



Questions about the Fall Semester

SMCC moved from in-class to online learning in the spring with the outbreak of COVID-19. After months of collaboration and discussion, we have unveiled our Fall Semester plan, which will offer a mix of online and hands-on learning with strict safety protocols.

Our top priorities for the fall are to:

- Protect the health and safety of our employees and students
- Deliver on our mission of providing educational excellence
- And provide support services to our students to ensure their success
- These FAQs attempt to answer your questions in more detail.

On Campus and Online

Q: Is SMCC open for in-person instruction this fall?

A: We will have some students back on campus in the fall, but not all students. Most courses will be offered online. Courses that cannot meet their required learning standards online will be taught in person, with smaller class sizes for safety. Portions of those classes, such as lectures, may be offered online. Those programs include Culinary Arts, Cardiovascular Technology, Communications & New Media Studies, Construction Technology, EMS/Paramedicine, HVAC/Plumbing, Medical Assisting, Nursing, Precision Machining, Radiography, Respiratory Therapy and Biological Sciences.

Q: Will the Fall Semester calendar change in any way?

A: The Fall Semester calendar will remain the same. Classes begin Monday, August 31, and the semester ends on Saturday, December 19.

Other key dates to keep in mind are:

- Monday, August 31-Tuesday, September 8, 5 p.m.: Add/drop period
- Monday, September 7: Labor Day, SMCC closed
- Wednesday, September 9, 5 p.m.: SMCC Foundation scholarship application deadline
- Thursday, October 1: FAFSA for academic year 2021-22 available online at fafsa.gov
- Monday, October 12: Indigenous Peoples' Day, SMCC closed
- Wednesday, November 11: Veterans Day, SMCC closed
- Monday, November 16: Spring registration begins for current students

- Monday, November 23, 5 p.m.: Last day to withdraw from Fall classes
- Thursday, November 26-Sunday, November 29: Thanksgiving recess, no classes
- Monday, December 14, 8 a.m.: Spring registration begins for non-degree-seeking students

Q: Where do I get my student ID?

A: Students should log into the student portal and click this link:

<https://smccme.teamdynamix.com/TDClient/1854/Portal/Requests/TicketRequests/NewForm?ID=ZUQUQIOb71Y>

Photos should be taken with a plain background and show a clear view of the student's eyes, nose and mouth. Once photos are submitted, SMCC security staff will print them and mail them to the student's address on file with the College.

Q: Will residence halls be open?

A: Residence hall housing will be limited to students who have to take in-person classes on campus and students who are homeless. All residents will be assigned single rooms at Spring Point Hall in South Portland (with a bathroom shared with one other person).

Residents who will be travelling to campus from other states at the start of the semester will be required to comply with the Maine governor's executive orders in effect at the time of travel. Current executive orders require a 14-day quarantine or a recent (within 72 hours) negative COVID-19 test for those travelling from a state other than New Hampshire, Vermont, Connecticut, New York or New Jersey. That list and other travel restrictions may change over the course of the semester. Residents arriving from a state for which there are quarantine or negative COVID-19 test result requirements will be provided with instructions on how to comply with these requirements. Compliance will be required for entry into college housing.

Students will be required to wear masks and maintain a six-foot social distance when in the residence halls and not in their rooms. Guests will not be permitted in students' rooms, including other resident students. Hallways have been designed for one-way travel. Students will be assigned a designated entrance and exit to use.

Q: Will dining services be available?

A: Oceanview Dining Hall in South Portland will be open for residents, commuters who are on campus for in-person classes, and employees. The dining hall will have take-out options and limited socially-distanced seating. Masks must be worn at all times in the dining hall, except when seated to eat. All venues have been reconfigured to remove self-service and allow for

socially-distanced traffic patterns. An app will be available to allow customers to order in advance for take-out and for contactless payment with debit/credit cards, Beacon Bucks and resident meal plans.

Q: Will the bookstore be open?

A: The bookstore will be limited to five people at a time with a reconfigured entrance and exit. Students are strongly encouraged to purchase their books online and have them shipped to their homes in order to avoid long wait times. Some pick-up only times and locations will be posted on the bookstore web page.

Q: How are services, typically available in the Campus Center, being offered?

A: Student support services provided by the Admissions, Advising, Financial Aid and Student Billing offices, as well as the Learning Commons, will be offered remotely online or by phone, email and/or video conferencing.

