling software and assisting our academic departments with class scheduling. Julie Roach has taken the Graduation Auditor position and joins the team that manages the programming behind the Degree Progress Reports and helps to certify students for graduation.



Recent additions to the Student Records staff are Natasha Caldwell, Assistant Transcript Evaluator, and Kenneth Carter and Mara Surette who are both in the Student Services area. For a complete and up to date list of all OSR staff and their responsibilities, visit the [Student Records website](#).

Reminder about the Planner

In an earlier issue of this newsletter published in May of this year ([Vol. 26, Issue 2](#)), information was provided about the Planner. With Spring 2019 enrollment now open, this is the perfect time to take advantage of working with our students to utilize the Planner. What does it do?

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 the courses included in the Planner that are offered for the term and then add them to the Wish List.



Click it!

Details on how to access the Student Planner and generate the Planner Advisement Report: [The Planner](#)

Education Records

As defined by FERPA, an education record is information about a student that is maintained by the university or by a party acting for the institution as part of the educational process. These records can be in any form, handwritten, print, electronic, etc. Any personally identifiable information, other than strictly directory information, should be handled in a secure way.



November

- November 9 - Spring final exam proof due.
- November 12 - Veteran's Day, no classes except those that meet once a week.
- November 16 - Last day to withdraw from a class and receive W grade. Withdrawn classes after this date will receive failing grade.
- November 21 - Thanksgiving recess begins.
- NCAA certifications to EDHD.
- November 26 - Not enrolled eligible students listing sent to colleges.
- Classes Resume.
- November 30 - Fall 2018 grade rosters available.

December

- December 3 - Schedule of Classes information for Fall 2019 available in DCU for editing.
- December 7 - Notice of Summer 2018 incomplete grades to be lapsed to "F" sent to colleges and notification to students, (will lapse January 11).
- December 14 - Classes end.
- December 17 - Final Exams begin.
- December 21 - Final Exams end.
- NCAA certifications due in OSR.
- December Graduation.
- December 27 - Winter Session Begins.
- December 28 - All final grades for Fall due.
- December 31 - Distribute academic action information to colleges.
- Distribute lists of overdue grades to colleges.

January

- January 7 - Summer University Schedule of Classes viewable.
- January 11 - DCU closes for Fall 2019 Schedule of Classes.
- Summer incomplete grades lapse to "F" grades.
- January 15 - Message to potential May, August, and December 2019 Graduates.
- January 16 - Winter Session ends.
- January 22 - Spring 2019 classes begin.
- January 23 - Winter Session grades due in OSR.
- January 25 - Fall 2018 academic awards generated, college standings.
- Official list of December 2018 Graduates due in OSR.
- January 28 - Last day to add classes.



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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