A new semester is right around the corner!

Priority Registration for current degree students (and University of Maine System students) begins on November 9th. Open Registration begins on November 23rd. To see the full registration schedule, visit usm.maine.edu/spring-courses.

Registration will continue through the end of the 1st week of the semester on a space available basis. Students may register through the second week of courses with instructor permission. We recommend that students register early to ensure a seat in the courses they really want!

If you need any help registering for courses, call Registration and Scheduling Services at (207) 780-5230.

FULL SEMESTER DATES: JANUARY 19—MAY 13
1ST 7 WEEKS: JANUARY 19—MARCH 15
2ND 7 WEEKS: MARCH 16—MAY 13
Payment for the Spring 2016 semester is due by January 5th, including full payment, enrollment in a payment plan, financial aid to cover charges, or confirmation of third party payments. Charges posted after January 5th must be paid within 10 calendar days from when they are incurred. There is a $30 fee to enroll in a payment plan. If charges are not paid on a timely basis, students may be assessed late fees and prevented from adding additional courses.

Spring is part of the 2015/2016 financial aid award package for degree-seeking students. All students should complete the Free Application for Federal Student Aid (FAFSA) and connect with their financial aid counselor. In order to receive financial aid, students must be seeking a degree at USM. Part time and full time students are eligible to apply.

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. If a course is dropped on or before February 1st, 2016, there will be 100% adjustment to tuition and fees. Tuition and fees are not reduced if a course is dropped on or after February 2nd, 2016. If a student withdraws from all courses, charges are adjusted in accordance with the refund schedule found at this website:

Adding/Dropping/Withdrawal
The University of Maine System email address is part of the public directory information and will be released to anyone requesting a listing of student public information. To restrict the release of the email address, see the instructions in the box on the right.

Currently, the list of student data items that may be released without written consent of the student are:

- Name
- Degrees and Awards received (including dates)
- Address
- UMS assigned email address
- Most recent previous educational institution attended
- Phone
- Participation in sports and activities
- Date of Birth
- Class Level
- Program of Study
- Enrollment status (full/part-time)
- Dates of Attendance
- Appropriate personal athletic statistical data

USM complies fully with the Family Educational Rights and Privacy Act of 1974, which was designated to protect the privacy of education records and allow students access to their records. You have the right to withhold the disclosure of Public Directory Information.

**Caution:** If a student requests that directory information not be released, no information will be released to any requestor, including insurance companies and prospective employers, without the expressed written consent of the student. Nor will the student’s name be included in the published Dean’s List, student directory, commencement brochure or any other institutional publication or press release.

Except for a few, specific situations, USM cannot release any non-directory information about a student without explicit written permissions from the students. You can submit the Student Consent to Release Information Form to Registration & Scheduling Services at any time and you may revise this information at any time by simply resubmitting the form.

*Note: If you do not select any of these options, the default option will be release all information.*

For a more complete description of USM’s confidentiality policy: University of Southern Maine’s Confidentiality of Student Records Policy
FALL 2015 FINAL EXAM SCHEDULE

**Tuesday, December 15**
PERIOD 1 - 8:00 - 10:00
PERIOD 2 - 10:45 - 12:45
PERIOD 3 - 1:30 - 3:30

**Wednesday, December 16**
PERIOD 4 - 8:00 - 10:00
PERIOD 5 - 10:45 - 12:45
PERIOD 6 - 1:30 - 3:30

**Thursday, December 17**
PERIOD 7 - 8:00 - 10:00
PERIOD 8 - 10:45 - 12:45
PERIOD 9 - 1:30 - 3:30

**Friday, December 18**
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
   All classes in Portland beginning at 10:15 a.m. on T TH

2. All classes in Gorham beginning at 12:30 p.m. on T TH
   All classes in Portland beginning at 1:15 p.m. on T TH

3. All classes in Gorham beginning at 2:00 p.m. on T TH
   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
   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
   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
   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
   All classes in Portland beginning at 8:45 a.m. on T TH

8. All classes in Gorham beginning at 11:00 a.m. on T TH
   All classes in Portland beginning at 11:45 a.m. on T TH

9. All classes in Gorham beginning at 2:00 p.m. on M W
   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 M W
    All classes in Portland beginning at 8:45 a.m. on M W

11. All classes in Gorham beginning at 11:00 a.m. on F
    All classes in Portland beginning at 11:45 a.m. on F

12. All classes in Gorham beginning at 8:00 a.m. on F
    All classes in Portland beginning at 8:45 a.m. on F

Click here for a complete list of the final exam schedule, including group exams and exceptions.
**TRANSFER CREDITS**

To view your transfer credits, log into MaineStreet, select Student Self Service, Student Center, and Transfer Credit Report.

Current degree seeking students taking classes within the University of Maine System will have these classes automatically transferred to USM. If you do not wish for this transfer to occur, contact Registration & Scheduling Services right away!

**HOUSING**

Any student not living in University Residence hall who would like to become a resident should complete a Residence Hall Application as soon as possible. A $75.00 deposit will be required at the time of application, non-refundable after January 1st. Students are placed in housing on a first-come basis, based on matriculation status.

**INCOMPLETE & MISSING GRADES**

As approved by both Faculty Senate and the Provost, the maximum time limit for resolution of Incomplete (I) or missing grades (MG) is one semester. If a grade is not resolved in that timeframe, it will be converted to an F.

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**PRIOR LEARNING ASSESSMENT**

Prior Learning Assessment (PLA) believes that you, as an adult or an advanced student should be commended for your college-level knowledge, if it fulfills academic criteria set forth by the USM faculty. PLA has developed systematic ways to assess your learning competencies in a supportive atmosphere, supplying the academic bridge which effectively and efficiently connects practical with theoretical knowledge.

The several pathways across the bridge include: testing options, credential reviews, and academic portfolio development, all of which smooth the way to academic credit where appropriate. These pathways across the bridge may save you both time and money, shortening and/or easing your path to degree achievement. Visit PLA in person at 247 Luther Bonney on the Portland Campus or call (207) 780-4663.

**WINTER & SUMMER SESSION**

Registration is currently open for USM’s online Winter Session! The session runs from December 21st through January 15th and offers more than 30 exciting courses to help you meet your goals.

Summer Session offers over 500 courses, including 150+ online courses to help you meet your academic goals. Most courses are offered in condensed 4 or 7 week formats. Registration begins on March 1st for current USM degree students and students within the University of Maine System, and March 3rd for everyone.

Courses will be available for viewing by early January at usm.maine.edu/summer.

**APPLYING FOR GRADUATION**

This year’s Commencement will be held on Saturday, May 14th, at 9:00 AM in the Cross Insurance Arena in Portland. Students who expect to graduate should apply as soon as possible, by logging into their MaineStreet Student Center, choosing “Other Academic,” and “Apply for Graduation”, choose “Expected Graduation Term” and continue. Verify all information and select “Submit Application.” Paper applications will also be accepted and can be dropped off at Registration & Scheduling Services (107 Bailey Hall) or faxed to (207) 780-5517.