



University of Southern Maine Priority Registration and Advising



Early Registration Schedule and Advising Information FALL 2009

Fall 2009 Course will be available March 25

Advising:

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Registration for Fall 2009 will occur in (MaineStreet). Students will be allowed to start registering at 6:00 am on a day determined by the number of earned credit hours. ([see priority registration schedule](#)).

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You will be able to view the day (**when available**) you are eligible to register by logging into [MaineStreet](#),

- click on Student Self-Service,
- Student Center,
- then Enrollment Dates.

This will give you the date you are eligible to register. Also, you will be able to view an unofficial transcript to look at total credit hours earned.

-Prepare a tentative schedule and/or questions before meeting your advisor.

-Before you are able to register, most students will need to obtain a PIN # from your advisor or academic department.

For Advising information please see the college or dept for more information.



To contact us:

Registrar's Office
113 Corthell Hall
37 College Avenue
Gorham, ME 04038

Phone: 207-780-5230
Fax: 207-780-5517
1-800-800-4876 ext 5230



University of Southern Maine

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College of Arts and Sciences

<http://www.usm.maine.edu/cas/>

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Advising – Contact your department to schedule an appointment for advising with a faculty advisor in your major early during the Advance Registration period. Students should **make an advising appointment before the end of the semester** in order to obtain their PIN in a timely manner. Advisors may not be readily available for advising appointments during break and vacation periods. Please refer to our website for helpful advising resources: <http://www.usm.maine.edu/cas/advising.html> including the CAS Advising Brochure (see <http://usm.maine.edu/cas/pdf/brochure.pdf>).

Degree Audit – The MaineStreet term for Degree Audit is now *Academic Advisement Report*. Bring a copy of your Academic Advisement Report with you any time you meet with your faculty advisor. These reports are available to students through MaineStreet at the end of the Unofficial Transcript accessible within your Student Center and are available for the CURRENT CATALOG ONLY. All Academic Advisement Reports processed on MaineStreet will reflect CURRENT CATALOG REQUIREMENTS. If you are following the requirements for an earlier edition of the USM Undergraduate Catalog, meet with your advisor for more information about proper course selection.

Graduation Planner – Planning your academic career helps you to stay on track and ensure you are ready to graduate at the earliest possible time. Fill out and take a copy of the Graduation Planner (see <http://www.usm.maine.edu/advising/gradplanner.htm>) with you any time you meet with your faculty academic advisor. Check to find out if courses will be offered during the semester when you hope to take them. Use this planner to stimulate discussion about your academic plans, goals, and interests when you meet with your advisor.

Changing Majors – Students who wish to declare, or change their major in the College of Arts and Sciences must have successfully completed readiness in math and writing and have a minimum grade point average in good standing. Please check the USM Catalog (see <http://usm.maine.edu/catalogs/undergraduate/index.htm>) for additional requirements that may be required by specific majors. It is recommended that, prior to declaring a major, students meet with the department chairperson or other faculty member in the department to discuss the major and how it fits with the student's interests and career goals. Declarations of major must be approved by both the department chairperson and the CAS Dean's Office. This form is available on the Registrar's Office website.

Declaring Minors – Students who wish to declare a minor in the College of Arts and Sciences must submit a Declaration of Minor form approved by the department chairperson prior to completion of the program. It is recommended that a student declare the minor prior to completion of 6 credits in the program. This form is available on the Registrar's Office website.

Graduate Students – Graduate students in the College of Arts and Sciences should check with their program's office for advising and enrollment procedures.



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School of Applied Science, Engineering & Technology <http://www.usm.maine.edu/aset/>

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Students who are matriculated in one of ASET's degree programs will receive an advance registration e-mail indicating when they should register, who their academic advisor is, and how they can be contacted. Students should schedule an appointment with their advisor prior to their date of registration. (Environmental Science freshmen and sophomores should meet with the ES peer mentor prior to meeting with their faculty advisor.)

Before your advising session, please do the following:

1. Review your core curriculum requirements and major requirements.
2. Check to see if you have met proficiencies and course prerequisites.
3. Search for course offerings through Course Search on MaineStreet.
4. Develop a tentative schedule in your Wish List on MaineStreet.

At the conclusion of your advising appointment you will receive your Registration PIN . You may then register in MaineStreet on the designated day.

Applied Medical Sciences 228-8250
106 Science Building, Portland

Computer Science 780-4499
117 Science Building, Portland

Engineering 780-5287
149 John Mitchell Center, Gorham

Environmental Science 780-5390
106 Bailey Hall, Gorham

Technology 780-5440
211 John Mitchell Center, Gorham

If you experience difficulty in reaching your academic advisor or your academic department, please contact Bonnie Stearns, Director of Student Services at 780-5050 or email bstearns@usm.maine.edu



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Education and Human Development

<http://usm.maine.edu/cehd/>

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Teacher Education - Cathy Madore

(207) 780-5302 cmadore@usm.maine.edu

Counselor Education - Kerry Bertalan

(207) 780-5316 bertalan@usm.maine.edu

School Psychology - Rose Mahoney

(207) 780-5220 rmahoney@usm.maine.edu

Professional Education - Kat Schorr

(207) 780-5400 kat@usm.maine.edu

Professional Development Center - Christen Stande

(207) 780-5055 cstande@usm.maine.edu

For the School of Music the contact is Chris Alden-Kinne

(207) 780-5265 ckinne@usm.maine.edu

Note: CEHD graduate students do not need a PIN to register.



