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HEOA revises and reauthorizes the Higher Education Act (HEA) of 1965. In compliance with HEOA, the University of Southern Maine (USM) provides specific disclosures to all students, faculty, staff, and others with information that can be used to make sound decisions about their education, including: Notice of Availability of Institutional and Financial Aid Information; Contact Information for Assistance in Obtaining Institutional or Financial Aid Information; General Institutional Information; Teacher Preparation Program Report; Student Financial Assistance; Health and Safety; Student Outcomes; Intercollegiate Athletic Program Participation Rates and Financial Support Data; and Voter Registration.

The disclosures are available online. Paper copies are available upon request from Student Affairs: usm.maine.edu/heoa

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To ensure that you start the semester off with success visit: usm.maine.edu/getready

### **Welcome from Dean of Students**

Dear Huskies.

It is my pleasure to welcome you to the University of Southern Maine!

As Dean of Students, it is my role to foster a healthy, safe, and inclusive University community so you can focus on pursuing your educational goals and maximizing your potential.

This handbook is a powerful tool intended to assist you with the process. I strongly encourage you to read through it and use it to help empower you to do the following:

#### Plan Ahead

Use the Calendar section to stay informed about important dates, deadlines, and to help you with time management. For example, review each of your course syllabi and write down when exams, quizzes, midterms, and major assignments are due. Then set up a study schedule to help you prepare. Don't try to memorize it...write it down.

#### **Utilize University Resources**

Faculty and staff across the University are dedicated to helping you succeed. Take time to visit the Academic and Campus Resource section to learn about the USM resources available to you. Do not hesitate to reach out with questions or if you need help, we are here for you.

#### Stay Safe

We take the safety of all USM community members seriously. Public Safety staff are available 24/7 for a variety of services, but it is also essential that we work together to be active participants in safety efforts. Please review the sections on Campus Safety and University Policies, so you are informed of resources and understand community expectations.

#### Get Involved and Stay Healthy!

Joining a student organization or participating in campus activities can help you to connect with the USM community, meet new friends, and make lifelong memories. Use our recreation facilities, find an intramural, club or sports team, eat healthy food, and get enough sleep. Read more about options throughout this handbook.

It's all up to you - what are you looking for? We are here to help you find it here at USM. Again, welcome to the USM community!

Rodney Mondor, M.Ed Dean of Students usmdeanofstudents@maine.edu

#### Fall 2019

Classes Begin, September 3

Fall Break (No Classes) October 14 - October 15

Classes Resume, October 16

Veterans Day (No Classes) November 11

Thanksgiving Break (No Classes) November 27 - December 1

Classes Resume, December 2

Last Day of Classes, December 13

Final Exams

December 14 - December 20

#### Winter Session

December 23, 2019 -January 17, 2020

December 25 (No Classes) January 1 (No Classes)

#### Spring 2020

Classes Begin, January 21

President's Day (No Classes) February 17

Spring Break (No Classes) March 16 - March 22

Classes Resume, March 23

Last Day of Classes Friday, May 1

Final Exams May 2 - May 8

Commencement, May 9

#### Summer 2020

See Back Cover

## **Important Numbers**

Campus Operator	
Local	207-780-4141
Long Distance	1-800-800-4USM
Admissions	207-780-5670
Advising Centers	
Gorham	207-780-4555
Portland	207-780-4040
Lewiston	207-753-6536
University Store	207-780-4070
College of Arts, Humanities,	
and Social Sciences	207-780-4221
College of Management and	
Human Service	207-780-8507
College of Science, Technology,	
and Health	207-780-5585
Community Standards and Mediation	207-780-5242
Counseling Services	207-780-4050
Dean of Students	207-780-4035
Disability Services Center	207-780-4706
Emergency/Public Safety	207-780-5211
Health Services	207-780-5411
Learning Commons	207-780-4228
Lewiston-Auburn College	207-753-6536
Libraries	
Gorham	207-780-5345
Portland	207-780-4270
Lewiston-Auburn	207-753-6540
Registration and Scheduling	207-780-5230
Residential Life	207-780-5240
Student Financial Services	207-780-5250
Student Affairs	207-780-5242
Title IX Reporting	207-780-5767
TTY	
Local	207-780-5646
Long Distance	1-866-783-6461
USM Public Safety	207-780-5211
USM Dining Services	207-780-5420

All University phones can be reached locally by calling the listed number, or long-distance by calling 1-800-800-4USM and entering the last four digits as the "extension."

When using a campus phone to call a USM number, enter the last four digits to complete the call.

## **USM Tech Tips**

#### **MyUSM Access**

The MyUSM campus portal site is the single sign-on point of entry to MaineStreet, Blackboard, email (Gmail) and more. Visit: my.usm.maine.edu

#### **Check Your Email**

Students are required to check their @maine.edu email frequently in order to stay current with University related communication.

#### **Contact Information**

It is critical that students keep the Personal Information section of their MaineStreet Student Center up to date with accurate addresses, phone numbers, and emergency contacts.

#### **Help Desk**

The Help Desk is available to assist with questions about computer hardware, software, networking, email, viruses, access to web-based resources and related topics. The Help Desk may be reached at 207-780-4029, usm-helpdesk@maine.edu, or by visiting a Computing Lab.

#### MaineStreet

This is the primary hub for all student information including class schedule, financials, grades, contact information, and more. Students access MaineStreet via the MyUSM campus portal.

#### **Password**

USM account passwords must be reset every 180 days. Reminders are sent to students at their university email address. Passwords should never be shared.



Emergencies requiring an immediate response can include:

- Active Shooter
- Aggression/Physical Assault
- Bomb Threat
- Campus Crime in Progress (crime against a person and/ or property)
- Facilities Emergency
- Fire/Explosion
- Hate Crime
- Missing Person
- · Severe Illness/Injury
- Suspicious Person
- Threat of Violence
- Unusual Odor/ Suspicious Package
- Weapon on Campus

For a full list of emergencies and who to call:

usm.maine.edu/police

## **Safety on Campus**

#### Public Safety (usm.maine.edu/police)

USM Public Safety is responsible for providing police services on our Portland and Gorham campuses. The USM Police Department is a full-service police agency, staffed by Maine Criminal Justice Academy certified police officers responsible for keeping the peace, preventing crime, and delivering a variety of public safety related services including: community policing and crime prevention services, personal safety programs, criminal investigations and 24-hour campus police coverage on foot, bike, and marked police vehicles. Public Safety personnel are available to serve students at all times and are dispatched from our headquarters on the Gorham campus.

#### Our Offices are Located at:

Public Safety Building, 28 Husky Drive, Gorham Sullivan Gym, 21 Falmouth Street, Portland 207-780-5211 fax: 207-780-5696

#### Safety Concerns & Incident Reporting...Who to Contact

Emergencies

Situations requiring an immediate response from police, fire, and/or ambulance,

**Call USM Public Safety** 

Campus Phone: Dial 911

All Other Phones: Dial 207-780-5211

On the Lewiston-Auburn Campus, Call Lewiston Police

Campus Phone: Dial 9-911

All Other Phones: Dial 207-784-6421

#### Non-Emergency Situations that are urgent but are non-life threatening.

#### **Contact Dean of Students**

By Phone: 207-780-4035

Email: usmdeanofstudents@maine.edu

#### **Submit Incident Report**

Forms to report non-emergency concerns about Bias Incidents, General Incidents and Title IX Incidents, can be found at:

usm.maine.edu/deanofstudents

**Emergency Line:** Dial 911 from any on-campus phone to reach Public Safety dispatch in an emergency. A call placed to 911 from a cell phone will be answered by the Maine Department of Public Safety Communications Center and will be forwarded to USM Police.

**Emergency Call Boxes:** Calls placed from the Emergency Call Boxes located around the campus and elevators will come into our communications center on the 911 line and will be answered immediately. An officer will be dispatched to the call location.

#### **USM Alert**

"USM Alert" is the University's text and email notification system for emergency alerts, weather closings, and other critical information for the University community.

#### **Lewiston-Auburn Campus Emergencies**

Campus phone: Dial 9-911, Cell phone: 911 Calls placed from LAC will be answered by local 911.

**Safety Escorts:** USM Public Safety will escort a student to their car if they feel unsafe for any reason. Call 207-780-5211 to request this service.

**Safety Programs:** Review information about USM's safety programs, including evacuation procedures: usm.maine.edu/safety/safety-programs

Safety Reports: The Clery Act of 1998 requires universities to disclose three-year statistics of campus crime. To view USM's report and learn more about Campus Safety and 3 Security: usm.maine.edu/safetyreports



# August 2019

S	M	T	W	Th	F	S
				1	2	3

## 4 5 6 7 8 9 10

11	12	13	14	15	16	17
				Fall Semester		
				2019 Payment		
				Due		

18	19	20	21	<b>22</b>	23	24

#### **25** 26 **27** 29 **30** 31 28 Commuter Start of Start of Residential Orientation International Student Move-In & Orientation Orientation Weekend

#### TO DO

- ☐ Pay your student bill. Payment for Fall Semester charges is due Aug. 15: usm.maine.edu/sfs
- ☐ Order Fall Semester textbooks: usm.maine.edu/books
- □ Explore Degree
  Planning resources:
  usm.maine.
  edu/advising/
  degreeplanning
- ☐ Look for an on-campus job:

usm.maine.edu/careers

- ☐ Confirm your contact information: usm.maine. edu/usmalert
- ☐ Register to Vote! U.S. Election Day is Nov. 5. Learn how to register to vote: usm.maine.edu/ myvotecounts



- ☐ Review Add/Drop deadlines: usm.maine.edu/reg
- ☐ Read through each course syllabus and mark deadlines and exams in a calendar
- ☐ Schedule an appointment with your Academic Advisor: usm.maine.edu/ advising
- ☐ Meet with a Tutor: usm.maine.edu/ learningcommons
- ☐ Remember the deadline to waive Student Health Insurance Plan (SHIP) is Oct. 1: usm.maine.edu/ ship
- ☐ Join a Student

  Organization or

  schedule an Involvement

  Coaching Session:

  usm.maine.edu/
  activities

## September 2019

Start of National LatinX Heritage Month (Sept. 15-Oct. 15)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
	Labor Day (No Classes)	First Day of Fall Semester Classes				

		First 7 Week Session September 3 - October 25					
8	9	10	11	12	13	14	
		Husky Fest					

	First 7 Week Session September 3 - October 25									
15	16 Last Day to Drop for 100% Refund (Classes 12 weeks or more)	17	18	19	20	21				
		First 7 Wook	Session Sentember	2 - October 25						

First 7 Week Session September 3 - October 25							
22	23	24	25	26	27	28	

		First 7 Week Session September 3 - October 25	
29	30		

First 7 week session



- ☐ File Free Application for Federal Student Aid (FAFSA) starting Oct. 1: fafsa.gov
- ☐ Review Spring Semester and Winter Session course options with your Academic Advisor: usm.maine.edu/
- ☐ Registration for a Winter Session Course starts on Oct. 15:

advising

- usm.maine.edu/winter
- ☐ Prepare for Cold Season: Get a flu shot at Health Services:
  - usm.maine.edu/uhcs
- ☐ Speak to professors about coursework and other learning opportunities

## October 2019

LGBTQ History Month

S	M	T	W	Th	F	S
		Deadline to Waive SHIP	2	3	4	5
		First 7 Week	Session Septembe	er 3 - October 25		
6	7	8	9	10	11	12
		First 7 Week	Session Septembe	er 3 - October 25		
13	14	15	16	17	18	19
			Classes Resume	Start of Homecoming/		
	Fall Break	(No Classes)		Family & Friends Weekend		

First 7 Week Session September 3 - October 25

20 21 22 23 24 25
Registration for

First 7 Wook Sossian Santombor 2 - Octobor 25

27 28 29 30 31

Winter Session

Opens

Second 7 Week Session October 28 - December 20

26



## S M

Native American History Month

**November 2019** 

Τ

W

Th

F

2

#### TO DO

- ☐ Register for Spring Semester classes on your Priority Registration date: usm.maine.edu/reg
- ☐ Order Winter Session textbooks: usm.maine.edu/books
- ☐ Make a study plan for the end of the semester
- ☐ Have a safe and relaxing Thanksgiving Break
- ☐ Remember to vote

  Nov. 5. Voting is an important part of civic duty. For information about U.S. elections and voter registration:

  usm.maine.edu/
  myvotecounts

					Second 7 wee	k session
<b>3</b> Daylight Savings Ends	4	<b>5</b> U.S. Election Day	6	<b>7</b> Last day to drop for a grade of "W" (Classes 12 weeks or more)	8	9
		Pi	riority Registrati	on for Spring 2020		
		Second 7 Week S	Gession October	28 - December 20		
10	11	12	13	14	15	16
	Veterans Day (No Classes)					
	Prior	ity Registration for Sp	oring 2020			
		Second 7 Week S	Gession October	28 - December 20		
17	18	19	20	21	22	23

Second 7 Week Session October 28 - December 20

24 25 26 27 28 29 30

Open Registration for Spring Semester 2020

Thanksgiving Break (No Classes)

Second 7 Week Session October 28 - December 20



- ☐ Take time to de-stress & relax before finals
- ☐ Order Spring Semester textbooks: usm.maine.edu/books
- ☐ Sell back books you no longer need during Textbook Buyback at the University Store: usm.maine.edu/books
- ☐ If living on campus, note important end of semester information and dates:

usm.maine.edu/reslife

# **December 2019**

Make plans for your semester break

S	M	T	W	Th	F	S
1	<b>2</b> Classes Resume	3	4	5	6	7

Break cont.

