



Office of Student Records News

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Navigate Update

The last newsletter introduced Navigate, a software application that provides enhanced advising and communication to support and promote student success and engagement. Since that time, a group of professional advisors invited to participate in a pilot have been digging in and learning how to use this tool. In addition, the incoming fall 2019 students downloaded the Navigate app at New Student Orientation in June. To date, almost 1,700 students have become familiar with Navigate using it to view their fall schedule, review reminders, access campus resources and explore majors at UM.



So, what's next? Over the summer, communication campaigns to some students will be generated using Navigate. As the rollout continues through the fall, learning opportunities on using Navigate will be available to advisors and staff. For more information on Navigate go to umaine.edu/navigate.

MaineStreet Upgrade

The MaineStreet upgrade is done! The objective to upgrade to a new version of Campus Solutions and transition to new technology that supports MaineStreet was successfully met. Most of the functionality of MaineStreet didn't change, but there is a new look and way of navigating once logged in. Some training materials have been created to help users become familiar with the changes. The [Campus Solutions 9.2 Upgrade website](#) provides CS 9.2 Upgrade Navigation Training materials including a quick guide, FAQs and a video are available online:



- [Campus Solutions Navigation Quick Guide](#)
- [Campus Solutions Upgrade FAQ](#)
- [Campus Solutions Navigation Training Video](#)

For help while using the new system, contact UMS IT Support at help@umaine.edu

Resources for Faculty

The Office of Student Records has scheduled two workshops in August to provide faculty with information on using MaineStreet. Although these sessions are intended for new faculty, all are welcome. Details of the sessions are included on the [Calendar of Events for New Faculty Hires](#) provided by the Center for Innovation in Teaching and Learning (CITL). Each session begins with a basic overview of FERPA, however, each has a specific area of focus.



- **August 27, 2:30-4:00** - *Using Academic Advisement Reports in MaineStreet*: Topics include the functionality of the report, how the report ties to the undergraduate catalog, and submitting requests for substitutions and waivers. The session also includes information about the Student Planner, a tool for students that assists them with laying the framework toward completion of their degree programs.
- **August 29, 9:00-10:30** - *Using the MaineStreet Faculty Center*: Topics include class rosters, grade rosters, class search, and how to find student information needed for advising.

Sessions will be held in 102 Fernald and if time permits, those with MaineStreet access already established may bring a laptop to participate in the hands-on experience.

MaineStreet Access for New Faculty

Failure to request MaineStreet access for new faculty will prevent them from accessing their class rosters and grade rosters in MaineStreet. The start of the semester is a busy time for processing access requests, so beat the rush! Encourage new faculty to take their FERPA training as soon as their payroll paperwork is processed and their UMaine Portal access is established. Full details about [MaineStreet Access to Student Information](#) is available at studentrecords.umaine.edu.



UMaine's FERPA Brochure

The Office of Student Records' website provides many details [regarding FERPA](#). For a quick reference to the basics of FERPA, use the [FERPA brochure](#). This trifold document is available in a printable pdf version and gives an overview of education records, directory and non-directory information, best practices, and includes contact information should further guidance be needed.

August

- August 9 - Spring 2020 Schedule of Classes DCU edits deadline.
- August 16 - 2019-2020 *Undergraduate Catalog* available online
- August 23 - Summer University ends.
- August Graduation.
- August 26 - August graduation records ready for college review.
- August 30 - All final grades for Summer University due.

September

- September 2 - Labor Day Holiday.
- September 3 - Classes begin.
- September 4 - Spring 2020 Schedule of Classes department review.
- September 6 - Notice of Spring 2019 incomplete grades to be reverted to 'F' sent (will lapse on Oct 4).
- September 9 - Last day to add courses.
- September 13 - Distribute advisor and concentration listings to colleges for updates.
- Warning message to students non-compliant with immunization law.
- September 16 - Dropping courses for refunds ends.
- September 20 - Official graduation list for August 2019 due from deans offices.
- September 27 - All students must be assigned advisors by this date for accurate pre-enrollment advising.

October

- October 1 - Application for completion deadline for December 2019 graduation.
- October 2 - Classes dropped on or before this date will not appear on transcript.
- October 4 - Spring 2020 term activate, assign appt, & create pins.
- Spring 2019 incomplete grade lapse to "F" grades.
- October 14 - Fall Break begins.
- October 15 - August 2019 graduation list finalized.
- October 16 - Classes resume.
- October 18 - Spring 2020 classes available in Mainstreet and wish list validation begins.
- October 21 - Distribute list of enrollment holds to colleges.
- October 28 - Spring 2020 enrollment begins.
- List of December 2019 graduates and transcripts distributed 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

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