Pre-Registration Schedule and Advising Information
FALL 2015

Fall 2015 Courses may be viewed on MaineStreet

Registration for Fall 2015 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).

You will be able to view the day 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 department for more information.

To contact us:

Registrar's Office
101 Bailey Hall
37 College Avenue
Gorham, ME 04038

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

usmregi@usm.maine.edu
<table>
<thead>
<tr>
<th>APRIL</th>
<th>13 Monday</th>
<th>Graduate Students</th>
<th>6:00 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12:00 noon</td>
<td>Seniors with 116 plus credits</td>
<td>11:00 am</td>
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<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>14 Tuesday</td>
<td>Seniors with 100 or more credits</td>
<td>6:00 am</td>
<td>11:00 am</td>
</tr>
<tr>
<td>15 Wednesday</td>
<td>Juniors with 77 or more credits</td>
<td>6:00 am</td>
<td>11:00 am</td>
</tr>
<tr>
<td>16 Thursday</td>
<td>Juniors with 62 or more credits</td>
<td>6:00 am</td>
<td>11:00 am</td>
</tr>
<tr>
<td>17 Friday</td>
<td>Sophomore with 47 or more credits</td>
<td>6:00 am</td>
<td>11:00 am</td>
</tr>
<tr>
<td>20 Monday PATRIOTS DAY</td>
<td>Graduate Students (In Certificate Programs)</td>
<td>6:00 am</td>
<td>11:00 am</td>
</tr>
<tr>
<td>21 Tuesday</td>
<td>Sophomore with 32 or more credits</td>
<td>6:00 am</td>
<td>11:00 am</td>
</tr>
<tr>
<td>22 Wednesday</td>
<td>Freshman with 18 or more credits</td>
<td>6:00 am</td>
<td>11:00 am</td>
</tr>
<tr>
<td>23 Thursday</td>
<td>Freshman with .1 or more credits (&amp; undergraduate certificate)</td>
<td>6:00 am</td>
<td>11:00 am</td>
</tr>
<tr>
<td>27 Monday</td>
<td>Non Degree</td>
<td>6:00 am</td>
<td>11:00 am</td>
</tr>
</tbody>
</table>

FYI:

If you plan on graduating in May please log onto your Mainestreet account and apply to graduate if you haven’t already done so.

Deadline to apply and have your name listed in the program is April 1, 2015

Keep an eye out for commencement information in your @maine.edu email accounts.

Another letter will be going out in April.

Sincerely,
The Registrar’s Office
207-780-5230
College of Arts, Humanities, and Social Sciences
http://www.usm.maine.edu/cahs/

Majors and Programs
The College of Arts, Humanities, and Social Sciences (CAHS) includes undergraduate majors from the following departments: Art, Communication & Media Studies, Criminology, Economics, English, History, Liberal Studies - Humanities, School of Music, Philosophy, Political Science, Sociology, Theatre. Graduate majors are offered from the following departments: Music, and the Stonecoast Masters in Fine Arts.

Schedule An Appointment for Academic Advising

Advising
Contact your Faculty Advisor and/or your Student Success Advisor (SSA) to schedule an advising session and to obtain your registration PIN, before your date of registration. The names of your advisors are listed in your MaineStreet Student Center under Advisor on the lower right side.

Note: You may be advised and receive your PIN even if you are unable to register yet due to a billing hold.

Prepare For 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/catalogs/
* View your Degree Progress Report (DPR) on MaineStreet to see remaining degree requirements.

Note: The DPR is an unofficial categorization program and may not be completely accurate. Confirm with your faculty advisor remaining major, minor, Core, and elective requirements for your degree.

Use the Graduation Planner (see: http://usm.maine.edu/success/gradplanner) on the Advising Network (see: http://www.usm.maine.edu/success/advisingnetwork/) to create an academic plan toward graduation.

Fill out the planner and bring it with you to your advising session. Create a Wish List in MaineStreet.

* Review the course schedule of next semester courses available through MaineStreet.
* Develop a tentative schedule of classes and check to see if you have met course prerequisites.
* Add the courses you are eligible to take to your Wish List on MaineStreet.

Remember
* Make an appointment with your academic advisor right away.
* You can be advised and obtain your PIN even if you have a hold on your record.

Do this before the semester ends, while faculty are more easily available.

At Your Appointment You Can Expect to:
* Confirm your remaining requirements (Bring a copy of your Graduation Planner to your appointment).
* Review your Wish List and discuss any changes recommended by your faculty academic advisor
* Receive your Enrollment PIN and your faculty academic advisor’s approval for your course selections, which are needed to register.