		Second 7 Wee	k Session October 28	8 - December 20		
8	9	10	11	12	Last Day of Fall Semester Classes	final Exams
		Second 7 Wee	k Session October 28	8 - December 20		Examo
15	16	17	18	19	20	21

			Final Exams			
Second 7 Week Session October 28 - December 20						
22	<b>23</b> First Day of Winter Session Classes	24	25 Holiday (No Classes)	26	27	28

29 30 31



- ☐ Pay your student bill.

  Payment for Spring

  Semester charges is due

  Jan. 15:

  usm.maine.edu/sfs
- ☐ Review Add/Drop deadlines: usm.maine.edu/reg
- ☐ Check your Fall
  Semester grades in
  your MaineStreet
  Student Center
- ☐ Schedule an appointment with your Academic Advisor: usm. maine.edu/advising
- ☐ Read through each course syllabus and mark deadlines and exams in a calendar

# **January 2020**

S	M	T	W	Th	F	S
			New Year's Day (No Classes)	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Spring 2020 Payment Due	Commuter and Veteran Orientation Sessions	17 Last Day of Winter Session Classes	18
19	<b>20</b> Martin Luther King Jr. Day (Offices Closed)	<b>21</b> First Day of Spring Semester Classes	22	23	24	25
			First 7 week	session January 21	March 13	
26	27	28	29	30	31	

First 7 week session January 21 March 13



- ☐ Meet with a tutor: usm.maine.edu/ learningcommons
- ☐ Explore scholarship opportunities: usm. maine.edu/scholarships
- ☐ Make plans to attend the USM Job Fair next month on March 5
- Speak to professors about coursework and other learning opportunities

# February 2020

Black History Month

S	M	T	W	Th	F	S
						1

		First 7 we	1 March 13	March 13		
2	Last Day to Drop for 100% refund (Classes 12 weeks or more)	4	5	6	7	8
		First 7 we	ek session January 2	1 March 13		
9	10	11	12	13	14	15

First 7 week session January 21 March 13								
16	17 President's Day (No Classes)	18	19	20	21	22		

First 7 week session January 21 March 13							
23	24	25	26	27	28	29	

First 7 week session January 21 March 13

Stay active and healthy, visit Costello Fitness Center or Sullivan Fitness Complex: usm.maine.edu/costello-fitness | usm.maine.edu/sullivancomplex



☐ Review Fall Semester course selection options with your Academic Advisor:

usm.maine.edu/advising

- ☐ Register for Summer Session Courses on your Priority Registration date: usm.maine.edu/reg
- ☐ If planning to live on campus next academic year, note important information, dates, and deadlines:

usm.maine.edu/reslife

- ☐ Nominate an organization or friend for a Student Involvement Award
- ☐ Have a safe and relaxing Spring Break

# **March 2020**

Women's History Month

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
			Onen Registration			

Open Registration for Summer Session 2020

#### Priority Registration for Summer Session 2020

		First 7 we	ek session January 2	21 March 13		
8	9	10	11	12	13	14

THE T WEEK SESSION BANDARY 21 MAIGH 15							
15	16	17	18	19	20	21	

Firet 7 week session January 21 March 13

			Spring Brea	k (No Classes)				
Spring Break (No Classes)	23 Classes Resume	24	25	26 Last day to drop for a grade of "W" (Classes 12 weeks or more)	27	28		
	Second 7 week session March 23 - May 8							
29	30	31						

Second 7 week session



# **April 2020**

Sexual Assault Awareness Month

			1	2	3	
S	M	T	W	Th	F	S

#### ☐ Register for Fall 5 6 8 9 10 11 usm.maine.edu/reg Priority Registration for Fall Semester 2020 the end of the semester Second 7 week session March 23 - May 8 ☐ Look for a summer 12 13 14 15 16 17 18 usm.maine.edu/careers Priority Registration for Fall Semester 2020 19 20 21 22 24 25 **23**

		Second 7	week session March	23 - May 8	
26	<b>27</b> Open Registration for Fall Semester 2020	28	29	30	

Look for final exam schedule: usm.maine.edu/reg

#### TO DO

- Semester classes on your Priority Registration date:
- ☐ Make a study plan for
- job or internship:



- ☐ Take time to de-stress & relax before finals
- ☐ Pay your student bill.

  Payment for Summer

  Session charges are due

  May 15:

usm.maine.edu/sfs

- ☐ Sell back books you no longer need during Textbook Buyback at the University Store usm.maine.edu/books
- ☐ If you live on campus, note important Move Out information and dates:

usm.maine.edu/reslife

☐ Change mailing address in MaineStreet to your summer address

# May 2020 Asian/Pacific American Heritage Month

S	M	T	W	Th	F	S
					1	2
					Last Day of Spring Semester	Senior Week
					Classes	Final
						Exams
					Second 7 week	session
3	4	5	6	7	8	9
			Senior Week			
		Fin	nal Exams		Comi	mencement
		Second 7 week so	ession March 23 - Ma	ay 8		
10	11	12	13	14	15	16
					Summer Session	
					Payment Due	
17	18	19	20	21	22	23
			14 week Session N	May 18 August 21		
			First 4 week Sessio	n May 18 June 12		
			First 7 week Sessi	on May 18 July 3		
24 /	25	<b>26</b>	27	28	29	30
31	Memorial Day (No Classes)	14 we	ek Session May 18  A	August 21		
		First 4	week Session May 18	3 June 12		
		Fi <u>rst</u> 7	week Session May 1	8 July 3		10
						13



TO DO

☐ Check your Spring
Semester grades in
MaineStreet

# **June 2020**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
			14 week Session Ma	ay 18 August 21		
			First 4 week Session	May 18 June 12		
			First 7 week Sessio	n May 18 July 3		
7	8	9	10	11	12	13
		14 wee	ek Session May 18 A	ugust 21		
		First 4 week S	Session May 18 June	e 12		
		First 7	week Session May 1	8 July 3		
14	15	16	17	18	19	20
		14 wee	ek Session May 18 A	ugust 21		
		First 7	week Session May 1	8 July 3		
21	22	23	24	25	26	27
		14 wee	ek Session May 18 A	ugust 21		
		First 7	week Session May 1	8 July 3		
28	29	30				
		14 wee	ek Session May 18 A	ugust 21		



- ☐ Check your student account in MaineStreet & make a plan for payment
- ☐ Fall Semester charges are due Aug. 15: usm.maine.edu/sfs
- ☐ Get in touch with your roommate to plan for the upcoming year
- ☐ Order Fall Semester textbooks: usm.maine.edu/books

# **July 2020**

S	M	Т	W	Th	F	S
			1	2	3	Independence Day (No Classes)
		14 wee	k Session May 18 A	ugust 21		
		First 7 week	Session May 18 Ju	ly 3		
5	6	7	8	9	10	11
		14 wee	k Session May 18 A	ugust 21		
		2nd 4	week Session July 6	July 31		
		Second 7 wee	ek Session July 6 - A	ugust 21		
12	13	14	15	16	17	18
		14 wee	k Session May 18 A	ugust 21		
		2nd 4	week Session July 6	July 31		
		Second 7	week Session July 6	- August 21		
19	20	21	22	23	24	25
		14 wee	k Session May 18 A	ugust 21		
		2nd 4	week Session July 6	July 31		
		Second 7	week Session July 6	- August 21		
26	27	28	29	30	31	
		14 week S	ession May 18 Frida	y, August 21		
		2nd 4 week Se	ession July 6 July 31			
		Second 7	week Session July 6	- August 21		
	110	CM Common Consism	a a a matimus a de massada d	August (Cas Bask Cov	- "	



Show school spirit!

Get Huskies Athletics
schedules, scores, and
team info:

southernmainehuskies.com

## **USM Facts and History**

#### Mascot:

the Huskies





#### **School Colors**





#### USM is...

- Multi-campus with locations in Portland, Gorham, Lewiston, and Online.
- An NCAA Division III member institution sponsoring 22 intercollegiate sports; 11 for women, 10 for men, and one co-ed offering (golf).

#### USM Has...

Two National Championship Baseball Titles (1991, 1997) 5 NCAA Women's Basketball Final Four Appearances 52,000+ Active Alumni 69.5% Alumni That Live & Work in Maine The only Olympic sized ice rink in the state.

Home to the oldest brick home in the state: the McLellan House on the Gorham campus, built in 1773!

#### Some Notable Alumni, including:

- Lois Lowry '72 (Author of The Giver)
- Tony Shalhoub '77 (Award Winning Actor)
- Kate Chappell '83 (Co-Founder, Tom's of Maine)
- Megan Marino '05 (Internationally Acclaimed Mezzo-Soprano)
- David Lovejoy '10 (Emmy Award Winning Cinematographer)





1921 - Portland University opens.

1933 - Portland University merges with Portland Junior College.

1945 - Name of Gorham Normal School is changed to Gorham State Teachers College.

**1947** - After closing for World War II, Portland Junior College reopens and purchases the Deering Estate, which is the current home of the Portland campus.

1957 - Portland Junior College joins the UMaine System and becomes the University of Maine at Portland.

1964 - Name of Gorham State Teachers College is changed to Gorham State College.

**1970** - University of Maine at Portland-Gorham is born from a merger of Gorham State College and the University of Maine at Portland.

1978 - Name is changed to University of Southern Maine.

1988 - USM expands to open a Lewiston-Auburn campus.





STATE TEACHERS







Dr. Glenn Cummings became 13th President of the University of Southern Maine on July 1, 2015.

## **Leadership in Academic Affairs & Student Affairs**

The University of Southern Maine is intentionally structured to support students in their pursuit of academic and personal success. The following section explores the organization of two the university's large divisions: Academic Affairs and Student Affairs.

#### **Academic Affairs**

At USM there are four (4) different colleges that make up the academic side of the university. Each college is organized by academic programs and is lead by an Academic Dean and Associate Deans.

#### Examples of Academic Dean responsibilities:

- Leading the academic faculty of their college.
- Providing student names for Dean's List & Academic Honors.
- Helping to clarify academic program related questions.
- Reviewing and providing signatures for Prior Approval Form & other academic documents requiring signature of a Dean.
- Determining Academic Probationary status.
- Reviewing student appeals of academic related decisions.

#### **Academic Deans & Contact Info**

#### College of Arts, Humanities & Social Sciences (CAHS)

Dean: Adam Tuchinsky Associate Dean: Lisa Walker 228 Deering Avenue, Portland 207-780-4221

#### College of Management & Human Services (CMHS)

Dean: Joanne Williams
Associate Dean, School of Education and Human
Development: Mark Steege
Associate Dean, School of Business: Jane Kuenz
113 Luther Bonney, Portland
207-780-4033

#### College of Science, Technology & Health (CSTH)

Dean: Jeremy Qualls Associate Dean: Christine R. Maher 178 Science Building, Portland 207-780-5585

#### Lewiston-Auburn College (LAC)

Dean: Brian Toy (Interim) 51 Westminster St, Lewiston 207-753-6536

# Academic Deans report directly to the Vice President (VP) of Academic Affairs and Provost. The VP reports directly to the President of the University.

Provost and Vice President of Academic Affairs: Jeannine Diddle Uzzi President: Glenn Cummings

#### Who is my Academic Dean?

A student's academic dean is based on which college their major is in. Students may have additional deans if they are in a double major, minor, concentration, or certificate program.

