

Student and Campus Services

Student Life and Development

The office of Student Life and Development works with students in all areas of university life. The Office oversees student and extracurricular activities, new student orientation, residential life, clubs and organizations, dining services, and the UMFK health clinic. Student Life and Development personnel are available to consult about any question or issue that a student may have.

Absences from Class

The University and its faculty are firmly committed to regular classroom attendance. Students do better in courses where they maintain regular attendance. Each professor will specify an attendance and absence policy as part of the written syllabus you receive at the beginning of the course. If, for any reason, you seek an excused absence from a class, you must obtain excused status in advance from the professor of the class. Whenever possible, find out your obligations and schedule makeup work as necessary. In an emergency, you may obtain a notification of absence directly from the Student Affairs Office.

If it is not possible to speak to the professor before an absence, you must, within a day or two of your return to campus, carry out the consultation with the professor of your course. If you cannot contact your professor, you should stop by the Student Affairs Office. It is your responsibility to set up the conferences, and be familiar with the professor's specified procedure for makeup work in order to meet the obligations and deadlines established by the professor.

The Student Affairs Office will officially notify professors of the following absences (see below). All other absences fall within the professor's cut policy and the opportunity to make up work is at the professor's discretion.

- A death in the immediate family
- Hospitalization
- Medical reasons outlined and verified by a physician
- Scheduled employment interviews verified by employer in question
- Other emergency situations directly concerning a student and/or his/her immediate family
- Participation in University-related, University-sanctioned and/or University-sponsored or approved functions or activities, including but not limited to performing arts and athletic events

Note: There is a limit of three day's absence per semester. Upon consultation with the student's professors, additional notifications of absence may be permitted in extenuating circumstances.

Student Conduct

UMFK students are expected to conduct themselves as responsible adults. The UMFK student is a responsible community citizen who:

1. exhibits the personal attributes of honesty and integrity,
2. exercises the highest degree of care and concern for the physical and emotional safety and well-being of others in the University community,
3. abides by all policies of the University and fulfills all contractual agreements, and
4. abides by the civil laws of the town, county, state, and nation.

Students whose behavior does not conform to these standards may face disciplinary action following due process. Complete student life policies and disciplinary procedures are contained in the current UMFK Student Handbook and the University of Maine System Student Conduct Code.

Sexual Assault Policy

The University of Maine at Fort Kent will not tolerate any form of rape or sexual assault. Any unwanted physical contact, or threat of such contact, constitutes sexual assault. Alcohol, drugs, peer group pressure, consent on a previous occasion, or ignorance of University policy will not serve as justification for such actions.

The Residential Life staff provides information sessions open to all students on the subject of sexual assault and safety. These presentations are provided in conjunction with local health care agencies and social service organizations. Additionally, resident

assistants undergo a training session on sexual assault during the annual Resident Assistant training program.

In the event of a sexual assault or rape, students should seek the support and assistance of another person immediately. The University provides a number of resource people including the Student Support Services Counselors, and the Residence Life Staff, all of whom are aware of the need for sensitivity and confidentiality. Students may also use the Sexual Assault Helpline by calling **1-800-432-7805**.

Sexual Harassment

Sexual harassment of either employees or students is a violation of federal and state laws. It is the policy of the University of Maine System that no member of the University community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the University of Maine System regards freedom from sexual harassment as an individual student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. A pamphlet describing the policy and its enforcement is provided to each student and staff member. Incidents of sexual harassment should be reported promptly to a campus EEO officer, or to the Student Affairs Office.

Student Health Insurance

Many colleges and universities require that all students be covered by an adequate health insurance policy. UMFK requires that all students including international students verify that they have other adequate U.S. health insurance coverage. Students without proof of existing health coverage will automatically be enrolled in the UMFK Accident and Sickness Insurance Plan. Students wishing to supplement existing coverage may do so by remaining in the UMFK Accident and Sickness Insurance Plan.

Canadian students who are student-teaching in Canada in the fall will NOT automatically be enrolled in the UMFK Plan and will need to request for the UMFK Accident and Sickness Insurance Plan. All other students enrolled in 9 or more credits will automatically be enrolled in the UMFK Plan.

