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Notice: This handbook is provided by Southern Maine Community College to students and applicants to provide general guidance only.
Key Contacts

**My Degree**
ADVISING
207-741-5835
advising@smccME.edu

INTERNATIONAL STUDENT SERVICES
207-741-5880
jlane@smccME.edu

VETERANS SERVICES
207-741-5926
veterans@smccME.edu

**My Courses**
REGISTRATION
207-741-5800 (x2)
registration@smccME.edu

SMCC BOOKSTORE
207-741-5523
books@smccME.edu

**My Money**
FINANCIAL AID
207-741-5518
finaid@smccME.edu

STUDENT BILLING
207-741-5530
bursar@smccME.edu

**My Career & Transfer**
CAREER
207-741-5994
careers@smccME.edu

TRANSFER
207-741-5835
transfer@smccME.edu

**My Learning**
LIBRARY
207-741-5521
library@smccME.edu

TUTORING & WRITING CENTER
207-741-5535
tutoring@smccME.edu

DISABILITY SERVICES
207-741-5923
slynham@smccME.edu

**My Student Life**
SECURITY
207-741-5553
security@smccME.edu

ATHLETICS
207-741-5927
mrichards@smccME.edu

CLUBS & ORGANIZATIONS (CeSIL)
207-741-5544
cesil@smccME.edu

COUNSELING
207-741-5629
counseling@smccME.edu

HOUSING & RESIDENCE LIFE
207-741-5967
reslife@smccME.edu

IT HELP DESK
207-741-5696
helpdesk@smccME.edu

SOUTH PORTLAND CAMPUS
207-741-5500

MIDCOAST CAMPUS
207-844-2102
Mission Statement
SMCC transforms lives and communities through education and training. We welcome, prepare and inspire all to learn, succeed and lead.

Values

Opportunity: We empower all to explore, experience and become lifelong learners.

Integrity: We respect others, honor diverse viewpoints and challenge each other to do the right thing.

Engagement: We are inclusive and come together to openly communicate, participate and collaborate.

Leadership: We can all be leaders, innovators and stewards of the future.

Success: We pursue excellence as we seek to achieve our goals.

Quick Facts
5,965 credit students attended Southern Maine Community College in the Fall 2017 semester. In addition, approximately 1,600 people participated in non-credit courses, seminars, workshops and various types of short-term training in the 2017-2017 academic year.

- Our student body is comprised of 40% full-time and 60% part-time students, and 45% male and 55% female students.
- The average student age is 25.

Non-discrimination Statement
Southern Maine Community College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age or marital, parental or veteran's status in its programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Affirmative Action Officer
2 Fort Road
South Portland, ME 04106
Telephone: 207-741-5610
Maine Relay Service: 800-457-1220
Fax: 207-741-5965
Email: deanofstudents@smccME.edu
Internet: www.smccME.edu

United States Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110
Telephone: 617-289-0111
TTY/TDD: 617-289-0063
Fax: 617-289-0150
Email: OCR.Boston@ed.gov
Internet: www.ed.gov/about/offices/list/ocr/index.html

Maine Human Rights Commission (MHRC)
51 State House Station
Augusta, ME 04333-0051
Telephone: 207-624-6050
TTY/TDD: 207-624-6064
Fax: 207-624-6063
Internet: www.state.me.us/mhrc/index.shtml

Equal Employment Opportunity Commission
475 Government Center
Boston, MA 02203
Telephone: 617-565-3200; 1-800-669-4000
TTY: 617-565-3204; 1-800-669-6820
Fax: 617-565-3196
Internet: www.eeoc.gov
USING THIS HANDBOOK
Being organized and knowing where to find information are very important to your success as a college student. This handbook has been designed to help you with both. Time spent organizing yourself is a good investment. Use the enclosed day planner to write down assignments, test dates, work schedule, appointments and other time commitments. This serves as a good visual reminder of your commitments and helps you plan your study and recreation time. Look at it and, if necessary, reorganize it every day. Keep track of the things you need to do, both personal and academic, in a “To-Do List” and rank the importance of each item on this list. One way to do this is to rate the items that you need to complete each day as:
1. Items that must be completed as soon as possible.
2. Items that are a priority but do not need to be completed right away.
3. Items that you would like to complete but are not a priority at this time.
This handbook also contains information about the services available to students. A directory of these services is provided for quick reference. Please take advantage of these services; they are designed to help you achieve your goals, both personal and academic, while pursuing your degree here at the College.

USING THE COLLEGE CATALOG
The College Catalog is another key resource that is important to your success as a student. The College Catalog associated with the year in which you enter your degree program will serve as your guide to all of your degree requirements. The most current College Catalog year will provide you with a complete listing of all of the current college policies, college faculty and staff, and detailed information about all courses and programs. Please make sure to download a copy of the College Catalog as a reference. You can find all recent years of the College Catalog on the MySMCC student portal, or by visiting: www.smccME.edu/catalog.

STUDENT SUCCESS TIPS
Students need to work on their study skills and time management strategies in order to succeed. College faculty expect you to be an independent learner; that is, they expect you to come to class having read the material and prepared to discuss it. Reading the chapter before a lecture also makes note-taking easier. Due dates for assignments are typically noted in the syllabus; however, faculty may not remind you that a paper is due or that you have a test tomorrow. Most importantly, ask questions when things are unclear to you. Chances are that other students have the same question. It also lets the instructor know you are serious about doing well in the course.

Here are a few tips to help you transition to the demands of college:

Get Oriented
• Our research shows that students who attend an orientation and advising session have, on average, a grade point average that is one letter grade higher than students who do not take part in either session.
• Get to know the campus and the services available to you. This will help you “hit the ground running” when you start classes and allow you to easily get your questions answered and get the help you need.
• Attend an orientation and advising session and/or complete the online student orientation presentation available under the “Academics” tab on the “Advising” page on the “MySMCC” student portal.

Succeeding at SMCC
Get Organized
• Have a notebook for each course. Attach the syllabus (after you have made a backup copy) to the notebook and take it to every class. Sometimes faculty make syllabus corrections or change due dates, and this will enable you to record any changes on the syllabus and transfer it to your day planner.
• Set aside a place to study. Remove all distractions from the surface (photos, phones, TVs). This will get you in the habit of using this space for quiet concentration, reducing the opportunities for distraction (IM’ing, phone calls, text messaging, etc.). Be aware of your best time of day to study.
• Plan to spend an average of two hours of study time (not necessarily in one sitting) for every hour in class. For example, a three-credit course typically requires six hours per week of study time outside of class.

Take Notes
• Write legibly. Use an abbreviation system that works for you (b/c=because, etc.).
• Pay attention to items written on the board. Copy down accurately.
• Use the margins to jot down questions.
• Review your notes right after class or as soon as possible.

Be Prepared for Tests
Before the Test
• Prepare a study schedule for the test, minimally a full week leading up to the test. Do not leave it to chance or plan to cram the night before the test.
• Predict test questions or, if the instructor has given you questions, outline your answers on index cards. Consider an inexpensive flash card app for your phone.
• Use note cards to help you organize the material, memorize vocabulary, dates, names, etc.
• You can carry the flashcards with you and review in short spurts; for example, while you are waiting to meet a friend.
• Get plenty of sleep and eat well before the test.

During the Test
• Arrive early and give yourself time to relax.
• READ ALL DIRECTIONS—pay attention to last-minute corrections or changes.
• Distribute test time according to credit value (for example, plan to spend a good amount of time on a 50-point essay).
• Use all of the allotted time to review your answers and proofread your essays.
• Answer the easiest items first. This builds confidence and gives you time to focus on the more challenging items.
• Skip items you’re unsure of and return to them later.

Get Involved
• Research tells us that students who are engaged in campus activities tend to do better academically than those who opt out of activities.
• Get to know your instructors. They can be valuable resources for you (think references and recommendation letters).
• Find out who your advisor is early in the semester and make an appointment to meet him or her. Don’t wait until registration for the following semester. Advisors are a great source of information and support.
• Read bulletin boards. These boards are located around campus and are a great way to find information about events and opportunities on campus.
• Read your student email. You will receive notices about campus activities and events via your SMCC student email account.
• Make friends on campus. Your fellow classmates are a great resource for things like sharing rides, forming study groups and getting notes when you are absent.
Did you know?

You can log into MySMCC and visit My Maine Guide to find all the information you need to take these steps to success.
Some dates are subject to change. Please visit My Maine Guide to view the most current calendar.

FALL 2018 SEMESTER

March 1, Thurs.-September 5, Wed., 5 p.m. .................. Apply for SMCC Foundation scholarships
April 9, Mon., 8 a.m. .................. Register for Fall classes (current students with 30+ credits)
April 11, Weds., 8 a.m. .................. Register for Fall classes (current students with <30 credits)
May 21, Mon., 8 a.m. .................. New Student Orientation sessions for Fall begin
June 25, Mon., 8 a.m. .................. Open registration for Fall classes begins
July 6, Fri. .................. View your bill for Fall online
July 6, Fri.-September 15, Sat. .............. Sign up for a payment plan for Fall online
August 1, Weds. .................. Pay your bill for Fall online
August 13 Mon.-September 14, Fri. .................. Use your book allowance for Fall
August 17, Fri. .................. Cancellation of under-enrolled courses
August 24, Fri. .................. Residence hall move-in
August 27, Mon. .................. Fall classes begin
August 27, Mon.-September 4, Tues., 5 p.m. .................. Add/drop and 100% refund period**
August 29, Weds. .................. Midcoast Campus Welcome BBQ
August 30, Thurs. .................. South Portland Campus Welcome BBQ
September 3, Mon. .................. Labor Day - SMCC closed
September 5, Weds., 5 p.m.-September 10, Mon., 5 p.m. .................. 50% refund period for tuition & fees
September 28, Fri. .................. Pick up your financial aid refund check for Fall (if applicable)
October 1, Mon. .................. FAFSA available online at www.fafsa.gov
October 8, Mon. .................. Columbus Day - SMCC closed
October 18, Thurs. .................. Transfer Fair
October 20, Sat., 9 a.m.-12 p.m. .................. SMCC Open House - South Portland Campus
November 1, Thurs. .................. Meet with an Advisor
November 1, Thurs., 4-6 p.m. .................. SMCC Open House - Midcoast Campus
November 12, Mon. .................. Veterans Day Observed - SMCC closed
November 19, Mon., 5 p.m. .................. Last day to withdraw from Fall classes
November 22-24, Thurs.-Sat., (begins 3 p.m. Weds.) .................. Thanksgiving Recess - no classes
November 29, Thurs. .................. College Forum
December 15, Sat. .................. Fall classes end
December 28, Fri. .................. Suspension appeal deadline

SPRING 2019 SEMESTER

November 13, Tues. .................. Register for Spring classes (current students with 30+ credits)
November 15, Thurs. .................. Register for Spring classes (current students with <30 credits)
November 26, Mon. .................. New Student Orientation sessions for Spring begin
November 26, Mon. .................. View your bill for Spring online
November 26, Mon.-February 22, Fri. .................. Sign up for a payment plan for Spring online

**Drop/Add and Withdrawal periods for shorter term courses are pro-rated based on course length.
December 10, Mon., 8 a.m. ................................................................. Open registration for Spring classes begins
December 21, Fri. .............................................................................. Pay your bill for Spring online
January 2, Weds.-February 1, Fri. ..................................................... Use your book allowance for Spring
January 4, Fri. .................................................................................. Cancellation of under-enrolled courses
January 13, Sun. ................................................................................ Residence hall move-in
January 14, Mon. .............................................................................. Spring classes begin
January 14, Mon., 5 p.m.-January 22, Tues., 5 p.m. ......................... Add/drop and 100% refund period**
January 21, Mon. .............................................................................. Martin Luther King Day - SMCC closed
January 23, Weds., 5 p.m.-January 28, Mon., 5 p.m. ...................... 50% refund period for tuition & fees
February 14, Thurs. ................................................................. Pick up your financial aid refund check for Spring (if applicable)
February 18, Mon. ............................................................................ Presidents' Day - SMCC closed
March 1, Fri.- March 31, Sun. ............................................................ Meet with an Advisor
March 11, Mon.-March 16, Sat. ............................................................ Spring Break - no classes
March 15, Fri.-September 6, Fri., 5 p.m. ........................................... Apply for SMCC Foundation scholarships
March 28, Thurs. .............................................................................. Midterm grades reported for Spring
April 6, Sat., 9 a.m.-12 p.m. ................................................................. SMCC Open House - South Portland Campus
April 15, Mon. ..................................................................................... Patriots' Day - SMCC closed
April 16, Tues., 5 p.m. ....................................................................... Last day to withdraw from Spring classes**
April 30, Tues. .................................................................................. College Forum
May 2, Thurs., 4 p.m.-6 p.m. ................................................................. SMCC Open House - Midcoast Campus
May 11, Sat. ...................................................................................... Spring classes end
May 19, Sun., 2 p.m. ............................................................................. Commencement
June 7, Fri. ............................................................................................ Suspension appeal deadline

**Drop/Add and Withdrawal periods for shorter term courses are pro-rated based on course length.

SUMMER 2019 TERM

February 19, Tues., 8 a.m. ................................................................. Register for Summer classes (current students)
March 18, Mon., 8 a.m. ................................................................. Open registration for Summer classes begins
April 1, Mon. ..................................................................................... View your bill for Summer online
April 1 Mon.-June 7, Fri. ................................................................. Sign up for a payment plan for Summer
April 25, Thurs. .................................................................................. Pay your bill for Summer
May 17, Fri. ..................................................................................... Cancellation of under-enrolled classes
May 20, Mon.-June 7, Fri. ................................................................. Use your book allowance for Summer
May 27, Mon. ..................................................................................... Memorial Day - SMCC closed
May 28, Tues. ..................................................................................... Summer classes begin
May 28, Tues.-June 3, Mon., 5 p.m. ..................................................... Add/drop and 100% refund period**
June 27, Thurs. ................................................................. Pick up your financial aid refund check for Summer (if applicable)
July 4, Thurs. ..................................................................................... Independence Day - SMCC closed
July 15, Mon. ..................................................................................... Midterm grades reported for Summer
July 29, Mon., 5 p.m. ......................................................................... Last day to withdraw from Summer classes**
August 16, Fri. .................................................................................. Summer classes end
MY DEGREE

My Degree helps you with all your academic needs.

Check out My Degree to track your degree progress, check your grades, explore majors, view the academic calendar, apply to graduate and get answers to frequently asked questions.

ADVISING

Located at the Advising Office on the first floor of the South Portland Campus Center and in the L.L.Bean Learning Commons at the Midcoast Campus. For assistance, contact 207-741-5835 or advising@smccME.edu.

About Advising

Advising can help you save time, money and effort. Advisors will help you make course selections that will help you earn your degree more quickly, learn specific skills and identify courses that transfer to other institutions. We strongly encourage students to meet with an advisor before registering for classes each semester during Advising Month. Check out the My Degree section of My Maine Guide for all your advising and degree planning resources.

Faculty Advisors

Faculty advisors are assigned to new students based on the student’s program of study. In some instances, a student’s assigned advisor may be a staff member from the Advising Office. A student may also request a specific advisor from his/her program.

Faculty advisors will work with you to align your education and career goals and to ensure your success. Your advisor will help you plan your course schedule, find ways to improve your academic success such as connecting you with academic and personal resources here at the College, offer guidance in completing your degree or preparing transfer to another institution, and help you build your professional qualifications.

The name of your faculty advisor is included on your course schedule and is listed on the My Degree page of My Maine Guide in the Academic Information section. Contact your faculty advisor ahead of time to schedule an advising meeting.

Staff Advisors

The staff in the Advising Offices are there to provide you with excellent advising services whenever you need them. Stop into the Advising Offices for drop-in advising anytime during regular business hours at the South Portland Campus Center, or at the Midcoast Campus L.L.Bean Learning Commons. Our team of advisors can help with a range of items including registering for classes, creating a schedule, add/dropping classes, checking degree progress, using My Maine Guide, understanding College procedures and policies, applying for graduation and more.

Changing your Advisor

You can choose or change your advisor at any time. To change your faculty advisor follow the steps below:

1. Download the change of advisor form in the My Degree Section of My Maine Guide or pick it up at the Advising Office in the South Portland Campus Center.
2. Complete the change of advisor form and submit to the Advising Office.

Things you can do to get the most out of Advising

- Ask lots of questions!
- Connect with the staff in the Advising Offices - they are excellent resources.
- Contact your faculty advisor by phone or email to set up an appointment early in the semester.
- Run your Degree Audit in My Degree to see what courses you need to graduate.
- Be prepared to share information with your advisors regarding interests, goals, and educational and career plans.
- Become familiar with policies, deadlines, degree requirements and college resources found
• Be aware of your academic standing and the College's academic requirements.
• Keep your information updated by filling out a Change of Personal Information form as necessary at the Advising Office or the Registration Office.