MAJOR	COLLEGE	Dean
Applied Technical Leadership	CSTH	Jeremy Qualls
Art -All	CAHS	Adam Tuchinsky
Athletic Training	CSTH	Jeremy Qualls
Biochemistry	CSTH	Jeremy Qualls
Biology - All	CSTH	Jeremy Qualls
Business Administration - All	CMHS	Joanne Williams
Chemistry	CSTH	Jeremy Qualls
Communication	CAHS	Adam Tuchinsky
Computer Science	CSTH	Jeremy Qualls
Criminology	CAHS	Adam Tuchinsky
Cyber Security	CSTH	Jeremy Qualls
Economics	CAHS	Adam Tuchinsky
Electrical Engineering	CSTH	Jeremy Qualls
English-All	CAHS	Adam Tuchinsky

MAJOR	COLLEGE	DEAN
Environmental Planning & Policy	CSTH	Jeremy Qualls
Environmental Science-All	CSTH	Jeremy Qualls
Exercise Science	CSTH	Jeremy Qualls
Geography-Anthropology-All	CMHS	Joanne Williams
Health Sciences	CSTH	Jeremy Qualls
History-All	CAHS	Adam Tuchinsky
Information Technology	CSTH	Jeremy Qualls
Leadership & Organizational Studies-All	LAC	Brian Toy
Liberal Studies-Humanities-All	CAHS	Adam Tuchinsky
Linguistics	CSTH	Jeremy Qualls
Mathematics	CSTH	Jeremy Qualls
Mechanical Engineering	CSTH	Jeremy Qualls
Media Studies	CAHS	Adam Tuchinsky
Music	CAHS	Adam Tuchinsky
Music Education	CAHS	Adam Tuchinsky
Music Performance	CAHS	Adam Tuchinsky
Natural & Applied Sciences-All	LAC	Brian Toy
Nursing -All	CSTH	Jeremy Qualls
Performance-All	CAHS	Adam Tuchinsky
Philosophy	CAHS	Adam Tuchinsky
Physics-All	CSTH	Jeremy Qualls
Political Science	CAHS	Adam Tuchinsky
Psychology	CSTH	Jeremy Qualls
Recreation & Leisure Studies - Therapeutic Recreation Concentration	CSTH	Jeremy Qualls
Self-Designed Major - Elementary Teacher Education	CSTH	Jeremy Qualls
Social & Behavioral Sciences	LAC	Brian Toy
Social Work	CMHS	Joanne Williams
Sociology	CAHS	Adam Tuchinsky
Studio Art-All	CAHS	Adam Tuchinsky
Technology Management	CSTH	Jeremy Qualls
Theatre	CAHS	Adam Tuchinsky
Tourism & Hospitality	CMHS	Joanne Williams
Undeclared	CAHS	Adam Tuchinsky
Women & Gender Studies	Provost	Provost Uzzi

#### **Student Affairs**

At USM there is an entire division of the university that is focused on student support and advocacy. Much like the academic colleges, this division is lead by a Dean and Assistant Dean.

#### Examples of Dean of Students (DOS) responsibilities:

- Advocating for the needs of students.
- Helping to connect students to campus and community resources.
- Supporting students experiencing difficulty that may be impacting their personal or academic life. However, DOS do not make academic related decisions.
- Advocating for students in a medical crisis or emergency situation.
- Overseeing departments and staff members who are part of the Student Affairs division.

#### Who is my Dean of Students?

The Dean of Students and Assistant Dean serve all students, regardless of academic program.

Dean: Rodney Mondor
Assistant Dean: Sarah Holmes
188 Upton Hall, Gorham
135 Woodbury Campus Center, Portland
207-780-4035
usmdeanofstudents@maine.edu

# The Dean of Students reports directly to the Vice President (VP) of Student Affairs. The VP reports directly to the President of the University.

Vice President of Student Affairs: David Roussel (Interim) President: Glenn Cummings



We encourage students to start thinking about their career goals during their first year at USM: usm.maine.edu/careers

## **University Terminology**

College life can be full of new words, unfamiliar phases, and concepts. To help, we have put together a list of common USM terms and abbreviations so all students may share a common language.

ACS (Advising & Course Selection): The required 1-on-1 appointment that all new students have with an Academic Advisor before the start of their first semester. At this meeting, advisors help new students select courses, discuss academic and professional goals, and review degree requirements.

Add/Drop: A period of time at the start of the academic term where students can adjust their schedule. Specific dates for each class can be reviewed by clicking the calendar icon next to class sections in the MaineStreet Student Center.

**Advisor:** Each student is assigned a faculty advisor and a professional advisor who will encourage and support individual development and assist in progressing through their degree program.

**Bachelor's Degree:** 120+ credit undergraduate program.

**Blackboard:** This is the course delivery tool chosen and supported by the University of Maine System for online education. It can be used for online courses or to supplement face-to-face classes.

**BSO (Board of Student Organizations):** The governing body of USM's independent student groups.

**Champ:** Our beloved Husky mascot is Champ! Champ the Husky embodies the spirit of USM and is celebrated at sports events, campus gatherings, or whenever members of the Husky Pack get together.

**CLEP (College Level Examination Program):** An exam taken in place of a course. Prior Learning Credit is granted to a student who receives a satisfactory score on a CLEP examination.

**Colleges:** USM is made up of four academic units: College of Arts, Humanities, and Social Sciences (CAHS); College of Management and Human Service (CMHS); College of Science, Technology, and Health (CSTH); and Lewiston-Auburn College (LAC).

**Commuter Student:** A student who does not live in University housing.

**COR 101 (Co-Curricular Learning Lab):** Co-Curricular Learning Labs provide first-year students with engaged learning experiences. The labs connect students with peers, faculty, staff, and the broader community through projects and activities on and off campus.

**Core Curriculum:** A program of required courses designed to ensure that USM students receive a broad-based liberal arts education.

**Course Catalog:** Annual University electronic publication with details concerning academic matters, available programs, major requirements, and individual course descriptions.

**Co-Curricular:** Activities, events, programs, or other opportunities outside of the classroom that complement or connect to academic concepts.

**Co-Requisite:** A course or courses required to be taken simultaneously.

**Dean:** An administrative officer in charge of a college, school, or division of the University.

**Dean's List:** An academic honor determined each semester. For a full list of requirements, consult the Course Catalog.

**Department Chair:** A faculty member in charge of a particular academic department. For example, the English Department or Communication Department.

**Elective Credit:** Courses taken outside the student's Core Curriculum and major requirements. Elective credits make up part of the requirements needed to complete a degree program and they enable a student to take classes to enhance their education.

**ESOL (English for Speakers of Other Languages):** These courses are designed for students whose second or other language is English.



USM has 51,000 active alumni: usm.maine.edu/

**EYE (Entry Year Experience):** A course that assists students in their transition to college with an emphasis on critical reading, thinking, and writing.

#### FAFSA (Free Application for Federal Student Aid):

The form that needs to be prepared annually by current and prospective college students (undergraduate and graduate) to determine their eligibility for student financial aid.

#### FERPA (Family Educational Rights and Privacy Act):

The federal law designed to protect the privacy of a student's educational records.

**Full-Time Student:** One who is enrolled in 12 or more credit hours.

**GPA (Grade Point Average):** Each semester a new GPA is calculated for each student, averaging the current semester's grades and the previous GPA.

**Help Desk:** A resource that assists students in problemsolving technology and account issues. Also known as the Technology Support Center.

Homecoming/Family & Friends Weekend: An annual weekend of exciting events that brings together USM students, faculty, staff, alumni, community members, friends, and family.

**Husky Fest:** Established in 2001, this annual fall semester kick-off party is part of Welcome Week and includes events and activities for students. It follows a tradition that began in 1968 on the campus of Gorham State Teachers College. Known as Husky Huzzah, the events were preparations for winter carnivals during which a "mayor" and "queen" were elected.

**Incomplete:** Grade option received when a student has not completed coursework by the end of the semester. Faculty approval is needed.

**Interdisciplinary:** A course that is team-taught by a group of faculty from different departments.

**International Study/Study Abroad:** A program that provides students with the opportunity to spend a semester or two internationally.

**Internship:** An opportunity for students to earn credits while gaining valuable "on-the-job" experience.

**L Grade:** Indicates that student stopped attending a class without officially withdrawing (computed in the GPA as equivalent to F grade).

**LLC (Living Learning Community):** All first-year residential students are assigned to housing based on a COR 101 class. This allows them to connect with peers, both in class and in their residential community, that share a common interest.

**MaineStreet:** The University's online data system where students can access information on grades, assigned academic advisor, course schedules, FAFSA, student bill, and important messages.

**Matriculated:** Students who have applied to USM and have been accepted as degree candidates.

**METRO Bus:** A public bus route called the Husky Line connects the Portland and Gorham Campuses. See page 41 for info.

**Non-Matriculated/Non-Degree:** A student taking courses at USM but not formally admitted to a degree program.

**Part-Time Student:** A student that is enrolled in fewer than 12 credit hours.

**Pass/Fail:** Grading option for students who want to broaden their educational experience. Students will receive "P/F" grades on their transcripts.

**Prerequisite:** Some courses require that students demonstrate skills or the successful completion of another course prior to enrollment.

**Probation (Academic):** If a student's academic performance is below good standing, but not low enough to require suspension, the student will be placed on academic probation.

**RA** (**Resident Assistant**): A student staff member that serves as a mentor and guide to their residents. They focus on fostering community in residence halls.

**RD** (Resident Director): A live-in professional focused on ensuring that the residence halls are safe, secure, clean environments that allow students to pursue educational goals as well as personal growth and development.



USM offers year-round on-campus housing in six residence halls located on the Gorham campus: usm.maine.edu/reslife

**Readiness Requirement:** Minimum level of skill in writing and math must be demonstrated by all students.

Registrar: Head of the department responsible for maintaining student records for all current and past students. They are also responsible for all of the databases for student and course-related records, getting students registered for courses, maintaining the record of their grades and prerequisites, and producing transcripts showing the accurate record of their academic careers.

Registration: During Priority Registration, continuing degree students register for their next semester courses in priority order (seniors first, juniors second, etc.). Newly matriculated students register during Advising & Course Selection (ACS) appointments. During Open Registration, non-matriculated students and degree students who did not advance register may register for classes.

**Residence Hall:** On campus housing offered by the university. Sometimes called "Dorm" or "Res Hall".

**Residential Student:** A student who lives in on-campus university housing.

SHIP (Student Health Insurance Plan): The University of Maine System requires proof of health insurance as a condition of enrollment for all students. If students have other insurance coverage they may waive SHIP. Students that do not waive out by the deadline will be automatically charged and enrolled in the plan. Students who have insurance and do not want the SHIP must fill out the waiver form in person or online by October 1.

**Student Conduct Code:** A University of Maine System document that outlines University policies and provides students with guidelines for appropriate behavior on campus. The Code is a contract between the student and the University and it applies on and off campus.

**Student Identification Number:** The unique number that is assigned to each student in the University of Maine System. This number stays with a student and is used at all UMaine schools for identification. This number can be found in the Student Center in MaineStreet.

**Suspension (Academic):** Students who have two consecutive semesters of probationary standing may be suspended at the discretion of the academic dean of their college.

**Syllabus:** A document that outlines important information about a course written by the professor or instructor.

**Textbook Buyback:** When the University Store buys back textbooks from students. This can be done at the University store or online at usm.ecampus.com. Books can be sold daily; however, better prices are normally offered at End-of-Semester Buybacks, which occur the last week of classes as well as the week of finals for the Fall and Spring semesters.

**Transcript:** Document of academic work and student status. An official transcript of the academic record must be stamped with the Registrar's signature and embossed with the seal of the University.

**Tutoring:** Tutoring is available in most academic courses, as well as through the Learning Commons in Portland, Gorham, and Lewiston-Auburn.

#### **URSUS (University Resources Serving Users**

**Statewide):** A computer-based catalog of all books, journals, and periodicals contained in the libraries of the University of Maine System, and many others throughout the state, both public and private. URSUS also accesses libraries at other universities in the U.S., other countries, and throughout the world.

**W** Grade: Indicates a student officially withdrew from a class by the deadline set by the Academic Calendar. W grade has no effect on the GPA, but could impact Financial Aid eligibility.

**Work Study:** Money that is awarded as part of an eligible student's Financial Aid package. Students earn this money at hourly paid positions. USM has Federal Work Study with both on and off campus employers. Most jobs are located on campus at University offices and departments. Available positions cover a wide variety of jobs.