You must meet with your faculty academic advisor before the end of the semester in order to receive your Enrollment PIN.

Advance Registration
After meeting with your advisor you may register for your courses using MaineStreet on your designated date and time. You may also walk-in with your signed registration worksheet or Enrollment PIN to the staff at any of the Student Success Centers, or the Registrars Office in Gorham, or contact the CAHS Dean’s Office.

Graduate Students Graduate students in the College of Arts, Humanities, and Social Sciences should check with their program’s office for advising and enrollment procedures.
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 for your courses 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 any of the Student Success Centers, or the Registrar’s Office in Gorham.

Chemistry, 780-4232
226 Science Building, Portland Campus

Computer Science, 780-4499
117 Science Building, Portland Campus

Engineering, 780-5287
149 John Mitchell Center, Gorham Campus

Geosciences, 780-5350
115 Bailey Hall, Gorham Campus

Mathematics and Statistics, 780-4246/5360
302 Payson Smith Hall, Portland Campus
115 Bailey Hall, Gorham Campus

Physics, 780-4231
226 Science Building, Portland Campus

Technology, 780-5440
211 John Mitchell Center, Gorham Campus

Applied Medical Sciences, 228-8250
178 Science Building, Portland Campus

Biological Sciences, 780-4260
105 Science Building, Portland Campus

Environmental Sciences, 780-5390
106 Bailey Hall, Gorham Campus

Exercise, Health, and Sport Sciences, 780-5782
221 Field House, Gorham Campus

Linguistics, 780-4582
65 Exeter Street, Portland Campus

Mathematics and Statistics, 780-4246/5360
302 Payson Smith Hall, Portland Campus
115 Bailey Hall, Gorham Campus

Psychology, 780-4250
506 Science Building, Portland Campus

Recreation and Leisure studies, 780-4172
G29 Masterton Hall, Portland Campus

If you experience difficulty 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
Undergraduate Nursing:

Please schedule an appointment with your advisor prior to your date of registration. At the advising appointment you will receive your PIN. You may then 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.

Graduate Nursing:

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 then register on MaineStreet (PeopleSoft) on the designated day. Non-Matriculated students wanting graduate nursing classes will need to register through the School of Nursing. Please contact Dr. Cheri Sarton at csarton@usm.maine.edu (email preferred) or call 207-780-4114.
College of Management and Human Service
School of Education and Human Development (SEHD)
Student Affairs Office
218a Bailey Hall, USM Gorham
207-780-5300, fax: 207-780-5060
www.usm.maine.edu/sehd

Adult and Higher Education
Kerry Bertalan: (207) 780-5316, bertalan@usm.maine.edu

Counselor Education
Kerry Bertalan: (207) 780-5316, bertalan@usm.maine.edu

Educational Psychology & School Psychology
Kathy Bickford: 780-5300, kbickford@usm.maine.edu

Educational Leadership, Professional Educator
Kerry Bertalan: (207) 780-5316, bertalan@usm.maine.edu

Literacy Education
Jennifer Camire, 780-5456, llc@usm.maine.edu

Special Education
Kathy Bickford: 780-5300, kbicfor@usm.maine.edu

Teacher Education
Jen Camire - (207) 780-5456, jcamire@usm.maine.edu

Professional Development Center
Christen Stande, 780-5055, cstande@usm.maine.edu

Note: SEHD graduate students do not need a PIN
Undergraduate

Appointments:
Faculty and professional advisors will see students by appointment. Prepare for your registration advising appointment by following the steps outlined on the Student Success Portal—https://usm.maine.edu/success/advisingnetwork-article9. Pages 1 & 2 of this newsletter will show you how to learn your own date and hour to begin registering for fall. A "hold" on your account may block registration; be sure to resolve any holds in advance of your registration time, if possible.
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.

PINS:
All students in School of Business majors who have completed less than 54 credit hours or whose cumulative GPA is below 2.33 must obtain an "Enrollment PIN" from their advisor in order to register. (Please note, the credits in which you are currently enrolled are not considered completed.) NO PIN NEEDED if you met the minimum 54 credits completed and minimum 2.33 cumulative GPA. Please call the School of Business office if assistance is needed (780-4020).

Course Restrictions:
Non-business students are restricted to a maximum of 30 credit hours in ACC, BUS, FIN and RMI courses. No student may pursue more than one minor offered by the School of Business.
Enrollment in 300- or 400-level ACC, BUS, FIN, and RMI courses is restricted to School of Business majors, minors, ACC and RMI certificate programs or non School of Business programs requiring specific courses.