INTERNATIONAL STUDENTS
Located in the Advising Office in the Campus Center on the South Portland Campus. For assistance, contact Jodie Lane at 207-741-5880 or jlane@smccME.edu

As an international student at SMCC, we will certify you each semester you are registered full-time so that your visa remains in-status. SMCC understands that international students may have a unique set of needs. Jodie, as a part of the Advising Office, will work with you to support those needs to help you be successful at SMCC.

IMMUNIZATIONS
For assistance, stop by the Advising Office located on the first floor of the South Portland Campus Center and in the L.L.Bean Learning Commons at the Midcoast Campus or contact them at 207-741-5835 or advising@smccME.edu

The College requires proof of immunization or immunity to certain diseases for enrollment. If you have not completed the proof of immunization form, or waived the immunization requirements, you may not be able to register for courses. The immunization form is available in the My Degree section of My Maine Guide under Academic Forms and Information in the Student Health section. For more information, contact the Advising Office.

SUCCESS PROGRAMS
For assistance, stop by the Advising Office located on the first floor of the South Portland Campus Center and in the L.L.Bean Learning Commons at the Midcoast Campus or contact 207-741-5835 or advising@smccME.edu

SMCC’s Success Programs provide support, structure and incentives to guide students to being successful in college. Please browse a list of the programs offered below.

Path to Graduation
P2G is designed to help first-year college students plan for success and achieve their goals. The program helps new college students connect with their peers and offers one-on-one guidance. To learn more and apply now, contact the Advising Office or visit the MySMCC student portal and choose My Degree.

Summer Academy
SMCC’s Summer Academy is a three-week program designed to help newly accepted SMCC students succeed. Participants get a head start on navigating the college environment, advance their English and Math skills, and work closely with faculty and staff to set college and career goals. To learn more and apply now, contact the Advising Office or visit the MySMCC student portal and choose My Degree.

TRIO Student Support Services
TRIO Student Support Services provides support for low-income, first-generation or disabled students from the first day of college through graduation. Supported by a grant from the U.S. Department of Education, the program provides individualized advising, peer mentoring and other support services aimed at student success. To learn more and apply now, contact the Advising Office or visit the MySMCC student portal and choose My Degree.

TESTING
Located across the hall from the Advising Office in the Campus Center on the South Portland Campus. For assistance, contact the Advising Office at 207-741-5835 or advising@smccME.edu or visit www.smccME.edu/tests.

SMCC’s Testing Center is managed by the Advising Office and is located in the South Portland Campus Center. The Testing Center offers walk-in Accuplacer placement testing, test proctoring (for specific online SMCC courses), and testing accommodations (such as extended time/
quiet space) for qualified students. For a nominal fee of $10, we also offer Accuplacer and test proctoring services for non-SMCC students. If you need a test proctored for another college/university, please contact the Advising Office at 207-741-5835. For Testing Center hours, visit www.smccME.edu/tests.

Our Midcoast Campus in Brunswick also offers testing services. For more information about testing at our Midcoast Campus, please call 207-844-2102.

**VETERANS SERVICES**

Located in the Advising Office in the Campus Center on the South Portland Campus. For assistance, contact Amy Lainoff at 207-741-5926 or veterans@smccME.edu.

SMCC knows that the reintegration from military to civilian life and the transition to college can be challenging. We want to make sure you know about the many resources available to you and your family as you work toward achieving your academic and career goals.

SMCC is approved by the Maine State Approving Agency for Veterans Education Program for the training of veterans and their dependents. Students who are eligible for education benefits through the VA are encouraged to complete the process to apply for benefits. Students should apply online at [http://benefits.va.gov/gibill/](http://benefits.va.gov/gibill/).

**Programs providing Veterans’ Education Benefits**

- Post-9/11 GI Bill® (Chapter 33)
- Montgomery GI Bill® Active Duty (Chapter 30)
- Montgomery GI Bill® Selected Reserve (Chapter 1606)
- Reserve Educational Assistance Program (REAP) (Chapter 1607)
- Vocational Rehabilitation (Chapter 31)
- Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Survivors and Dependents Assistance (Chapter 35)
- State of Maine Veterans Dependents Tuition Waiver Program

If a student has not applied for VA Benefits, s/he should complete the application process located online at [http://benefits.va.gov/gibill/](http://benefits.va.gov/gibill/). Veterans should look for form 22-1990 on the VA website.

If a veteran has his or her Letter/Certificate of Eligibility, this must be submitted to the Veterans Affairs Office. If the Letter/Certificate of Eligibility has not been received, please remember to hand one in once it does arrive.

Students cannot be certified for VA benefits unless they submit to the Advising Office either their Letter/Certificate of Eligibility, or a DD-214, or another document that indicates the student is a veteran or a dependent of a veteran.

Veterans should expect a delay in receiving funds from the VA and those who are not Post 9/11 Chapter 33 or Voc Rehab CH31 should make financial arrangements to pay for tuition and fees so they will be able to start classes at the College.

Out-of-state veterans who received an honorable discharge will be billed at the in-state rate for tuition and fees. Veterans will need to present their DD-214 or their letter of eligibility to receive the in-state rate for tuition & fees. Applying for financial aid is an option. Additional information can be found on the College’s website at www.smccME.edu/veterans. Questions can be emailed to veterans@smccME.edu.

**Applying for Dependent VA Benefits?**

- Students who have not applied for Dependent VA Benefits should complete the application process located at [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/).
- Dependents should look for form 22-5490 on the VA website.
• If a dependent has his or her Letter/Certificate of Eligibility, this must be submitted to the Veterans Affairs in the Advising Office.
• Students cannot be certified for VA Benefits unless they hand in either the application for VA Benefits or the Letter/Certificate of Eligibility to the Veterans Affairs Office in the Advising Office.
• Dependents can also apply for the State of Maine Tuition Waiver. For information and applications, students can go to: www.maine.gov/dvem/bvs/educational_benefits.htm. Students must mail this application directly to the State of Maine. The address is provided in the application. Dependents must apply for Financial Aid-Pell Grant.
• Students do not need to submit a copy of this application to the College. The waiver covers tuition and mandatory fees. It does not include costs for books, room and board, and other fees.
• Children (not spouses) of veterans need to maintain a 2.0 GPA or higher in order to receive the State of Maine Tuition Waiver each semester.
• Spouses have 10 years of eligibility under this waiver, and the waiver will cover up to 120 credit hours.

FINANCIAL AID
Located in the Campus Center on the South Portland Campus. For assistance, contact 207-741-5518 or finaid@smccME.edu, FAFSA School Code: 005525

The SMCC Financial Aid Office is committed to helping students and families find the financial means to pay for college. Financial aid is available to eligible SMCC students who apply and qualify on the basis of financial need. You do not have to be full-time to receive financial aid. Federal loans are available to students taking 6 or more credits per semester and students who are eligible for a Pell Grant may still qualify taking as few as 3 credits per semester. Students can receive the Pell Grant for no more than the equivalent of 12 full-time semesters.

All students are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA), which can be found only at fafsa.gov. Our FAFSA school code is 005525. Information on the FAFSA is used to determine a student’s eligibility for grants and scholarships (which do not require repayment), federal direct loans (which require repayment after the student ceases to be enrolled for at least 6 credits), and on-campus student employment. The FAFSA can be filed at any time; however, Maine residents are encouraged to file a FAFSA by May 1, in order to be considered for the Maine State Grant.

Students may check the status of their financial aid 24/7 by going to the My Money section of My Maine Guide and clicking on MySMCC-FA. MySMCC-FA allows you to:
• View and print documents needed to complete your financial aid application;
• View your financial aid awards;
• Read important messages regarding your financial aid.

Academic Requirements for Financial Aid
Financial aid regulations require all students receiving grants, loans and/or work-study at SMCC to maintain Satisfactory Academic Progress (referred to as “SAP”). SAP has three components: grade point average, completion rate/pace and maximum time frame. SAP stan-
Standards apply even if you did not receive financial aid in all semesters you attended SMCC. SAP requirements are reviewed at the end of each semester for all students. To meet SAP requirements, you must meet all three of the standards.

**Grade Point Average (GPA):**
- Students who have attempted between 9 and 29 credits must earn a minimum GPA of 1.79. Students who have attempted 30 or more credits must earn a minimum GPA of 2.0.

**Completion rate/pace:** Students must complete at least 66% of credits attempted to maintain the pace necessary to complete their program within the maximum time frame. Completion rate is the total number of credits earned divided by the total number of credits attempted, multiplied by 100.
- **Credits earned includes** credits for SMCC courses assigned a grade of A, A-, B+, B, B-, C+, C, C-, D+, D or P. Credits earned do NOT include credits for courses assigned a grade of F, AF, W, NS or I. Transfer credits applicable to the student’s degree are counted as earned credits.
- **Credits attempted includes** credits for all SMCC courses attempted, including repeated courses, remedial courses and courses not applicable to your degree. Credits attempted includes credits for courses assigned a grade of A through F, P, AF, W, NS or I. Transfer credits are counted as attempted credits.

**Maximum Time Frame:** Financial aid eligibility ends once a student has attempted 150% of the credits required for a degree. For example, since many associate degree programs at SMCC require 62 credits, students may lose aid eligibility after attempting 93 credits (150% of 62 credits). Students are evaluated based on the degree requirements for their current major. A student may lose aid eligibility if it becomes mathematically impossible to complete the program within the 150% limit. Changing or adding a degree program does not automatically extend the maximum time frame. Extensions are evaluated on a case-by-case basis.

**Financial Aid Warning:** Students who are placed on academic probation are also placed in a financial aid warning status for one semester and notified via student email. Students must maintain a completion rate of 66% or better and a minimum GPA (1.79 for students who have attempted between 9 and 29 credits, and 2.0 for students who have attempted 30 or more credits) to continue meeting the SAP standards. If this standard is not met a student may be academically suspended and be placed on financial aid suspension.

**Financial Aid Suspension:** Students who are suspended from the College or who are not on pace to complete within the maximum time frame are placed on financial aid suspension and are ineligible to receive any federal, state or institutional financial aid (grants, loans, and/or work-study). Students on financial aid suspension have the right to appeal if they have extenuating circumstances (see below). Students unable to appeal cannot regain financial aid eligibility until they achieve the minimum GPA and completion rate standards; all pending financial aid will be canceled. Students are notified of their financial aid suspension via letter and student email.

**Financial Aid Suspension Appeal:** Students who have had their financial aid suspended have the right to appeal in writing if there are significant circumstances beyond the student’s control that impeded his/her academic progress. Federal regulations allow the financial aid office to make exceptions to the SAP standards on a case-by-case basis for students who did not meet the standard due to injury or illness, the death of a relative, or other significant circumstances. Financial aid appeals are reviewed only for students who have successfully appealed their suspension from the college and have been reinstated to the college. Not all appeals are approved. If an appeal is approved, the student is placed on financial aid probation (see “Financial Aid Probation” section below). Appeal decisions are sent to the student’s SMCC student email account. If an appeal is denied, the student is not eligible to receive financial aid (grants, loans, work-study) at SMCC and must pay “out-of-pocket” for any SMCC courses taken. The student is responsible for dropping all classes by the add/drop deadline if unable to make payment arrangements for those classes. Students may regain eligibility by meeting the SAP standards.
**Financial Aid Probation:** If a student who has been placed on financial aid suspension successfully appeals, s/he will be placed in a financial aid probation status for one term. Students on financial aid probation must continue to meet the standards as defined in the SAP policy for both GPA and completion rate or risk a subsequent academic suspension and loss of financial aid eligibility. Students placed on financial aid probation are notified via student email during the appeal approval process.

**Repeated Coursework:** Regardless of academic status, federal financial aid will pay for only one repeat of a previously passed course.

**Courses Not Required for Degree:** Federal financial aid eligibility will be based only on those courses required for the student’s SMCC degree.

**Evaluation of SAP Each Semester:** SAP is reviewed at the end of each semester (including summer) for all financial aid students.

**Regaining Eligibility for Financial Aid:** Denial of financial aid does not prevent students from enrolling in courses at SMCC and making other acceptable payment arrangements with the College. A student who has had a financial aid suspension appeal denied may contact the Financial Aid Office once the student has met the SAP standard to submit a subsequent appeal. The student must have earned a GPA of 1.79 (for students with 9-29 credits attempted) or 2.0 for (for students with 30 or more credits) AND a 66% completion rate or better. All credits taken while meeting the standard must relate to the student’s degree or certificate program.

**Financial Aid Refunds**

Payments received from financial aid sources will be applied directly to your student billing account. If payments from financial aid and other sources exceed the amount you owe, you may be entitled to a refund of the excess amount.

For 2018-2019, the first fall refund checks will be available for pickup beginning 9/28/18. The first spring refund checks will be available for pickup beginning 2/14/19; and the first summer refund check will be available for pickup beginning 6/27/19. Please note: If these dates change you will be notified by your SMCC email up to a day before the scheduled date. Questions can be directed to the Student Billing Office at 207-741-5530 or bursar@smccME.edu during regular business hours Monday–Friday, 8 a.m. to 5 p.m. Students unable to appear in person to pick up their refund check may request that their check be mailed by contacting the Student Billing Office.

If you would prefer to pick up your refund check at the Midcoast Campus, you must fill out a Request to Pick up Refund form at the Midcoast Campus at the L.L.Bean Learning Commons at least a week before the scheduled refund date.

If you have moved recently or changed your contact information while attending SMCC, please contact the Registration Office at registration@smccME.edu to update your records. This will ensure you receive College communications and any refund checks in a timely manner.

**Withdrawal and Return of Student Aid Funds**

Students who leave SMCC entirely should officially withdraw from the College by contacting the Registration Office, visiting the Registration Office in the Campus Center on the South Portland Campus or by going to the front desk at the L.L.Bean Learning Commons on the Midcoast Campus. Students who stop attending without officially withdrawing may be subject to academic suspension and loss of all financial aid eligibility. For students who withdraw entirely from the College, financial aid that has been applied to the student’s billing account will be pro-rated based on the portion of the semester that the student has attended. Federal regulations consider students to have “earned” all of their financial aid after the 60% point in a semester. Students who withdraw prior to the 60% point will not have “earned” all of their financial aid and will be required to return a portion of the aid to SMCC or the U.S. Department of Education.
Working on Campus
Student employees are needed in every area of the College. Working on campus is convenient and provides you the opportunity to make connections with faculty, staff and other students that can significantly enhance your college experience. For more information on how to obtain a job on campus and to access the online listing of available jobs, visit the My Money section of My Maine Guide on the student portal and choose Student Employment.

THE SMCC FOUNDATION
Located in the Cates Administration Building on the South Portland Campus. For assistance, contact 207-741-5559 or foundation@smccME.edu or visit www.smccME.edu/foundation.

Applying for Scholarships/Donating
The SMCC Foundation raises funds and provides additional financial support for the College and its students. The Foundation administers a variety of scholarships with a range of criteria from financial need to academic merit. Some scholarships apply only to students in certain programs and some are broader. The application process is simple; you only need to fill out one application and our system will identify the scholarships for which you qualify. The application is only available to registered students. The application was available starting March 1, 2018, and the deadline to submit an application is September 5, 2018, by 5 p.m. for the 2018/19 academic year. Scholarships are usually awarded in October or November. To apply, visit the My Money section of My Maine Guide and click on Scholarship Opportunities. You can also apply for scholarships or make a donation to the Foundation by visiting the SMCC Foundation website at www.smccME.edu/foundation.

STUDENT BILLING
Located in the Campus Center on the South Portland Campus. For assistance, contact 207-741-5530 or bursar@smccME.edu. Business hours are Monday – Friday, 8 a.m. - 5 p.m.

The Student Billing Office at SMCC maintains student financial accounts and is responsible for billing students and answering questions regarding a student’s bill. Students may pay tuition, fees, room and board, parking tickets, library charges, over-limit printing charges and other fees or charges at the Student Billing Office.

Student Bills
Bills for upcoming terms will be sent out approximately four to six weeks prior to the start of the term to all pre-registered students. It is extremely important for you to provide an up-to-date mailing address and phone number to the College. Communications are sent to your SMCC email, so check it regularly to ensure that you receive your bills in a timely fashion and are not subject to penalties.

The Student Billing Office reviews student accounts weekly in each of the three weeks prior to the start of classes and through the end of the add/drop and refund period. Students who have not paid their bill or made payment arrangements will be notified and may be dropped from a course or courses for non-payment.

Students can update their address with the College in the Registration Office in the Campus Center on the South Portland Campus or by emailing the Registration Office at registration@smccME.edu from their SMCC student email account.