The undergraduate catalog provides a list of majors, program requirements, and course descriptions: usm.maine. edu/catalogs

## **Earning a USM Degree**

This section highlights important information related to earning an undergraduate degree at USM. For full details about academic requirements and policies students should consult the Academic Course Catalog: usm.maine.edu/catalogs

#### **Graduation Requirements**

In addition to the minimum requirements of 120 credits for a baccalaureate degree, a candidate must:

- (a) receive passing grades in courses required by the University, the school or college, and the major department:
- (b) complete the number of credit hours required by the school or college in which the student is registered;
- (c) achieve a cumulative average grade point average of not less than 2.00 (some majors require a higher GPA for graduation);
- (d) meet the requirements of the major department; and
- (e) complete an Application for Degree on MaineStreet or with the Office of the Registration and Scheduling Services at the beginning of the semester of graduation.

Responsibility for successfully completing the requirements of the program resides with the student.

#### **USM Core (usm.maine.edu/core)**

Students must also complete the USM Core, which offers students distinctively integrative and practical learning experiences that prepare them for successful citizenship in a complex and dynamic world. Special strengths of the USM Core include active learning that occurs both within and outside of the classroom, opportunities, and incentives for students to connect their learning in the major with their Core education, and learning experiences that build knowledge and skills throughout the student's academic career. The USM Core requirements include:

#### **Foundations**

- Entry Year Experience (EYE)
- College Writing (CW)
- Quantitative Reasoning (QR)

#### Perspectives

- Creative Expression (CE)
- Cultural Interpretation (CI)
- Science Exploration (SE)
- Social Cultural Analysis (SCA)

#### Intercultural Knowledge

- Diversity (DIV)
- International (INT)

#### Integration

- Engaged Learning (EL)
- Ethical Inquiry, Social Responsibility, and Citizenship (EISRC)
- Advanced Electives (9 credits)

#### Application

Capstone

To learn about which courses fill USM Core requirements, what their enrollment requirements are, and more visit: usm.maine.edu/core

#### **Major Requirements**

Majors require students to earn varying numbers of credit hours, ranging from 36 up to 90 or more hours. These required hours are established by each academic department. The University catalog provides a list of majors and their individual requirements.

#### **Electives**

Students can choose from a variety of courses to fulfill elective requirements. Elective courses give students the opportunity to expand their education beyond their chosen major. The number of elective credits needed is determined by subtracting the number of Core credits and major credits from the total credits needed to graduate. The difference is the number of elective credits needed.

#### **Degree Progress Report**

Students may access a degree progress report through their Student Center in USM's MaineStreet. This is helpful when planning a course sequence.

#### **Semester Credits**

Each college level course (100-level or higher) that a student completes successfully at USM contributes a certain number of credits to their record. Credits per course vary from 0.5–5. Students are considered "full-time" with a credit load of 12 or more hours per semester. Students enrolled in fewer than 12 credits are considered "part-time".



To graduate, a student must apply for Graduation through their Student Center in MaineStreet at the beginning of the semester of their intended degree completion.

Explore academic planning tools like graduation planners and the GPA calculator: usm.maine.edu/advising

#### Class Membership

A minimum of 120 credit hours is required for graduation in baccalaureate-level programs.

#### BACCALAUREATE DEGREE:

Sophomore	Junior	Senior
24 credits	54 credits	84 credits

#### **Grading System** GRADE

Α	Superior
В	Good

C Satisfactory

D Low level work, below average F Failure to meet course objectives

Р Pass

Incomplete INC

Permanent Incomplete L Stopped Attending Missing Grade MG W Withdrawal

ΑIJ Attending course on noncredit basis

#### POINTS PER CREDIT HOUR

A	4.00
A-	3.67
B+	3.33
В	3.00
B-	2.67
C+	2.33
С	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

#### **Grade Point Average (GPA)**

To compute the grade point average for a semester, first, multiply the grade points earned in each course by the number of credit hours assigned to that course. The resulting product is the number of quality points for that course. Then divide the total number of quality points earned during the semester by the total number of credits carried in that semester (exclude classes where grades are P, H, LP, I and W). The result is carried out to two decimal places to produce the grade point average for that semester.

To compute the cumulative grade point average, divide the total quality points earned by the total credits attempted in all semesters.

#### Dean's List

At the end of the fall and spring semesters, full-time, undergraduate degree students (defined as those who completed 12 credit hours or more, with a minimum of 12 letter-graded credits A-F, unless specific Pass/Fail credits are required by the student's program), and excluding developmental credits with course numbers less than 100. with grade point average of 3.6 or above will be placed on the Dean's List.

Students with Incomplete or Missing Grades (I or MG) at the point when the Dean's List is produced (approximately 35 days after the end of a fall or spring semester) will not be eligible for the Dean's List. Students who attend both the fall and the spring semesters as part-time degree students and who meet the above full-time Dean's List criteria when the fall and spring semesters are combined are eligible for the academic year Dean's List at the end of the spring semester. A notation will be made on the transcript of those who earn the academic year Dean's List distinction.

#### **Minimum Grades and Academic Action**

Minimum cumulative grade point averages for all undergraduate programs at the University are as follows:

	Good Standing	Probationary Standing
Baccalaureate Degree Students		
0-23 credit hours	≥1.70	≥1.50
31-60 credit hours	≥1.80	≥1.60
61–90 credit hours	≥1.90	≥1.70
91 or more credit hours	≥2.00	≥1.80

All accepted transfer credits are factored into the number of earned credit hours. Note: Individual programs may have higher minimum GPA requirements to be eligible for progression and/or graduation in the major. Consult your program's requirements for more information. Students are encouraged to consult the Academic Catalog for full details regarding Academic Actions (Probation, Suspension, Dismissal).



One of the most important things a student can do in their first semester at USM is set up meetings with each of their advisors to begin developing a partnership.

## **Academic Support and Campus Resources**

USM is passionate about student success. We have dedicated faculty and staff who are student focused every day. We encourage students to learn about the many programs, resources, services, and facilities designed to assist them on their journey from classroom to cap and gown.

#### **Academic Advising**

119 Bailey Hall, Gorham, 207-780-4555
137 Luther Bonney Hall, Portland, 207-780-4040
Room 119, Lewiston, 207-753-6536
email: usm.advising@maine.edu
usm.maine.edu/advising

Advising is an educational partnership between students and their faculty and professional advisors that starts at the beginning of a student's USM career and carries through to their graduation. Advisors and students work together to clarify and achieve the student's academic and professional goals. Advisors can help students become an active participant in the advising partnership, identify opportunities to complement their degree, be informed as they progress to graduation, map out a graduation plan, make course choices, and understand the relationship between their academic major and career interests. Each student is assigned a professional advisor found in the Advising department on either Gorham, Lewiston, or Portland campuses. A student's faculty advisor is located in their major department.

#### **Academic Calendar**

usm.maine.edu/reg/academiccalendar

The Academic Calendar outlines important dates like the start and end of classes, school breaks and holidays, course registration dates and more.

#### **Admissions**

115 Bailey Hall, Gorham
111 Abromson Center, Portland
Student Success Center, Lewiston
207-780-5670
email: admitusm@maine.edu
usm.maine.edu/admit

Whether students are hoping to begin or finish their undergraduate degree or embarking on graduate studies, the USM Office of Admissions can help students get started. Admissions works with students to find the right path for them at USM. Admissions also looks for current students that are

passionate about their experiences at USM to be a part of our Ambassador program to recruit new students. Ambassadors provide campus tours, staff events, and assist in other efforts that support of the Office of Admissions.

#### **Athletics**

Costello Sports Complex, Gorham, 207-780-5430 southernmainehuskies.com

USM participates as a member of NCAA Division III (non-scholarship) athletics. USM offers 22 different sports with approximately 500 student-athletes. USM is a member of the highly competitive Little East Conference and plays numerous non-conference opponents. If students are interested in competing, contact the coach directly. A number of programs offer an open tryout period.

#### **Brooks Student Center**

**Gorham Campus** 

The Brooks Student Center offers two levels of student focused space. This is where students will find Brooks Dining Hall (all-you-care-to-eat dining) and the Husky Hideaway, which offers cook-to-order meals, snack bar, and a convenience store. Brooks hosts a University Credit Union (UCU) branch offering checking and saving accounts, credit cards, financial literacy education and a 24-hour accessible ATM.

Brooks also houses the following: the Gorham Office of Student Involvement & Activities, Student Diversity Center, USM Free Store, Spirit Store, Gorham Campus Activities Board (GCAB), UCU Den, which has pool tables, ping-pong, air hockey, foosball, and big screen TVs, the Husky Hut, a resource and meeting room for student organizations, and a Commuter Lounge with couches, tables, TVs, and electronic charging stations.

#### **Campus Card Services**

Upton Hall Basement, Gorham, 207-780-5600 142 Luther Bonney Hall, Portland, 207-780-4600 Room 119, Lewiston, 207-753-6536



Save time and order books early. Books can be shipped to students, held in the Portland store for pickup, or sent to the Gorham or Lewiston campuses for pickup. The University Store is open year-round, Monday-Friday and online:

usm.maine.edu/books

email: card.services@maine.edu usm.maine.edu/usmcard

Campus Card Services produces and manages the USM Card, the official USM identification card. The card provides access to residence halls, meal plans, library services, and gym complexes. The card works as a safe and secure stored-value account for on-campus financial transactions and for printing in the computer lab and library. The card may also be used for purchases in the USM Bookstores and elsewhere on campus.

#### **USM Campus Safety Project**

usm.maine.edu/campus-safety-project

The USM Campus Safety Project is a university-wide effort to prevent and respond to sexual harassment, sexual assault, dating/domestic violence, and stalking. This is done by providing prevention education to all incoming students, training for all staff and faculty, and programming for the university community that emphasizes the importance of being an active and engaged bystander. USM's Deputy Title IX Coordinator can provide assistance to students who are impacted by interpersonal and/or sexual violence.

Confidential support is available to survivors of interpersonal violence through USM Health and Counseling, usm.maine. edu/uhcs or 207-780-4050 and off campus, community partners through the Maine Coalition Against Sexual Violence (mecasa.org or 1-800-871-7741) and the Maine Coalition to End Domestic Violence (mcedv.org or 1-866-834-4357).

#### **Career and Employment Hub**

231 Luther Bonney Hall, Portland 207-228-8505

email: usmcareers@maine.edu usm.maine.edu/careers Make an Appointment: careerhub.youcanbook.me

The Career & Employment Hub provides student-focused career services that help students achieve their career aspirations. It is a resource available for every student upon enrollment as well as all alumni. Career Advisors provide students with a comprehensive understanding of how to showcase their skills to employers. This approach is enhanced by Employer Relationship Managers' close alignment with employers.

The Career & Employment Hub offers services such as personality assessments, development of resumes, cover

letters, and LinkedIn accounts, 1:1 appointments, career events, and more.

They also encourage students to cultivate professional experiences through the work study program, internships, part-time and full-time employment, job shadows, informational interviews, and more. This is partially facilitated through USM's Community Career Network, an association of USM alumni dedicated to providing their professional expertise to current students.

#### **Community Standards and Mediation**

188 Upton Hall, Gorham 207-780-5242

email: usmcommunitystandards@maine.edu usm.maine.edu/communitystandards

The office of Community Standards and Mediation is responsible for the adjudication of cases involving violations of the UMS Student Conduct Code and investigations of Title IX reports. The office offers educational programs and materials for students, faculty and staff regarding; academic integrity, student community standards and conduct, institutional policies and conflict resolution. Community Standards and Mediation staff are involved with the selection and training of the Student Conduct Committee members (comprised of students, faculty, and staff).

#### **Dean of Students Office (DOS)**

188 Upton Hall, Gorham, 207-780-4035 email: usmdeanofstudents@maine.edu usm.maine.edu/deanofstudents

The Dean of Students Office is part of the Student Affairs Division. The office is committed to supporting all USM students. This office provides a variety of student support services along with opportunities for leadership development, diverse student work environments, engaging programming, and specialized resources. The Dean of Students oversees the following areas: Orientation & Transitional Programs, Student Activities & Involvement, Sullivan Fitness Complex, Student Government Association, Religious and Spritual Life, and Veteran Services.

