



# ENV 103: Oceanography

at the Acadia Institute of Oceanography  
in partnership with the University of Maine and it's regional  
campus at Machias

Presentation includes information on how-to apply,  
billing, and transcript requests



Early College  
Programs

**This presentation is  
for  
Acadia Institute of  
Oceanography  
students.**

**ExplorEC**  
Early College Portal to Maine's Public Universities

1

Go to [explorec.maine.edu](https://explorec.maine.edu)

Click on  
High School  
Student



ExplorEC  
Early College at Maine's Public Universities

THE UNIVERSITY OF MAINE  
UMA  
UNIVERSITY OF MAINE FARMINGTON  
UNIVERSITY OF MAINE FORT KENT  
UNIVERSITY OF MAINE AT MACHIAS  
UNIVERSITY OF MAINE AT PRESQUE ISLE  
UNIVERSITY OF SOUTHERN MAINE

Welcome to ExplorEC  
Your portal to Early College at Maine's Public Universities  
Please select your role to continue

Successfully logged out

High School Student

School Counselor or Administrator

UMA Center Staff

EC Administrator

2

# Click “Create New Account”

or  
Login if you already  
have an ExplorEC  
account



## IMPORTANT:

Do NOT create a new account if you cannot remember the email you used to create your original account. Please use forgot password link.

Contact

[um.earlycollege@maine.edu](mailto:um.earlycollege@maine.edu)  
with any questions.

ExplorEC  
Early College at Maine's Public Universities

THE UNIVERSITY OF MAINE  
UMA  
FARMINGTON  
UNIVERSITY OF MAINE  
FORT KENT  
UNIVERSITE DU MAINE  
MACHIAS  
UNIVERSITY OF MAINE AT  
PRESQUE ISLE  
UNIVERSITY OF  
SOUTHERN MAINE

## Welcome to ExplorEC

Home / Student

Login with your Maine's Public Universities (ExplorEC) or  
Maine's Community Colleges (OnCourse) Information

+ Create New Account

Email address

Password

Login [Forgot Password](#)

If you forgot which email you used please contact any EC  
Administrator.

3

## Enter Your Personal Information

Please complete the form to start your application

First Name\*

Last Name\*

Middle Name or Initial

Preferred Name

High School\*

I am home schooled  
Homeschooled students must be registered with the Department of Education. Please contact an EC Administrator if your high school is not listed.

Do you attend a vocational program (CTE) while in high school?\*

No

Social Security Number

The University of Maine System is required under IRS regulations to provide a Form 1098-T to each student enrolled in a course that offers college credit. This also includes high school students enrolled through their high school. The University is also required to request the student's Social Security Number to include on the 1098-T

Already created an account at Maine's Public Universities or Community Colleges?  
[Please Login or reset your password >](#)

DO NOT CREATE A DUPLICATE ACCOUNT

You will only have to enter this information once unless something changes.

Out of State students should select "Out of State (any non-Maine HS)"



The University of Maine system is required under IRS regulations to provide a Form 1098-T to each student enrolled in a course that offers college credit. This includes high school students. The University is also required to request the student social security number to include on that 1098-T. HOWEVER, this field is optional if you do not know your SSN.

High School Graduation Year\*

Email\*

Please use a personal email address so you can receive communication from Early College Administrators. Many high school email accounts do not accept mail from outside of your high school.

Confirm Email\*

Password\*

Please choose a strong password, with min. 8 characters, at least 1 digit and 1 uppercase letter

Retype Password\*

Date of Birth\*

Enter date as mm/dd/yyyy

Gender\*

Cell Phone Number (10-digit)

10 digits (i.e. 5551231234)

By checking box, I opt-in to receive text message notifications. Standard message and data rates apply.

Parent/Guardian First Name\*

Parent/Guardian Last Name\*

Parent Email\*

What is the highest level of school that any of your parents or guardians have completed?\*

Mailing Address\*

City\*

Are you of Hispanic or Latino descent?\*

State

Regardless of your answer above, please select one or more race(s) that you identify with:\*

- American Indian/Alaska Native
- Asian
- Black/African American
- Native Hawaiian/Other Pacific Islander
- White
- Prefer not to answer

Please review your application carefully and check here to indicate that you entered your personal email address correctly (and did not use a high school email account). Failure to check and respond to your email may impact your application and registration status. Verify that you typed your name, address, and birthdate correctly. This information will be used to create a PERMANENT university transcript and must be accurate.\*

Submit Form and Continue

# Continue Entering Your Personal Information

# 4

## Read & Sign the Student Agreement

### Student Agreement

By signing below I am acknowledging that I am enrolling in courses I am eligible for. Each student is responsible for his/her own conduct and agrees to adhere to the Student Code of Conduct while participating in Early College programs. The Student Code of Conduct and Early College guidelines from each campus are provided to inform and educate students about their rights and responsibilities and appropriate community standards of the University. Violation of the Student Code of Conduct is subject to University enforcement and possible sanctions, up to and including dismissal from University programs.