Bills are mailed mid-July for the fall term, early December for the spring term, and early April for the summer term. If you register after the date the initial bills are sent, you will not automatically receive a bill in the mail and must review your bill online.

You can review your bill online anytime by going to the My Money section of My Maine Guide and clicking on Check Your Account Balance and selecting Course and Fee Statement. We encourage you to monitor your student account throughout the term and contact the Student Billing Office with any questions or concerns.
Making Payments
Online bills are typically generated one business day following course registration, add/drop or withdrawal. Once charges for tuition, fees and other costs have been generated, students should review their account balance and pay using one of these five methods:

• **To pay online**: Log into the MySMCC student portal, select the My Money section of My Maine Guide, choose the Pay your Bill Online link and click on each charge and add to cart to pay in full.

• **To enroll in a payment plan**: Log into the MySMCC student portal, select the My Money section of My Maine Guide, choose “click here” to enroll in the payment plan.

• **To pay by phone**: Contact the Billing Office by phone at 207-741-5530 to make a credit card payment. Processing the payment online is likely to be faster, as our phone lines can be very busy.

• **To drop off your payment**: Use the secure drop box at the Billing Office. Be sure to include your name and student ID number on the envelope; or process the payment in person during business hours at our student payment windows in the South Portland Campus Center.

• **To mail your payment**: (we do not recommend mailing cash):
  
  SMCC Billing Office  
  2 Fort Road  
  South Portland, ME 04106

SMCC accepts Visa, MasterCard and Discover cards (debit or credit) online, in person or by phone.

Additional Payment Information
Payments are subject to SMCC’s Payment & Refund Policies. To view these policies online, please visit the My Money section of My Maine Guide and click on the Refund and Payment Policies link. You can also view the policies in the College Catalog, available by visiting www.smccME/catalog, by referring to the Tuition & Fees section.

Please pay close attention to the add/drop dates and withdrawal deadlines every semester. To properly drop class(es) and receive a credit or refund you must officially drop the course, either through the MySMCC student portal or in person at the Registration Office, before the end of the add/drop period. To determine whether you are eligible for a refund for a course from which you have withdrawn, please refer to the Refund Policy in the College Catalog on the SMCC website for specific information.

FERPA - Release of Information
According to the Family Education Rights and Privacy Act of 1974 (FERPA), student academic and account information is confidential between SMCC and the student, regardless of the student’s age or whether the student is paying the bill. If you want to grant permission for your parent(s), spouse, guardian or another party to be able to discuss details of your billing information, you will need to fill out a Release of Student Information form at the Student Billing Office. This will enable Billing Office staff to share billing information only. Academic information will not be released by the Student Billing Office. The form is available online for downloading on the My Money section of My Maine Guide under the Financial Forms & Information section. Look for “Release of Information Form (FERPA).”

Tax Information
If you are enrolled at SMCC, you may receive an IRS Form 1098-T that reports amounts billed to you for qualified tuition and related expenses. For more information visit the My Money section on My Maine Guide, My Student Billing, IRS Form 1098-T link.

VETERANS BENEFITS
Located in the Advising Office in the Campus Center on the South Portland Campus. For assistance, contact Amy Lainoff at 207-741-5926 or veterans@smccME.edu.
SMCC is approved by the Maine State Approving Agency for Veterans Education Program for the training of veterans and their dependents. Students who are eligible for education benefits through the VA are encouraged to complete the process to apply for benefits. Students should apply online at [http://benefits.va.gov/gibill/](http://benefits.va.gov/gibill/) and keep a copy of their GI Bill® application.

**Programs providing Veterans’ Education Benefits**

- Post-9/11 GI Bill® (Chapter 33)
- Montgomery GI Bill® Active Duty (Chapter 30)
- Montgomery GI Bill® Selected Reserve (Chapter 1606)
- Reserve Educational Assistance Program (REAP) (Chapter 1607)
- Vocational Rehabilitation (Chapter 31)
- Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Survivors and Dependents Assistance (Chapter 35)
- State of Maine Veterans Dependents Tuition Waiver Program

For more information, including how to apply for Veterans’ Education Benefits, please see pg. 11 of this handbook.

**REGISTRATION**

Located in the Campus Center on the South Portland Campus. For assistance, contact 207-741-5800 or registration@smccME.edu or visit [www.smccME.edu/register](http://www.smccME.edu/register).

The Registration Office offers assistance updating contact information, withdrawing from the College, applying to graduate and a wide range other services along with troubleshooting any issue students may have with adding or removing a course from their schedule. Though online registration is available to provide flexibility for students in their course registration, students can add and drop classes through the Registration Office in the Campus Center on the South Portland Campus or at the front desk in the L.L.Bean Learning Commons at the Midcoast Campus at any point from the start of registration through the end of the add/drop period. You can also receive help with any course registration issues related to course prerequisites and corequisites. Once the add/drop period closes, the Registration Office processes all course withdrawals, as well as enrollment verification letters and student loan deferment paperwork. Additionally, students looking to obtain an official college transcript or change their residency status can fill out the appropriate forms and submit them to the Registration Office for evaluation and processing.

**SMCC BOOKSTORE**

Located in the Campus Center on the South Portland Campus. For assistance, contact 207-741-5523 or books@smccME.edu or visit [www.bkstr.com/smccmestore](http://www.bkstr.com/smccmestore).

Buying your books and course supplies does not have to be difficult! We want to give you the options that make the most sense and fit your needs. The SMCC Bookstore offers a wide range of new, used, rental and digital textbooks, as well as supplies and official SMCC clothing and gift items. Many students receive a book allowance if they have a credit balance on their account after Financial Aid has been applied to tuition and fees. This allowance may only be used to purchase books and supplies at the SMCC Bookstore. A valid SMCC student ID and current class schedule must be presented to access a book allowance. Forgot your class schedule? Print one at the Bookstore. Taking classes at the Midcoast Campus and having difficulty getting to the South

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Portland Campus? Order through our website, www.bkstr.com/smccmestore, and have your books sent directly to your home.

If you want to sell your books, we buy them back year-round in the store. A student ID is required for textbook buybacks.

Textbook requirements for all your courses and information including title, author, ISBN and pricing are available on our website, www.bkstr.com/smccmestore, where you can search by book, course or student ID. The bookstore is open Monday through Thursday 8 a.m.-5 p.m., and Friday 8 a.m.-4 p.m., with extended hours at the beginning of each semester.

GLOBAL STUDIES
For assistance, contact the Global Studies Coordinator, Jeff Badger at 207-741-5945 or jbadger@smccME.edu or visit the MySMCC student portal and choose My Courses.

The Global Studies Center at SMCC seeks to internationalize the college through the development of a new curriculum, the support of international students and events, and Education Abroad programming. We collaborate with a variety of entities on campus to prepare students for a globalized future.

Study Abroad/Global Classroom
A semester-long online or hybrid class with at least one week of field experience generally in an international location. Classes focus on subjects such as world art, business and foreign language.

Connections to Programs Offered Outside of SMCC
The Global Studies Center can also assist you in researching opportunities through other educational institutions or third-party providers.

HONORS PROGRAM
For assistance, contact the Honors Program Coordinator, Eben Miller, at 207-741-5683 or emilller@smccME.edu or visit the MySMCC student portal and choose My Courses.

The Honors Program serves students from every discipline by providing the opportunity to engage in an enriched learning experience at Southern Maine Community College. Honors courses are rigorous academic classes that emphasize critical thinking, writing, research and self-reflection. The Honors Program also allows students to develop individualized honors options within courses that are not specifically designated as honors courses.

The SMCC Honors Program is open to all students. Students may choose to complete all or only part of the program requirements. Students who complete the Honors Program are recognized at graduation as SMCC Honors Program Scholars.

Program Requirements:
• Maintain a 3.30 cumulative GPA.
• Maintain a minimum “B” in all designated Honors courses.
• Complete a combination of four honors courses or honors options.

CONTINUING STUDIES (NON-CREDIT) COURSES
For assistance, visit the Registration Office located in the South Portland Campus Center, contact us at 207-741-5800 (x2) or registration@smccME.edu or visit www.smccME.edu/continuingstudies.

SMCC’s Continuing Studies Department offers an exciting array of affordable non-credit courses. Whether you are looking to begin a new career, expand your current professional skill set or explore your creative talents, SMCC makes it all possible.
Types of Courses Offered

**Enrichment & Enjoyment**
SMCC offers a broad range of courses that are perfect for people looking to explore their creative side, expand their culinary skills, enjoy the great Maine outdoors, plan for retirement and more.

**Professional Skills**
If you’re looking to expand and improve your current set of professional skills, SMCC makes it possible with a diverse offering of courses that can help you advance your career.

**Job Training & Certifications**
Whether you’re changing careers or starting a first job, SMCC has courses that can give you the training and certifications you need for a bright future in technical, medical and other fields.

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**THE LEARNING COMMONS**

Located on the 2nd floor of the Campus Center on the South Portland Campus and in the L.L.Bean Learning Commons and Health Sciences Center on the Midcoast Campus, the Learning Commons contains the Library, Tutoring, and Writing Center. Additionally, the Learning Commons provides a flexible space for individual and group study. For information on the Learning Commons, visit the My Learning page on My Maine Guide, email learning@smccME.edu, or call the South Portland Campus at 207-741-5535 or the Midcoast Campus at 207-844-2102.

The Learning Commons at SMCC is an integrated, active learning space that offers you the resources and expertise you need to enhance your learning outside of the classroom, and the support to reach your academic goals.

The Commons on both campuses have ample seating and include both collaborative/group and quiet individual study spaces. Quiet study rooms can be reserved for individual use. In addition to services described below, Learning Commons sites offer computers, including laptops for checkout (South Portland only), quick print stations, color printing, scanning and photocopying.

**Library**
Located on the 2nd floor of the Campus Center on the South Portland Campus and in the L.L.Bean Learning Commons at the Midcoast Campus. For assistance call the South Portland Campus at 207-741-5521 or the Midcoast Campus at 207-844-2102, email library@smccME.edu or visit the My Learning page on My Maine Guide.

As part of the Learning Commons, the Library on the South Portland and Midcoast campuses are SMCC’s student-friendly centers for research, study and casual reading resources. The Library provides students and faculty with a strong collection of current materials selected by our professional librarians to support the academic programs at SMCC. In addition to print books, periodicals and access to library collections throughout Maine, we have access to thousands of electronic books, journals and newspapers that are available 24/7. Friendly, professional librarians are available in person, by phone and by email to help students quickly find the reliable resources they need.
Tutoring
Located on the 2nd floor of the Campus Center on the South Portland Campus and in the L.L. Bean Learning Commons at the Midcoast Campus. For assistance call the South Portland Campus at 207-741-5535 or the Midcoast Campus at 207-844-2102, or email tutoring@smccME.edu or visit the My Learning page on My Maine Guide.

Highly skilled, certified faculty, staff and peer student tutors in many subjects and study skills areas are available in the Learning Commons and at various locations on the South Portland and Midcoast Campuses. Tutoring services are available for drop-in assistance for students with homework assignments or for study groups created by students in a course. Tutoring services are also available by scheduling in advance. An online tutoring service, SmarThinking, is available at http://smccme.libguides.com/tutoring/online and is free to all currently enrolled students; it is especially convenient for late evening and weekend hours. If there is not a tutor available for your subject, we will attempt to recruit and hire a tutor for you.

Writing Center
Located on the 2nd floor of the Campus Center on the South Portland Campus and in the L.L. Bean Learning Commons at the Midcoast Campus. For assistance call the South Portland Campus at 207-741-5535 or the Midcoast Campus at 207-844-2102 or visit the My Learning page on My Maine Guide.

The Writing Center offers professional and peer tutoring assistance with writing assignments for any SMCC class on a drop-in or appointment basis. Students can also use SmarThinking, the online tutoring service, for writing assistance outside Learning Commons open hours (must initiate online tutoring request at least 24-48 hours prior to submission deadline).

DISABILITY SERVICES
Located on the 3rd floor of Howe Hall on the South Portland Campus. Appointments also are available at the Midcoast Campus in Brunswick. For the Office of Disability Services, contact Sandra Lynham at 207-741-5923 or slynham@smccME.edu.

College can be a challenging time for students with learning differences and disabilities. Disability Services seeks to level the playing field for our students who have disability-related needs. If you have a learning difference or disability, please contact Sandra Lynham at your earliest opportunity.

Disability Services
The disability coordinator will:
• Arrange to meet with and give you individual attention, and maintain confidentiality throughout the process.
• Review disability documentation and discuss with you the nature of your disability and your area of study so that the challenges you face are fully understood.
• Work out a plan to reasonably accommodate your identified challenges, attempting to put you on the same footing as your peers. This may mean having extra time for testing, help with note-taking, a quiet area for testing, ASL interpreter services or more depending on the nature of your disability and how it affects your learning.
• Work with you in an open, friendly and respectful way. You will still have to meet academic expectations, but we will ensure that you will have reasonable access to the programs and services at the College.

Learn More About ADA Policies and Procedures:
To view the complete text of SMCC’s Policies and Procedures for ADA compliance, visit our website at www.smccME.edu/disabilityservices. The information there includes SMCC’s grievance procedure for disability discrimination claims. Complaints regarding claims of disability and requests for accommodation must be directed to the ADA Compliance Officer, who can be reached at 207-741-5610.
CAREER SERVICES
Located in the Campus Center on the South Portland Campus. For assistance, contact Margaret Brownlee at 207-741-5994 or careers@smccME.edu.

Career Services is one of the first stops you should make at SMCC to explore possible career goals and what educational pathways you need to take to reach them.

What will Career Counseling do for you?
Career Counseling will help you:
• Determine what major you should enroll in based on self-discovery exercises and one-on-one guidance.
• Determine what career you should pursue and align your education with your employment goals.
• Determine if an internship is right for you and what opportunities are available.
• Prepare you for job fairs and interviews by refining your personal skills and developing materials such as cover letters, resumes and references.
• Identify faculty references and the best way to ask for recommendations.
• Access networking opportunities.
• Search for available job opportunities.

Online Career Development & Job Listings
The Career Services Office also offers web-based career development/resume builder tools named Career Beam and maintains an online job-listing site for students that lists both off-campus and on-campus job opportunities. To access these features, go to the My Career and Transfer section of My Maine Guide and click on Career Beam or Student Employment Job Listings.

Career Fairs
The College sponsors Career Fairs during the academic year. Notification for Career Fairs will be emailed to your SMCC email account.

TRANSFER SERVICES
Located in the Advising Office in the Campus Center on the South Portland Campus. For assistance, contact Advising at 207-741-5835 or transfer@smccME.edu.

What will Transfer Counseling do for you?
Transfer counseling will help you:
• Determine what major you should enroll in to best align your transfer to a four-year institution upon graduation.
• Explore four-year institutions that SMCC has transfer partnerships with and identify additional transfer institutions that may be of interest.
• Plan the steps you need to take to transfer easily to a four-year institution.
• Learn about other students’ perspectives on four-year institutions of interest.
• Fill out an application to your transfer institution(s) of interest.
• Prepare for recruitment opportunities during on-campus visits from four-year colleges and universities.
Transfer Fairs
The College sponsors Transfer Fairs during the academic year, and numerous visits from individual colleges. Notification for Transfer Fairs and individual college visits will be emailed to your SMCC email account.

Transfer Agreements & College Partnerships
Many SMCC graduates wish to continue their education and successfully transfer to a wide range of baccalaureate degree-granting institutions. SMCC students frequently can transfer all or most of the credits from their associate degree programs. The decision to accept or deny transfer credits lies solely with the transfer destination. For a current list of the articulation agreements with baccalaureate institutions that ensure ease of transfer, visit the My Career & Transfer page on My Maine Guide or visit to www.smccME.edu, and choose the Academics & Registration tab and select the link for “Transfer Articulation Agreements.” If students know where they want to transfer, they should meet with that institution to help plan their courses.

University of Southern Maine Connected Pathways
SMCC and USM have a partnership for success called ConnectEd Pathways. This innovative partnership provides students from selected programs a smooth and simple transfer path to compatible programs at USM upon completion of their associate degree. Students who are accepted and graduate from specific programs at SMCC will be assured of streamlined admissions to corresponding programs at USM. For a current list of programs offered through ConnectEd Pathways, visit www.smccME.edu/connectedpathways.

University of Maine Farmington’s Off-Campus Program
SMCC and UMF have partnered to make earning a bachelor’s degree easier than ever. Whether you’re a working professional looking for a more flexible schedule or are simply looking to continue your education closer to home, UMF’s Off-Campus Program is a great way to earn your bachelor’s degree when and where it works for you. This program is also a fantastic opportunity for those who want to get started by earning their associate degree at SMCC in Early Childhood Education and/or Education and continue on to earn bachelor’s degree from UMF on the same campus. If you have earned an associate degree or equivalent at other institutions you may also be eligible to enroll. For more information contact julia.jeremias@maine.edu.

