

University of Maine at Fort Kent Online Course Information Sheet

A. Introduction:

Welcome to your University of Maine at Fort Kent online course. This information sheet includes details about services, policies, and procedures that will help you during the course. You may want to bookmark <http://www.umfk.edu/distance> in your browser and use it as a portal to UMFK online courses resources. *Generally, online course web pages are only accessible on the course start date.* If you have specific questions, see the contact information below.

B. Minimum Computer Requirements:

To be successful with your online course you need regular access to a computer which has broadband internet service with a minimum of 1 gigabyte of RAM or a Macintosh computer running OS X. Installed software should include a web browser, word processor, Windows Media Player, and Adobe Acrobat Reader, which can be downloaded free at: <http://www.adobe.com/products/acrobat/readstep2.html>. Other software may be required by some courses.

C. Textbooks and Course Materials:

Books and other course materials are available using UMFK's online ordering service. Books may be purchased new, may be purchased used, or may be rented (used and rented options depend on availability). To place orders for any option, navigate to the following:

1. <http://www.ecampus.com/maine> or from the UMFK home page
2. <http://www.umfk.edu>
 - i. Click current students
 - ii. Click campus store
 - iii. Click UMFK full service online bookstore.
3. Click on order textbooks
4. Click on the appropriate semester

Major credit cards may be used when ordering. Books and materials will be shipped via UPS within five working days. The e-campus return policy is available on the website.

D. University E-mail Address:

The University of Maine System has given you a "free" e-mail address for your school and personal use. Important notices from faculty and staff are sent to this e-mail address. It is valid as long as you remain a student in the University of Maine System. *Please activate your e-mail address as soon as possible.* <https://mail.maine.edu/um/ActivateAccount>

E. Getting Started:

For **Blackboard** courses go to <http://www.courses.maine.edu/>. This will take you to the login page. Your Blackboard username is your @maine.edu e-mail username. Your password is your current university e-mail password. You will need to have an active University e-mail account before logging into Blackboard.

F. UMFK Library Resources:

To take full advantage of Blake Library's resources such as finding articles online, you will need an active student ID/library card. Students who already have a student ID issued by any one of the University of Maine System libraries will have use of many useful databases for finding articles. However, Blake Library has some specialized databases for subject areas such as nursing and the social sciences. Students who do not have an active card or need access to our specialized databases may find out more information by viewing the Blake Library's "Online Students" web page listed below. For additional questions see the contact information below.

Useful library sites:

- UMFK Library main page:

<http://www.umfk.edu/library>

- Blake Library's "Online Students" page:

<http://www.umfk.edu/library/distance/online/#card>

G. MaineStreet- Student Self Service:

This is a web tool that allows you to access information about your schedule of classes, grades, transcript, and other biographic information. To access MaineStreet "Student Self Service", please do the following:

Go to: www.umfk.maine.edu

Select "Current Students"

Select "MaineStreet"

Enter your User ID (your University e-mail address (excluding .maine.edu))

Enter your Password (the password to your University e-mail address)

Select "Student Self Service"

Select "Student Center"

Questions about MaineStreet can be directed to the Registrar's Office (see contact information below).

H. Course Changes:

If you wish to make a course change, please notify the UMFK Registrar's Office immediately. 1-207-834-7520 or the UMFK One-Stop, 1-207-834-8650.

I. Students with Disabilities

Students with a documented disability may be eligible to receive accommodations. Advance notice, preferably 30 days, is required to make timely accommodation arrangements. Call Student Support Services (SSS) at 1-888-879-8635 ext. 7530 for more information.

J. Contact Information & Technical Assistance:

University College (statewide)

techsupport@maine.edu

1-800-696-4357

University of Maine at Fort Kent

<http://helpdesk.umfk.maine.edu> (submit a ticket)

1-207-834-7560, Pat Whitworth

1-207-834-7522, Leslie Kelly

For specific questions about your course (assignments, tests, etc.) contact your instructor.



UNIVERSITY OF MAINE
FORT KENT
UNIVERSITE DU MAINE