

Registrar's Office  
37 College Ave  
Gorham, ME 04038

207-780-5230  
207-780-5517 fax.

[MAINESTREET](#)

[FINANCIAL AID](#)

[REGISTRAR](#)

[STUDENT  
BILLING](#)

#### INSIDE THIS ISSUE:

Advanced Registration	2
Add/Drop Withdrawal	2
Billing Information	2
Financial Aid	3
Missing Grades	4
Public Director	4
Final Exam	5

# Enrollment Services Newsletter Spring 2012

## Student Information

Each semester this office issues a newsletter in an effort to inform the university community of pending registration and other activities. Many of you will not be concerned with all of the topics presented in this document; however, I urge each of you to read carefully each topic of interest to you.

Please review your information on MaineStreet student Self Service, Student Center.

In reviewing there are several factors that need to be stressed.

·Check your class schedule carefully. If it is in error, contact the Registrar's Office immediately.

·If a full semester course was dropped on or after January 31, 2012 through March 26, 2012 it will be listed on your schedule of classes with a grade of W.

All students on the final class list, including those who withdraw on or after March 27, 2012 will be assigned a letter grade, normally an F.

The number of transfer credits should be correct. Contact the Registrar's Office if it is incorrect. 207-780-5230.

## TRANSFER POLICY

Beginning Fall 2010, current degree seeking students taking classes within the University of Maine System will have these classes automatically transferred to USM. A student must contact the Registrar's Office if they do not want this transfer to occur.

## MESSAGE CENTER

The Message Center is a secure depository of student information that is part of the Student Center. More and more information will be directed to the Message Center. Please check this often on your Student Center, on the right hand side, under Message Center.

## Graduation

Students who expect to graduate in May 2012 need to complete the graduation application process. This can be accomplished either through Student Self Service in MaineStreet; or by obtaining an application for degree form at the website below:

### Instructions for MaineStreet Application:

Log into MaineStreet, click on Student Self Service, Student Center. In the Menu on the left: click on Self Service, Degree Progress/Graduation, apply for Graduation.

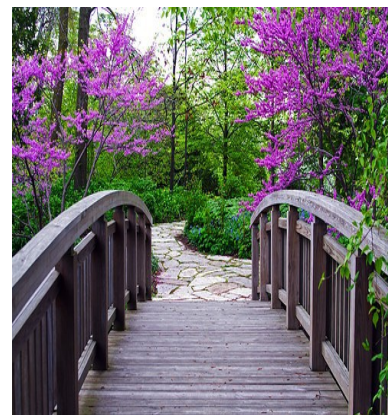
Click on Program and choose \*Expected Graduation Term; Continue.

Read through all information to make sure this is correct. Make changes where needed. When complete make sure to hit "Submit Application.

### Paper Application

You may obtain a paper application form by printing one at this website:

<http://www.usm.maine.edu/~reg0/applicationfordegree.pdf>, or pick up an application from one of the Student Success Centers (119 Payson Smith Hall, 119 Bailey Hall or 119 LAC); or Registrar's Office in 100 Bailey Hall). This form then may be faxed to 207-780-5517 or mailed to the Registrar's Office.



## Fall 2012 Advanced Registration

### Fall 2012 Advanced Registration *(for Degree Candidates only)*

The Fall 2012 Schedule of Classes and registration materials will be available on MaineStreet no later than April 2.

Registration will begin April 9, 2012. Please check [Advanced Registration](#):

### Fall 2012 Open Registration Undergraduate, Non-Degree Students

Please check this website: <http://usm.maine.edu/non-degree/> registration for non-degree (special) students when dates will become available.

Graduate non-degree students may register beginning April 23, 2012.



SPRING FLOWER

## Billing Information

**SPRING 2012:** Unless you have enrolled in an installment payment plan, your charges should be paid in full. If your charges are not paid on a timely basis your account will be assessed late payments. You may also be prevented from adding additional courses. If you have any questions about the status of your account, contact Student Accounts at 780-5200.

A student who remains registered for some courses is not charged for any full semester course dropped during the first two weeks of the semester. Prior to January 31 all charges are refunded when a full semester course is dropped. Tuition and fees are not reduced if a course is dropped on or after January 31, 2012.