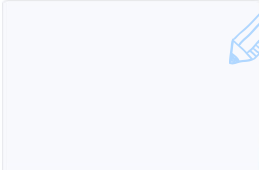
#### \*GRADES

I understand all grades become a permanent part of my college transcript. The University will provide my grades to my high school so that my courses will also be reflected on my high school transcript. I understand I may request a copy of my university transcript.

#### \*TUITION & FEES

I understand that I may be eligible for up to 12 tuition-free credits per academic year (course start date July 1-June 30) between all public institutions (including the University of Maine System and Maine's Community Colleges) under the Aspirations Program

#### Signature of Student\*



Clear Signature

Submit Student Agreement & Continue



operated by the Maine Department of Education (DOE). I acknowledge that to receive tuition-free credits I must meet minimum eligibility criteria established by DOE, which includes without limitation being a public high school/secondary school student or qualifying home-schooled student, with approval from the school unit. Students who pay tuition or have a waiver/scholarship to attend any high school are NOT eligible. I understand and agree that I shall be responsible for course specific fees and any tuition fees for courses in excess of the 12-credit-limit of the Aspirations Program or for any and all tuition fees if I am not eligible for participation in the Aspirations Program. I understand that the Aspiration Program will only pay for each course one time, so if I choose to repeat a course I shall be responsible for tuition and course specific fees for the repeat course.

#### \*DROP/WITHDRAW FROM A COURSE

I understand that I must use the Class Application or Drop/Withdraw Tab in ExplorEC to in order to drop a course within the add/drop period or the course will appear on the college transcript and course specific fees will be incurred.

#### \*FERPA

I understand that as an Early College student, I am included in the University's FERPA (the Family Educational Rights and Privacy Act) policy. My education records (including course grades and payment information) will be kept confidential and will only be shared with my permission or under provisions of the law. My parent(s) or guardian(s) will not be able to access my records unless I complete the FERPA waiver form and assign 4 digit PIN (personal identification number) to each person and share that number with them. By signing below, I authorize the appropriate offices or personnel within Maine's Public Universities for the purpose of monitoring my education, to release information regarding my Educational Records which include: Academic, Financial Aid, Billing, Student Employment and UMS Student Code of Conduct information. I further consent to my Educational Records being released to appropriate administrators of my high school and the Maine Community College System for the purposes of recording grades on my transcripts, managing appropriate tuition reimbursement from the DOE, facilitating course selection, counseling, and reducing duplicate course enrollment.

#### \*BRIDGE ACADEMY

\*The following applies only to parents with students participating in the Bridge Academy program: Bridge Academy students will be responsible for paying a tuition rate of \$40 per credit hour as well as books and materials for their courses (unless covered by the high school or a scholarship) There are no course fees for students enrolled in Bridge. Additionally, Bridge Academy students may enroll in up to 13 credits in the Fall semester to accommodate their cohort learning model and a year-long course delivery.

# 5

## Search for & Select ENV 103

1. Enter Class Numbers for the following dates:

7/7-7/19: 61733 & 61734  
7/21-8/2: 61735 & 61736

2. Click Submit Form and Search for Classes

3. Check the box next to ENV 103

4. Click Apply for Selected

Apply for Classes

At Maine's Public Universities  
At Maine's Community Colleges

Application Status

Drop/WD Requests

FERPA Consent Optional

Parental Consent

My Profile

Manage Password

Logout

Publicly funded students may earn up to 12 credit hours tuition-free. Courses taken during the 2023 summer term are counted toward the 2023/2024 academic year credit-limit, regardless of start date. (Bridge Academy credits in the Fall semester to accommodate their cohort learning model and a year-long course delivery.)

Application Status Definitions:  
Approved → Application sent to college/university. Not yet registered for the course. Parent/Guardian consent may be pending.  
Late Application → Course application was submitted and/or complete after the deadline and will not be processed by college/university.  
Section Is Full → Please apply for a new course or contact the host campus for more information.  
Waitlist → EC Admin has added student to the course waitlist. Not yet registered for the course

Search for Class(es) | Class(es) in your High School | View Applied Classes

Please use the form to search for classes. You must select a TERM and narrow the search by selecting a SUBJECT or LOCATION.