#### **Dining Services**

Brooks Student Center, Gorham, 207-780-5420 Woodbury Campus Center, Portland, 207-780-4039 Gorham Locations: Brooks Dining Hall, Husky Hideaway, Bailey Hall, Ice Arena Concession



Technology support is offered through the Help Desk: usm.maine.edu/ helpdesk

Portland Locations: Woodbury Food Court & Cafe, Luther Bonney Cafe, Maine Law Café, Glickman Library Starbucks Lewiston/Auburn Location: L/A Café

#### usm.sodexomyway.com

Dining Services information including meal plan information, hours of operation, dietary and allergy concerns, Dining events, and catering services can be found on the Dining website or by calling the main office. Meal plans can be purchased on the Dining website, by phone, or by visiting the Dining office in Brooks Dining Hall.

#### **Disability Services Center (DSC)**

242 Luther Bonney Hall, Portland, 207-780-4706

TTY: 207-780-4395 fax: 207-780-4403

email: dsc-usm@maine.edu

usm.maine.edu/dsc

The Disability Services Center (DSC) provides a wide range of services to qualified students with attentional, learning, physical, psychological, sensory, or other health-related disabilities. To receive disability accommodations for the first time at USM, students must register with the DSC. Our website has information about how to register for Academic Accommodations and Housing Accommodations. Anyone with a disability that wants to learn about our services and request accommodations should contact the DSC to schedule an initial appointment.

## **English for Speakers of Other Languages Program (ESOL)**

101 Payson Smith Hall, Portland, 207-780-4365 usm.maine.edu/esol email: usmesol@maine.edu
The English for Speakers of Other Languages (ESOL) program is designed to support the academic language needs of students whose first language is not English and who are attending or planning to attend USM. The ESOL program provides academic English support courses, both credit and non-credit, which non-native speakers of English can benefit from to ensure success in their university career. These courses focus primarily on advanced levels of reading, writing, vocabulary, and grammar/editing skills.

#### **Fitness and Recreation**

Costello Fitness Center Campus Ave, Gorham, 207-780-5430 usm.maine.edu/costello-fitness

#### **Sullivan Fitness Complex**

66 Falmouth Street, Portland, 207-780-4169 usm.maine.edu/sullivancomplex

#### Lewiston-Auburn Campus Fitness Center Room 114, Lewiston-Auburn Campus, 207-753-6572

Activity and exercise has been shown to improve physical and mental health. Participating in athletics, intramurals, and recreation is also a great way for students to meet new people, take care of their health, manage stress, improve their mentality, and create a positive experience at USM.

USM has state of the art facilities for athletics and recreational use on both the Portland and Gorham campuses. Gorham facilities include the Costello Sports Complex, Hill Gymnasium, Ice Arena, Gorham Fitness Center, Hannaford Field, Hodgdon Field, Flaherty Field, and the Softball Field. Portland Facilities include the Sullivan Recreation and Fitness Complex.

Use of these facilities is open to all current students who have completed the electronic liability waiver in Mainestreet through the To Do List. For a small fee, both Portland and Gorham also offer various fitness classes.

#### **Food Pantry**

#### usm.maine.edu/foodpantry Woodbury Campus Center, Portland

Did you know that nearly 36% of college students experience food insecurity? USM is proud to offer an on-campus Food Pantry in the Woodbury Campus Center on the Portland Campus to help address some of the aspects of food insecurity that students experience. The pantry is open to all community members and stocks food that is easy to eat in between classes, as well as some items that can be prepared at home. Fundraising and food drives occur throughout the year to support the pantry and other efforts.

#### **USM Free Store**

Brooks Student Center, Gorham, 207-405-1009 usm.maine.edu/freestore

The Free Store is an organized location that provides clothing, residence hall and household items, books, movies, gadgets, accessories, school supplies, and more—right on the USM campus, and it's all FREE.



Maine State Law requires that college students show proof of one tetanus and diphtheria (td or Tdap) vaccine within the last 10 years as well as two measles, mumps and rubella (MMR) vaccines. Contact UHCS for more information or visit: usm.maine.edu/uhcs/immunization-information

When students visit the Free Store they can feel good about taking an action that helps prevent the over-consumption of products. By reusing perfectly intact items, students are not only diverting waste from landfills but also contributing to a cleaner environment.

#### **USM Guidebook**

#### Guidebook.com/app/usm

USM Guidebook is our free phone, tablet, and web app.
The app provides quick access to USM event and athletic schedules, campus maps, information about support services, and direct links to USM webpages and information.
Download or request a text link: guidebook.com/app/usm

#### **USM Health and Counseling Services (UHCS)**

#### usm.maine.edu/uhcs

The mission of UHCS is to support and enhance the health and well-being of the USM community through clinical services, student training, and outreach. We are committed to keeping students healthy and safe.

#### **Health Services**

156 Upton Hall, Gorham, 207-780-5411

fax: 207-780-4911

008 Sullivan Gym, Portland, 207-780-4701

fax: 207-780-4710

Our staff is comprised of nurse practitioners, a medical assistant, and administrative professionals, along with clinical interns and a physician consultant. We are able to bill most insurances. Uninsured students are invited to complete a free care or reduced payment determination. Services include, but are not limited to: acute care (sick visits), physical exams, chronic illness management, contraceptive services, STI testing, immunizations, prescriptions, lab services, and travel consultations.

#### **Counseling Services**

156 Upton Hall, Gorham, 207-780-5411 105 Payson Smith Hall, Portland, 207-780-4050

fax: 207-780-5749

Our staff is comprised of licensed psychologists, clinical counselors, including dually licensed mental health and substance use counselors, and graduate interns. Comprehensive services include but are not limited to: intake assessment, brief individual sessions, crisis intervention, psychoeducation groups, and referral for

psychiatric evaluation. We also provide consultation and outreach, including substance use, suicide prevention, and intervention. Professional Counseling staff can address social, academic, developmental, and psychological issues, which may impact students. Adjustment to college is a common concern for new students and we are here to help.

#### **Honors Program**

253 Luther Bonney Hall, Portland, 207-780-4321 Anderson Hall ground floor, Gorham usm.maine.edu/honors

The Honors program is a learning community designed for students who enjoy academically challenging coursework in a small seminar-style environment. Honors offers students a living and learning community, and we value our students' academical, social, and civic development. The Honors curriculum stresses independent learning, creative thinking, and development of skills in reading, writing, research, and self-expression. Honors students take a series of interdisciplinary, seminar-style courses (many of which fulfill Core Curriculum requirements) culminating in the Honors Interdisciplinary Minor. Students with a GPA of 3.5 or above are eligible to join the program.

#### **Intercultural Student Engagement (ISE)**

Woodbury Campus Center, Portland Brooks Student Center, Gorham 207-228-8200

#### usm.maine.edu/student-diversity

Intercultural Student Engagement is dedicated to building community and empowering students. We serve as a resource for every student to engage in the rich education and growth found through active exchange across cultures and identities. We facilitate the exploration of critical issues around ability, class, ethnicity, gender identity, nationality, race, religion, sexual orientation, and the intersectionality of these and other identities. We are committed to building a campus community where all students can fully participate and feel valued, in an educational environment that is inclusive and safe.

#### **International Programs**

101 Payson Smith Hall, Portland, 207-780-4959 email: usm.international@maine.edu usm.maine.edu/international



A mandatory health fee for University Health and Counseling Services is charged to students registered for six or more credits.

Students who pay the fee can obtain counseling sessions at Counseling Services:

usm.maine.edu/uhcs

See the world, enhance your education, and increase your chances of landing a great job after graduation! Did you know that 90% of study abroad students get into their 1st or 2nd choice grad program and 97% of study abroad students find a job faster and start at a higher pay rate than those who do not study abroad? USM offers a variety of opportunities for students to spend a semester or year abroad at an international university while enrolled in a degree program at USM. Short-term programs throughout the year are also available. Programs can accommodate most majors and have a wide range of prices, including some where students pay USM in-state tuition. Popular destinations include England, Scotland, Iceland, Italy, Japan, and New Zealand. Scholarships and financial aid are available for eligible students. Our office also supports international and exchange students studying at USM.

#### **Intramural & Club Sports**

Brooks Student Center, Gorham usm.maine.edu/activities/intramural

Still like to compete, but not ready for the time commitment of DIII athletics? Intramural sports are a great way to stay active and experience friendly competition. Intramural sports offerings include flag football, soccer, floor hockey, basketball, volleyball, and much more. This is a great way for students to become involved at USM!

#### **IT Support Services**

3rd Floor Glickman Library, Portland Upton Hall Basement, Gorham Help Desk: 207-780-4029 email: help@maine.edu usm.maine.edu/computing

Our help desk offers assistance for a variety of services to USM students and provides access to University technology resources such as Blackboard, Gmail, MaineStreet, and Office365.

USM provides Windows and Apple computers for general student access at lab facilities located on its three campuses. All labs offer access to numerous software applications, internet access, andvarious course-specific programs. Black & white and color laser printing is available in each lab.

#### **Jobs for Maine Graduates (JMG)**

102 Bedford Street, Portland, 207-780-4290

#### email: randy.inosencio@maine.edu

USM hosts a Jobs for Maine's Graduates (JMG) Specialist who connects one-on-one with students who are part of the JMG program, providing them with the extra support they need to stay in school and work towards a USM degree.

#### **The Learning Commons**

2nd Floor Glickman Library, Portland, 207-780-4228 1st Floor, Bailey Hall, Gorham, 207-780-5345 email: usmlc@maine.edu

usm.maine.edu/learning commons

The Learning Commons is an open space designed to foster collaborative and active learning, filled with moveable tables, rolling whiteboards, and plush furniture. Many USM students choose to make The Learning Commons one of their academic homes on campus.

In addition to subject-based tutoring, tutoring and writing assistance, we offer help with time-management and study skills, technology assistance, and research guidance, as well as reservable group study spaces and access to community computers. Although physically located in Bailey Hall Library in Gorham and Glickman Library in Portland, many of our services (including tutoring!) are also available online.

#### **USM Libraries**

120 Bailey Halll, Gorham, 207-780-5345 Glickman Library, Portland, 207-780-4270 51 Westminster Street, Lewiston, 207-753-6540 usm.maine.edu/library

The University Libraries provide a comprehensive range of resources and services on all three campuses and on the libraries' website. Librarian assistance is available online as well as in person for print and online resources, research assistance and instruction, course reserves, interlibrary loan, textbooks for many 100-200 level courses, and study and meeting spaces. The libraries offer over 150 student computers, loan laptops for use within the library, and offer wireless internet. The USM Card is the access point for remote use of databases, ebooks and journals, and for borrowing materials. USM Card activation for Library use is automatic, but if assistance is needed please call one of our libraries.

#### **Mail Services**

Upton Hall Basement, Gorham, 207-780-5258



USM Mail Services serves the residential community, administrative and faculty departments. Residential student mailboxes for residents of Andrews, Hastings, Philippi, Robie, Upton, and Woodward Halls are located on the basement level of Upton Hall. Upperclass Hall residents have mailboxes located in the lobby of Upperclass Hall. All residents can pick up packages at Mail Services (M-F, 8:00 a.m.-12:00 p.m. and 2:00 p.m. - 4:00 p.m.) regardless of their campus address. Students that have a package to be picked up will receive an email notification from Mail Services when it has been processed and is available for pickup. Only the addressee may pick up packages and students will be asked for a picture ID. Mailboxes can be accessed with a USM Card 7:00 a.m.-11:00 p.m.

All students are encouraged to update their mailing address in the Personal Information section of their MaineStreet Student Center every time they move to ensure that they receive their mail.

#### **Media Opportunities**

The Free Press: Weekly Student Newspaper 92 Bedford Street, Portland, ME 207-780-4084 ex. 2 email: editor@usmfreepress.org usmfreepress.org

The Free Press is the official student newspaper of the University of Southern Maine. Our mission is to be the definitive source of news and commentary for the USM community. We publish 20 issues per school year on a weekly basis. Any student looking to learn more about the world of journalism and build a portfolio for future use in any of these areas, whether that be writing, photography, editing, digital design, or advertising, will find a home at The Free Press. We work independently and as a team to meet deadlines, conduct research, and communicate clearly, all important skills that employers look for. Due to the nature of our student organization, these positions can also be held as a Federal Work-Study job for those that have funds.