Health Services

The UMFK Student Health Clinic is a service of Northern Maine Medical Center. The Health Clinic is a primary care health facility that provides a wide array of student health procedures and services. The Clinic is open approximately 20 hours per week. Contact Student Life or the Health Clinic for specific hours. Visits and services in the Health Clinic are free of charge for all UMFK students.

Below is a list of services offered by the Student Health Clinic:

- Physical Exams
- STD Checks
- Basic Suturing
- Headaches
- Orthopedic Problems
- Tobacco Cessation
- Lavage
- University required immunization
- Pap Smears
- Birth Control Counseling
- Upper Respiratory Infections
- Urinary Tract Infections
- Sports Physicals
- Basic Nutritional Counseling
- Minor Excisions and I & D
- Oral contraceptives (reduced rate)

The Health Clinic also contracts a mental health counselor for free student consultation one afternoon per week. For more information on hours and services, please contact the Student Life Office.

Immunizations

Maine State law requires that every college student enrolled in a degree program, who was born after 1956, must provide proof of immunization or immunity against the diseases of measles, mumps, rubella, tetanus, and diphtheria. Students not enrolled in a degree program taking 12 or more credit hours also must provide proof of immunization or immunity to the above diseases. Secondary school records or physicians' statements are acceptable proof of immunization. Students who fail to provide proof of immunization (for Measles, Mumps, Rubella (two doses – MMR1 and MMR2), Tetanus and Diphtheria (TD boosters need to be updated every 10 years) will not be allowed to enroll at the University. Students who are not in compliance with the immunization regulations will be required to leave campus during an outbreak and the danger period that follows. Immunization files and information concerning the Maine State Statute are maintained in the Student Life Office.

Student Senate

The Student Senate is an autonomous student government. The Senate nominates students for appointment to various UMFK committees, coordinates cultural and social functions, allocates student activity funds, and works with the Student Life Office.

The Student Senate and the Student Life Office encourages the development of viable activities and organizations. Currently active organizations are listed in the UMFK Student Handbook. To be a recognized student organization, student groups must first receive University recognition. Organizations must then receive Senate approval and be under the Senate jurisdiction to receive funding from activity fees.

Students considering participation in extra-curricular organizations and/or activities should be aware that a minimum grade point average of 2.0 is required of all active members of all clubs and organizations, as well as, all varsity sports team members during each semester. Members of the Student Senate are required to have a minimum of 2.5 cumulative grade point average.

Student Activities

The Student Activities Office is the hub for all activities, entertainment, and enrichment at UMFK. We strive to engage students on many levels, and ensure a healthy, inspiring, and thrilling experience while attending our University. Our mission is to create activities that are exciting and that cover a broad range of topics including cultural and social diversity, environmental stewardship, community development, personal health and development including recreational activities, life skills, community service, and just plain awesome fun! Examples of activities include dances, comedians, relaxation events, musical performances, bonfires, cultural food and dance nights, exercise opportunities, and much more!

Other functions of the Student Activities Office include maintaining an official activities calendar. We also plan and implement New Student Orientations, and Leadership programming. The International Student Organization is based out of our office as well, and is a support system for incoming new international students. We also work closely with Residential Life staff to implement various residential activities and educational programs. In conjunction with the Student Activities Board, which is organized by students, we also put on many large events, such as a Super Bowl Party.

Athletics, Recreation, and Intramurals

The UMFK Sports Center is the focal point of athletics and recreation on campus. This multi-purpose facility is the setting for intercollegiate athletics, recreation, and intramural activities such as racquetball, handball, badminton, basketball, volleyball, and weight lifting.

Intercollegiate athletics at UMFK includes soccer, volleyball and basketball. UMFK competes in the United States Collegiate Athletic Association (USCAA). Most practices and games are scheduled in the late afternoon and evening hours, as well as on the weekends, to allow more students to play and support Bengal athletic activities. For varsity college athletic competition, all student athletes are required to have proof of medical insurance before they begin practicing.

Intramural competition includes team sports such as basketball, softball, volleyball, indoor soccer, and floor hockey. Fitness and wellness classes offer additional opportunities for students to stay fit and healthy throughout the year.

Residential Life

Residential Life is an important component of the academic and social development of UMFK students. The residential halls provide a setting that helps shape students' attitudes, their readiness to learn and overall quality of life on campus. Furthermore, at UMFK, we believe that Residential Life is an extremely important part of the college experience. Studies at the University and

across the country have proven that students who live in a residence hall environment do better in college than their counterparts who choose to live off campus.

