Instructions for GSBS students registering at the University of Southern Maine

1) **Finding Courses:** Courses can be viewed in MaineStreet
   a. Log into MaineStreet
   b. Click “Student Self Service”
   c. Click “Class Search”
   d. Enter “University of Southern Maine” as the institution and the appropriate semester
   e. Enter “AMS” or “BIO” as the course subject
   f. Enter “Graduate” as the course career
   g. Click “Search”

2) **Registering:** If this is the first time you are registering for a course through USM, call Student Services at 207-780-5900 to register.

   If you have previously registered for a course through USM, you can register for subsequent courses directly through MaineStreet. GSBS registration deadline for USM courses is the same for UMaine courses. When possible, please try to avoid registering at the last minute.

3) **Domestic Away Form:** All students taking courses at USM need to fill out a Domestic Away form. This form can be found on the UMaine website. Forms need to be completed and sent to Laura Hall before the start of the semester. If you are not at the Orono campus, Laura Hall will get the necessary signatures on the form and submit it for you. Please send this form to Laura as soon as possible before the start of the semester.

4) **Billing:** After registering you will receive an electronic notification of your bill with USM. Forward this email to Laura Hall so she can ensure that the correct amount is transferred from UMaine to USM. *Please indicate how much of your bill is for tuition and how much is for fees as the payments are processed differently.* You can check your account through the Student Center in MaineStreet. If there is any problem with your bill, please notify Laura Hall.

5) **Course Info:** USM uses Blackboard Learn (https://www.courses.maine.edu/webapps/portal/frameset.jsp) to support its courses. Your MaineStreet username and password will work for this program as well.

6) **Credits:** Since USM is within the UMaine system, you do not have to transfer your credits at the end of the semester.