## WMPG: 90.9 FM, University and Community Radio Station

92 Bedford Street, Portland, ME General Info: 207-780-4943 Live Studio Line: 207-780-4909

#### wmpg.org

WMPG Community Radio is USM's non-commercial radio station, operated by over 300 students and community volunteers. Broadcasting on the radio at 90.9 FM, streaming live on the internet and archived, shows can be found at wmpg.org. WMPG offers free speech, live, locally produced, unique radio made for and by local people. USM students can take a 3 week training class and then apply to get a radio program of their own. Our shows are 24/7, so hopefully students can find a time that works for them and their class schedule to listen or become a member of our team. Come be a DJ. WMPG also has work study positions available. WMPG strives to broadcast music, ideas, and voices that are not aired elsewhere. All voices are welcome.

#### **Music Performance Opportunities**

School of Music, Corthell Hall, Gorham, 207-780-5265 usm.maine.edu/music email: usm.music@maine.edu Private lessons in most areas are available for non-majors (additional fee required).

#### Large Ensembles:

The USM Chorale, Concert Band, USM Chamber Singers, Wind Ensemble, Southern Maine Symphony Orchestra.

#### Small Ensembles:

Chamber Music, Jazz, Percussion, Harp, and Vocal Jazz Ensembles; Opera Workshop, Musical Theatre Workshop.

A full season of concerts and events are presented each semester including opera, musical theatre, classical and jazz ensembles, and more. Admission prices vary for concerts that are not free.

#### Native American Tuition Waiver and Education Program

Application and Program Information: naps.umaine.edu 207-780-5119 (USM's Contact)

email: valerie.clark@maine.edu (USM's Contact)
The Native American Waiver and Education Program Office, located at the Wabanki Center on the Orono campus, certifies all new eligible students for all University of Maine campuses.



Take time to discuss your educational goals for college. What classes or field of study are you excited about? What student organizations sound interesting? For a full list of opportunities: usm.maine.edu/campuslife

Students newly admitted to USM who indicate they might be eligible for the waiver program should work with the Wabanaki Center and USM's contact to complete the application process. Program guidelines and the application are available directly on their website. Once students have been approved for the program, they will work with Valerie Clark, Financial Aid Counselor and Coordinator of Native American Waivers and Grants at USM.

#### **Orientation & Transitional Programs (OTP)**

188 Upton Hall, Gorham, 207-780-4604 email: usm.orientation@maine.edu

OTP works year round to ensure new students have a positive and engaging experience as they transition to USM.

#### Office of Registration & Scheduling

107 Bailey Hall, Gorham 140 Luther Bonney Hall, Portland Student Success Center, Lewiston 207-780-5230 email: registerusm@maine.edu

usm.maine.edu/reg

USM offers courses throughout the calendar year. Our robust, traditional fall and spring semesters are complemented by the shorter summer and winter terms. USM strives to provide plentiful course options year round for you to make continued degree progress.

#### **Parking**

28 Husky Drive, Gorham Parking Garage Level One, Portland 207-780-4718 usm.maine.edu/parking

Students wishing to park on the Portland and Gorham campuses must obtain and display a USM parking permit. Students parking in Lewiston are not required to display a parking permit. Parking permits are available at the Parking and Transportation Offices. University motor vehicle rules and instructions to appeal violations are available online.

#### **Prior Learning Assessment (PLA)**

253 Luther Bonney Hall, Portland, 207-780-4663 email: priorlearningusm@maine.edu usm.maine.edu/pla

The Office for Prior Learning Assessment (PLA) provides pathways by which students can earn credit for documented

college-level learning acquired outside of a traditional academic environment.

Prior learning options include:

- Advanced Placement (AP) exams with a score of 3 or higher
- Higher Level (HL) International Baccalaureate (IB) exams with a score 5 or higher
- Standardized exams: CLEP and DSST
- Language exams in over seventy languages
- Course-specific challenge exams
- Credential and external training review
- · Academic portfolio assessment

Students who would like to explore their PLA options should contact or visit the PLA Office directly. Walk-ins are welcome.

#### **USM Public Safety**

Emergency (from any location): call 911 From a campus phone call: 911 or x5211 Non-emergency business call: 207-780-5211 28 Husky Drive, Gorham 1st Floor Sullivan Gym, Portland usm.maine.edu/police

USM Public Safety Police Officers are responsible for keeping the peace, preventing crime, and delivering a variety of public safety related services including: community policing and crime prevention services, personal safety programs, criminal investigations and 24-hour campus police coverage on foot, bike, and marked police vehicles.

#### **Recovery Oriented Campus Center (ROCC)**

214/215 Sullivan Gym, Portland, 207-228-8043 email: usm.recoverycenter@maine.edu usm.maine.edu/rocc

The ROCC is about establishing peer support to build a supportive community for students in recovery from substance use and other mental health conditions. The ROCC is a place where students enter to reconnect with themselves, each other, and their community. Students at the ROCC are able to explore their academic potential and the boundless opportunities that await them in a life of recovery.

#### **USM Religious and Spiritual Life**

usm.maine.edu/spiritual 207-228-8200
USM Religious and Spiritual Life provides support for all members of the university community in religious and spiritual development as well as interfaith respect, appreciation, and cooperation.



Volunteer opportunities are available for ongoing service with a community organization, as one-time service events, or with a student group: usm.maine.edu/service-learning

#### **Residential Life**

125 Upton Hall, Gorham, 207-780-5240 email: usmreslife@maine.edu usm.maine.edu/reslife

Welcome home! Residential Life manages on-campus housing for the USM community. We strive to provide a safe, academically focused, and inclusive living environment. We also help students build connections, learn skills to navigate community living, and transition to college. Our office manages all things related to student housing: room and meal plan assignments, community development, reporting issues that need repair, security measures, onsite laundry, internet access, streaming services, and study/recreational spaces.

We employ Resident Assistants (RAs). RAs are students that serve as mentors and guides to residential students, while fostering community. RAs host events in the residence halls, assist in personal and academic mentoring, and enforce University policy, rules and regulations. Resident Directors (RDs) are professional staff members who live on-campus, supervise the RAs, and provide additional support and resources to residential students. RAs and RDs are trained problem-solvers. If you have any questions, please feel free to ask!

#### **Russell Scholars Program (RSP)**

169 Hastings, Gorham, 207-780-5751 email: lisa.hibl@maine.edu usm.maine.edu/rscholar

The Russell Scholars Program (RSP) offers a small, inclusive community that provides a "home away from home," especially in the first year of college. Incoming first-year students live together and take some classes together in Hastings Hall, where they can easily make friends and find other students with whom to study and socialize. Everyone is assigned a Faculty Mentor, whose office is also located in Hastings.

RSP classes are team taught and interdisciplinary. Students can fulfill many of their Core requirements in the program while also taking courses in their respective majors.

While we aim to support first-year students in their academic and social experience, the curriculum includes a variety of upper-level classes. Earning 18 credits within the Russell

Scholars Program enables students to graduate with special distinction. Service-learning opportunities, study abroad, and involvement as a work-study student or Peer Mentor round out the RSP experience.

#### Service-Learning and Volunteering

004 Payson Smith Hall, Portland, 207-780-4284 email: usm.community@maine.edu usm.maine.edu/service

Our office helps to ensure that every USM graduate is prepared to be a responsible, aware community member through access to authentic, real-world, engaged learning experiences that instill a commitment to service, life-long learning, and civic engagement.

#### **Southworth Planetarium**

Science Building, Portland, 207-780-4249 usm.maine.edu/planet

See a show, enroll in a class, attend a lecture, buy fascinating science toys, explore our exhibit area, or learn about the night sky. Like the Universe itself, the more you explore the planetarium, the more you'll discover. The Planetarium was founded in 1970 and hosts programs year-round, visit our website for the calendar of events.

#### Strengths@USM

usm.maine.edu/strengths

Strengths@USM is a unique opportunity for USM students to develop their natural talents into strengths and apply them to reach their full potential in academics, campus involvement, and career opportunities. Students build awareness of their strengths through an online assessment, the Clifton StrengthsFinder®, at no cost. During the academic year, students have opportunities to discuss and apply their talents and strengths in the classroom, campus and residential life, academic and career advising, and other settings on campus. To take the assessment, request an access code at: usm.maine.edu/strengths

#### Student Activities and Involvement

Brooks Student Center, Gorham Woodbury Campus Center, Portland, 207-228-8200 usm.maine.edu/activities

The Office of Student Activities and Involvement seeks to create meaningful connections to the campus community and link student passions with involvement opportunities on campus. By engaging student leaders to plan and organize



For questions about applying for financial aid and award package or student loans email: usm.finaid@maine.edu

For questions about charges, payments, or refunds, email: usm.studentaccounts @maine.edu

meaningful events, activities, and programs, we support fun and educational opportunities on and off campus. The office serves as a liaison between students, administrative staff, faculty, vendors, and community members with the goal of engaging students in co-curricular learning. Beyond events, we support student organizations and leadership development opportunities that propel students into community and involvement. We'd love to meet any student and help them to get involved through an Involvement Coaching session.

#### **Student Affairs**

188 Upton Hall, Gorham, 207-780-5242
135 Woodbury Campus Center, Portland, 207-228-8200
The Office of Student Affairs is "Student Focused Every Day." We provide oversight to multiple student-serving departments, offices, and campus-wide initiatives. Our team of staff, graduate student assistants, and work study students are ready to answer questions and work year-round to improve the student experience here at USM.

#### **Student Diversity Centers**

202 Brooks Student Center, Gorham 143 Woodbury Campus Center, Portland 207-228-8200

#### usm.maine.edu/student-diversity

The Student Diversity Centers provide supportive and inclusive spaces for the USM campus community. The Centers serve as catalysts in creating community for students, where cultural activities and celebrations occur, and student organizations meet. Through various programming, the Centers explore critical issues on campus about race, class, ethnicity, nationality, culture, sexual orientation, gender identity, and most importantly, the success of our students. The Centers are open to the entire USM community. However, they have a unique role with regards to the support of students from historically marginalized communities and cultures.

#### **Student Financial Services (SFS)**

101 Bailey Hall, Gorham, 207-780-5250
136 Luther Bonney Hall, Portland, 207-780-5250
51 Westminster Street, Lewiston, 207-753-6597
fax: 207-780-5143
usm.maine.edu/sfs
The Student Financial Services Office provides financial aid

funding in the form of grants, scholarships, loans, and parttime work programs. We are here to advise students regarding all financial aid options available. The Student Financial Services office can also help students understand their student account, the billing process, and set up a payment plan.

For questions about applying for financial aid, award packages, or student loans, email: usm.finaid@maine.edu

For questions about charges, payments, or refunds on student accounts, email: usm.studentaccounts@maine.edu

#### Student Government Association (SGA)

152 Woodbury Campus Center, Portland, 207-228-8501 email: usm.studentsenate@maine.edu usm.maine.edu/sga

The Student Government Association (SGA) is the umbrella organization that oversees most student groups, campus media organizations, and the Student Senate. The SGA is led by the Executive Branch and governed by the Student Senate to represent the opinions and viewpoints of all students to the administration of USM and the University of Maine System. The SGA wants to hear from students about their needs and concerns. Undergraduate students pay a "Student Activity Fee" based on the number of credit hours they are enrolled in each term. The SGA is a steward of the fund and is tasked with making sure it is equitably and responsibly distributed to help foster community and to enhance extracurricular activities.

#### **USM Summer and Winter Sessions**

107 Bailey Hall, Gorham 140 Luther Bonney Hall, Portland 207-780-5230

email: registerusm@maine.edu

usm.maine.edu/summer | usm.maine.edu/winter Summer Session provides students with the opportunity to continue academic pursuits during the summer. With over 500 courses offered online and on campus, USM Summer Session

has plenty of choices to fit student academic needs.

Courses typically meet for either four or seven weeks, leaving enough time for work and play in the summer, too.

Winter Session provides students with the opportunity to continue their academic pursuits between the fall and spring semesters. With dozens of online courses, students can earn up to 4.5 credits from the comfort of home during the break.

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Transitioning from combat to the classroom can be challenging and so can navigating the U.S. government benefits known as the GI Bill\*. USM Veterans Services is here to help: usm.maine.edu/veterans

USM short-term travel programs are available during both Summer and Winter Sessions. These programs give students a global perspective and an understanding of community issues in local regions. The programs are a great way to earn credit while exploring a new part of the world, and they are also affordable. Our travel courses range in length from 1 to 2 weeks and range from 3-6 credits.