If a student withdraws from all their classes, charges are refunded in accordance with the refund schedule at this website; [Add/Drop/Withdrawal](#)

Room and Board charges are prorated in accordance with the terms of the contract.

The date written notification of a drop or withdrawal is received by the Registrar is used to determine the withdrawal date.

**Fall 2012:** Information about payment policies will be updated at the Student Accounts Website. Registration creates a financial obligation. This will be reflected on your student account showing charges for tuition and mandatory fees. Please remember registration is restricted when a student owes a past due balance.

For the Student Billing web page see: <http://www.usm.maine.edu/busol>

# Financial Aid



The entire staff of the Office of Student Financial Aid welcomes you to the University of Southern Maine. If we can be of any assistance to you during the coming semester, please do not hesitate to contact us. We have offices in Gorham, Lewiston, and Portland.

The Office of Student Financial Aid assists students by offering comprehensive services to those who need financial assistance while pursuing their educational goals. Keeping in mind that a lack of resources should not prevent you from attending USM, we provide financial aid information and a variety of financial resources in order to help make your attendance possible.

We provide financial aid programs, information and a variety of financial resources in order to help make your attendance possible, including grants, scholarships, work programs and low interest student loans. Applicants must file the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA). Part-time students are eligible to apply for financial aid as well as full-time students. You must register for at least six credits per semester and be admitted to a degree program. Students who are eligible for a Pell Grant may be eligible to receive the grant while registered for only 3 credits.

To apply for financial assistance from the University of Southern Maine, you should file your Free Application for Federal Student Aid (FAFSA) on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

We encourage you to contact us at 780-5250 if you have any questions. You may also access our web page at <http://www.usm.maine.edu/fin/>. Remember, we are here to help you.

**Federal:**

**Pell Grant**

**Supp. Grant**

**Acad. Grants**

**SMART Grants**

**Work Study**

**Ed. Loans**

**State Grants**

**Univ. Grants**

## Housing

Any student not living in University residence halls who would like to become a resident should obtain a residence hall application from Residential Life and Residential Education as soon as possible. A \$75.00 deposit is required at the time of application. This is non-refundable after January 1 for spring semester and June 1 for fall semester. Students are placed in the residence hall on a first-come basis, based on matriculation status.

## Incomplete and Missing Grades

*As approved by both the Faculty Senate and the Provost, the maximum time limit for resolution of Incomplete (I's) and missing grades (MG's) is one semester. If the grades are not resolved they will be counted as an F.*

# Public Directory

Currently the list of student data items that may be released without written consent of the student are: name, home address, local address, phone numbers, date of birth, major, class level, dates of attendance, enrollment status (full-time or part-time), previous institutions attended, date of graduation, degrees received, student activities and height/weight for athletic team members.



You may choose 1 of 3 options for releasing public directory information:

- **Release all directory information**
- **Release no directory information**
- **Release all directory information except home and local addresses**

*In your Student Center, under "Personal Information" choose from the drop down menu, "Privacy Settings", Edit FERPA/Directory Restrictions, then choose 1 of the 3 options, and save.*

The University of Southern Maine complies fully with the Family Educational Rights and Privacy Act of 1974. The act was designated to protect the privacy of education records and to allow students access to their records. You have the right to withhold the disclosure of Public Directory information.

Please consider very carefully the consequences of any decision by you to withhold information. Such a decision will cause any future requests for this information from non-institution persons or organizations to be refused. Many difficult situations can arise from USM properly withholding this information.

To view a more complete description of the [confidentiality policy](#).

## Non-Public Directory Information Release

Except for a few specific situations, USM can not release any non directory information about a student with explicit written permissions from the student.

You may give permission for USM to discuss information with any other person or group by completing "[Student Consent to Release Information Form](#)". Include in this written permission the people/organization we can discuss your records with, the information we can discuss, and for how long, and your name, signature, date of birth, and ID number.

At any time, you can revise a release by submitting another updated written release to us.