Course Exceptions:
School of Business courses listed in Thematic Clusters or that fulfill other USM Core requirements are open to USM students who meet the course prerequisites. Those courses include: BUS 345 Information Technology/MIS, BUS 340 Managing Organizational Behavior, FIN 320 Basic Financial Management, BUS 377 Information Visualization, RMI 320 Intro to Risk Management and Insurance, and BUS 316 Sport Event Management.

Graduate

MBA students will not require a pin.

School of Business graduate students (matriculated and non-matriculated) who need additional information about registration should contact Alice Cash at acash@usm.maine.edu or 780-4184. Non-matriculated students wishing to enroll in School of Business graduate courses must provide proof of eligibility that includes transcripts and GMAT or GRE scores.
Schedule an appointment:

Schedule an advising session with your Faculty or Student Success Center Advisor. If you do not know who your Advisor is/Advisors are, you can check on your MaineStreet Student Center page on the right-hand side blue box or by contacting the Student Success Center at 207-753-6536. At your advising session, your Faculty Advisor will give you an Enrollment PIN #, which you will need to register for Spring 2014 classes. ONLY FACULTY ADVISORS CAN GIVE YOU YOUR ENROLLMENT PIN NUMBER!!!

Prior to your appointment:

- Go to your Student Center in MaineStreet in the blue box labeled Enrollment Dates to see when you are eligible to register for classes. Please be sure to click on details to get the most accurate information. If you have registered at any University of Maine System schools in the past, they may be in the listing on your home page, by clicking on details, you can see your USM date specifically
- Review the Core curriculum requirements at http://www.usm.maine.edu/catalogs and choose your proper catalogue year (the year you were matriculated into a degree program at USM)
- Review your proper catalogue year for your degree program requirements as well.
- Review the Fall 2015 course schedule. It is available through MaineStreet.

Make a list of possible classes and add them into your Wish List located in your Student Center on MaineStreet.

- The wish list does NOT register the student. Even if their advisor approves the wish list, the student must actually register for the classes or they will not be enrolled.

Make sure you have met all your proficiencies and any course prerequisites you may need.

At your appointment:

Your Faculty Advisor will confirm your remaining requirements, review your list of possible classes, give you your Enrollment PIN #, which you will need to register, and give you a copy of your updated check sheet. (You can obtain your Enrollment PIN # ONLY through your Faculty Advisor.)

Neither you nor the Student Success Center can enroll you in classes without your Enrollment PIN #.)

Register for your classes:

After meeting with your Faculty Advisor and obtaining your Enrollment PIN#, you can register using MaineStreet on your designated enrollment date and time.

You can also walk-in to the Student Success Center/Student Accounts Office (on any USM campus) with your enrollment PIN # during the days and times you are eligible to register.
UNDERGRADUATE STUDENTS - Geography Anthropology

Prepare for your advising appointment:

1. Find out when you are eligible to register for Fall 2015 classes. Students register at specific times and dates based on the number of earned credit hours.
2. Contact your faculty advisor 1-2 weeks before you are eligible to register to set up an advising appointment. You must meet with your advisor to review the courses you want to take and to obtain a PIN to register.
3. Review department program and requirements: http://www.usm.maine.edu/gany/advising.
4. Update your department and core requirements checklist available from the department in 300 Bailey Hall or online through http://www.usm.maine.edu/gany/advising.
5. Review the Fall 2015 Course Schedule and prepare a tentative schedule of courses and questions before meeting with your faculty advisor. Add courses you are eligible to take to your Wish List on MaineStreet.

At your advising appointment:

1. Confirm your remaining department and core requirements. Bring your department and core requirements checklist to the meeting.
2. Review your Wish List and discuss any changes recommended by your faculty advisor.
3. Receive your Enrollment PIN and faculty advisor’s approval for your course selections.

Register for classes on your priority registration date.

If you need assistance and/or cannot reach your advisor or he/she is out of town or on leave, contact Adrea Jaehnig, Coordinator of Student Affairs at ajaehnig@usm.maine.edu or at 780-5326 for assistance.

GRADUATE STUDENTS—Muskie

Muskie students—whether matriculated in a Muskie School degree program, or accepted into a Muskie School certificate program—can self-register via MaineStreet. Matriculated master’s degree students should contact their assigned faculty advisor to get their required PIN, as well as with any questions about course selections.