Some support functions will take place by appointment on campus, but all other meetings will continue to be held remotely.

Q: Will tutoring and other Learning Commons support services be available?

A: The Learning Commons will have limited physical access to materials and face-to-face meetings are not available.

However, the Learning Commons will offer a full array of online tutoring, writing assistance, and access to online resources for the semester. For an overview of the support services, please visit the [Learning Commons' webpage](#).

In addition, the library will offer books (but not textbooks) through online requests. If a book is in the SMCC library, a student can make arrangements to pick it up at the library by appointment or curbside, at some other location or by mail.

To order books, go to My Maine Guide>My Learning>Learn about the Library. On the Library home page, click on the Books & eBooks tab and look for the Minerva search box. To order books, enter the barcode number from the back of your ID card (which is #26470) plus your student ID number. You can also simply go to minerva.maine.edu.

Q: Will the Student Senate, club meetings and other activities be held in the fall?

A: Student Life will continue to offer a full slate of virtual activities for student engagement. These include Student Senate and student club meetings, TedTalk presentations, Open Mic sessions, leadership programs and more.

There will also be some socially-distanced small-group in-person events, drive-in movies, and other outdoor events. For more information about Student Life activities, please contact Student Life at reslife@smccME.edu.

Q: Will there be sports this fall?

A: Athletic competitions will not be held this fall. The Athletics Department is working on a plan to allow for all student-athletes to compete at some point during the Spring Semester.

The HUB gymnasium and the fitness centers on both campuses will be closed for the fall.

Q: What will online classes look like?

A: Instruction not requiring hands-on learning will be offered remotely. We will offer synchronous classes that meet live online at scheduled times. We will also offer asynchronous classes that have no scheduled meeting times with a schedule of work to be completed. Instructors may require you to do any of the following on BrightSpace, our new online classroom learning system:

- Participate in live online meetings with your classmates
- Watch recorded lectures
- Read course materials
- Watch videos
- Participate in discussion boards/chats
- Take quizzes and exams
- Submit assignments and homework online
- Log into BrightSpace regularly
- And take part in other strategies to maximize student learning

Q: Where can I turn for help with Zoom?

A: Here are some resources that students and faculty can turn to for help with Zoom.

- Zoom Guide for Students: https://docs.google.com/document/d/12atvlw8qcarPGbOQFwalZSTPEF_XBgBZ8d3kilRnyxA/edit?usp=sharing
- The student Zoom experience in Brightspace: <http://youtu.be/QP8cYAgNmGw?hd=1>
- The Zoom interface in Brightspace: <http://youtu.be/208MledKMc?hd=1>

- Zoom Guide for Faculty:
<https://docs.google.com/document/d/1N4KWf29mTpdSi5O7Yk5uYQrDEgnY9zSsPekylxV7P40/edit?usp=sharing>
- How to create a Zoom link in your course: http://youtu.be/uujOQs_5O3w?hd=1
- How to schedule a Zoom meeting in your course: <http://youtu.be/K08095rFejk?hd=1>
- How to make an open meeting room (Study Group) for students:
<http://youtu.be/R7bPah9cPCM?hd=1>
- How to post a Zoom recording in your course: http://youtu.be/X-G-o1sLI_Q?hd=1

Q: How do I apply for financial aid?

A: Students should apply for financial aid the way they normally would. To apply, students first need to fill out a Free Application for Federal Student Aid (the FAFSA) at fafsa.gov and have it sent to SMCC. SMCC will review your FAFSA approximately one week after it is processed by the Department of Education and either send you a financial aid award notice or contact you if additional information is required.

What's new is that the Financial Aid Office now uses a service that allows you to send documents securely. Simply take a clear picture of the document on your phone and upload it to the website. To access the website, login to My Maine Guide, select My Money and click on "Upload Financial Aid Documents" in the Things to Know section.

Q: How do I pay my bills?

A: SMCC offers payment plans and accepts checks and credit/debit cards (MasterCard, Visa and Discover) for payment. Our Student Billing Office is closed to the public for the time being, but students can pay online, through the mail or by telephone.

For more information about paying your bills, please visit My Money on My Maine Guide on the student portal. The Billing Office can be contacted at bursar@smccME.edu or 207-741-5530.

STAYING SAFE AND HEALTHY:

Q: Where and when will I be required to wear a mask?