Select Term: Summer 2023

Select Campus: Any Campus

Select Subject(s): Select from list

Select Location: Any Location

Select Course(s): Select subject(s) to see course(s)

If you know the exact Class Number please enter below  
3794

Submit form and Search for Class(es) >

Term	Instructor / Campus	Course / Section No.	Prerequisite	Schedule
<input checked="" type="checkbox"/> Summer 2023	Sheryl Gilmore University of Maine at Machias (UMM) Acadia Institute/Oceanography	ENV 103 (4 credits) Oceanography 3794 - 0700 <a href="#">View Course Description</a>		In-Person 07/09/2023 - 07/21/2023 (07/09/2023- 07/21/2023) -

Apply for Selected



# Fill Out the FERPA Consent Form



Home / FERPA Consent

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as Amended, Maine's Public Universities will not release student grades, schedules, or financial information to parents, or others, unless permission is given by the student. You are encouraged to enter the name of parent(s) or guardian(s) that you wish to grant permission to access your education records (including course grades and payment information). You must also assign a 4 digit PIN (personal identification number) to each person and share that number with them. When your parent or guardian or counselor calls the EC Administrator, they will need to provide their PIN for verification purposes. This authorization will remain in effect until it is revoked in writing.

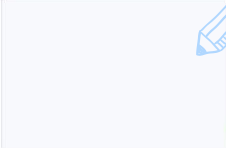
By signing below, I authorize the appropriate offices or personnel within Maine's Public Universities for the purpose of monitoring my education, to release information regarding my Educational Records which include: Academic, Financial Aid, Billing, Student Employment and UMS Student Code of Conduct information. I further consent to my Educational Records being released to appropriate administrators of my high school and the Maine Community College System for the purposes of recording grades on my transcripts, managing appropriate tuition reimbursement from the DOE, facilitating course selection, counseling, and reducing duplicate course enrollment.

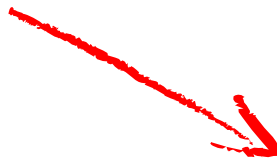
<input type="text" value="Name"/>	<input type="text" value="4 digit pin"/>
<input type="text" value="Name"/>	<input type="text" value="4 digit pin"/>
<input type="text" value="Name"/>	<input type="text" value="4 digit pin"/>
<input type="text" value="Name"/>	<input type="text" value="4 digit pin"/>

Campus \*

- University of Maine at Augusta (UMA)
- University of Maine at Farmington (UMF)
- University of Maine at Machias (UMM)
- University of Maine (UM)
- University of Southern Maine (USM)
- University of Maine at Presque Isle (UMPI)
- University of Maine at Fort Kent (UMFK)

Signature of Student\*





If you want us to be able to provide information to your parents, guardians, or other family members then you **MUST** fill in their name above.

\*\* This form is optional for students 16 and older, but is strongly encouraged. It doesn't matter how old you are, we can't talk to a parent or guardian about your information, including billing, without this release.

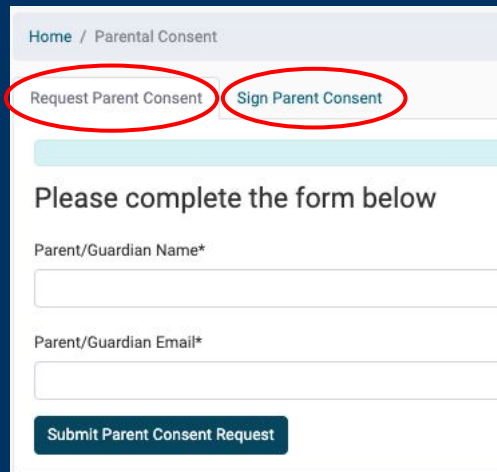


# 7

## Parent/Guardian Consent

### Option 1: Click Request Parent Consent

1. Enter Parent/Guardian Name & Email Address
2. An email will be sent to your parent/guardian with a link to the consent form.



Home / Parental Consent

Request Parent Consent Sign Parent Consent

Please complete the form below

Parent/Guardian Name\*

Parent/Guardian Email\*

Submit Parent Consent Request

or

### Option 2: Click Sign Parent Consent

1. Your parent/guardian can sign the consent immediately.

ExplorEC  
Early College at Maine's Public Universities

SAMPLE

Dear Parent/Guardian Name

You are receiving this email because Child Name has completed an application for an Early College Course at one of Maine's Public Universities. Please click on the link below to review this request and sign the parent consent form. The application will not be processed until your approval is received.