ATHLETICS & FITNESS
Located in the HUB Gymnasium on the South Portland Campus. For assistance, contact Matt Richards at 207-741-5927 or mrichards@smccME.edu or visit www.smccgoseawolves.com.

Athletic Programs & SMCC SeaWolves
The College offers seven intercollegiate sports. They include men’s and women’s basketball, soccer and golf, and baseball and softball. SMCC Athletics is a member of the Yankee Small College Conference (YSCC), which is the regional league for the parent national organization, the United
States Collegiate Athletic Association (USCAA). SMCC Athletics has won nearly 40 conference championships and has participated in multiple USCAA National Tournaments. To see game schedules and more, visit www.gosmccseawolves.com or like SMCC SeaWolves on Facebook.

Fitness & Wellness
In addition to the intercollegiate athletics program, a variety of fitness programs and recreational activities are offered. With a fitness center and aerobics studio, the Athletics and Recreation Department has something for every student.

HUB (Hutchinson Union Building) and Fitness Center
Located at the front of our 80-acre oceanside South Portland Campus, the Hutchinson Union Building Athletic Center, or “HUB,” serves as the center of all athletic programs at the College. The HUB is complemented by our baseball, softball and soccer fields, which also serve the program’s recreational needs. Students, faculty and staff can also take advantage of a series of walking trails around the South Portland Campus known as the “Greenbelt.”

COUNSELING SERVICES
Located on the 3rd floor of Howe Hall on the South Portland Campus. For the Office of Counseling Services, call 207-741-5629 or email counseling@smccME.edu.

SMCC provides in-person counseling, at no cost, to actively enrolled students at both the South Portland and Midcoast Campuses.

Brief, supportive counseling can help you manage a wide variety of challenges. Through counseling you can manage personal stress, discuss symptoms that concern you, and more fully engage with your education, work and social life. To request a confidential meeting you may call, email or stop by the office from 8 a.m.-5 p.m., Monday through Friday.

Counseling Services also offers students printed take-home resources and community referrals.

If you know someone who might benefit from Counseling Services, please refer them to our office.

Emergency Resources
- Emergency: 911
- Campus Security: 207-741-5553
- Maine Suicide Prevention: 1-888-568-1112
- Sexual Assault Response Services of Southern Maine: 1-800-313-9900
- Sexual Assault Response Services of Midcoast Maine: 1-800-822-5999
- (Domestic Violence) Family Crisis Services: 1-866-834-4357
- Community Resources & Support: 211 or 1-877-463-6207

HOUSING & RESIDENCE LIFE

Residence Life
Located in Spring Point Hall on the South Portland Campus and Orion Hall at the Midcoast Campus. For assistance contact 207-741-5967 or reslife@smccME.edu.

Southern Maine Community College is committed to providing an on-campus living experience that is more than just a place to sleep between classes. We hope that our students will get involved in campus and residence hall activities and meet other students to foster personal
growth and create an academic network that will enable all resident students to succeed in their major(s) of choice. In addition, the residence life staff team plans various recreational activities for residence hall students to enjoy.

SMCC has two traditional residence halls, Spring Point Hall and Surfsite Hall, on our South Portland Campus. The Midcoast Campus has one apartment-style residence hall, Orion Hall. Each is staffed by a professional, live-in Resident Director. In Spring Point Hall, pairs of double rooms are connected by a bathroom. In Surfsite Hall, triple rooms share a community bathroom on each floor. Orion Hall has single or double bedrooms, each with a private bath, private living area and a small kitchenette. Each hall has common space where students can socialize and study. First-year students who submit a completed housing application before the second Friday in June are guaranteed housing for the Fall semester.

For information on housing requirements, or to apply for housing, please visit the My Maine Guide/My Student Life section of the SMCC student portal. The application is at the top under Quick Links. Students may occupy their rooms on the dates specified in the College’s calendar; however, they are expected to vacate the halls during the Thanksgiving break, semester break and spring break.

Dining Services
Located at the Oceanview Dining Hall on the South Portland Campus. For assistance contact the Dining Services Office at 207-741-5566 or dining@smccME.edu or visit www.smccMEdining.com.

Oceanview Dining Hall, operated by Sodexo Dining Services, is an “all you care to eat” dine-in facility located on one of the most picturesque points in Maine. During Fall and Spring semesters the dining hall is continuously open from 7 a.m.-7 p.m. Monday-Friday serving three home-style meals a day. On the weekends, students and guests can enjoy brunch from 11 a.m.-1 p.m. and dinner from 4-6 p.m. During the summer months, Oceanview Dining Hall is closed.

The SeaWolves Café in the Campus Center is an a la carte option that features made-to-order sandwiches, salads, grill items and individual pizzas. Homemade soups, bakery items, snacks, cold beverages and coffee are offered 7 a.m.-8 p.m. Monday-Friday during the Fall and Spring semesters. The Café is open limited hours during the Summer semester.

The Landing Café in the L.L.Bean Learning Commons on the Midcoast Campus sells coffee, beverages, bagels, snacks and lunch items including soups, salad, sandwiches and pizza. Hours of operation are 8:30 a.m.-6 p.m. Monday-Thursday.

Please note: Hours of operation are subject to change. To view the most up-to-date hours of operation, please visit www.smccMEdining.com.

Beacon Bucks
Opening a Beacon Bucks Account is a fast, safe and convenient method of managing campus life. For the first two weeks of each semester students can transfer financial aid money to purchase a Block Plan or Beacon Bucks. Please go to the Business Office to complete the transfer or find out more information. This unique money management system is a declining balance linked to your Student ID. Instead of carrying cash, all you have to do is present your SMCC ID and your dining purchases will automatically be deducted from your Beacon Bucks Account. Beacon Bucks may be used to purchase meals in the Dining Hall (for yourself or a guest) and at the Café. You can open a Beacon Bucks Account at the Student Billing Office in the Campus Center on the South Portland Campus with an initial minimum $50 deposit. Future deposits must be at least $10. Deposits can be made throughout the semester and carried over from year to year as long as you are continuously enrolled (not including summer). You should only add the funds you know you will use. There are no refunds for any monies left in a Beacon Bucks account once a student is no longer enrolled.
**Meal Plans for Commuter Students**
In addition to resident meal plans, Commuter Block Meal Plans are designed for commuter students, faculty and staff. The various block plans all offer discounted “all you care to eat” meals at Oceanview Dining Hall. Flex Cash may be used to purchase additional meals or used for items at the SeaWolves Café. Meal blocks can be used all year long while Oceanview Dining Hall is open. Meal plans are active as long as you attend SMCC.

- **10 Meal Block Plan** - $110. Includes 10 meals and $50 in Flex Cash
- **25 Meal Block Plan** - $242.05. Includes 25 meals and $100 in Flex Cash
- **40 Meal Block Plan** - $298.70. Includes 40 meals and $150 in Flex Cash

**Meal Plans for Resident Students**
Resident students are automatically enrolled in the 223 Meal Plan. At the beginning of each semester you will have two weeks to change your meal plan by filling out a form at Oceanview Dining Hall. When choosing a meal plan, think carefully about each selection available before making your decision. Consider your class schedule, your daily routine and if you plan to eat on campus during the weekends. Each meal plan comes with Flex Cash, which can be used at either Oceanview Dining Hall or the SeaWolves Café in the Campus Center. Each meal plan gives the student the opportunity to bring a guest up to three times throughout the semester. After the use of all three guest meals, additional guest meals will be deducted from the Flex Cash balance.

- **19 Meal Plan** - Provides 19 dining opportunities per week at Oceanview Dining Hall plus $50 in Flex Cash.
- **223 Meal Plan** - Equivalent to 14 dining opportunities per week at Oceanview Dining Hall plus $150 in Flex Cash.
- **159 Meal Plan** - Equivalent to 10 dining options per week at Oceanview Dining Hall plus $200 in Flex Cash.

If you run out of Flex Cash, you can set up a Beacon Bucks account at the Student Billing Office. You can pre-deposit funds on your student card and use that at either dining location. For more information, please read the section on Beacon Bucks on pg. 26.

*Please note:* Meal plan pricing is subject to change. To view the most up-to-date pricing, please visit www.smccMEdining.com.

**SECURITY & TRANSPORTATION**
Located in the Fort Building on the South Portland Campus, and Orion Hall on the Midcoast Campus. For assistance, contact the Safety & Security Office at 207-741-5553 or security@smccME.edu.

**Security Services**
The Safety and Security Office is a student-staffed department augmented by professional security services dedicated to serving and protecting the College. In addition to enforcement of College policies, the Safety and Security Office provides the following services to all students: ID Cards, parking permits, lost and found, and personal safety escorts. The Safety and Security Office does not accept payment for permits or fines. All payments must be made to the Student Billing Office.

Victims of crimes on both campuses are strongly encouraged to report those crimes to either the South Portland Police Department or the Brunswick Police Department to pursue their case using the criminal justice system, and to the Safety and Security Office for investigation by the College and possible adjudication under the Student Code of Conduct.

The main campus Safety and Security Office is located at 92 Campus Center Drive in South
Portland in the Fort Building, across from Preble Hall. The office is open 24 hours a day, seven days a week. The Midcoast campus Safety and Security office is located in Orion Hall on the first floor and is also open 24 hours a day, seven days a week. If you have any questions or are in need of assistance on either campus, please visit the office or call 207-741-5553.

**Security Escorts**
Security escorts are available to and from classes upon request. Students, faculty and staff can request a security escort by calling the SMCC Safety and Security Department at 207-741-5553.

**Student IDs**
Student ID cards are available in the Safety and Security Office on the South Portland Campus and at Orion Hall in the Midcoast Campus. To obtain your student ID, you must present Safety and Security with a valid state photo ID. For the fastest possible service in obtaining a student ID, please also bring a copy of your current course schedule. There is a $10 fee to replace student ID cards, payable at the Student Billing Office. Each semester students are required to update their student ID cards with a valid current semester sticker if they desire to use the bus, library or Hub. Stickers are available in the Safety and Security Offices upon proof of enrollment and are available the first day after add/drop.

Your student ID provides access to the SMCC Library and other libraries, the HUB Gym, SMCC activities and events such as concerts, dances, basketball games, and free bus rides on the South Portland and Portland METRO/Breez bus lines. It is also needed to access student meal plans or Beacon Bucks in our Dining Hall or Café in South Portland (see Dining Services for more information). Student IDs serve as key cards for residence hall students to access their buildings and individual rooms.

**Parking & Transportation**
Visit the SMCC Safety & Security Office in the Fort Building on the South Portland Campus or Orion Hall at the Midcoast Campus to get your Parking & Transportation vehicle permit and/or a semester ID sticker. Your parking permit will allow you to park on campus and your semester ID sticker will allow you to ride the Portland METRO, Breez and South Portland buses for free. You will need to bring your vehicle registration and current schedule to pick up your vehicle permit. To receive your semester ID sticker you will need to bring a photo ID and your current schedule. Once you receive your vehicle permit please affix it to the lower passenger side of your front windshield. This sticker must be displayed at all times. If you plan to ride the bus for free you will need to stop into the Safety & Security office every semester to pick up a new semester ID sticker. The Parking & Transportation fee is included in tuition and fees.

**Parking & Transportation Tips**
Follow these helpful tips for commuting to SMCC:
- Ride the bus for free with your validated SMCC ID card.
- Sign up for and check out your carpool options with GO MAINE!
- Arrive early and leave plenty of time to find parking before classes.
- Avoid classes at peak registration times or consider taking some classes at the Midcoast Campus.
- Take alternative modes of transportation – bicycles, motorcycles, mopeds and skateboards.
- Learn the legal off-campus parking areas that surround the college.

**Getting to SMCC**
Getting to SMCC is easy, even without a car. In fact, SMCC encourages students to leave their cars at home and give low-cost commuting options such as carpooling, the bus or cycling a try.
Ride the Bus
Riding the bus is easy, low-cost and green. Our South Portland Campus is accessible by public transit. Thanks for riding the bus!

Ride the bus for FREE with your SMCC ID!
To encourage students to make sustainable transportation choices, Southern Maine Community College offers free, unlimited access to the South Portland, Portland METRO, and Metro Breez bus services to students with a current, validated SMCC ID during the school semester.

This is what you need to ride for free:
1. Visit the SMCC Safety & Security Office to get a semester sticker to affix to your student ID.
2. Present your validated SMCC ID when riding Portland Metro, Metro Breez, or South Portland buses and your ride is free of charge.
3. Please be sure to use transfer tickets between stops. This helps to reduce costs and ensure the program can continue.

For more information, including online bus schedules, please visit: www.southportlandbus.org or www.gpmetrobus.com.

Consider Carpooling
SMCC urges students and faculty to carpool to help reduce traffic congestion on campus and in surrounding neighborhoods.

Carpooling is a great way to save on gas and get to class and events on campus. First, find someone to carpool with: Check with classmates to see if there’s anyone who lives near you who can share the ride, or post a notice on the campus rideboard in the main entrance to the SMCC Campus Center. Second, register with GO MAINE (www.gomaine.org), the free statewide commuter assistance program operated by Maine DOT and the Maine Turnpike Authority. That will make you eligible for special benefits, including the Emergency Ride Home program.

For more information about registering for preferred carpool parking at the South Portland Campus, contact the SMCC Safety & Security Office.

Ride your Bike
Biking is a low-cost way to commute and good for the environment, too. Both of our campuses encourage bicycle commuters and urge students to take advantage of bike benefits, including the Emergency Ride Home program at GO MAINE. To qualify for those benefits, you must register at www.gomaine.org.

Common SMCC Parking Violations
Vehicles not parked in accordance with College parking policies will be issued an SMCC ticket, which carries a fine of $25 and possibly a $40 boot fee for:
• Blocking roadways or access to college facilities.
• Parking on the grass or parking in areas not designated for parking.
• Altered, unauthorized, invalid or absent permit.
• Students parking in a faculty or visitor lot.
• Improper display of a permit.
• Parking in a reserved spot

Common City of South Portland Parking Violations
• Parking in a fire lane or within 20 feet of any fire hydrant or designated by signs.
• Parking in a handicapped parking space without a state-issued permit or placard.
How to Handle a Ticket
SMCC tickets (orange) must be paid at the Student Billing Office in the Campus Center. If you believe the ticket was issued in error, you may complete a ticket dispute form in the Safety and Security Office within 10 days of receipt of the ticket. City of South Portland tickets (green) must be paid or disputed at South Portland City Hall, located at 25 Cottage Road.

STUDENT ACTIVITIES
Located on the first floor of Spring Point Residence Hall on the South Portland Campus. For assistance, contact the Director of Residential Life & Student Involvement at 207-741-5544 or cesil@smccME.edu or visit the My Student Life section of My Maine Guide.

SMCC strives to engage students both inside and outside the classroom by complementing and enriching the classroom experience with a variety of activities for students. Students who are active participants in the life of the College are more likely to persist and be successful in college. Getting involved provides an opportunity to build connections with fellow students, faculty and staff and to develop lifelong friends and mentors.

No matter what your interests are, the College provides an opportunity to get involved: from student government, honors societies, technical and trade organizations, the student newspaper and literary magazine to intercollegiate athletics and recreation. For more information on student organizations or how to start a new student organization, stop by the Center for Student Involvement and Leadership (CeSIL) in Spring Point Hall on the South Portland Campus or Orion Hall on the Midcoast Campus.

The Center for Student Involvement & Leadership (CeSIL)
Located in Spring Point Residence Hall in South Portland and Orion Hall on the Midcoast Campus, CeSIL is a one-stop resource to learn about ways to become involved on campus. The center has information on the student clubs and organizations on campus, how to start a new student organization, community service opportunities, and activities and events on campus. The Center is a great place to learn about student leadership opportunities such as serving on the Student Senate and participating in various leadership education programs. For a full list of currently active student clubs and organizations, please visit the My Student Life section of My Maine Guide.

The Captain’s House
The Captain’s House is an historic building on the South Portland Campus that was originally an officers’ quarters for Fort Preble but is now dedicated to student use. It houses several student organization offices including the Student Senate, Phi Theta Kappa, The Beacon, and the Veterans Club and Lounge, as well as several areas where students may study or meet in small groups.

The Captain’s House is also home to the Captain’s Cupboard, a student-run food pantry available to SMCC students in need.

The Student Senate
The Student Senate represents the voice of the students on both campuses to the administration of the College and advocates for the interests, ideas and welfare of the student body. Student Senate meetings are open to all students, and any interested student is encouraged to join the Student Senate. Information on joining the Student Senate is available in the My Student Life section of the SMCC Student Portal and the Center for Student Involvement and Leadership (CeSIL).

