



## Office of Student Records *News*

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### New MaineStreet Access Request Forms

Some improvements have recently been made to the process for requesting access to student information in MaineStreet. In an effort to expedite the security process, the form for requesting access for faculty and staff within academic areas was redesigned to provide the information necessary to meet the user's needs. In addition to being a means for gaining access for new employees, the form also reminds supervisors to provide information about employees that have left and should have access removed. This new MaineStreet Access Request Form is available on the UMaine Portal under the "Forms & Documents" heading and requires authentication with UMS credentials for access.



A new form has also been developed to better assess the requirements for employees in the non-academic areas such as Financial Aid, Admissions, Student Affairs, Housing, Bursar, etc. This form is only available upon request from Student

Records. The goal is to work more closely with these areas at the beginning of the request process such that all needs are met with as little refinement as possible to establish the appropriate access. To request this form, send email to [um.mainestreet.security@maine.edu](mailto:um.mainestreet.security@maine.edu).

Be sure to view all of the details on the [MaineStreet Access to Student Information page](#) on the OSR website including steps needed to be given access and where to find the required FERPA training.

### Newsletter Archive

The Office of Student Records has been publishing this newsletter for 27 years. Numerous topics have been covered ranging from timely updates on changes to our student information system, to the impacts of policies and procedures as they relate to student records. An archive of "For the Record" issues dating back to 2011 is available on the OSR website. These issues may serve as a reference on how to use certain features in MaineStreet, or simply provide a means for reminiscing!

### FERPA Training is for Everyone

UMaine employees who are entrusted with access to student data must be aware of FERPA and the guidelines under which the University must operate. The inclusion of the FERPA training as a required training within the UMS Academy Compliance Track for Employees ensures that employees are aware of FERPA and the expectations of protecting the privacy of our students. It is just as important for current employees to take the annual training as it is for employees who are new to our campus community. Be sure to take your training when UMS Academy notifies you to do so!



### Upgrade Update

The upgrade for MaineStreet Campus Solutions (student information system) is making progress and is on track for the June Go-live. Implementation team members have completed the first round of three planned testing phases. As expected, the testing process identified issues and provided opportunities for IT staff to resolve problems, thereby reducing the odds of issues for future testing rounds. Team members from all functional areas throughout the University of Maine System such as Financial Aid, Admissions, Student Records, Advising and Student Financials, have been participating in the implementation process and will continue to contribute throughout the entire project. Stay informed of the progress of the upgrade project by visiting the [Campus Solutions 9.2 Upgrade website](#).



**Click it!**

Enrollment for Summer University is open! See [Summer University website](#) for details.



### Sole Possession Notes

Many advisors make notations regarding discussions that occur between them and their advisees. In accordance with FERPA, notes that are taken by the advisor with the intent for them to be shared with others become part of a student's education record and the student has a right to access this information. Any notes taken for the personal use of the advisor are considered "sole possession notes" and do not become part of the education record.

## February

- February 1
  - Deadline for May 2019 graduation application.
  - Summer University 2019 enrollment begins.
  - Send updated list of fall missing grades to colleges.
- February 6
  - Graduation list to be made final for December 2018 graduates.
- February 14
  - Advisor and concentration listings distributed for updating.
- February 15
  - Notification of missing grades to students and list to colleges.
- February 18
  - President's Day- No Classes
- February 21
  - Classes dropped on or before this date will not appear on transcript(4:30pm).
  - Deadline for assigning advisors.

## March

- March 1
  - Reserved seats information due in OSR.
  - Assign enrollment appointments & PINs for Fall 2019
  - Spring 2019 Immunization holds placed and email sent for students non-compliant with immunization law.
- March 6
  - List of students with enrollment holds sent to colleges.
- March 15
  - May 2019 degree candidate lists and transcripts provided to colleges with transcripts.
- March 18
  - Spring recess begins.
  - Fall 2019 Classes available in MaineStreet and Wish List validation begins.
- March 25
  - Classes resume.
  - Fall 2019 enrollment begins.

## April

- April 8
  - Notifications will be sent to students with Fall incomplete grades; lists sent to colleges (will lapse May 17).
- April 10
  - Last day to withdraw from a class and receive W grade. Withdrawn classes after this date will receive failing grade (4:30 pm).
- April 29
  - Spring semester Final Grade rosters available.
  - Open enrollment for Fall 2019 begins.



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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