#### **TRIO Student Support Services (TRIO SSS)**

7 College Avenue, Gorham Room 119, Lewiston 102 Bedford Street, Portland 207-780-5203 email: triousm@maine.edu

email: triousm@maine.edu usm.maine.edu/trioprograms

TRIO Student Support Services provides additional academic and career support to guide students on their path to USM graduation. At no cost, TRIO SSS provides support to help students meet their goals, maintain a high GPA, manage time and finances, explore career and graduate school options, strengthen study skills, and maximize financial aid. The program serves 140 undergraduate students on all three of USM's campuses through a Department of Education grant. The program is open to applications from first, second, and third year students. Most matriculated students, working on their first bachelor's degree, are eligible to apply to TRIO SSS if they meet one of the following criteria:

- Neither parent they lived with graduated from a fouryear college, or
- 2. Meet government income guidelines based on taxable income, or
- Have a documented physical, medical, psychological, or learning disability registered with the Disability Services Center (DSC) at USM.

Please contact us for more information regarding eligibility criteria and/or any other question.

#### **University Store**

Woodbury Campus Center, Portland, 207-780-4070 usm.maine.edu/books

Show your school spirit with USM clothing & giftware. Experience the convenience of on-campus school supplies, stamps, and electronics. Textbook purchases are made

online through the Virtual Bookstore at usm.ecampus.com. Orders take several business days to process and ship and can be sent to any of the three USM campuses for pickup or sent directly to your home.

#### **Veterans Resource Center (VRC)**

218/220 Sullivan Gym, Portland, 207-780-4826
104 Bailey Hall, Gorham
Room 193, Lewiston, 207-228-6568
usm.maine.edu/vrc email: usm.veterans@maine.edu
Visit the Veterans Resource Center (VRC) on the Portland,
Gorham, and Lewiston campus. The VRC is a place to connect
with other student veterans and receive information about
services and resources on campus and in the community.

#### **Veterans Services**

235 Luther Bonney Hall, Portland, 207-780-5232 usm.maine.edu/veterans email: usm.veterans@maine.edu Veterans Services serves as a one-stop shop for veterans, service members, and dependents by assisting veterans and family members with questions on benefits, university policies/procedures, and by operating, when needed, as a referral agent to campus and community resources. We ensure incoming veterans feel welcome at USM and happy about their choice by providing a peer mentor who engages in ongoing outreach. The Veterans Services team acts as an advisor and an advocate for the nearly 450 Gl Bill® recipients on its three campuses. In addition to certifying education benefits, we also counsel students on financial literacy to help them maximize their benefits so they can earn a degree with as little debt possible.

#### **Woodbury Campus Center**

35 Bedford Street, Portland Campus

The Woodbury Campus Center is where students will find the University Store, Food Court, Student Affairs Office, Student Diversity Center, Information Desk, USM's Food Pantry, Commuter Lounge, Student Government Association (SGA), AREA Art Gallery, UCU ATM, and a Prayer & Meditation Space. Woodbury is a student focused space that hosts many campus activities, offers charging stations, computers for student use, and plenty of spots to study, eat, or gather with friends.



#### LAC Emergency Information

In the event of an emergency on the Lewiston-Auburn College campus, call local Police at: 207-784-6421 Campus Phone: Dial 9-911

#### **Getting to LAC**

Citylink Bus System
LAC students can utilize
the Citylink Bus System, at
no cost. FREE bus
passes are available for
registered students at the
Student Success Center.
Call AVCOG for more info:
207-777-4563

For driving directions to LAC: usm.maine. edu/about/directions-lewiston-auburn-campus

## **Lewiston-Auburn College (LAC) Overview**

Lewiston-Auburn College (LAC) 51 Westminster Street, Lewiston 207-753-6536

email: lac@maine.edu usm.maine.edu/lewiston

The mission of USM's Lewiston-Auburn College (LAC) is to engage and graduate students through a transformational educational experience—preparing them to be creative critical thinkers, strong and effective communicators, and informed stewards of the world.

LAC's small college atmosphere allows it to provide individual attention to students, whether they are in class, online or on campus! Students that join programs at LAC enter a very supportive and friendly community where faculty, students, and staff work together to ensure a positive, intellectually invigorating experience for all.

#### **Highlighted LAC Resources**

#### **Atrium Art Gallery**

usm.maine.edu/atriumgallery

Located in the expansive center of USM's Lewiston-Auburn College, the Atrium Art Gallery presents a year-round schedule highlighting Maine artists.

## **Druker Office of Community Engagement** usm.maine.edu/communityengagement

The Druker Office of Community Engagement at USM's Lewiston Auburn College provides support for community engagement through the collaboration of LAC students, faculty, and staff.

#### Franco-American Collection

usm.maine.edu/franco

USM's Franco-American Collection preserves and promotes the culture and heritage of Maine's Franco-American population. It holds a wealth of research materials, and it sponsors a variety of events that celebrate and promote the history and culture of Franco-Americans.

#### L/A Café

usm.sodexomyway.com/dining-choices/lewistonauburn
Students can start their day off right at the L/A Café with
freshly brewed Coffee by Design, fruit, and breakfast
sandwiches. Sandwiches, paninis, and salads made to order
along with convenient Simply to Go items are also available.

## LAC Student Government Association (SGA) Room 206

usm.maine.edu/lac/sga

The SGA represents LAC students in University affairs, works to enrich campus life through services and events for students, encourages student leadership and engagement, and allocates activity fees for use in pursuit of all of these things.

#### Student Services

Student Success Center, Room 119 usm.maine.edu/lac/student-services

At this one-stop shop students can get their USM Card, connect with Academic Advising, Student Financial Services and more.

#### The Writing Center

Room 118 (connected to the library) usm.maine.edu/writingcenter

Our staff of Writing Assistants are available to work one-to-one with students on their writing—whether it is a budding idea, a finished draft, or anything in between. Writing Assistants can help students generate and organize their ideas, sharpen their critical thinking skills, integrate and document their research materials, and develop a more sophisticated writing style. Students can also find help for math, science, and technology at The Writing Center.



File FAFSA online starting Oct. 1 and by Jan. 15 to be considered for the best financial aid package: fafsa.gov

Taking 15 credit hours per semester (or 30 credits per year) can help students save time, increase earnings, and reduce debt! Learn more about 15 to Finish: usm.maine.edu/15



## **Important Tips for Financial Aid and Billing**

Paying for college can be confusing and costly: USM Student Financial Services is here to help! Check out some of our favorite tips:

File the Free Application for Federal Student Aid (FAFSA) every year! File online at fafsa.gov starting October 1 and by January 15 to be considered for the best financial aid package.

Apply for USM Scholarships each year at usm.maine. edu/scholarships. Review the scholarship portal beginning October 1 to see due dates for scholarships for the next academic year.

Check the MaineStreet "To Do List" and your USM email regularly. We will add items to the "To Do List" on MaineStreet and email student USM email accounts if additional information is needed to process their FAFSA.

Students are assigned a financial aid counselor based on their last name. Students can find our staff list and your assigned financial aid counselor by clicking on "People" at usm.maine.edu/sfs. We take walk-in meetings on all USM campuses if your financial aid counselor is located on a different campus.

Report any expected outside payments or scholarships to your financial aid counselor. We are required to include outside financial assistance in your financial aid package.

One paper bill is mailed each semester. After the paper bill is mailed, adjustments to course schedule, housing, or meal plan will result in changes to the bill that may require additional payments. Students must keep track of changes to their student billing account on MaineStreet.

We offer a payment plan to help students manage the cost of attending. Students pay 5 installments over the semester with a \$30 non-refundable enrollment fee and down payment due at the time of enrollment.

Students should begin to use Federal Work Study funding by October 1. Work Study funds may be removed from the financial aid package if a student has not been hired and begun earning the funds by October 1 of each academic year.

The Deadline to waive the USM Student Health Insurance Plan (SHIP) is October 1. If taking 9 credits or more undergraduate students are automatically billed for the health insurance plan and must submit a waiver at usm.maine.edu/ uhcs to document their coverage by October 1 to have the charge removed. Students starting in the Spring semester should consult the website for specific spring waiver deadline.

Most types of Financial Aid, such as student loans, require a minimum of six credits of enrollment per semester for undergraduate students. Merit Scholarships awarded by Admissions require full-time enrollment, completing 30 credit hours per academic year.

Student Financial Services is open all year. Students can call, email, or walk in to the office with questions.

Visit our website usm.maine.edu/sfs for information on applying for Financial Aid and MaineStreet for accessing current financial aid status, awards, and student account information.

Or give us a call: Gorham: (207) 780-5250 Portland: (207) 780-5250 Lewiston: (207) 753-6597



Getting involved outside the classroom can result in better academic performance: usm.maine. edu/activities

Student Activities & Involvement 135 Woodbury Campus Center, Portland 119 Brooks Student Center, Gorham 207-228-8011

## **Student Organizations**

University education is by no means confined to what students are studying in the classroom. When students become engaged with opportunities outside of the classroom, they often become more successful with their academics, create positive connections with other students, gain valuable leadership experience, and develop professional skills that are desired by employers.

One of the most exciting ways for students to get involved is by joining a student organization. Below is a sampling of some of USM's student organizations:

#### **Academic Organizations**

- American Sign Language Club (ASL)
- Athletic Training Student Association (ATSA)
- Gamma Iota Sigma (Risk & Insurance Society)
- Geography-Anthropology Student Association
- Honors Student Organization
- Psychology Club
- Student Marketing Association
- Student Nurses Organization
- Tourism and Hospitality Student Group

#### **Greek Life Organizations**

#### **Fraternities**

Phi Mu Delta

#### Sororities

- Alpha Xi Delta
- Kappa Delta Phi Nationally Affiliated Sorority

#### **Interest-Based & Affinity Groups**

- Black Organization for Student Success (BOSS)
- Circle K (Community Service)
- Husky Veterans
- LatinX Student Alliance
- Native American Student Alliance
- National Alliance for Mental Illness (NAMI)
- Queer-Straight Alliance (QSA)
- Student Performing Artists (SPA)
- Students Without Borders
- YesPlus (Meditation and Mindfulness)

#### **Student Governance Organizations**

- Board of Student Organizations (BSO)
- Commuter Student Association (CSA)
- Gorham Campus Activities Board (GCAB)
- Leadership Development Board (LDB)
- Lewiston-Auburn College Student Government
- Student Communications Board (SCB)
- Student Government Association (SGA)
- Student Senate

#### **Recreational Organizations**

- Dance Club
- Outdoor Adventures Board (OAB)
- Martial Arts Club
- Scuba Club
- Tabletop Games

#### **Religious and Spiritual Life Organizations**

- · Alpha Omega
- Navigators
- Southern Maine Hillel
- The Bridge
- ...and many more!

The Office of Student Activities and Involvement can help any student get connected to or start a student organization.

Visit usm.maine.edu/activities for a complete list and to learn more about involvement opportunities.



Halal meals are offered during lunch and dinner at the Food Court in the Woodbury Campus Center.

Prepackaged Kosher meals can be available year-round by advanced request. Please allow one month for Passover requests.

For information or requests contact Tadd Stone: tadd.stone@sodexo.com or 207-780-5420

## **USM Religious and Spiritual Life**

Supporting Religious and Spiritual Life in all its Expressions

usm.maine.edu/spiritual 207-228-8200

At USM, we believe it is important to provide support for all members of the university community in religious and spiritual development as well as interfaith respect, appreciation, and cooperation. The Religious & Spiritual Life Counsel guides USM in these efforts. The counsel's membership is comprised of local faith leaders, Chaplains, Advisors, and university administrators.

Among the traditions represented by our ordained chaplains and lay spiritual advisors:

- Baha'i
- Buddhist
- Catholic
- Christian
- Jewish
- Muslim
- Native American
- Pagan

The Religious and Spiritual Life Counsel partners with USM to offer students the following resources to aid religious and spiritual expression and exploration:

Interfaith programming around different religious and spiritual perspectives, finding common ground, and addressing community issues from religious/spiritual perspectives.

Student Organizations around common religious identities, offering connections and activities with others who share the same traditions, backgrounds, or religious/spiritual interests.

Space for Prayer, Meditation, Reflection provides safe, private space for spiritual and religious activities. The Woodbury Campus Center in Portland features a space set aside for prayer, meditation, or quiet reflection by individuals or groups. Cushions, prayer rugs, a few chairs, foot wash, and other materials are available for use, and a compass is available to indicate which direction is East (facing towards Mecca).

## **University Policies**

The University community shares a responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason. USM students, faculty, and staff are governed by University policies outlined below, local ordinances, and state and federal laws.

If students have any questions regarding University policy, please contact the office of Community Standards and Mediation.