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School of Business

http://www.usm.maine.edu/sb/current_students/index.html

Undergraduate

Faculty and professional advisors will see students by appointment only. To determine the name of your advisor, go to your Student Center on MaineStreet and you will see your advisor's name in a box to the right of the screen. If you click on "details" you will be given a link to his or her email. If no advisor name is displayed, contact Alice Cash (acash@usm.maine.edu) or call 780-4020 for assistance.

All students in School of Business majors who have earned less than 54 credit hours or whose GPA is below 2.33 must obtain an "Enrollment Pin" from their advisor in order to be able to register. (Please note, the credits in which you are currently enrolled are not considered completed!) Before enrolling in their first School of Business courses (ACC, BUS, FIN or RMI designations) requiring junior standing, students majoring in a School of Business major must have junior standing (54 credits completed) and have a minimum grade point average of 2.33 in USM courses. If you are among the students in the School of Business who have, as of the end of the current semester, met the minimum 54 credits completed and minimum 2.33 g.p.a. so that you are not required to input a PIN, but nonetheless, MaineStreet is telling you that you need a PIN, please contact the School of Business Office for assistance (780-4020).

During advance registration, 100 and 200 level ABU, ACC, BUS and FIN courses are available to USM students in any major. To enroll in 300 or 400 level School of Business courses during registration a student must be currently in a USM degree program or a School of Business major or minor that has these courses as specific requirements for graduation and must hold a minimum 2.0 accumulative grade point average. In addition, for School of Business courses a student must have obtained the required credit standing (sophomore, junior or senior) and current prerequisites for all desired School of Business courses. *Note: Students not meeting credit standing and/or prerequisites are at risk of being removed from courses.*

For juniors and seniors who are not in a USM major or minor that requires School of Business courses, upper-level courses will become available April 27, 2009, after the primary registration period is ended. These students wishing to register for 300 and/or 400 level BUS, ACC or FIN courses must hold a minimum 2.0 accumulative grade point average, have met all prerequisites and have the signature of a School of Business advisor. Access will be allowed on a space-available basis.

Graduate

Matriculated School of Business graduate students who need additional information about registration should contact Alice Cash at 780-4184, 113 Luther Bonney Hall, Portland Campus. The fax number is (207)780-4662, the E-mail address is acash@usm.maine.edu, and the mailing address is USM/School of Business, P.O. Box 9300, Portland, ME 04104-9300.

Non-Matriculated School of Business Graduate Students

Non-matriculated students are encouraged to contact Alice Cash (780-4184 or acash@usm.maine.edu) as early as possible about registration permissions. Non-matriculated students wishing to enroll in School of Business graduate courses must provide proof of eligibility that usually includes transcripts and GMAT scores.

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Distance Education

<http://www.usm.maine.edu/eap/distanceeducation/>

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OFF CAMPUS PROGRAMS AND DISTANT EDUCATION

Off-Campus Programs is an outreach program that coordinates the offering of introductory and upper level USM courses at locations in Bath/Brunswick and Saco/Biddeford,

For Distant Education Please see this Website: [website:http://www.usm.maine.edu/eap/distanceeducation/](http://www.usm.maine.edu/eap/distanceeducation/).

By offering flexible schedules, quality full and part-time faculty, small classes, advising services, computer labs, tutoring, plenty of parking, and a friendly/personal atmosphere, USM makes it possible for students to attain their academic goals at their convenience.

Pre-Registration for matriculated USM or UM System students follows the Priority Registration Schedule.

Open Registrations for non-matriculated students will begin April 27, 2009

Students may register with assistance from the Registrar Office in Gorham, 207-780-5230, Advising, 119 Payson Smith, Portland, (in person) Business Office, 118 Payson Smith and Advising Office, Lewiston-Auburn College, 207-753-6530.

Registration occurs over the phone, in person, or at one of the above USM locations. Students who wish to register through one of the University College Centers may do so without assistance from the Registrar:

For more information on USM Off-Campus Programs courses and descriptions: www.usm.maine.edu/eap/offcampus

University College Bath/Brunswick
9 Park Street, Bath, Maine 04530
442-7736 - 1-800-696-2329

University College Saco
110 Main Street, Suite 1101
Saco, Maine 04072
282-4111 -1-800-696-3391



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College of Nursing

<http://www.usm.maine.edu/conhp/>

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Undergraduate Nursing Program:

Please schedule an appointment with your advisor prior to your date of registration. At the advising appointment you will receive your PIN. You then may register on MaineStreet (PeopleSoft) on the designated day. If you are a nursing student and do not know your advisor's name, please call 780-4505.