There are three residence halls that students may choose to live in. Crocker and Powell Hall are referred to as traditional-style residence halls. Each room houses two people and there are common bathroom facilities, a T.V. lounge and a study lounge. The third residential hall is the Lodge, and it is referred to as suite-style living. The majority of the suites at the Lodge house four people in two separate bedrooms. Along with these suites, there is a private bathroom facility, a common area and a kitchen area. All rooms have a closet/wardrobe, a desk and chair, and a bureau per person. The University provides a cable hookup and an Ethernet port if a student decides to bring a T.V. or a computer. The entire University campus is wireless.

The University has dedicated staff that resides in the residential halls. The Residence Life staff manages these buildings and what goes on within them. Multiple activities are conducted in the residence hall as well as on campus. The Residence Life staff also is in charge of enforcing University policies (please refer to the Student Life website for a copy of the Residence Hall Guidebook). These policies are put into place to ensure a safe and quality living experience.

Residential Housing Policy

The University of Maine at Fort Kent is committed to ensuring the academic and personal success of its students. On-campus housing can make a world of difference in what our students take away from their college experience and in their success rates. The benefits of living on campus are especially significant for students who are in their first year of college. Research tells us that those students who live on campus during their first year:

- have higher grade point averages,
- make a smoother transition from high school to college,
- have higher retention and graduation rates,
- report greater satisfaction with their college experience, and
- make better use of the educational and support services provided by their universities than do commuter students.

Consistent with this perspective and to ensure the quality of the first year experience, the University of Maine at Fort Kent requires all first-year students to live in on-campus housing. Students who begin the fall term will need to live in on-campus housing during the fall and spring terms. Students enrolling in the spring term will need to live on campus during that first spring term and during the next term the student is enrolled (summer or fall).

Exemptions from the residential requirement will be considered based upon the criteria listed below. You must be accepted and confirmed to the University before an exemption request can be submitted. All requests must be submitted online to the University Housing Office along with supporting documentation (see below). If you are under the age of 18 requesting an exemption, you must also submit a letter from a parent or guardian indicating awareness of and consent to the exemption request to live off-campus.

Exemption Criteria

1. **Mileage** – Students who live within a 30-mile radius of campus are exempt from this policy. The towns at the limits of this radius are:
 - a. Winterville, ME – South Route 11
 - b. New Sweden, ME – South Route 161
 - c. Grand Isle, ME – East Route 1
 - d. Allagash, ME – West Route 161
 - e. Rivere Verte, NB – East TransCanada Highway
 - f. Quebec Border - North
2. **21 years of age** – Students who are at least 21 years of age by the first day of classes may request an exemption. Birth certificate will be required.
3. **Married, domestically partnered, and/or with legally dependent children** – Copies of the marriage certificate or certificate of registration of domestic partnership, verification of dependent child or child's birth certificate are required.
4. **Independent student status** – Student must have been declared as an independent student for the past calendar year and not claimed as a tax exemption by their parent(s) during the same period. Verification is required.

Exemptions will be considered for students for whom living on campus would create a substantial personal hardship. Verification

of the special circumstances is required. Financial hardship will be considered only in cases of extreme circumstances, and only after financial aid options have been exhausted.

Student Email Use Policy

In order to meet the academic and administrative needs of the University community, the University of Maine at Fort Kent has established email as a primary means of official communication to all of its students, accepted and/or enrolled. Students are required to activate and regularly monitor their official university assigned email account. It is a violation of University policies for any user of official email addresses to impersonate a University office, faculty/staff member, or student.

Student Expectations and Responsibilities

- Students are responsible for activating their assigned University email account. The Account Activation web site <https://mail.maine.edu> has been designed for this purpose.
- Students are expected to check their email on a frequent (daily) basis in order to stay current with University-related communications.
- Students have the responsibility to recognize that certain communications may be time-critical.
- Students should not assume that email is private and confidential. Students should never use email to communicate confidential or sensitive information. To minimize risk, confidential information may be made available through special links that are password protected. The University will never ask for student passwords.
- While the University strongly advises that students not redirect email that is sent to their University email account, students may have their University email redirected from their official @maine.edu address to another email address but at their own risk. Having email redirected does not release a student from the responsibilities associated with the official communication sent to their @maine.edu account. Error due to forwarding or redirecting mail, insufficient mailbox space, or email returned to the University for any reason may result in missing notifications or deadlines that have been distributed via email.
- Students with disabilities should work with the Student Support Services Office so that the University can accommodate both the students' and the University's needs in regard to this policy.