Student Activities Committee
There is a Student Activities Committee on both campuses responsible for organizing campus-wide events such as the Welcome BBQ, Winter Carnival and Spring Fest. The Student Student Activities
Committee has also presented comedians, singers, hypnotists and a variety of other entertainment as well as trips to off-campus events such as hockey games and amusement parks.

**Phi Theta Kappa**

Phi Theta Kappa is the honor society for two-year colleges. All eligible students receive a letter of invitation from the College president to join the College’s chapter of Phi Theta Kappa. The purpose of Phi Theta Kappa is to recognize and encourage academic excellence and scholarship among students. The chapter also provides students with the opportunity to serve in the community and to develop leadership skills. Many students join not only to participate in service work and leadership opportunity, but also for the lively fellowship and stimulation of interest in continuing academic excellence. Chapter members are also eligible for transfer scholarships to four-year colleges and universities.

**Membership Qualifications:**
- Be matriculated in an associate degree program.
- Have earned a minimum of 12 college-level credits at SMCC.
- Have a minimum cumulative GPA of 3.50.

**The Student Newspaper & Publications**

*The Beacon* is the official student newspaper of Southern Maine Community College and highlights college news as well as features and columns on topics of interest for the student body. The Writ literary magazine is an award-winning publication written and edited by SMCC students featuring works of fiction, non-fiction and poetry.

**TECHNOLOGY & EMAIL**

Located at the Ross Technology Center on the South Portland Campus. For assistance, contact the IT HelpDesk at 207-741-5696 or helpdesk@smccME.edu or visit the Help tab on MySMCC at my.smccme.edu/ics/Help.

The HelpDesk is the central point of contact for technology-related issues and questions, including student email and the MySMCC student portal.

**Using MySMCC**

Students can sign into the MySMCC portal by clicking on to MySMCC from the SMCC home page at www.smccME.edu. After clicking on MySMCC, look for the MySMCC Login Instructions on the left-hand tab. Login instructions are also displayed below.

**USERNAME:** Your username is the combination of your first name + middle initial + last name, with no spaces, no special characters (’ or - or .), all lowercase and a maximum of 20 characters in length. If you didn’t provide the school with your middle initial then leave out the middle initial in your username.

**PASSWORD:** Your default password is the first initial of your first name + the first four letters of your last name + the last 4 digits of your Social Security Number (SSN), with no spaces, all lowercase. If you didn’t provide the school with your SSN, you need to use the last 4 digits of your ID. Your ID number is located on the back of your student ID card. You will see a 16-digit number; the last nine digits are your student ID.

On your first login you will be required to change your password and set a security question and answer. Your password will expire every 180 days and you will be required to change it at that time.

If there is a name conflict because another student has the same name, one will be given a
number at the end of their username. For example, if there are two Ali M Jones, the second would be alimjones2. The username and password combination is identical in all student-related systems – the MySMCC portal, Blackboard, student email and general login in labs, the library, and the Learning Commons.

For more information, visit the IT HelpDesk at the Ross Technology Center in South Portland, call 207-741-5696, email helpdesk@smccME.edu or visit www.smccME.edu.

**Email**

You must check your SMCC email account regularly or forward your SMCC email account to the personal email account that you regularly access. **SMCC email is the principal means through which the College communicates with students, and official correspondence from faculty and staff will be communicated through SMCC email.** The College is not obligated to send communications in addition to email, so in most cases, this is the only way in which you will receive very important and timely information.

**Logging into Email**

Students can sign into their email by choosing the MySMCC link from the SMCC home page at [www.smccME.edu](http://www.smccME.edu). After logging in to MySMCC, students will see a link in the upper right corner for Student Email. They can also find a similar link on the IT Help tab. The link will take them to their student Google Mail account.

Student usernames and passwords are the same as those for MySMCC (see above). The username and password combination is identical in all student-related systems – the MySMCC portal, Blackboard, computer labs, and student email all use the same username and password.

**Forwarding Your Student Email**

Complete directions and a pictorial guide for forwarding or setting up your student email on your mobile device are available on the IT Help tab on the MySMCC student portal. Written directions are as follows:

1. Log in to your SMCC email account.
2. Once you are logged into your SMCC email, click the gear button at the top right of the screen. A dropdown box should appear. Select “Mail Settings.”
3. Email settings will open to the General tab. Switch to the “Forwarding and POP/IMAP” tab.
4. Click the “Add a forwarding address” button; then enter the forwarding email address.
5. After you enter the forwarding email address, click Next.
6. Log in to the email to which you forwarded your SMCC student email. There will be a confirmation email from Southern Maine Community College. Open it and click the confirmation link.
7. You should receive a confirmation notice.
8. Log out of your personal email and log in to your SMCC email account.
9. Click the gear button at the top right of the screen. A dropdown box should appear; select “Mail Settings.”
10. Email Settings will open to the General tab. Switch to the forwarding tab and turn on forwarding. You may select any of the four choices for processing your SMCC student email’s copy of incoming mail.
11. Click Save Changes.

**Notice about student conduct email notifications:**

Email notifications regarding student conduct matters are deemed received within 24 hours of being sent. Failure to monitor your SMCC email account does not exempt you from responsibility to act on college-related matters. All students are expected to monitor their SMCC student email upon acceptance.

**Computer Labs & Wireless Access**

SMCC provides access to more than 700 computers across campus, with most buildings having computer labs specific for the programs in those buildings. There are also open computer labs located in Room 103 of Ross Technology Center, in the Library and in the Learning Commons. Students can access common applications such as Microsoft Office Suite or surf the Internet.
**Wireless Network Use**

Your use of the school’s networks is governed by the SMCC Computer and Network Use Policy. In order to use your computer, tablet, smartphone or other device on SMCC’s wireless and residence hall networks, you must log in using the same ID and password that you use to log in to the MySMCC or email.

If you are attending a special group event, you may ask the facilitating faculty or staff member to log in for you or contact the IT HelpDesk at 207-741-5696 to acquire a temporary login.

**Note on Saving Data**

SMCC students are provided a network drive which appears as “your username (\studentfiles\home$) (N:)” in Windows Explorer. Files you save to this drive will be available on any SMCC computer. Students in the AEDD and CNMS programs will have additional network drives. Your instructors will inform you on the proper use of these extra drives.

The IT Department recommends that students store their data on their N drives and also keep a backup on a personal flash drive or other storage media. Saving data directly to the C drives of SMCC computers is not recommended. In the event that an SMCC student-use computer fails or experiences problems, its hard drive will be erased and any student data will be lost forever. Data on student N drives is not erased until one semester after you are no longer a student; therefore, your N drive is a much safer place to save your work.

Students may also save and back up data to their Google Drive accounts, but you must be aware that you need an Internet connection to access this data and that SMCC is not responsible for any (usually rare) Google Drive outages.

**Notice for Residence Hall Students**

All networking equipment not owned by SMCC including routers, Wi-Fi access points, switches, and extenders is prohibited on any SMCC network – wired or wireless. These devices will cause interference and service interruptions. All SMCC networks are routinely checked for these devices; any found in use will be disabled and a fine will be issued.

**Print From Anywhere (Wireless Printing)**

Wireless printing is available on selected printers at SMCC’s South Portland and Midcoast campuses. To print wirelessly, send an email with your document attached to one of the printer email addresses. Your document will print within a few minutes and you will receive an email letting you know when it is done. If you send emails to the Print from Anywhere service from a personal (non-SMCC) account, you will be asked to sign in. If you do not sign in, your document will not print. Most common document formats work with the Print From Anywhere service. Word documents, PowerPoints, Excel files, PDFs and most image formats will work. Another method, with more printing options, is available by going to print.smccME.edu.

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Online Communities & Social Networking

Online communities or social networking sites such as Facebook and Twitter are a great way to connect with new friends and stay connected with old ones. They are also a great way to network with classmates. They can be a resource to find out about or promote campus events and student organizations or to rally around a campus issue or cause. Students are encouraged to “like” SMCC’s Facebook page at www.facebook.com/smccME and Instagram page at www.instagram.com/smccmaine, and to “follow” SMCC’s Twitter page at www.twitter.com/smccmaine to stay informed about the latest news and events and to connect with others in the college community. It’s important to keep in mind that anyone with an Internet connection, including potential employers, has the potential to see anything you post on your Facebook or Twitter account or anywhere else on the Internet. Keep your postings and comments about others courteous and civil. Posting negative information about someone else could be considered harassment and a violation of the Student Code of Conduct. Here are some good tips on how to be responsible with your online image:

- Monitor what other people post on your page.
- Don’t post any inappropriate photos and require others to obtain your approval to tag you in their photos.
- Don’t write about or post photos of drinking or drug use.
- Don’t use language that could be interpreted as hateful.
- Think carefully about posting contact information like your email, phone number or address (including your residence hall room number).
- Take advantage of all privacy settings.

It’s also important to realize that information posted on these sites is not always truthful or accurate. Sometimes people will create false profiles to be funny or to take advantage of the anonymity of online interaction. If an online friend wants to meet in person, you should take some of these safety precautions:

- Public places, like restaurants or coffee shops, are best for the first meeting.
- Make a plan for a specific time frame during which you will meet so there is an agreed-upon starting and ending time.
- Make sure someone else knows where you are going and make a plan to check in with that person at an established time.
- Tell your online friend that you are bringing another friend for the first meeting. Tell your online friend that it’s a safety issue. Think twice about any reaction that does not support this decision.
<table>
<thead>
<tr>
<th>MON 28</th>
<th>Memorial Day - SMCC closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUES 29</td>
<td>Classes begin for Summer</td>
</tr>
<tr>
<td></td>
<td>Add/drop period and 100% refund begins for Summer</td>
</tr>
<tr>
<td>WED 30</td>
<td>Add/drop period and 100% refund for Summer</td>
</tr>
<tr>
<td>THURS 31</td>
<td>Add/drop period and 100% refund for Summer</td>
</tr>
<tr>
<td>FRI 1</td>
<td>Add/drop period and 100% refund for Summer</td>
</tr>
<tr>
<td>SAT 2</td>
<td>Add/drop and 100% refund period for Summer</td>
</tr>
<tr>
<td>SUN 3</td>
<td>Add/drop and 100% refund period for Summer</td>
</tr>
<tr>
<td>Day</td>
<td>Notes</td>
</tr>
<tr>
<td>-----</td>
<td>-------</td>
</tr>
<tr>
<td>MON 4</td>
<td>Add/drop period and 100% refund ends for Summer</td>
</tr>
<tr>
<td>TUES 5</td>
<td></td>
</tr>
<tr>
<td>WED 6</td>
<td></td>
</tr>
<tr>
<td>THURS 7</td>
<td></td>
</tr>
<tr>
<td>FRI 8</td>
<td>Summer payment plan enrollment period ends</td>
</tr>
<tr>
<td>SAT 9</td>
<td></td>
</tr>
<tr>
<td>SUN 10</td>
<td></td>
</tr>
<tr>
<td>MON</td>
<td>TUES</td>
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</table>

Summer book allowances end

June 2018
<table>
<thead>
<tr>
<th>Day</th>
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</thead>
<tbody>
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<td>19</td>
</tr>
<tr>
<td>WED</td>
<td>20</td>
</tr>
<tr>
<td>THURS</td>
<td>23</td>
</tr>
<tr>
<td>FRI</td>
<td>22</td>
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<tr>
<td>SAT</td>
<td>23</td>
</tr>
<tr>
<td>SUN</td>
<td>24</td>
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<tr>
<td>MON</td>
<td>25</td>
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<tr>
<td>TUES</td>
<td>26</td>
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<tr>
<td>WED</td>
<td>27</td>
</tr>
<tr>
<td>THURS</td>
<td>28</td>
</tr>
<tr>
<td>FRI</td>
<td>29</td>
</tr>
<tr>
<td>SAT</td>
<td>30</td>
</tr>
<tr>
<td>SUN</td>
<td>1</td>
</tr>
</tbody>
</table>

- **MON 25**: Open registration begins for Fall
- **THURS 28**: Pick up your financial aid refund check for Summer (if applicable) $
<table>
<thead>
<tr>
<th>Day</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>MON 2</td>
<td>Independence Day - SMCC closed</td>
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<tr>
<td>TUES 3</td>
<td></td>
</tr>
<tr>
<td>WED 4</td>
<td>View your bill online for Fall $</td>
</tr>
<tr>
<td>THURS 5</td>
<td>Fall payment plan enrollment period begins $</td>
</tr>
<tr>
<td>FRI 6</td>
<td></td>
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<tr>
<td>SAT 7</td>
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</tr>
<tr>
<td><strong>MON</strong></td>
<td><strong>23</strong></td>
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<tr>
<td><strong>TUES</strong></td>
<td><strong>24</strong></td>
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<tr>
<td><strong>WED</strong></td>
<td><strong>25</strong></td>
</tr>
<tr>
<td><strong>THURS</strong></td>
<td><strong>26</strong></td>
</tr>
<tr>
<td><strong>FRI</strong></td>
<td><strong>27</strong></td>
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<tr>
<td><strong>SAT</strong></td>
<td><strong>28</strong></td>
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<td><strong>SUN</strong></td>
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July 2018
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>30</td>
<td>Pay your bill online for Fall ($)</td>
</tr>
<tr>
<td>31</td>
<td></td>
</tr>
<tr>
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</tr>
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<td>4</td>
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<tr>
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**July/August 2018**
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>MON</td>
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</tr>
<tr>
<td>TUES</td>
<td>7</td>
</tr>
<tr>
<td>WED</td>
<td>8</td>
</tr>
<tr>
<td>THURS</td>
<td>9</td>
</tr>
<tr>
<td>FRI</td>
<td>10</td>
</tr>
<tr>
<td>SAT</td>
<td>11</td>
</tr>
<tr>
<td>SUN</td>
<td>12</td>
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</table>

August 2018
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON 13 August</td>
<td>Fall book allowances begin</td>
</tr>
<tr>
<td>TUES 14</td>
<td></td>
</tr>
<tr>
<td>WED 15</td>
<td></td>
</tr>
<tr>
<td>THURS 16</td>
<td></td>
</tr>
<tr>
<td>FRI 17</td>
<td>Cancellation of under-enrolled classes for Fall</td>
</tr>
<tr>
<td>SAT 18</td>
<td></td>
</tr>
<tr>
<td>SUN 19</td>
<td></td>
</tr>
</tbody>
</table>
August 2018

Residence hall move-in for Fall

- 20
- 21
- 22
- 23
- 24
- 25
- 26
## August/September 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
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</thead>
<tbody>
<tr>
<td><strong>M*ON</strong> 27</td>
<td>Fall classes begin, Add/drop and 100% refund period begins for Fall</td>
</tr>
<tr>
<td><strong>TUES</strong> 28</td>
<td>Add/drop period and 100% refund for Fall</td>
</tr>
<tr>
<td><strong>WED</strong> 29</td>
<td>Welcome BBQ for the Midcoast Campus, Add/drop period and 100% refund for Fall</td>
</tr>
<tr>
<td><strong>THURS</strong> 30</td>
<td>Welcome BBQ for the South Portland Campus, Add/drop period and 100% refund for Fall</td>
</tr>
<tr>
<td><strong>FRI</strong> 31</td>
<td>Add/drop period and 100% refund for Fall</td>
</tr>
<tr>
<td><strong>SAT</strong> 1</td>
<td>Add/drop period and 100% refund for Fall</td>
</tr>
<tr>
<td><strong>SUN</strong></td>
<td>Add/drop period and 100% refund for Fall</td>
</tr>
<tr>
<td>MON</td>
<td>3</td>
</tr>
<tr>
<td>TUES</td>
<td>4</td>
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<tr>
<td>WED</td>
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<tr>
<td>THURS</td>
<td>6</td>
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<tr>
<td>FRI</td>
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<tr>
<td>SAT</td>
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<td>SUN</td>
<td>9</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>MON 10</td>
<td>50% refund period for tuition &amp; fees for Fall</td>
</tr>
<tr>
<td>TUES 11</td>
<td></td>
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<tr>
<td>WED 12</td>
<td></td>
</tr>
<tr>
<td>THURS 13</td>
<td></td>
</tr>
<tr>
<td>FRI 14</td>
<td>Fall book allowances end</td>
</tr>
<tr>
<td>SAT 15</td>
<td>Fall payment plan enrollment period ends</td>
</tr>
<tr>
<td>SUN 16</td>
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</tr>
</tbody>
</table>
September 2018

MON
17

TUES
18

WED
19

THURS
20

FRI
21

SAT
22

SUN
23
Pick up your financial aid refund check for Fall (if applicable)
<table>
<thead>
<tr>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
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FAFSA available online at www.fafsa.gov
October 2018