Recreation and Leisure Studies Department:

All majors must meet with their advisors prior to course registration. Students can schedule meetings by signing up for times posted on their advisor's office doors.

After meeting with your advisor and completing your registration worksheet, you will then receive your PIN #. You then may register on MaineStreet (PeopleSoft) on the designated day.

Sports Medicine Program:

All matriculated students within this program must meet with their advisor prior to course registration. Students should make an appointment with their advisor by signing up for an advising time block typically listed on the advisor's office door. Bring a completed registration worksheet to your appointment. During this advising session, you will be given a PIN number, and you then may register on MaineStreet (PeopleSoft) on the designated day.

Undeclared students interested in admission into the Sports Medicine program should contact Darlene Merrill, Advising Services, 780-4040. All other inquiries about the Sports Medicine program should be directed to Gerri Therault at 780-5782.

Graduate Nursing Program:

Please schedule an appointment with your advisor prior to your date of registration. At the advising appointment you will receive your PIN number. Once the advising process is complete, you may register on MaineStreet (PeopleSoft) on the designated day.

Non-Matriculated students wanting graduate nursing classes must go to the CONHP office to register. For more information please call 207-780-4082.



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Muskie

<http://muskie.usm.maine.edu/>

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Matriculated Muskie Students

All Muskie matriculated students need a PIN to register. Students can obtain their PIN by contacting their advisor. Students can register by using MainStreet PeopleSoft:

https://peportal.maine.edu/psp/PAPRD89/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

Non-Matriculated & Certificate Students

Non-matriculated and certificate students need to register through the Student Affairs Office at the Muskie School. Contact Susan Moore at smoore@usm.maine.edu, or at (207) 780-4864, with any questions about courses, or the registration process. To register for a course, email Ruth Conly at rconly@usm.maine.edu, or call her at (207) 780-4931.



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Undeclared/Go Students

<http://www.usm.maine.edu/advising>

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Schedule An Appointment

Schedule an advising session with your academic advisor prior to your date of registration. Call 780-4040 if your advisor is located in Portland or 780-5652 if your advisor is located in Gorham. Call soon for your appointment!

There are a few things that you should do prior to your appointment. Coming to your appointment with the following accomplished will help to make your course selection and registration process very productive.

Before Your Appointment:

Go to your Student Center (MaineStreet) to see when you are eligible to register for classes.

Review the Core curriculum requirements in your USM catalog at: <http://www.usm.maine.edu/catalog/>.

Review the course schedule of next semester courses. The schedule is available through MaineStreet.

Develop a list of possible classes and add them to your Wish List.

Check to see if you have met proficiencies and course prerequisites.

At Your Appointment You Can Expect to:

Confirm your remaining requirements

Review your Wish List

Receive your Enrollment PIN and your advisor's approval for your course selections, which are needed to register. You must meet with your advisor in order to receive your Enrollment PIN.

Register For Your Courses

After meeting with your academic advisor you can register using [MaineStreet](#) on your designated date and time.

You can also walk-in with your signed registration worksheet or Enrollment PIN to the staff at Advising Services in Portland, Registrar's Office in Gorham, Student Services in Lewiston or any University College location (Bath-Brunswick, Saco, Sanford) during the days you are eligible to register.



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APRIL 2009

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 March	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH

30 Monday

6:00 am Graduate Students(in a Degree Program)

APRIL

02 Thursday

6:00 am Graduate Students(in a Certificate Program)

06 Monday

6:00 am Opened to all Graduate Students and Graduate Distance Ed.

13 Monday

6:00 am Seniors with 120 plus credits

12:00 noon Seniors with 114 credits or more

6:00 pm Seniors with 104 credits or more

14 Tuesday

6:00 am Seniors with 94 or more credits

12:00 noon Seniors with 84 or more credits

15 Wednesday

6:00 am Juniors with 79 or more credits

12:00 noon Juniors with 74 or more credits

6:00 pm Juniors with 69 or more credits

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April

16 Thursday

6:00 am Juniors with 64 or more credits

12:00 noon Juniors with 59 or more credits

6:00 pm Juniors with 54 or more credits

21 Tuesday

6:00 am Sophomore with 49 or more credits

12:00 noon Sophomore with 44 or more credits

6:00 pm Sophomore with 39 or more credits

22 Wednesday

6:00 am Sophomore with 34 or more credits

12:00 noon Sophomore with 29 or more credits

6:00 pm Sophomore with 24 or more credits

23 Thursday

6:00 am Freshman with 20 or more credits

12:00 noon Freshman with 16 or more credits

6:00 pm Freshman with 12 or more credits

24 Friday

6:00 am Freshman with .1 or more credits

12:00 noon Freshman with 0 or more credits

27 Monday

6:00 am Distance Education ONLY

Lewiston/Auburn CLASSES ONLY