<https://explorec.maine.edu/student/parent/32486a58-3c4f-45fe-bb2f-58223aeba054/027a744d-e0ee-4b10-95fd-0645f29009fa>

The above link is custom to your email and student. Please do not forward or share this email.

Thank you,

**This link is a sample and does not work!**

The Early College Team

# Parent/Guardian Consent Form

8

Sign  
Here

Home / Parental Consent

Request Parent Consent Sign Parent Consent

I agree to enroll my student in the Early College Program at the University. I agree to abide by the guidelines of the Early College Program as well as the University policies and procedures.

**\*GRADES**  
I understand all grades become a permanent part of the student's college transcript.

**\*TUITION & FEES**  
I understand that my student may be eligible for up to 12 tuition-free credits per academic year (course start date July 1-June 30) between all public institutions (including the University of Maine System and Maine's Community Colleges) under the Aspirations Program operated by the Maine Department of Education (DOE). I acknowledge that to receive tuition-free credits my student must meet minimum eligibility criteria established by DOE, which includes without limitation my student being a public high school/secondary school student or qualifying home-schooled student, with approval from the school unit. Students who pay tuition or have a waiver/scholarship to attend any high school are NOT eligible. I understand and agree that I or my student shall be responsible for course specific fees and any tuition fees for courses in excess of the 12-credit-limit of the Aspirations Program or for any and all tuition fees if my student is not eligible for participation in the Aspirations Program. I acknowledge that if my student is not successful and chooses to repeat the course, the DOE will not pay for the same course twice and I or my student shall be responsible for the tuition costs incurred for the repeated course.

**\*DROP/WITHDRAW FROM A COURSE**  
I understand that my student must use the Class Application or Drop/Withdraw Tab in ExplorEC to in order to drop a course within the add/drop period or the course will appear on the college transcript.

**\*FERPA**  
I understand that my Early College student is included in the University's FERPA (the Family Educational Rights and Privacy Act) policy. The student's education records will be kept confidential and will only be shared if the student completes the FERPA waiver form and provides me with the PIN (personal identification number) chosen by the student. If my student completes the FERPA waiver form, I understand I will need to provide the PIN for verification purposes when I call the EC Administrator.

**\*BRIDGE ACADEMY**  
\*The following applies only to parents with students participating in the Bridge Academy program: Bridge Academy students will be responsible for paying a tuition rate of \$40 per credit hour as well as books and materials for their courses (unless covered by the high school or a scholarship) There are no course fees for students enrolled in Bridge. Additionally, Bridge Academy students may enroll in up to 13 credits in the Fall semester to accommodate their cohort learning model and a year-long course delivery.

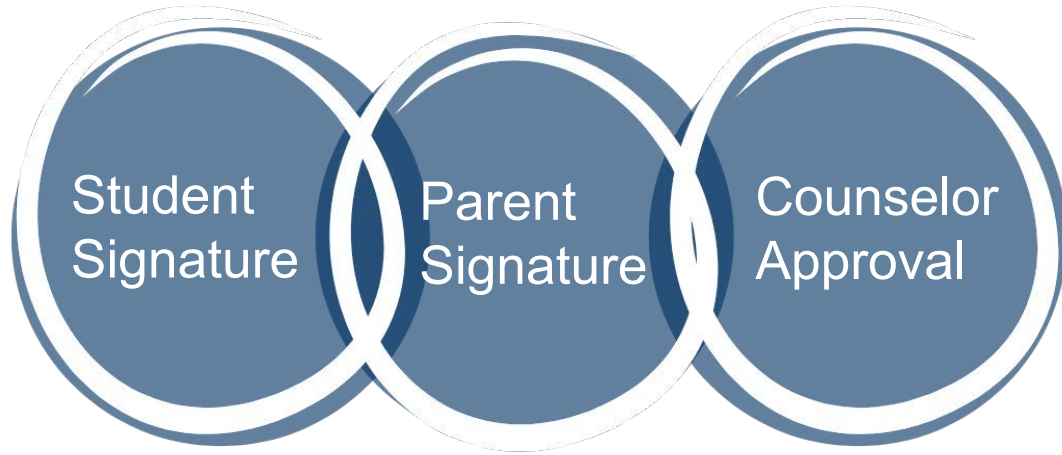
Signature of Parent/Guardian\*

Clear Signature

Please note that we will need a school counselor approval.