Send the release to the Registrar's Office, 37 College Ave, Gorham, ME 04038 or fax your request to 207-780-5517.



In complying with the letter and spirit of applicable laws and in pursuing its own goals of pluralism, the University of Southern Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination

in any area of the University should be directed to the campus compliance officer at 7 College Avenue, 207:780-5094/ TTY207:780-5646.

## Final Exam Spring 2012

Final exams are generally scheduled at regular class times.

Monday, May 7, 2012 is a grouped exam day.

That schedule and the exceptions to the formula below will be released in November.

### **TUESDAY May 8**

PERIOD 1 - 8:00 - 10:00

PERIOD 2 - 10:45 - 12:45

PERIOD 3 - 1:30 - 3:30

### **WEDNESDAY May 9**

PERIOD 4— 8:00 - 10:00

PERIOD 5— 10:45 - 12:45

PERIOD 6— 1:30 - 3:30

### **THURSDAY May 10**

PERIOD 7— 8:00 - 10:00

PERIOD 8—10:45 - 12:45

PERIOD 9— 1:30 - 3:30

### **FRIDAY May 11**

PERIOD 10— 8:00 - 10:00

PERIOD 11— 10:45 - 12:45

PERIOD 12— 1:30 - 3:30

### **PERIOD**

- |    |  |
|----|--|
| 1  | All classes in Gorham beginning at 9:30 a.m. on T TH<br>All classes in Portland beginning at 10:15 a.m. on T TH  |
| 2  | All classes in Gorham beginning at 11:00 a.m. on T TH<br>All classes in Portland beginning at 11:45 a.m. on T TH |
| 3  | All classes in Gorham beginning at 2:00 p.m. on T TH<br>All classes in Portland beginning at 2:45 p.m. on T TH   |
| 4  | All classes in Gorham beginning at 9:30 a.m. on M W<br>All classes in Portland beginning at 10:15 a.m. on M W    |
| 5  | All classes in Gorham beginning at 11:00 a.m. on M W<br>All classes in Portland beginning at 11:45 a.m. on M W   |
| 6  | All classes in Gorham beginning at 12:30 p.m. on M W<br>All classes in Portland beginning at 1:15 p.m. on M W    |
| 7  | All classes in Gorham beginning at 8:00 a.m. on T TH<br>All classes in Portland beginning at 8:45 a.m. on T TH   |
| 8  | All classes in Gorham beginning at 12:30 p.m. on T TH<br>All classes in Portland beginning at 1:15 p.m. on T TH  |
| 9  | All classes in Gorham beginning at 2:00 p.m. on M W<br>All classes in Portland beginning at 2:45 p.m. on M W     |
| 10 | All classes in Gorham beginning at 8:00 a.m. on F<br>All classes in Portland beginning at 8:45 a.m. on F         |
| 11 | All classes in Gorham beginning at 11:00 a.m. on F<br>All classes in Portland beginning at 11:45 a.m. on F       |
| 12 | All classes in Gorham beginning at 8:00 a.m. on M W<br>All classes in Portland beginning at 8:45 a.m. on M W     |

Classes that normally meet one day a week from 4:10 to 6:30 will hold their exam at 4:15 -6:15, and classes meeting 5:35-8:05 will hold their exam at 6:30-8:30, and classes that begin 6:30 or later will hold their exam at 7:00-9:00 on the days listed below.

Monday	May 7, 2012
Tuesday	May 8, 2012
Wednesday	May 9, 2012
Thursday	May 10, 2012
Friday	May 11, 2012

Classes that normally meet at 4:10 p.m. or 5:35 p.m. two days a week will hold their final exams from 4:15 - 6:15 pm as follows:

Meet Monday & Wednesday	4:10-5:25 Exam will be Monday, May 7, 2012
Meet Tuesday & Thursday	4:10-5:25 Exam will be Tuesday, May 8, 2012
Meet Monday & Wednesday	5:35-6:50 Exam will be Wednesday, May 9, 2012
Meet Tuesday & Thursday	5:35-6:50 Exam will be Thursday, May 10, 2012

Classes that normally meet on Saturday will hold their final exams on May 5 and Sundays on May 6.