Illegal File Downloading and Bandwidth Use

- All students who use the UMFK computer network must be aware that downloading music, movies, images and other digital, copyright-protected files without paying for them is illegal. Doing so constitutes the theft of copyright protected material and is punishable by serious fines. --Watch dog companies and agencies that monitor computer networks and IP addresses inform us when someone on our network is downloading copyright protected songs, movies and other material. These activities are illegal and are in violation of the UMS Student Conduct Code. Recently, several University of Maine System students, including some from UMFK, were charged with illegal downloading by the Recording Industry Association of America. Those alleged infractions have resulted in lawsuits that include thousands of dollars in fines. This is a serious matter and the excuse that -- "everybody does it" is not a legitimate one. As proprietors of the computer network, UMFK is required to respond to these infractions. Please understand we are doing this not only for our protection, but yours as well. The following are the sanctions for illegal downloading on the UMFK computer network.
 - 1st Offense – Your access to our network will be suspended until you are able to talk to the Associate Dean of Student Life and Development who will give you an official warning. After this warning, your access will be suspended for one full calendar week; commencing on the day of your consultation with the Associate Dean of Student Life and Development or his designee.
 - 2nd Offense – You will be charged for violating the UMS Student Conduct Code and the sanction will include a 90-day suspension of your network access. Please note this suspension will not prevent you from completing academic work on our campus computers in our labs, but it will prevent access from your personal computer in the residence halls or at home.
 - 3rd Offense – You will be charged for violating the UMS Student Conduct Code and you will be permanently suspended from our network.
- Remember, downloading a song or movie illegally is stealing; just like shoplifting in a department store is stealing. If you are downloading material illegally, stop immediately. It also is important to remove any programs that allow for such activity from your computer. Do not allow others to use your computer for such activity. You are the person responsible for your computer and your log-in information. If someone else perpetrates illegal activity on your computer or with your log-in, you will be held responsible.

University Expectations and Responsibilities

- The University has an Account Activation web site specially designed for the student to activate their email account.
- The University's Academic and Administrative offices will not use email to communicate confidential or sensitive information. To minimize risk, confidential information may be made available through special links that are password protected or sent via USPS. Only "Official" University business that does not contain personal or sensitive information will be communicated via email.
- The University reserves the right to use email as the only form of communicating "Official" University business to students. The originating Academic or Administrative department will select the form of communication best suited to a particular announcement and targeted group(s). The originating Academic or Administrative department is responsible for the content of "Official" communication to students.
- The originating Academic or Administrative department is responsible for getting time-sensitive materials to students via their University email address using the University approved software application.
- The University will work with the Student Support Services Office located in the Learning Center to ensure that the University accommodates both the students' and the University's needs in regards to this policy.

Library

Blake library, the information hub at the University of Maine at Fort Kent and easily identified by its bell tower, provides thousands of resources online, as well as in traditional formats.

Faculty, students, and staff have access to over three million titles across the state of Maine through the online URSUS and MaineCat catalog systems. The campus community has access to over 40,000 electronic journals, as well as subject-specific and general databases providing indexed and full text materials from any computer with internet access. Through consortia agreements across the University of Maine System, Blake Library patrons are able to view, and in many cases download to external devices, eBooks that support the various programs taught at UMFK. In addition to the electronic and traditional resources, library staff actively collects non-traditional materials such as DVDs and Audio Books that offer support for the university's programs, as well as downtime fun for the campus community.

The library has an open layout that provides areas for group and individual work. Dedicated rooms allow for viewing course-related videos or for additional group space. Students, faculty, and staff are able to use their laptops and other mobile devices within the library to access the internet wirelessly, print wirelessly to available printers, and access server space available to each account. Desktop computers in the library offer day-to-day work spaces for students, which provide internet access and most of the computer programs needed for class assignments and research. The library is open during the day and most evenings and weekends enabling students, faculty, and staff to have access to hardcopy materials, space to work, friendly staff to help, equipment to further educational goals, and so much more. Visit the Library web page at <http://www.umfk.edu/library/> to learn more about the services and resources available at Blake Library.