- Maine students will get this through the ExplorEC portal.
- Out-of-state students will need to email this to [um.earlycollege@maine.edu](mailto:um.earlycollege@maine.edu)

# ExplorEC Application Process Summarized



= Complete Application

\*\* Incomplete applications  
WILL NOT be processed! \*\*

## What Next?

The UMaine Early College Office does the following

1. Registers you for the course in Mainstreet.
2. Codes your account so that you get the special early college rate.
3. Sends you an automated confirmation email through ExplorEC.
4. Sends you an account activation information email.

ExplorEC  
Early College at Maine's Public Universities

Hi Your Name

Your application in ExplorEC has been processed, and you are now registered for the course ENG 101 at University of Maine at Machias (UMM). Please login to ExplorEC if you need to make any changes to your account.

Sincerely,

The Early College Team

# Check Your Application Status

Home / Classes

Publicly funded students may earn up to 12 credit hours tuition-free. Courses taken during the 2023 summer term are counted toward the 2023/2024 academic year credit-limit, regardless of start date. (Bridge Academy students may enroll in up to 13 credits in the Fall semester to accommodate their cohort learning model and a year-long course delivery.)

Application Status Definitions:

- Approved → Application sent to college/university. Not yet registered for the course. Parent/Guardian consent may be pending.
- Late Application → Course application was submitted and/or complete after the deadline and will not be processed by college/university.
- Section Is Full → Please apply for a new course or contact the host campus for more information.
- Waitlist → EC Admin has added student to the course waitlist. Not yet registered for the course

Below are the courses you have applied for.

Show 50 entries Search:

Term	Campus	Course / Section No.	Prerequisite	Instructor	Schedule	Status
Spring 2020	University of Maine at Machias (UMM) Web/On-line	MTR 101 (4 credits) Meteorology 8653 - 0001		Louis McNally	Web 01/21/2020 - 05/01/2020 - 11:59PM	REGISTERED

If you would like to withdraw from a course, you may remove the course on this page if the status is "APPLIED". If the status is "APPROVED" or "REGISTERED", you must use the Drop/Withdraw Request tab. Failure to drop before the add/drop period will result in a failing grade on your University transcript.

#### Application Status Definitions

APPLIED → Student initiated application. High School Counselor and Parent/Guardian Consent pending.

APPROVED → Application sent to college/university. Not yet registered for the course. Parent/Guardian consent may be pending.

NOT APPROVED → HS Counselor has denied application. Application will not be sent to college/university for registration.

WAITLIST → EC Admin has added student to the course waitlist. Not yet registered for the course.

REGISTERED → Successfully registered with the college/university.

SECTION IS FULL → Please apply for a new course or contact the host campus for more information.

DROPPED → Course dropped during the add/drop period. The course will not appear on the college/university transcript.

WITHDRAW → Course dropped after add/drop period. Will appear on college/university transcript based on college/university academic policy.

LATE APPLICATION → Course application was submitted and/or complete after the deadline and will not be processed by college/university.



# Account Activation

Once our Early College Office registers you for ENV 103 in MaineStreet you will receive an email from [um.earlycollege@maine.edu](mailto:um.earlycollege@maine.edu) with instructions about how to activate your University of Maine System account. You must activate your account in order to view billing information, view grades, and request transcripts.





# Billing Process

Out-of-State students will only be billed \$580.00 for this 4-credit course. The University of Maine system charges a special early college rate of \$145 per credit hour for up to 12 credits per year for out-of-state and international high school students.

Maine students might not be billed for this course at all if they qualify for the [DOE Aspirations program](#). Students not qualifying for this program will be billed \$580.00.

Contact us at [um.earlycollege@maine.edu](mailto:um.earlycollege@maine.edu) or 207-581-8024 if you have personal questions about billing and we will be happy to answer them.



# Transcripts

## 4 Ways to Request Your Transcript:

1. eTranscripts: Secure, Fast, Electronic Delivery
2. Written Request to the Office of Student Records
3. Request Official Transcript through MaineStreet Student Center
4. Download an Unofficial Copy through MaineStreet Student Center

Learn more about how to get your transcripts here:  
<https://studentrecords.umaine.edu/transcript-requests/>



# Other Early College Opportunities

[University of Maine Early College Website](#)

[Early College Courses](#)

[Early College Career Pathways](#)

Out of State high school students are able to take college courses at the University of Maine and its regional campus, UMaine Machias at a reduced rate of \$145 per credit hour (up to 12 credits per year).





Early College Programs

Have Questions??

207-581-8024

[um.earlycollege@maine.edu](mailto:um.earlycollege@maine.edu)

Learn more: <https://umaine.edu/earlycollege>

Apply now: [exploreec.maine.edu](https://exploreec.maine.edu)

ExplorEC  
Early College at Maine's Public Universities