A: Disposable or cloth face masks made of multiple layers of fabric that fit snugly against the side of the face and cover the nose, mouth and chin, are required of all people at all times in all indoor common areas and shared spaces. Cloth face masks must be in place prior to entry to the building. They are also required outdoors when physical distancing of at least six feet is not

possible. Whether a face mask meets the College's requirements shall be at the discretion of college personnel. Students who require a medical accommodation to this policy should contact Director of Disability Services, Sandra Lynham (slynham@smccme.edu, 741-5923), prior to arriving on campus.

Q: What is expected of me when I come to campus?

A: Students who must physically come to campus for in-person classes or in-person appointments will be expected to download the SMCC app (smcc.campusapp.com). Each day that students need to come to campus, they will answer a short list of health screening questions using the app and will be asked to display the health pass generated by the app for entry into campus offices and classrooms. Students will also use the app to scan in and out of each location visited on campus. In addition, students will use the app to report if they have been exposed to COVID-19 or received a positive COVID-19 test result. These measures will allow the College to support the Maine CDC in contact tracing effort in the event that students are exposed to COVID-19 positive individuals on campus.

Q: What is the College doing to help protect the health and safety of students, employees and visitors?

A: In addition to instituting safety protocols that include face covering and social distancing, the College has invested in upgraded ventilation filters in buildings with ventilation systems that can be modified in this way and installed physical barriers and hand sanitizing stations. Students and employees are expected to use provided cleaning products to wipe down surfaces and equipment after use. Occupancy levels have been reduced across the College, and traffic-flow patterns have been modified to support social distancing. Hallways are designed for one-way travel where possible and specific doors are designated as entrances and exits only. Most bathrooms will be limited to one user at a time.

Q: Where can I get updates and information about COVID-19?

A: SMCC encourages you to stay-up-to-date on developments by seeking information through credible sources, such as the [Maine Center for Disease Control](#) and [U.S. Centers for Disease Control](#) (CDC). The CDC has also issued specific [guidance](#) regarding higher education institutions.

If you have a question that is not answered here, visit the [Maine CDC's Frequently Asked Questions](#). In addition, [211 Maine](#) is a new option for Mainers to get answers to questions about COVID-19 at any time. This service is available by dialing 211 (or 1-866-811-5695), texting your ZIP code to 898-211, or emailing info@211maine.org.

Q: What are the symptoms of COVID-19 and when do they appear?

A: Signs and symptoms of COVID-19 include: cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, and/or diarrhea. Symptoms may appear **2-14 days after exposure**.

Q: What precautions can I take to protect myself from COVID-19?

A: The best way to prevent infection is to avoid being exposed to this virus. People should avoid travel to affected areas, practice social distancing, and follow general respiratory prevention measures:

- Wash your hands often with soap and water for at least 20 seconds. This is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water is not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- When in public, wear a 2-ply cloth face covering over your nose and mouth.
- Avoid touching high-touch surfaces in public.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze into a tissue, then throw the tissue in the trash and wash your hands.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Stay home when you are sick.

Q: What should I do if I become sick with COVID-19 or suspect I am infected with the virus that causes it?

A: The Centers for Disease Control provides the following advice. More detailed information about each of these recommendations is included in the CDC's information sheet: [What to Do if You are Sick](#):

- Stay home except to get medical care.
 - Take care of yourself
 - Stay in touch with your doctor
 - Avoid public transportation, ride-sharing or taxis

- Separate yourself from other people.
 - As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- Monitor your symptoms. Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility.
- Call ahead before visiting your doctor: If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help the office staff protect themselves and other patients.
- Wear a cloth face covering when you are around other people.
 - You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people to protect the people around you.
- Cover your coughs and sneezes.
- Clean your hands often.
- Avoid sharing dishes, cups, eating utensils, towels, and bedding. After using these items, wash them thoroughly with soap and water.
- Clean all "high-touch" surfaces daily.

Q: What if someone in my home is diagnosed with COVID?

A: If someone in your home has been diagnosed with COVID-19, immediately check with a medical professional for guidance. Contact your instructor or supervisor if the medical advice you receive will require you to miss class or work.

If someone in your home has been asked by the Maine CDC or a health care provider to self-monitor for symptoms, you should also self-monitor.

Self-monitoring means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider to determine whether medical evaluation is needed.

If the person in your home becomes symptomatic, please check with a medical professional for guidance. Contact your supervisor if medical direction will require you to be out.