Acadian Archives/Archives acadiennes

The only center of its kind in the nation, the Acadian Archives/Archives acadiennes is located in the Archives Building, between Blake Library and Powell Hall. The Acadian Archives/Archives acadiennes has a bilingual language policy of services offered in English and/or French. The Archives is a research center and repository of resources not found in any library. Its collections provide information about the Upper Saint John Valley history, folklore, traditional arts, rivers, forests, people, culture, and environment. Patrons of the Archives can access any of its 8,195 items, URSUS and MaineCat, and a host of databases including a number devoted to genealogy. The Archives has a wide variety of primary research materials in more than 420 manuscript collections stored in climate-controlled rooms: 870 oral histories on CD's and DVD's; 200 microfilms, more than 15,000 photographic images; 150 maps; diaries; journals and thousands of books, serials, and ready-reference articles pertaining to the region.

The Acadian Archives includes an art gallery, a research area, a scanner, microfilm readers, audiovisual equipment, and computers. Patrons may use their laptops and other mobile devices to access the internet wirelessly and print documents. Throughout the academic year, the Archives hosts experts in specific fields to give presentations and workshops. It also provides educational tours to visitors and students and experiential learning activities for UMFK faculty and students.

Designated as a "Must See" the Acadian Archives/Archives acadiennes also has a permanent collection of local traditional arts such as snowshoes, hooked rugs, braided rugs, woven blankets, catalogues, wood sculptures, ballad singing, and storytelling. The

Archives is open year-round, Monday through Friday from 8 am to 4:30 pm, except on legal holidays. To learn more about its resources and about the Valley's history and culture, visit our website at: www.umfk.edu/archives or better yet, come for a visit. We'll give you a tour and a short history lesson about Acadia and the Acadians of Maine. Inquiries are welcome at 834-7535.

Learning Center

The Learning Center is an open learning environment that engages students for success, while maintaining a welcoming and supportive atmosphere where students can collaborate with peers, tutors, faculty, and staff. We provide the necessary resources that empower students to become independent and resourceful learners as they pursue their academic, career and personal goals, while encouraging students to become lifelong learners and active members of their communities.

Located on the second floor of Powell Hall, the Learning Center provides:

- A centralized location for students to receive academic and career services,
- A quiet place to study in small group settings, and
- Assistance for work-study job placements.

Student Employment Program - Work Study

A student's learning experiences extend beyond the classroom. The Student Employment Program at the University of Maine at Fort Kent is designed to offer students the opportunity to develop beneficial work experience while attending classes. Students can contribute to their education fund, while learning skills that will benefit them in both the classroom and beyond.

Each year approximately 200 students are employed through the Student Employment Program. On-campus departments/offices hire students to work throughout the academic year and summer. We require supervisors and students to be aware of their responsibilities and encourage them to be active in making the employment experience a positive one.

The Career Planning and Internship Office located in the Learning Center helps students find open work study positions, advise students on other student employment options available on campus, assist students on how to present in a professional manner when searching for a job and/or when employed, provide skills and tips on how students can build their transferable skills and act as a liaison between student and supervisors. For more information on the types of work study see Work Program information in the Financial Aid section of this catalog.

Career Planning, Internship and Placement Services

The University of Maine at Fort Kent recognizes career planning as a process that begins in a student's first year and continues through to graduation. Students are introduced to the career planning and placement process in the HUM 102 course. The Career Planning and Internship Coordinator leads an overview of the process and teaches the basic components of the resume. This introduction allows students to create a basic resume that can be utilized and updated throughout their undergraduate career for internships, externships, preceptorships, career fairs, and job/career opportunities.

Students are encouraged to use the services provided by and available in the Learning Center. These services include occupational interest inventories (O*Net), a career information library and resource center, and other helpful information and materials. Resume and Cover Letter workshops and seminars are available throughout the school year to help students become familiar with different formats and styles employers expect to receive from college graduates.