Columbus Day - SMCC closed
October 2018

MON
22

TUES
23

WED
24

THURS
25

FRI
26

SAT
27

SUN
28
<table>
<thead>
<tr>
<th>MON</th>
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</thead>
<tbody>
<tr>
<td>TUES</td>
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<tr>
<td>WED</td>
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<tr>
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<td>FRI</td>
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<td>SAT</td>
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<td>SUN</td>
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</tr>
</tbody>
</table>

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**October/November 2018**

**ADVISING MONTH**
Meet with an advisor

- **Advising Month begins**
- **SMCC Open House Midcoast Campus**
- **Midterm grades reported for Fall**
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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</thead>
<tbody>
<tr>
<td>5</td>
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<tr>
<td>MON</td>
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</tr>
<tr>
<td>THURS</td>
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<tr>
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<tr>
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</tbody>
</table>

**Veterans Day Observed - SMCC Closed**

**Register for Spring classes (current students with 30+ credits)**

**Register for Spring classes (current students with <30 credits)**

November 2018

ADVISING MONTH  
Meet with an advisor
November 2018

MON

19

TUES

20

WED

21

THURS

22

FRI

23

SAT

24

SUN

25

Last day to withdraw from Fall classes

Thanksgiving Recess - no classes

Thanksgiving Recess - no classes

Thanksgiving Recess - no classes

Thanksgiving Recess - no classes
<table>
<thead>
<tr>
<th>Day</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON</td>
<td>New Student Orientation sessions begin for Spring</td>
</tr>
<tr>
<td></td>
<td>View your bill online for Spring</td>
</tr>
<tr>
<td></td>
<td>Spring payment plan enrollment period begins</td>
</tr>
<tr>
<td>TUES</td>
<td>College Forum</td>
</tr>
<tr>
<td>WED</td>
<td>Advising Month ends</td>
</tr>
<tr>
<td>THURS</td>
<td></td>
</tr>
<tr>
<td>FRI</td>
<td></td>
</tr>
<tr>
<td>SAT</td>
<td></td>
</tr>
<tr>
<td>SUN</td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>MON</td>
<td>3</td>
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<td>TUES</td>
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<td>WED</td>
<td>5</td>
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<td>THURS</td>
<td>6</td>
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<tr>
<td>FRI</td>
<td>7</td>
</tr>
<tr>
<td>SAT</td>
<td>8</td>
</tr>
<tr>
<td>SUN</td>
<td>9</td>
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</table>

December 2018
<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON 10</td>
<td>Open registration begins for Spring classes</td>
</tr>
<tr>
<td>TUES 11</td>
<td></td>
</tr>
<tr>
<td>WED 12</td>
<td></td>
</tr>
<tr>
<td>THURS 13</td>
<td></td>
</tr>
<tr>
<td>FRI 14</td>
<td></td>
</tr>
<tr>
<td>SAT 15</td>
<td>Fall classes end</td>
</tr>
<tr>
<td>SUN 16</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
</tr>
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<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>17/12/2018</td>
<td>Pay your bill online for Spring</td>
</tr>
</tbody>
</table>

**December 2018**

- **Monday**
  - **17**
- **Tuesday**
  - **18**
- **Wednesday**
  - **19**
- **Thursday**
  - **20**
- **Friday**
  - **21**
- **Saturday**
  - **22**
- **Sunday**
  - **23**
<table>
<thead>
<tr>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
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<tr>
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<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

Suspension appeal deadline for Fall
| MON  | 31 |
| TUES | 1  |
| WED  | 2  |
| THURS| 3  |
| FRI  | 4  |
| SAT  | 5  |
| SUN  | 6  |

- **Wednesday, January 2, 2019**: Spring book allowances start.
- **Friday, January 4, 2019**: Cancellation of under-enrolled classes for Spring.
<p>| MON 7 |   |
| TUES 8 |   |
| WED 9 |   |
| THURS 10 |   |
| FRI 11 |   |
| SAT 12 |   |
| SUN 13 | Residence hall move-in |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 2019</strong></td>
<td></td>
</tr>
<tr>
<td><strong>MON 14</strong></td>
<td>Spring classes begin 🎓 Add/drop and 100% refund period begins for Spring 🎓$</td>
</tr>
<tr>
<td><strong>TUES 15</strong></td>
<td>Add/drop and 100% refund period for Spring 🎓$</td>
</tr>
<tr>
<td><strong>WED 16</strong></td>
<td>Add/drop and 100% refund period for Spring 🎓$</td>
</tr>
<tr>
<td><strong>THURS 17</strong></td>
<td>Add/drop and 100% refund period for Spring 🎓$</td>
</tr>
<tr>
<td><strong>FRI 18</strong></td>
<td>Add/drop and 100% refund period for Spring 🎓$</td>
</tr>
<tr>
<td><strong>SAT 19</strong></td>
<td>Add/drop and 100% refund period for Spring 🎓$ <strong>SUN 20</strong></td>
</tr>
<tr>
<td>Date</td>
<td>Events</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>21 January 2019</strong></td>
<td><strong>M</strong>ON</td>
</tr>
<tr>
<td>21</td>
<td>Martin Luther King Day - SMCC closed</td>
</tr>
<tr>
<td></td>
<td>Add/drop and 100% refund period for Spring</td>
</tr>
<tr>
<td><strong>22 January 2019</strong></td>
<td><strong>T</strong>UES</td>
</tr>
<tr>
<td>22</td>
<td>Add/drop and 100% refund period ends for Spring</td>
</tr>
<tr>
<td><strong>23 January 2019</strong></td>
<td><strong>W</strong>ED</td>
</tr>
<tr>
<td>23</td>
<td>50% refund period begins for tuition &amp; fees for Spring</td>
</tr>
<tr>
<td><strong>24 January 2019</strong></td>
<td><strong>T</strong>HURS</td>
</tr>
<tr>
<td>24</td>
<td>50% refund period for tuition &amp; fees for Spring</td>
</tr>
<tr>
<td><strong>25 January 2019</strong></td>
<td><strong>F</strong>RI</td>
</tr>
<tr>
<td>25</td>
<td>50% refund period for tuition &amp; fees for Spring</td>
</tr>
<tr>
<td><strong>26 January 2019</strong></td>
<td><strong>S</strong>AT</td>
</tr>
<tr>
<td>26</td>
<td>50% refund period for tuition &amp; fees for Spring</td>
</tr>
<tr>
<td><strong>27 January 2019</strong></td>
<td><strong>S</strong>UN</td>
</tr>
<tr>
<td>27</td>
<td>50% refund period for tuition &amp; fees for Spring</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>------</td>
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</tr>
<tr>
<td><strong>MON 28</strong></td>
<td>50% refund period ends for tuition &amp; fees for Spring</td>
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<tr>
<td><strong>TUES 29</strong></td>
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<tr>
<td><strong>WED 30</strong></td>
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<tr>
<td><strong>THURS 31</strong></td>
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<tr>
<td><strong>FRI 1</strong></td>
<td>Spring book allowances end</td>
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<tr>
<td><strong>SAT 2</strong></td>
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<td><strong>SUN 3</strong></td>
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February 2019
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<td>TUES</td>
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<td>SAT</td>
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<td>SUN</td>
<td>17</td>
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</tbody>
</table>

**February 2019**

*Pick up your financial aid refund check for Spring (if applicable)*

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<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON 18</td>
<td>President’s Day - SMCC closed</td>
</tr>
<tr>
<td>TUES 19</td>
<td>Summer registration begins (current students)</td>
</tr>
<tr>
<td>WED 20</td>
<td></td>
</tr>
<tr>
<td>THURS 21</td>
<td></td>
</tr>
<tr>
<td>FRI 22</td>
<td>Spring payment plan enrollment period ends</td>
</tr>
<tr>
<td>SAT 23</td>
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<td>SUN 24</td>
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<td>Date</td>
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</table>

**March 2019**

**ADVISING MONTH**
Meet with an advisor
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON</td>
<td>11</td>
<td>Spring Break - no classes</td>
</tr>
<tr>
<td>TUES</td>
<td>12</td>
<td>Spring Break - no classes</td>
</tr>
<tr>
<td>WED</td>
<td>13</td>
<td>Spring Break - no classes</td>
</tr>
<tr>
<td>THURS</td>
<td>14</td>
<td>Spring Break - no classes</td>
</tr>
<tr>
<td>FRI</td>
<td>15</td>
<td>Spring Break - no classes, SMCC Foundation scholarship applications open</td>
</tr>
<tr>
<td>SAT</td>
<td>16</td>
<td>Spring Break - no classes</td>
</tr>
<tr>
<td>SUN</td>
<td>17</td>
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<tr>
<td>MON</td>
<td>TUES</td>
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<tr>
<td>18</td>
<td>19</td>
<td>20</td>
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</tbody>
</table>

Open registration begins for Summer

Meet with an advisor
<table>
<thead>
<tr>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
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<td>27</td>
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</tbody>
</table>

Midterm grades reported for Spring

ADVISING MONTH
Meet with an advisor
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1</td>
<td>View your bill online for Summer $</td>
</tr>
<tr>
<td></td>
<td>Summer payment plan enrollment period begins $</td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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<td>5</td>
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</tr>
<tr>
<td>6</td>
<td>SMCC Open House South Portland</td>
</tr>
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<td>7</td>
<td></td>
</tr>
<tr>
<td>MON</td>
<td>15</td>
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</tr>
<tr>
<td></td>
<td>Patriots’ Day - SMCC closed</td>
</tr>
<tr>
<td>TUES</td>
<td>16</td>
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<tr>
<td></td>
<td>Last day to withdraw from Spring classes</td>
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<td>WED</td>
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</table>

Pay your bill online for Summer 🟢
May 2019

MON
29

TUES
30

WED
1

THURS
2

FRI
3

SAT
4

SUN
5

College Forum

SMCC Open House - Midcoast Campus
| MON | 6 |
| TUES | 7 |
| WED | 8 |
| THURS | 9 |
| FRI | 10 |
| SAT | 11 | Spring classes end | SUN | 12 |
Cancellation of under-enrolled classes for Summer

Commencement
<table>
<thead>
<tr>
<th></th>
<th></th>
<th><strong>May 2019</strong></th>
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<tbody>
<tr>
<td><strong>MON</strong></td>
<td></td>
<td><strong>20</strong></td>
<td>Summer book allowances start</td>
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<tr>
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<tr>
<td>MON 27</td>
<td>Memorial Day - SMCC closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUES 28</td>
<td>Summer classes begin 🔢 Add/drop and 100% refund period begins for Summer 🎓 💰</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WED 29</td>
<td>Add/drop and 100% refund period for Summer 🎓 💰</td>
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<tr>
<td>THURS 30</td>
<td>Add/drop and 100% refund period for Summer 🎓 💰</td>
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<tr>
<td>FRI 31</td>
<td>Add/drop and 100% refund period for Summer 🎓 💰</td>
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<td>SAT 1</td>
<td>Add/drop and 100% refund period for Summer 🎓 💰</td>
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<td>SUN 2</td>
<td>Add/drop and 100% refund period for Summer 🎓 💰</td>
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<td>Date</td>
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<td><strong>M</strong></td>
<td>Add/drop and 100% refund period ends for Summer</td>
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<td>Summer payment plan enrollment period ends $</td>
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<td></td>
<td>Summer book allowances end</td>
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<td>Suspension appeal deadline for Spring</td>
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June 2019
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<tr>
<th>Monday</th>
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</table>

Pick up your financial aid refund check for Summer (if applicable) $
<table>
<thead>
<tr>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
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<tbody>
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<td></td>
<td></td>
<td></td>
<td>Independence Day - SMCC closed</td>
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</table>
Midterm grades reported for Summer
<table>
<thead>
<tr>
<th>Day</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 29</td>
<td>Last day to withdraw from Summer classes</td>
</tr>
<tr>
<td>Tues 30</td>
<td></td>
</tr>
<tr>
<td>Wed 31</td>
<td></td>
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<td>Thurs 1</td>
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<td>WED 7</td>
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<td>THURS 8</td>
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<td>FRO 9</td>
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<tr>
<td>SAT 10</td>
<td>SUN 11</td>
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</tbody>
</table>
To remain in good academic standing, students must successfully complete 66 percent or more of the total number of credits attempted with a grade point average (GPA) of 2.0 or higher (see grading system). A course is not successfully completed if the student is assigned a grade of F, AF, I, NS or W. Academic standing is calculated following each fall and spring semester. Students who are not in good academic standing will be placed in an academic warning status, placed on probation or suspended.

**Academic Warning**

Students who have attempted less than 9 credits and whose cumulative grade point average falls below 2.0 will be placed in an academic warning status. Students on academic warning may not enroll in more than 15 credits and are encouraged to address study issues and to seek tutoring from the Learning Commons.

**Academic Probation**

Students are placed on probation if they meet one of the following three criteria:
1. Fail to complete 66% of total credits attempted at SMCC
2. Fail to earn the required semester GPA
   a. If they’ve attempted 9-29 credits, they must earn at least a 1.79.
   b. If they’ve attempted 30 or more credits, they must earn at least a 2.0.
3. Fail to earn the required cumulative GPA
   a. If they’ve attempted 9-29 credits, they must earn at least a 1.79.
   b. If they’ve attempted 30 or more credits, they must earn at least a 2.0.

Students placed on academic probation may enroll in no more than 13 credits each semester that they are on probation. Academic support, as defined by the College, is mandatory for students on academic probation. Students who remain on academic probation for three consecutive semesters will be suspended.

**Academic Suspension**

Students are suspended from the College if they meet one or more of the following six criteria:
1. Fail to complete 66% of credits attempted at SMCC and fail to earn the required cumulative or semester GPA
   a. If they’ve attempted 9-29 credits, they must earn at least a 1.79.
   b. If they’ve attempted 30 or more credits, they must earn at least a 2.0.
2. Fail to complete 66% of semester credits attempted while on probation*
3. Fail to earn the required semester GPA while on probation
   a. If they’ve attempted 9-29 credits, they must earn at least a 1.79.
   b. If they’ve attempted 30 or more credits, they must earn at least a 2.0.
4. Fail to earn a cumulative GPA of more than 0.0 after attempting 9 or more credits
5. Remain on academic probation for three consecutive semesters
   *Probationary students who complete 66% or more of the credits attempted in a semester, and attain a semester GPA of greater than 2.0, will not be suspended.

**Reinstatement from Suspension**

Students who have been suspended from the College may be considered for reinstatement following a minimum of one semester of leave and after providing the College with evidence of increased potential for academic success. An application for reinstatement must be made through the Advising Office and the student must meet with a college representative to develop an academic plan. Reinstated students will be placed on academic probation during the semester they return. While on probation after suspension, if either semester GPA or completion rate fall below standards, students
are academically suspended from the college. If upon return to the college the student is taking 6-8 credits, the student must attain a minimum 50% completion rate for that semester and a 66% completion rate in subsequent semesters to avoid suspension.

**Academic Standing Factors and Results**

<table>
<thead>
<tr>
<th>Total number of credits attempted</th>
<th>GPA (Semester &amp; Cumulative GPA unless otherwise noted)</th>
<th>Completion Rate (cumulative)</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8</td>
<td>0.00 – 1.99</td>
<td>No minimum</td>
<td>Academic Warning</td>
</tr>
<tr>
<td>9+</td>
<td>0.00 (cumulative)</td>
<td>0</td>
<td>Suspension</td>
</tr>
<tr>
<td>9-29</td>
<td>&lt;1.79</td>
<td>&gt;66%</td>
<td>Probation</td>
</tr>
<tr>
<td>9-29</td>
<td>&gt;1.79</td>
<td>&lt;66%</td>
<td>Probation</td>
</tr>
<tr>
<td>9-29</td>
<td>&lt;1.79</td>
<td>&lt;66%</td>
<td>Suspension</td>
</tr>
<tr>
<td>30+</td>
<td>&lt;2.00</td>
<td>&gt;66%</td>
<td>Probation</td>
</tr>
<tr>
<td>30+</td>
<td>&gt;2.00</td>
<td>&lt;66%</td>
<td>Probation</td>
</tr>
<tr>
<td>30+</td>
<td>&lt;2.00</td>
<td>&lt;66%</td>
<td>Suspension</td>
</tr>
</tbody>
</table>

The scenarios above assume prior good academic standing. While on probation, students are suspended if either semester GPA or completion rate falls below standard.

**Academic Fresh Start**

Academic Fresh Start is a one-time opportunity for qualifying students to have prior grades excluded from their grade point average (GPA) when they resume work toward a degree at SMCC after an extended absence. All prior grades will appear on official transcripts. Only grades earned after the Fresh Start is granted will be used in calculating a new GPA. Only Fresh Start grades of C or better will count toward degree requirements.