Senior-level undergraduate students and bachelor’s degree holders may register for any 500-level courses (as well as some 600-level) they meet the prerequisites for. Check the Muskie School website for course descriptions: http://www.usm.maine.edu/catalogs/2014-15/course-descriptions-25.

The Muskie Student Affairs Office for graduate students can be contacted at 207-780-4864 or by Emailing Deb Arbique at darbique@usm.maine.edu
Undergraduates:

Schedule An Advising Appointment:

Please schedule an appointment with your advisor prior to your date of registration. Faculty advisors will meet with students by appointment. To determine the name of your advisor, go to the 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 Cathryn Egan-Arnold (ceganarnold@usm.maine.edu) for assistance.

Prepare for Your Advising Appointment:

Please prepare for your appointment by doing the following:

- Go to your Student Center on MaineStreet to see when you are eligible to register for classes.
- Look at your Degree Progress Report in Student Center to see what classes you have completed, and what you still need to take.

For more details you can:

- Review the Core curriculum requirements in your USM catalog at: http://www.usm.maine.edu/core/.
- Review the course schedule of next semester courses on 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 Advising Appointment You Can Expect To:

- Confirm your remaining requirements by reviewing your Advising Guide or Degree Progress Report.
- Review your Wish List
- Receive your Enrollment PIN number and your advisor's approval for your course selections. You must meet with your advisor before the semester ends to receive your Enrollment PIN number.

Register for Classes:

After meeting with your advisor and obtaining your Enrollment PIN number, you can register using MaineStreet on your designated enrollment date and time. You can register directly from your Wish List!

Graduate Students:

Please schedule an appointment with your faculty advisor and receive your Enrollment PIN Number.
College of Management and Human Service

Tourism and Hospitality Program

Registration and Academic Advising for Tourism and Hospitality Majors

As a student in the Tourism and Hospitality Program, you have been assigned a faculty advisor who will guide you through your course of study and answer questions about post-graduate employment and/or academic options. The name of your faculty advisor is listed in your MaineStreet Student Center (lower right side).

Prepare for your advising appointment:

- Go to your Student Center in MaineStreet to see when you are eligible to register for Fall 2015 classes. Students are allowed to start registering at specific times and dates based on the number of earned credit hours. Record this date/time in your calendar.

- Contact your faculty advisor 1-2 weeks before you are eligible to register to set up an advising appointment. Record this date/time/location in your calendar. You must meet with your advisor to review the courses you want to take and to obtain a PIN to register.

- Read the undergraduate catalog to ensure that you are familiar with the department program and requirements. Majors must meet the requirements specified in the catalog dating to the year of matriculation as a degree candidate or any subsequent catalog. More information can also be obtained through: http://www.usm.maine.edu/gany/advising.

- Students are responsible for maintaining a department and core requirements checklist available from the department in 300 Bailey Hall or online through http://www.usm.maine.edu/gany/advising. It must be updated prior to meeting with the advisor and a copy provided for the advisor's file.

- Review the Fall 2015 Course Schedule available through MaineStreet.

- Prepare a tentative schedule of courses and questions before meeting with your faculty advisor. Check to see if you have met proficiencies and all course pre-requisites.

- Add courses you are eligible to take to your Wish List on MaineStreet.

At your advising appointment you can expect to:

- Confirm your remaining department and core requirements. Bring your department and core requirements checklist to the meeting.

- Review your Wish List and discuss any changes recommended by your faculty advisor.

- Receive your Enrollment PIN and faculty advisor’s approval for your course selections.

Advance Registration:

After meeting with your faculty advisor you may register for your courses using MaineStreet on your designated date and time.

If you need assistance and/or cannot reach your advisor or he/she is out of town or on leave, contact Jennifer Camire, jcamire@usm.maine.edu, 300 Bailey Hall, or at 780-5456 for assistance.
Schedule An Appointment
Schedule a priority registration advising session with your Student Success advisor prior to your date of registration. Call 780-4040 in Portland, 780-4555, Gorham or 753-6500 Lewiston/Auburn. 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 your Graduation Planner. View a template planner by majors at http://www.usm.maine.edu/success/gradplanner
Review the Core curriculum requirements in your USM catalog at http://www.usm.maine.edu/core/
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 advisors 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,

YOUR WISHLIST DOES NOT AUTOMATICALLY enroll you.

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 Student Success in Portland, Registrars Office in Gorham, Student Services in Lewiston or any University College location (Bath-Brunswick, Saco, Sanford) during the days you are eligible to register.