In addition to career advising, the Learning Center also aids in Graduate School Preparation. Materials are available to aid students in the graduate school search, essay writing, application process, and testing (GRE, MCAT, LSAT, MAT, etc). Online resources are utilized to ensure that the most recent information is available to students.

All students are encouraged to seek individual career and/or graduate school counseling to identify procedures and process with regards to applications, personal statements, resumes, cover letters, curricula vitae, etc. before they submit application materials for a job or graduate program.

The Learning Center Bulletin Board lists current job openings and graduate school programs as well as upcoming activities and events. In addition, the Learning Center hosts an annual Career Week when employers and professionals come to campus and engage with the students. There are various events such as the Annual Resume Writing Contest, Mock Interviews and a Networking event.

Tutoring Services

Peer tutoring is available free of charge to all students for each course offered by UMFK. Study group sessions may be organized upon request. Appointments may be made online or in person at the Learning Center 207- 834-7530.

Writing Center

Peer writing tutoring is available free of charge to all students at UMFK. Importantly, this is not a drop off editing service. Rather, it is a collaborative effort between the student and tutor to improve written work. The best method for making appointments is to contact the Learning Center at 207- 834-7530. Drop in hours are posted each semester.

Supplemental Instruction

Supplemental Instruction (SI) is a peer facilitated academic support program that targets historically difficult courses so as to improve student performance and retention out-of-class review sessions. SI sessions are regularly-scheduled, informal review sessions in which students compare notes, discuss readings, develop organizational tools, and predict test items. Students learn how to integrate course content and study skills while working together. The sessions are facilitated by "SI leaders", students who have previously done well in the course and who attend all class lectures, take notes, and act as model students.

Basic Skills Developmental Classes

The courses: ASP 050 College Reading, ASP 060 Introductory Writing, ASP 070 College Mathematics, and ASP 110 Math Applications are designed to help students strengthen their basic skills so they may be successful in college-level courses. Students are directed to these courses based on the results of the Accuplacer® placement exams taken prior to their first semester in a degree program at UMFK. NOTE: Courses numbered below the 100 level do not earn degree credit.

Minimum Proficiency Requirements and Placement Exams

UMFK strives to assure that entering students are successful in their college career. This begins with an assessment of fundamental skills in reading, writing and mathematics. All newly-admitted students must demonstrate minimum proficiency in writing, reading and mathematics. Students who do not meet minimum proficiency will be required to take the Accuplacer® Placement Test in reading, writing, and mathematics prior to registering for classes in the first semester. Minimum proficiency may be demonstrated as follows:

1. Meeting minimum writing proficiency (DO ONE):
 - a. Score at least 560 (New SAT-taken after March 2016) or 500 (Old SAT-taken prior to March 2016) or above on the writing portion of the SAT exam
 - b. Score at least 28 on the writing portion of the ACT exam
 - c. Transfer college composition credits earned at an accredited institution
 - d. Score 66 or above on the writing portion of the Accuplacer® Placement Test
 - e. Successfully complete ASP060 Introductory Writing
2. Meeting minimum reading proficiency (DO ONE):
 - a. Score at least 560 (New SAT-taken after March 2016) or 500 (Old SAT-taken prior to March 2016) or above on the critical reading portion of the SAT exam
 - b. Score at least 28 on the reading portion of the ACT exam
 - c. Transfer college composition credits earned at an accredited institution
 - d. Score 70 or above on the reading portion of the Accuplacer® Placement Test
 - e. Successfully complete ASP050 College Reading
3. Meeting minimum mathematics proficiency (DO ONE):
 - a. Score at least 530 (New SAT-taken after March 2016) or 500 (Old SAT-taken prior to March 2016) or above on the mathematics portion of the SAT exam
 - b. Score at least 21 on the math portion of the ACT exam
 - c. Transfer college mathematics credits earned at an accredited institution
 - d. Score 60 and above on the mathematics portion of the Accuplacer® Placement Test
 - e. Successfully complete ASP110 Mathematics Application unless the student has successfully completed ASP070

College Mathematics **AND** scored 60 or better on the Accuplacer ® at the end of the semester.