**Conditions:**
- A student can only be granted Fresh Start once.
- Fresh Start cannot be granted if a student has earned a degree, diploma or certificate from SMCC.
- The student must not have been enrolled in credit-based course work at SMCC or any other college or university for a minimum of three consecutive years prior to readmission to SMCC.
- The student must have attempted fewer than 30 credits at SMCC prior to readmission to SMCC.
- After readmission, the student must complete 12 semester credits at SMCC with a minimum cumulative GPA of 2.0 and have a credit completion rate of at least 67%.
- Students who meet all conditions must contact their academic advisor and complete the Fresh Start application.
- Students must submit the application to the Registration Office before earning 24 new credits.
- At least 50% of the degree or certificate requirements must be completed after readmission.

**ALTERNATIVE CREDIT**

**Transfer Credit**

Courses in which a student has received a grade of C or better are accepted in transfer from regionally accredited institutions (“C-“ grades are not acceptable). There is no limit on the age of courses accepted for transfer credit. Courses must be comparable to those offered at SMCC in order to meet the requirements of the student’s program. Transfer is determined by the appropriate academic department and administered by either Admissions (new students) or the Advising Office (current students).
Students seeking an associate degree must complete at least 15 of their credit hours directly through the College. Students seeking a certificate must complete at least 9 of their credit hours directly through the College. A request for transfer credit requires submission of an official transcript from the other college. Transcripts should be on file 30 days prior to the semester for which consideration for transfer credit is to be given. Transcripts from other institutions submitted to SMCC will become the property of the College and will not be reproduced and/or mailed to other institutions. A student's grade point average at SMCC will not reflect grades in courses transferred from other institutions.

Students who wish to transfer credits from SMCC to other colleges should note that the decision to accept credits is determined entirely by the institution to which the student is transferring, although most area colleges readily accept most applicable SMCC credits.

Credit by Examination

College Level Examination Program (CLEP)
Credit for College Level Examination Program (CLEP) General Exams and selected Subject Exams will be granted in applicable subject area. A minimum acceptable score of “50” is recognized, as recommended by the American Council on Education (ACE), on all exams.

Dantes Subject Standardized Test (DSST)
Dantes Subject Standardized Tests (DSSTs) are credit-by-examination tests originated by the United States Department of Defense, but open to all learners. For transfer of an applicable course, a minimum acceptable score of “400” is recognized based on the new DSST score scale developed in 2008. For cut score determinations for DSST examinations taken prior to 2008 please see the Registrar’s Office as cut scores vary by subject area.

Advanced Placement (AP)
For Advanced Placement (AP) Credit, a student will have taken recognized AP examinations during their high school career. Credit is granted for AP exams completed with scores of “3” or higher for which there are comparable courses at SMCC.

International Baccalaureate (IB) Higher Level
At high schools offering an International Baccalaureate (IB) Program, IB courses culminate in a corresponding IB exam. SMCC recognizes IB achievement by awarding credit in applicable courses to students who score a “5” or above on Higher Level IB exams.

Foreign Language Achievement Testing
Foreign language achievement testing can assist students in receiving credit for a broad array of languages. Both Brigham Young University (BYU) and New York University (NYU) offer exams in over 60 languages. For BYU language tests, language elective credit (counting toward humanities requirements) will be awarded for scores of “8” or higher. Students taking NYU language tests are awarded 3-6 credits of language electives based on their exam scores. Students scoring a “12” on an NYU exam will be awarded three credits, while students scoring a “14” on an NYU exam will be awarded six credits.

Challenge Examination
Students with documented skills, significant prior learning, and the permission of the Department Chair may qualify to sit for challenge exams in selected courses in their programs, if available, as long as none of the other national examinations listed above can demonstrate learning for college credit.

Challenge exams are designed by faculty appropriate to the subject matter, are based on the current set of learning outcomes, are equivalent to comprehensive final examinations, and are unbiased toward students who have not directly participated in the course.
Students must register and pay a challenge exam fee for the course. Exams are limited to one attempt per course, and may not be attempted if a student previously earned credit at the College in that course. Challenge exam credits do not count toward full-time status for financial aid and the Veterans Administration. Where there is a result of “C” or better, the student will be awarded course credit, transcripted as a “P” grade. The exam does not calculate into grade point average.

Credit through Experience

Credential Review
Students may receive academic credit for some non-credit courses, certifications, licenses, Registered Apprenticeships, etc. gained outside of a higher education setting when it is applicable to a student’s program of study. Any type of credential review assessment will require valid proof of learning such as a license, certification copy, course materials, certifications, or other information. The appropriate subject matter expert will review this documentation of learning as well as utilize the recommendations from the American Council on Education’s (ACE) National Guide to College Credit for Workforce Training to determine if credit can be awarded.

Military Review
Students may receive credit demonstrated by formal service school training programs and off-duty educational activities in the Armed Forces if it applies to their program of study. Such trainings may include basic training, military service school recommendations by the American Council on Education (ACE), and the U.S. Armed Forced Institute correspondence courses.

Students should request military transcripts either through the Joint Services Transcript or the Community College of the Air Force so these can be reviewed for applicable credit. Students requesting Veteran’s Educational Assistance are required to have all previous post-secondary educational experience evaluated in order to be eligible for benefits.

Portfolio Review
When a student has significant prior learning that is applicable to a course required for their degree and no other prior learning assessment method can help demonstrate the learning for college credit, a student will be encouraged to develop a prior learning assessment portfolio. A prior learning portfolio is a written presentation, plus pieces of evidence, assembled and submitted for faculty review of college-level learning equivalent to specific course learning outcomes.

Portfolio review requires that a student show proof of college-level writing credit or be concurrently enrolled in college composition prior to preparing any portfolio for credit. Students file a prior learning application form with the Associate Dean of Academics and pay an assessment fee for the portfolio.

The portfolio is reviewed by faculty with appropriate subject matter expertise to determine if the narrative and evidence of learning outcomes constitutes a grade level of “C” or better for the course. Students are graded on a pass/fail basis, but this does not calculate into grade point average. Submitting a prior learning portfolio does not guarantee credit award.

ENROLLMENT POLICIES

Full-time/Part-time Status
Full-time status for financial aid is defined as 12 or more credit hours. Fewer than 12 is considered part-time. Credits awarded for transfer coursework, work experience, certification, high school articulation, exemptions, audited courses and challenge exams, including CLEP and AP, are not considered when determining full-time status.

Maximum Credit Load
Southern Maine Community College restricts student enrollment to no more than 18 credits in a single semester and 12 credits during the summer term.
Add/Drop
Students may alter their schedules by adding or dropping courses during the add/drop period at the beginning of the fall and spring semesters and the summer term (please refer to the student calendar for dates). Students who officially drop during this time frame receive a refund of the tuition and technology fees for that course (please see the Student Billing section for refund policy details). Please note that any course that meets for less than the traditional semester length, i.e. 15 weeks, has a pro-rated drop/add period. There is no refund of tuition or fees for non-attendance.

Attendance
Students are expected to attend all regularly scheduled classes and laboratory sessions. Students who are having difficulties with absenteeism must contact their instructor as soon as possible to discuss the steps they must take to succeed in the remaining weeks of the term. Faculty members have authority to establish attendance standards appropriate to their course. These standards will be clearly stated in the course syllabus.

A student missing one more consecutive class meetings than the number of class meetings per week (4 for a class that meets 3 times a week, 3 for a class that meets 2 times a week, 2 for a class that meets once a week) will be assigned a grade of “AF” (Administrative Failure). A student in an online course may be administratively failed after not submitting an assignment, responding to a discussion question, completing a graded assignment, or otherwise performing some type of activity that shows active involvement in the course for a period of two weeks. There is no refund of tuition or fees for non-attendance.

A family emergency or personal illness may cause a student’s extended absence. The student or a family member may contact the Dean of Student Life at deanofstudents@smccME.edu to request that all instructors be notified of the emergency or to request other assistance as needed. Upon return, the student is responsible for making arrangements with each instructor to complete all course requirements; however, in some cases it may not be possible to successfully complete the course.

SMCC recognizes that students from a variety of established religious traditions have special days of observance during the academic year. Faculty members, when notified by students at least two weeks prior to an intended absence for religious observance, are encouraged to consider such notice as it fits within the confines of their attendance policy stated on the course syllabus. Students who have notified their faculty members of intended absence for religious observation are expected to learn what assignments and/or tests are due or will be assigned during an absence and to arrange, whenever possible, alternate times for fulfilling these requirements.

Class Attendance - Extracurricular and College-Sanctioned Activities
The primary responsibility of students attending Southern Maine Community College is to meet their individual academic goals successfully. However, the administration, staff and faculty fully support and encourage student participation in those extracurricular activities that enhance the College experience. Such activities can include participation on athletic teams, course field trips, attendance at outstanding speaker series, participation in student government, participation in Phi Theta Kappa, involvement in service events, military service and other activities.

Students who engage in any college, course-sanctioned or extracurricular activity must adhere to the procedure:
1. Notify each faculty member affected at the beginning of the semester of the potential conflicts and the student’s plan to make up the work.
2. Notify each faculty member again the week before the event that will result in an absence.
3. For scheduling changes beyond their control (weather, tournament schedules), notify faculty as soon as possible. Arrange to hand work in or take exams before the absence occurs, if possible.
4. Attend a different section of the same course, if one exists, to take notes, or arrange with another student to share notes.
If the students properly communicate the upcoming absences to the faculty, faculty members are asked not to penalize students in their classes for absences due to college-sanctioned or extracurricular activities. However, individual faculty members have final discretion concerning allowing class makeup.

Faculty advisors, professors and coaches (or the athletic director) who sponsor such extracurricular activities shall, to the best of their abilities, send a list of participants to the community or the affected faculty in advance of the scheduled event.

WITHDRAWAL FROM THE COLLEGE
A student withdrawing from the College prior to the twelfth week of classes (pro-rated for shorter courses) will be assigned grades of W in all courses. If a student withdraws from school after the twelfth week, the student's instructors will assign letter grades.

A student who has discontinued his/her enrollment at the college for a total of one full calendar year will be officially withdrawn from the College. If the student wishes to return to the College after being withdrawn, the student will be expected to follow the program curriculum for the academic year in which the readmission becomes effective.

GRADES & GRADING
Grades at Southern Maine Community College are assigned by letters representing levels of achievement. The basis for determining a grade is the relative extent to which the student has met objectives of the course. Letter grades signify the following:

<table>
<thead>
<tr>
<th>GRADES</th>
<th>QUALITY POINTS PER CREDIT</th>
<th>INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>63-66</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td>None</td>
<td>Equivalent to a “C” (2.0) or better</td>
</tr>
<tr>
<td>AF</td>
<td>0.00</td>
<td>Administrative failure assigned at the discretion of the instructor designating unofficial withdrawal (failure to continue attending class)</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>Official withdrawal from a course prior to the 13th week of classes; no credit earned.</td>
</tr>
<tr>
<td>NS</td>
<td>None</td>
<td>Failure to appear for any session of a class for which you have registered.</td>
</tr>
</tbody>
</table>

Computing of Grade Point Average
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 attempted in that semester. For example:
To compute the cumulative grade point average, divide the total quality points earned by the total credits attempted in all semesters. Note: Pass/fail and repeated courses and credits granted through CLEP or AP examinations, work experience or transfer are not to be considered when computing grade point averages.

No Show Grade
A student who enrolls in a class, and pays any part of the tuition (even if through pending financial aid or another agency), but doesn’t appear in class will receive a grade of NS (no show) on the faculty class list and their transcript. They will receive no reimbursement of tuition or fees for the course, the grade will be treated in the same manner as a withdrawal for the purpose of determining the number of credits attempted, and the grade will contribute to any determination of probation or suspension status.

Pass/Fail
A Pass (P) grade earned in a course that is graded pass/fail is equivalent to a C (2.0) or better.

Course Withdrawal
A student may withdraw from a course only during the semester in which s/he is registered for that course. Early withdrawal for full semester-length courses is from days 7-10 of the fall and spring semesters. Official withdrawal from a course during this period results in a 50% refund of course tuition and fees. Official withdrawal after the early withdrawal period is available through week twelve of semester-length courses and week nine of summer courses. This period is pro-rated for shorter-length courses (75% of the course length). There is no refund of tuition or fees associated with a withdrawal following the early withdrawal period. The designation “W” will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility and academic standing. Failure to attend or ceasing to attend class does not constitute withdrawal from the course.

Auditing Courses
Students planning to audit a course are required to pay full tuition and fees, and are also required to meet all course prerequisites and/or corequisites. The request to audit may be made no later than add/drop week. Students auditing a course will not receive a letter grade or credit for the course and may not count course credits toward full-time status or graduation requirements.

Administrative Failure
An Administrative Failure (a final grade of AF) identifies students who have stopped attending class and who have had no contact with the faculty member for a period in excess of one week. A student may be administratively failed after missing one more consecutive class meetings than the number of class meetings per week (4 for a class that meets 3 times a week, 3 for a class that meets 2 times a week, 2 for a class that meets once a week). A student in an online course may be administratively failed after not submitting an assignment, responding to a discussion question, completing a graded assignment, or otherwise performing some type of activity that shows active involvement in the course for a period of two weeks. At their discretion, faculty may reinstate
students who resume attending after the grade has been assigned. There is no reimbursement of tuition or fees for AF grades.

Incomplete Grades
A faculty member has the option of granting a grade of “incomplete” when an extraordinary event occurring late in the semester prevents a student from completing all required assignments. The purpose of an incomplete grade is to give students an opportunity to earn the grade they would otherwise have received had the event not occurred. The purpose is NOT to give students more time to improve their grade.

Guidelines
• Each instructor has full discretion in granting an incomplete grade, and the student cannot appeal the decision.
• A student can request an incomplete grade after the end of the 12-week withdrawal period.
• The student must be able to demonstrate substantial progress toward completing all required work at the time an incomplete grade is requested.
• The student must be earning at least a “C” average in the course at the end of the withdrawal period.
• The student must have met the attendance requirements for the course prior to the event that the request is based on.
• Work submitted to satisfy an incomplete grade must meet the same standards as other course work.

Repeating a Course
A course may be attempted a maximum of three times (initial enrollment and two repeat attempts). All grades including NS, AF, W and F are considered attempts. Original work is expected, at the discretion of the faculty member. For credit courses, the last grade (regardless of whether that grade is better or worse) on any course repeated will be the grade used in computing the cumulative Grade Point Average (GPA) and for determining completion of degree requirements. The repeated course will count only once toward graduation requirements, provided the grade meets requirements.

Midterm Grades
To help students monitor their academic performance, faculty will submit midterm grades at the 60% point in the semester (Week 10). Midterm grades provide an evaluation of academic performance while there is still time for the student to improve their grade or withdraw from the course. Midterm grades provide no guarantee of either passing or failing grades at the end of the semester. The grades do not factor into grade point average or credits earned or appear on academic transcripts.

Dean’s List
Students completing a minimum of 9 credit hours in courses graded A, B, or C, or P with a semester grade point average (GPA) of at least 3.00 are named to the semester’s Dean’s List, provided that no grade lower than C was earned in any course that semester and the student is not on probation. Grades lower than C include C-, D+, D, F, W, NS, AF, and I. Only courses numbered 100 or higher are considered for the Dean’s List. Students who have asked to be excluded from the College’s directory information, by law, cannot be included on the Dean’s List published online or in local newspapers.

COURSE DELIVERY

Honors Program
The Honors Program serves students from every discipline by providing the opportunity to
engage in an enriched learning experience at Southern Maine Community College. Honors courses are rigorous academic classes that emphasize critical thinking, writing, research and self-reflection. The Honors Program also allows students to develop individualized honors options within courses that are not specifically designated as honors courses.

The SMCC Honors Program is open to all students. Students may choose to complete all or only part of the program requirements. Students who complete the Honors Program are recognized at graduation as SMCC Honors Program Scholars.

**Program Requirements:**
- Maintain a 3.30 cumulative GPA.
- Maintain a minimum “B” in all designated Honors courses.
- Complete a combination of four honors courses or honors options.

**Writing Intensive Courses**
A number of courses at Southern Maine Community College are designated as writing-intensive, indicated with a “WT” credit type on the official transcript. Courses with this designation require ENGL-100, English Composition, as a prerequisite and include student writing and its improvement as primary course objectives.

**Online & Distance Learning**
The Online & Distance Learning Program at Southern Maine Community College is an effort to broaden the scope of course content offered via the Internet and to create an environment of creativity and support for faculty members wishing to teach or enhance their courses by offering material online. The ultimate goal of this program is to offer a wide array of individual courses and programs to students enrolled at SMCC who are interested in interactive learning. Many courses use the Internet to enhance the traditional classroom education experience. A wide range of disciplines offer courses online, which allow both traditional and nontraditional students the opportunity to pursue a post-secondary education that may not have been available because of scheduling or distance-related difficulties.