Students are responsible for knowing and following of all University policies. Full policy language and descriptions are available at usm.maine.edu/communitystandards

#### Office of Community Standards and Mediation

188 Upton Hall, Gorham 207-780-5242 email: usmcommunitystandards@maine.edu usm.maine.edu/communitystandards

#### **University of Maine System Student Conduct Code:**

It is the purpose of the University of Maine System Student Conduct Code to promote the pursuit of activities that contribute to the intellectual, ethical, and physical development of the individuals under the auspices of the University of Maine System (hereinafter referred to as "University") and the individual campuses. It is also the purpose of this Code to ensure the safety of persons engaging in those pursuits; to protect the free and peaceful expression of ideas; and to assure the integrity of various academic processes. It is expected that students will conduct their affairs with proper regard for the rights of others and of the University.

#### Acceptable Use of Information Resources Policy:

USM supports open access to information resources, including the internet, to the greatest extent possible. In return, the University expects users of information resources to be aware of and act in compliance with all relevant federal and state laws, local ordinances, and University policies.

#### **USM Alcohol and Other Drugs Policy:**

The primary goal of this policy is the health and safety of all members of the USM community. USM values and promotes an environment of legal and lower risk alcohol use and supports alcohol-free environments. The unlawful manufacture, possession, use or distribution of drugs or controlled substances is strictly prohibited. All students and guests are held responsible for behavior in violation of this policy. The University provides education on alcohol and other drug use through programs, support, and resources.

#### **Campus Speakers:**

The purpose of this policy is to balance the safety of the entire campus community while ensuring the free exercise of First Amendment rights of those who wish to participate in events hosted at USM.

#### **Confidentiality of Student Records Policy:**

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of parents and students with regard to access of records. Once a student reaches the age of 18 or matriculates in a postsecondary institution, their parents no longer have an automatic legal right to examine their educational records without documented permission of the student.

#### **Email Communication Policy:**

In order to meet the academic and administrative needs of the University community, the University of Southern Maine has established email as an official and primary means of communication to all of its students, accepted and/or enrolled. Students are expected to check their email on a frequent (daily) basis, as they do their USPS mail, in order to stay current with University related communications.

#### **Good Samaritan Policy:**

While the University cannot guarantee absolute immunity from sanctions associated with violations of the Student Conduct Code, efforts may be made to reduce sanctions for some alcohol and other drug offenses for "Good Samaritans." This may be applicable when students actively sought medical attention for themselves or others at the time of an incident, or when students intervene or report violations of the Sex Discrimination, Sexual Harassment, Sexual Assault, Relationship Violence, Stalking, and Retaliation policy.

#### **Hazing Policy:**

No person or organization shall create, or permit to exist, any situation that recklessly or intentionally endangers the mental or physical health of a student enrolled at any institution of the University of Maine System.

#### **HIV/AIDS Policy:**

The USM HIV/AIDS policy was established to protect both the rights of individuals infected with HIV (Human Immunodeficiency Virus) as well as the health and safety of all others at the institution. USM will not discriminate in any manner against any person who is infected with HIV. This includes admissions, facilities access, hiring, housing, promotion, tenure, and/or termination.

#### Illegal Downloading and Uploading of Copyrighted Material:

It is against policy to access, use, copy, or make available to others any copyright-protected digital material and computer software except as permitted under copyright law or by specific license.

#### **Missing Residential Student Policy and Protocol:**

In accordance with the requirements of the Higher Education Opportunity Act (HEOA), USM provides students who are residing in on-campus housing the option of identifying an individual (a confidential contact person) in addition to their emergency contact to be notified by USM in the event that the student is determined to be missing for a period of more than 24 hours.

#### Residence Halls Policies:

Students are required to read and adhere with all policies concerning living on campus. Residents are expected to comply with all federal and state laws, city ordinances and University policies. Violations of any policies can result in losing the privilege to live in residential housing.

## Sex Discrimination, Sexual Harassment, Sexual Assault, Relationship Violence, Stalking, and Retaliation Policy (Title IX):

The University of Maine System and USM are committed to providing a safe environment which promotes the dignity and worth of each member of the community. In complying with the letter and the spirit of applicable laws, including Title IX, and in pursuing its own goals of diversity, the University does not discriminate on the basis of sex in employment, education, and all other programs and activities. For this reason, the University will not tolerate sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, or retaliation in any form. All conduct of this nature is considered a violation of policy.

#### **Student Academic Policies:**

A full list of academic policies, including Attendance Policy, Graduation Requirements, Confidentiality Policy, Examination Policy, Graduation Honors Policy. Permanent Academic Record Policy, Residence Requirement Policy, Semester Withdrawal from the University Policy, Student Academic Integrity Policy, Student Academic Appeals Policy, Student Administrative Appeals Policy, Student Complaints Policy, and more can be found at: usm.maine.edu/academicpolicies

#### **University of Southern Maine Weapons Policy:**

Dangerous weapons, including but not limited to: firearms, knives, other sharp-edged weapons, bows, arrows, rockets, slingshots, air guns, and martial arts weapons are not permitted on property owned by or under the control of the University of Southern Maine and off-campus activities sponsored by USM.

#### **Student Academic Integrity Policy:**

All students of the University are expected to be honest in their academic endeavors. All academic work should be performed in a manner which will provide an honest reflection of the knowledge and abilities of each student. Any breach of academic honesty should be regarded as a serious offense by all members of the academic community.

#### **University of Southern Maine Tobacco-Free Campus Policy:**

USM is dedicated to fostering a culture of wellness through the promotion, education, and support of a tobacco-free campus to provide a safe, healthy, and clean environment for our community to learn, work, and live.

#### **Use of USM Facility Policy:**

The primary use of all USM facilities and grounds is for purposes related to the University's mission. University instruction, research, service, and operational needs take precedence over any other use of University facilities and grounds.



Students who plan to park on the Gorham or Portland campuses must obtain and display a valid parking permit:

usm.maine.edu/police

## **Parking and Transportation**

#### **USM Parking and Transportation Offices**

Parking Garage on Level One, Portland, 207-780-4718 Public Safety Building, 28 Husky Drive, Gorham 207-780-5211

usm.maine.edu/parking

#### **Parking on Campus**

Students wishing to park on the Portland and Gorham campuses must obtain and display a USM parking permit. Students parking in Lewiston are not required to display a parking permit.

Student parking permits are issued annually and paid for by mandatory transportation fees included on student bills. Replacement fees for lost permits may apply. Permits for students and visitors are available at the Parking Office.

Staff are available on the first floor of the parking garage on the Portland Campus or the Public Safety headquarters on the Gorham Campus to issue parking permits, collect fines for parking violations, and answer any questions you may have about parking on campus.

University motor vehicle rules and instructions to appeal violations are available online: usm.maine.edu/parking

#### **METRO Husky Line**

usm.maine.edu/huskyline

Free with their USM ID Card, students can use the METRO Husky Line connecting in Gorham, Westbrook, and Portland to get to classes or activities on the Portland or Gorham Campuses.

#### **Greater Portland METRO**

gpmetrobus.net

METRO's U-Pass Program provides free, unlimited use of METRO's bus routes for USM students using their USM Card. METRO transportation destinations include: The Maine Mall, Downtown Portland, Portland International Jetport (PWM), and the Portland Transportation Center with connections to local and regional transit systems including METRO BREEZ providing service between Portland, Yarmouth, Freeport, and Brunswick.

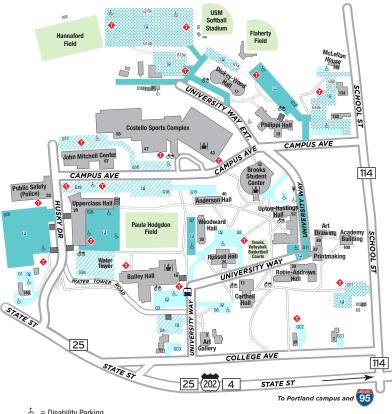
#### **Citylink Bus System**

LAC students can utilize the Citylink Bus System at no cost. FREE bus passes are available for registered students at the Student Success Center. Call AVCOG for more info at 207-777-4563.

## **Portland Campus**



## **Gorham Campus**



🕹 = Disability Parking

= Emergency Telephone

ත්ත = Bike Back

= Portland-Bound METRO Husky Line

Stairs

= Food and Coffee

= Employee Parking

= Resident Student Parking

= Commuter Student Parking

≡ First Year Resident Student Parking

= Campus Building

Academy Building, 100 School St. Art Department Studios

Anderson Hall, 40 Campus Ave.

Honors Program Residence Hall

Art/Drawing Classroom, 49 University Way

Art Gallery, 5 University Way

Art Exhibitions & Programs

Bailey Hall, 16 University Way

Advising Adult & Higher Education Admissions, Office of Bailey Hall Café

CMHS/SEHD Student Affairs

Counselor Education Education & Human Development, School of

Educational Leadership, Dept. of Educational Psychology & Exceptionality, Dept. of Educator Preparation, Dept. of

Educational Psychology & Special Education Environmental Science & Policy

Geography & Anthropology, Dept. of History and Political Science, Dept. of Instructional Technology and Media Services

Library and Learning Commons Literacy, Language, and Culture Literacy Education

Math and Statistics, Dept. of Professional Development Center

Psychology and Educational Psychology, School of Registration and Scheduling Services Southern Maine Writing Project Student Financial Services

SEHD Assessment Center Teacher Education

Transfer Affairs Welcome Center

Corthell Hall, 13 University Way

Concert Hall School of Music

Public Safety (Police), 28 Husky Drive Parking Office

7 College Ave.

TRIO Program at USM

19 College Avenue

Applied Energy Laboratory

51 College Ave.

Theatre, Dept. of

COSTELLO SPORTS COMPLEX:

Field House, 43 Campus Ave.

Athletics, Dept. of

Exercise, Health & Sport Sciences, Dept. of

Warren Hill Gymnasium, 47 Campus Ave.

Costello Fitness Center

Ice Arena, 55 Campus Ave.

Alumni Reception Area Ice Arena

Dickey-Wood Hall, 17 University Way Ext. Currently closed

John Mitchell Center, 67 Campus Ave.

Engineering, Dept. of Payroll

Talent Acquisition/Employment

Technology, Dept. of

McLellan House, 140 School St.

Center for Education Policy, Applied Research & Education

Philippi Hall, 19 Campus Ave.

Residence Hall

Central Heating Plant, 37 University Way Ext.

President's House, 37 College Ave.

Printmaking Studio, 47 University Way

Robie-Andrews Hall, 39 University Way

Art Dept. Burnham Lounge

Kidder Lounge Residence Hall

Russell Hall, 24 University Way Theatre, Dept. of

62 School St.

Education Psychology & Exceptionally SMART

134 School St.

ROTC

Brooks Student Center, 32 Campus Ave.

Brooks Conference Room

Dining Services Gorham Campus Activities Board (GCAB)

Husky Hideaway Husky Hut

Student Diversity Center

University Credit Union

Upperclass Hall, 25 Husky Drive Residence Hall

Upton-Hastings Hall, 52 University Way

Campus Card Services

Community Standards & Mediation IT Services

Mail Services

Residence Hall

Residential Life

Russell Scholars Program

Student Affairs

University Health & Counseling Services

Woodward Hall, 20 University Way

Residence Hall

30 University Way Ext.

Facilities Management

## 2019-2020 Academic Calendar





		NO/	/EM	BER		
S	M	Т	W	Т	F	S
					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

		DEC	EM	BER		
S	M	Т	W	Т	F	S
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	31				

















# = No Classes

#### **Term Dates**



2019

15-week: 9/3 - 12/20 1st 7-week: 9/3 - 10/25 2nd 7-week: 10/28 - 12/20



WINTER 2019-2020

4-week: 12/23 - 1/17



15-week: 1/21 - 5/8 1st 7-week: 1/21 - 3/13 2nd 7-week: 3/23 - 5/8



SUMMER 2020

14-week: 5/18 - 8/21 1st 4-week: 5/18 - 6/12 1st 7-week: 5/18 - 7/3 2nd 4-week: 7/6 - 7/31 2nd 7-week: 7/6 - 8/21

For more information visit usm.maine.edu/reg or call (207) 780-5230

Registration **Opens** 

**FALL 2019** 

WINTER 2019-2020

**SPRING 2020** 

**SUMMER 2020** 

Degree Students: 4/1

Degree Students: 11/4

Degree Students: 3/2

All Students: 4/22

All Students: 10/21 All Students: 11/25

All Students: 3/4