Students who do not meet minimum proficiency in any of the above areas will be required to enroll in the following courses:

- Students scoring less than 66 on the writing placement test will be registered in ASP060 Introductory Writing.
- Students scoring 66-73 on the writing placement test will be registered in ENG100 English Composition I and also required to take ENG111 L English Writing Lab*.
- Students scoring 74 and above on the writing placement test will be registered for ENG100 English Composition I.
- Students scoring less than 70 on the reading placement exam will be registered in ASP050 College Reading.
- Students scoring less than 37 on the math placement exam will be registered in ASP 070 College Mathematics.
- Students scoring 37-59 on the math placement exam will be registered in ASP110 Mathematics Applications.

* Students are also placed into ENG111 L English Writing Lab provided the student:

- Earned a grade below C in the course: ASP060 Introductory Writing
- Earned a grade below C in the course: ENG100 English Composition I
- Voluntarily request to take the Lab.

Academic and Personal Counseling Services

Counseling Services are available to all UMFK students who may be experiencing challenges managing stress, conflict, relationships or academic problems. Students are encouraged to take advantage of the private, personal and confidential counseling. There are different options available to students who wish to access services.

Non-clinical personal counseling is offered in the Student Support Services office located in the Learning Center. Students also have access to clinical counseling in the Student Health Clinic at UMFK, located in Nadeau Hall. If students choose, they may also access clinical counseling from a number of different community providers located in Fort Kent.

TRIO Student Support Services Program

Student Support Services (SSS) is a federally funded program which is available to UMFK students who meet guidelines determined by the U.S. Department of Education.

The Student Support Services office is committed to assisting students to achieve the best possible academic and personal experience at UMFK. Our mission is to support low income, first-generation, and/or disabled students, under the guidelines of the Americans with Disabilities Act, who have potential to meet the challenges of higher education by strengthening and developing their academic and self-management skills. Our focus is to ensure that our participants in the program have a realistic chance to persist in school and graduate from the University of Maine at Fort Kent. To accomplish these objectives, we provide services to enhance students' academic success, personal skills, and social skills. Providing services in these areas corresponds to the University's mission to prepare students for lifelong learning and success as professionals and engaged citizens of a democracy.

A student may apply anytime during the year to be part of the program, and participants are selected once a year, usually during the fall semester. Students in the TRIO program have access to all the above services; however, they have additional services to support student success. These additional services include academic advising, financial literacy, financial aid assistance, grant aid, career counseling, graduate school counseling, laptop loan program, book lending program, student leadership development, and cultural events.

Students who meet eligibility guidelines may apply to be part of TRIO's Student Support Services program which is supported by a Title IV, US Department of Education grant. To be eligible for assistance, a student must be a citizen or national of the US, a permanent resident of the US, or provide evidence that he/she is in the US with the intention of becoming a citizen. A student must demonstrate a need for academic support, and provide evidence that he/she is low-income, a first-generation college student, and/or is disabled under the guidelines of the Americans with Disabilities Act.

Disability Services

The University of Maine at Fort Kent does not discriminate on the basis of disabilities in the recruitment and admission of students, the recruitment of faculty and staff, and the operation of any of its programs and activities. Students with a documented disability, who need academic accommodations, are encouraged to meet with the Accessibility Coordinator located in the Learning Center in 2nd Floor of Powell Hall Room 226. To ensure the timely availability of accommodation, students should request services well in

advance of the start of the semester.

It is the policy of the University of Maine at Fort Kent to provide reasonable accommodations for all qualified individuals with disabilities. Federal law, the Rehabilitation Act of 1993, the Americans with Disabilities Act of 1990, and the Maine Human Rights Act established the rights of individuals with disabilities. These laws provide that the recipients of federal funds, employers and places of public access, shall make reasonable accommodation to the known physical and mental limitations of an otherwise qualified person with a disability.

Procedures for Requesting Accommodations

Student accommodations will vary according to the student's needs and the specific requirements of each course or activity; therefore, accommodation requests must be made by the student prior to beginning of each new semester. Students are encouraged to request accommodations as soon as they know their class schedule for the upcoming semester. On occasion, some accommodations may take several weeks to implement.

1. Students and prospective students with physical, mental or learning disabilities should contact the Accessibility Coordinator located in the Learning Center to discuss their academic needs, and the accommodation process.
2. Each student must provide current documentation of their disability and accommodation needs from a qualified medical or licensed professional evaluator if the disability is not readily apparent. This documentation should describe the nature, longevity, and severity of symptoms, as well as the impact which the disability has on the learning process. Documentation should include a diagnosis, current functional limitations, a description of current and/or previous accommodations and recommendations for current accommodations, adaptive devices and/or technology. All documentation is considered confidential.
3. If the request for accommodations is for a specific course or activity that is not offered through the University of Maine at Fort Kent, the request and documentation will be sent to the office which handles services for students with disabilities on that particular campus. Students are encouraged to contact that office directly, as well.
4. Students may complete the Student Accommodation Request form or work with the Accessibility Coordinator to complete the form. Simply completing and submitting the form does not mean that the requested accommodations have been approved.
5. On the basis of the documentation, appropriate accommodations are determined by the campus-based Accessibility Coordinator, in consultation with the student's health care provider and faculty, if needed.
6. When accommodations are deemed appropriate for a specific course or activity, an Accommodation Authorization form will be completed by the Accessibility Coordinator. A copy of the form is sent to the student, the student's professor(s), and other University personnel who need to be involved in implementation.
7. Some types of accommodations, such as modifications for taking exams, require ongoing discussion between student and professor to arrange specific details. Once approved by the Accessibility Coordinator, plan ahead, and be sure everyone involved knows the plan.
8. If a student does not agree with the accommodations deemed appropriate by the Accessibility Coordinator, the student may appeal to the Equal Opportunity Office. Any problems with a student's accommodations that occur during the semester should be discussed with the Accessibility Coordinator.

Student Success - Advising

All students in UMFK programs are assigned to advisors. The purpose of academic advising is to assist students in making decisions related to their college career. Effective advising requires that students and advisors recognize a joint responsibility in this process. It is the responsibility of the student to meet with their advisor about academic issues or progress towards degree completion. In addition, it is the responsibility of the advisor to aid the student in issues such as course selection, academic problems, career plans, and employment expectations. Both students and advisors must be familiar with and clearly understand the requirements set forth in the specific catalog that is in effect when a student enters UMFK.

New students to UMFK may be enrolled in either HUM 102: First Year Experience or HUM 103: Adult Learner and Transfer Experience. The HUM 102/103 instructor is the assigned academic advisor and upon successful completion of their first semester the HUM instructor will aid the student in the process of transitioning to an academic advisor in their major. Students are encouraged to select an advisor who has indicated an interest in working with them and with whom the student feels comfortable discussing academic and career plans. In order to change advisors, a student must complete and submit the change of advisor form to the Registrar's Office.

Students should be in contact with their advisors on a regular basis and should make it a point to see them at least twice a semester. These contacts are imperative to ensure that all program requirements are being satisfied in a timely manner. During the two-week early advising and registration period in the spring and fall semesters, students must meet with their advisors to discuss course options for the following semester and to register for their classes during that meeting. The students should fill out their MaineStreet 'Wish List' prior to the meetings. The 'Wish List' is simply a list of courses that students would like to take during any given semester. Typically, students start to create their 'Wish List' a week prior to the Early Registration Period.

Advisors assist students in the following areas:

1. Determination of educational goals and course selection to achieve those goals,
2. Periodic review of students' academic progress,
3. Identification of all factors that may have bearing on academic progress, and
4. Exploration of post-baccalaureate opportunities and requirements early in a student's undergraduate career.

Advisors have several responsibilities. These include, among others:

1. Establish an advising relationship with students,
2. Inform students of ways an advisor can be helpful and show interest in all aspects of their academic careers,
3. Help students make choices, fully explain consequences of alternative decisions and give students the freedom of choice,
4. Devote time to the discussion of educational and vocational goals on the basis of individual aspirations and qualifications,
5. Assist students in course selection, process registration forms and inform them of important procedures and dates for registration, add/drop and withdrawal, and
6. Availability—students have the right to expect advisors to post their office hours, be available during those hours, and arrange meeting times that might better suit a student's schedule.

Students have responsibilities. These include:

1. Keep the advisor informed of academic progress and consult with them early and often if difficulties or problems arise,
2. Always attend scheduled appointments with advisors. If a conflict rises, contact the faculty/staff member prior to the meeting time,
3. Consult with advisor before making ANY course or program changes, such as add/drop, major change or withdrawals, since this could affect financial aid,
4. Check email for messages from advisors, and
5. Always see advisor before registering for classes.