**Internship/Externship**
An internship places students with a mentor in an on-the-job learning experience. It is practice-oriented and requires that students apply prior mastery of theoretical work and basic skills. An internship should provide mentored apprenticeship experience in a broad range of functions of the career area and is not simply an entry-level job. An internship is usually the culminating experience in the student’s program of study.

Academic credit is based on the number of hours of job experience. Regular work hours are to be maintained. A minimum of 40 clock hours of directed on-the-job time is required for each semester hour of credit; often more time is devoted to the internship than that required for minimum credit. Regular tuition rates are charged based on the amount of credit.

For more information, contact Margaret Brownlee, Director of Career Services, at 207-741-5994 or mbrownlee@smccME.edu.

**Practicum**
A practicum places students in a practice learning situation. It provides students with supervised observation of a relevant career or profession through exposure to the functioning of an organization as a participant in its operations. Students are encouraged to relate and interpret their experiences through frequent conferences with a faculty supervisor, projects and assignments. A practicum is exploratory rather than culminating.
Academic credit is based on the number of hours of experience. A minimum of 40 clock hours of directed work is required for each semester hour of credit.

**Field Experience**
Some courses provide students with the opportunity to participate in a field experience. A field experience places students in a learning environment in the field observing and assisting professionals at work with selected tasks as an introduction to the profession.

The instructor in a course that requires such an experience places students in field experiences. Assignments related to the field experience are part of the overall course evaluation.

**Independent Study**
A student may request an opportunity for independent study in an area not covered in normal course offerings. All requests must be in writing and have prior approval of the instructor, department chair and academic dean.

**GRADUATION REQUIREMENTS**
Southern Maine Community College students must meet the following criteria in order to be eligible to graduate from an academic program of study:

- Successfully complete all courses in their associate degree or certificate program.
- Attain a 2.0 minimum cumulative grade point average (GPA).
- Associate degree students must complete at least 15 of their credit hours directly through the College.
- Certificate students must complete at least 9 of their credit hours directly through the College.
- All financial obligations are met.

**Graduation with Honors**
Southern Maine Community College recognizes students who meet certain qualifications during the annual commencement ceremony. The following list of honor levels describes minimum criteria:

- **High honors:** Students who have completed degree requirements with a cumulative grade point average of 3.75 or higher.
- **Honors:** Students who have completed degree requirements with a cumulative grade point average of 3.5-3.7499.
- **Highest GPA:** Students who have completed degree requirements with the highest cumulative grade point average of any student in their degree or certificate program, provided the GPA is 3.5 or higher.

**Second & Subsequent Degrees**
A student may apply to earn additional associate degrees. To qualify, a student must complete the required courses for each degree, resulting in a minimum of 15 credits beyond the first degree. A student may not earn more than one Associate of Arts in Liberal Studies degree, regardless of the multiple available concentrations.

**COLLEGE PARTNERSHIPS & TRANSFER AGREEMENTS**

**Partnerships with Baccalaureate Institutions**
Many SMCC graduates wish to continue their education and have successfully transferred to a wide range of baccalaureate degree-granting colleges. SMCC students frequently can transfer all or most of their credits from their associate degree programs, but ultimately the decision to
accept or deny transfer credit lies solely with the transfer destination.

For a current list of articulation agreements with baccalaureate institutions, please visit the My Career & Transfer page on My Maine Guide or the Transfer webpage on the SMCC webpage, www.smccME.edu.

Please note that these agreements are frequently renewed and may at times be under renewal. If you have any questions or concerns, please contact Transfer Services at 207-741-5835 or transfer@smccME.edu.

**ConnectedEd Pathways**

SMCC and USM have a partnership for success called ConnectedEd Pathways. This innovative partnership provides students from selected programs a smooth and simple transfer path to compatible programs at USM upon completion of their associate degree. For more information, see page 22.

**Greater Portland Alliance of Colleges & Universities (GPACU)**

Enroll at SMCC and the resources of six Portland-area colleges and universities are yours for the asking. That’s because SMCC belongs to the Greater Portland Alliance of Colleges & Universities (GPACU), a higher education consortium that allows students to cross-register for courses at other participating institutions. If the exact course you need is not available, you can take it at a GPACU member school (see below) at SMCC’s tuition rate.

**OTHER GPACU MEMBER SCHOOLS:**
- Kaplan University
- Maine College of Art
- Saint Joseph’s College
- University of New England
- University of Southern Maine

**GPACU GUIDELINES**
- First-semester freshmen are not eligible to take courses through GPACU.
- Students must meet all course prerequisites for the host institution.
- Only fall and spring semester courses are eligible for cross-registration. No cross-registration is allowed during summer or winter terms.
- The intent of the Alliance is to expose you to learning opportunities that are not available at your home institution. Courses equivalent to those offered by Southern Maine Community College are not eligible to be taken at other GPACU schools regardless of transferability, availability or schedule conflicts.
- Selected courses must meet an outstanding requirement in the student’s current program requirements at Southern Maine Community College. Courses toward a future major or interest-only courses are not covered under GPACU.
- Students are limited to three (3) external courses in a single academic year and five (5) total cross-registrations throughout the duration of their time at SMCC. Any graded course including No Show (NS), Withdrawal (W), or Failure (AF or F) will count as one cross-registration. A course with separate credit for a corresponding lab will count as one cross-registration.
- Students must take the majority of credits at their home institution during any semester they are cross-registered. No GPACU requests will be accepted after SMCC’s add/drop period, regardless of the add/drop deadline for the host institution, which must also be met.
University of Maine Farmington’s Off-Campus Program
SMCC and UMF have partnered to make earning a bachelor’s degree easier than ever. Whether you’re a working professional looking for a more flexible schedule or are simply looking to continue your education closer to home, UMF’s Off-Campus Program is a great way to earn your bachelor’s degree when and where it works for you. For more information see page 22.

COLLEGE CLOSINGS & CLASS CANCELLATIONS
Classes may occasionally be cancelled or postponed due to inclement weather. When weather conditions require the College to change its schedule, it will notify people through emails and texts, a storm message on the SMCC Storm Line (207-741-5900), a message on the SMCC website (www.smccME.edu) and Facebook page (www.facebook.com/smccME), and through local media outlets. Students can sign up for text message alerts on the home page of MySMCC through the Update Mobile Phone Number portlet. Announcements for day classes will be made by 6:00 a.m., evening classes by 3:00 p.m. All such missed classes may be rescheduled. A list of courses cancelled by an instructor can be viewed on the My Courses page of My Maine Guide under the Student Cancelled Class List.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act, FERPA, (Section 438 of the General Education Provisions Act 20 USC § 1232g) affords students certain rights with respect to educational records. Students are informed of this right through the College Catalog and the Student Handbook. These are:

Disclosure of Information from Records (Directory Information)
The College, unless requested not to do so by the student, may release directory information about individual students to anyone who inquires. The College reserves the right not to disclose such information to a person or entity when the College determines that such disclosure is not in the students’ best interests and is not otherwise required by law. “Directory information” is limited to name, address, date of enrollment, date of graduation, degree received, curriculum in which the student is enrolled, date of birth, participation in officially recognized activities and sports, weight and height of athletic team members, and official college graduation publications such as Dean’s List and commencement programs. Students who do not wish to have directory information released must submit a Request to Prevent Disclosure of Directory Information form.

Non-Directory Information
No information, other than that contained in the directory, will be released without a student’s written consent except when prior written consent is not required by FERPA. The College must disclose educational records without written consent of students to those federal and state government agencies and officials as provided by law. The College must also provide access to educational records to personnel within the College determined by the College to have legitimate educational interest; officials of other institutions in which a student seeks to enroll on condition that the issuing institution attempts to inform students of the disclosure, or makes such a transfer of information a stated institutional policy (this notification is to be considered such); organizations contributing to a student’s financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of the terms of such aid; organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs or to improve instruction; accrediting organizations carrying out their function; parents of a student who have established that the student is a dependent
based upon IRS code and provide a certified copy of the appropriate federal tax form; persons in compliance with a judicial order or lawfully issued subpoena provided that the College makes an attempt to notify the student; appropriate persons in an emergency to protect the health and safety of students or other persons.

**Inspection and Review of Records**
Students have the right to inspect and review their educational records. The College requires prior notice and reserves the right to deny access to confidential letters and recommendations associated with admission, employment/job placement, or honors, to other records to which the student has waived the rights of inspection, and to records containing information about more than one student.

**Challenge of Records**
Students have the right to challenge records they believe to be inaccurate, incomplete or incorrectly disseminated. If the outcome of the challenge is unsatisfactory, the student has the right to a hearing. If the outcome of the hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the educational record. Such a statement shall become part of the information contained in the educational record and disclosed with it.

**Records of Requests and Disclosures**
The College will maintain a record of requests and disclosures of non-directory information. Records of requests shall include the names and addresses of the persons who requested the information and their legitimate interests in the information. Records of requests will not be maintained for those requests made by students for their own use; those disclosures made in response to written requests from the student; those made by school officials; and those specified in Directory Information.

**Right of Complaint**
Students who believe that the College is not complying with the requirements of the Family Educational Rights and Privacy Act or regulations issued by the Department of Education to implement the Act may file complaints in writing to: The FERPA Office, U.S. Department of Education, 4000 Maryland Avenue, SW, Washington, DC 20202.

**HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION & AFFIRMATIVE ACTION**
The College recognizes the dignity and right of individuals to work, learn, play and live in an environment which is free of substantial unlawful interference. Consequently, the College is committed to preventing and responding promptly and effectively to harassment of College students, employees, volunteers or visitors.

**Sexual Harassment Prohibited**
Sexual harassment is prohibited at the College under both state and federal laws and College and Maine Community College System policies. For more information on the Maine Community College System policy on sexual harassment, you may consult the “Consumer Info” webpage under the “About SMCC” tab on the College’s public website, www.smccME.edu.

**Non-Discrimination Notice**
Southern Maine Community College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, or age or marital, parental or veteran’s status in its programs and activities.
**Affirmative Action**

Inquiries about the College’s compliance with, and policies on, these bases may be directed to any/all of the following:

**SMCC Affirmative Action Officer**  
2 Fort Road  
South Portland, ME 04106  
Telephone: 207-741-5610  
Maine Relay Service: 800-457-1220  
Fax: 207-741-5965  
Email: deanofstudents@smccME.edu  
Internet: www.smccME.edu

**Maine Human Rights Commission (MHRC)**  
51 State House Station  
Augusta, ME 04333-0051  
Telephone: 207-624-6050  
TTY/TDD: 207-624-6064  
Fax: 207-624-6063  
Internet: www.state.me.us/mhrc/index.shtml

**United States Department of Education**  
Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110  
Telephone: 617-289-0111  
TTY/TDD: 617-289-0063  
Fax: 617-289-0150  
Email: OCR.Boston@ed.gov  
Internet: www.ed.gov/about/offices/list/ocr/index.html

**Maine Human Rights Commission (MHRC)**  
51 State House Station  
Augusta, ME 04333-0051  
Telephone: 207-624-6050  
TTY/TDD: 207-624-6064  
Fax: 207-624-6063  
Internet: www.state.me.us/mhrc/index.shtml

**Equal Employment Opportunity Commission**  
475 Government Center  
Boston, MA 02203  
Telephone: 617-565-3200; 1-800-669-4000  
TTY: 617-565-3204; 1-800-669-6820  
Fax: 617-565-3196  
Internet: www.eeoc.gov

**PROCEDURE ON DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING**

Any behavior that constitutes domestic violence, dating violence or stalking under this policy will subject the offender to disciplinary action, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus.

In addition, domestic violence, stalking, sexual assault, rape and other sexual offenses are illegal under Maine criminal statutes and may be separately prosecuted in a court of law.

**Domestic Violence**

Domestic violence means a felony or misdemeanor crime of violence by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence**

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. The existence of a social relationship of a romantic or intimate nature with the victim is determined based on:

1. The reporting party’s statement;
2. The length of the relationship;
3. The type of relationship; and
4. The frequency of interaction between the persons involved in the relationship.

The term dating violence excludes acts covered under the definition of domestic violence.
**Stalking**
Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

**Counseling & Support**
The College can refer victims of the above mentioned offenses to counseling support and police assistance, if desired. Care and consideration of the victim’s wishes will be taken into account throughout the intervention process. Individuals who feel that they are victims of any sexual offense, domestic violence, dating violence or stalking are urged to file a complaint with the respective police departments and/or the College’s Safety and Security Department or the Office of the Dean of Student Life. Reports made to the Safety and Security Department are shared with the Office of the Dean of Student Life for disciplinary review or action. The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection. Additionally, the College strongly recommends that all victims seek counseling and emotional assistance.

A full range of support services can be initiated through Sexual Assault Response Services of Southern Maine by calling 1-800-313-9900 or domestic violence resources by calling 1-866-834-4357.

**Standards of Conduct & The Disciplinary Process**
SMCC’s standards of conduct and the student disciplinary process are outlined in the Student Code of Conduct, which is available in the student handbook, the SMCC Compass. The College’s procedures for disciplinary action in cases that involve sexual offenses, domestic violence, dating violence and stalking comply with the Higher Education Amendment (HEA) of 1992. In those cases required by the HEA: the accuser and the accused are entitled to the same opportunity, if any, to have others present during the investigative interview and/or during a Stage Two hearing and attendant proceedings. For further information about the disciplinary system, contact the Dean of Student Life at 207-741-5610.

**STUDENT SEXUAL MISCONDUCT & ASSAULT**

**A. Introduction**
Certain sexual activities can produce emotional and physical distress and constitute violations of criminal law. Other sexual activities can produce significant regrets or misunderstandings. The purposes of this procedure are to notify students of their responsibilities when engaging in sexual activities, and to protect students from those who do not meet these responsibilities. This procedure supplements the MCCS Student Code of Conduct (“Code”) by defining the non-consensual sexual activities that constitute violations of the Code; explaining the procedures that will apply to the handling of such alleged violations; and providing important additional information to all students. The intention is to inform students in detail of their responsibilities under the Code, and to assist the College in investigating and resolving cases alleging such violations.

**B. Personal Responsibilities**
In addition to the responsibilities students have under the Code of Conduct and this procedure, students are strongly advised to heed numerous other personal responsibilities. In order to avoid the problems identified above, as well as problems related to unwanted pregnancies, sexually transmitted diseases and other personal difficulties, all students are advised to:

1. Pursue or permit sexual activities of any kind only with a person with whom there is an established relationship;
2. Pursue or permit sexual activities of any kind only while not under the influence of drugs or alcohol; and
3. Communicate expressly, at the time of possible sexual activities, their respective desire,
comfort and clear agreement to engage in any sexual activities at such time, and communicate the specific activities to which they consent.

C. Definitions
For purposes of this procedure, the following terms have the following meanings.

1. **Reliable consent** means a person's:
   a. Voluntary agreement;
   b. Communicated by words;
   c. At the time of the sexual activity;
   d. To engage in each of the sexual activities at issue in a given case.

   Such agreement must be expressly requested and, if given, expressly stated. Current agreement must not be assumed or inferred from previous instances when reliable consent was given by the Complainant. Agreement from a person who is visibly intoxicated or otherwise impaired shall not be regarded as reliable consent. Agreement to engage in one sexual activity (such as a touching) is not agreement to engage in a different sexual activity (such as an act). Agreement can be withdrawn at any time and, if so withdrawn, the sexual activity shall stop.

2. **Acquiescence** means a person's submission to engaging in one or more sexual activities without communicating either an express verbal agreement or an express physical or verbal objection.

3. **Sexual misconduct** means the following where there is no reliable consent:

4. **Sexual touching** which means any intentional touching of the breasts, buttocks, groin or inner thigh, directly or through clothing, and for the purpose of arousing or gratifying sexual desire; or

5. **Sexual contact** which means any intentional touching of the genitals or anus, directly or through clothing, other than as would constitute a sexual act, for the purpose of arousing or gratifying sexual desire or for the purpose of causing bodily injury or offensive physical contact; or “Sexual act,” which means any intentional act done for the purpose of arousing or gratifying sexual desire when that act involves direct physical contact between the:
   a. Genitals of one and the mouth or anus of another; or
   b. Genitals of one and the genitals of another; or
   c. Genitals or anus of one and an instrument or device manipulated by another person.

6. **Sexual assault** means any sexual misconduct as defined above where, at the time of the sexual activity, the Complainant:
   a. Expressly communicated by words or physical act(s) a timely objection; or
   b. Was visibly intoxicated or otherwise visibly impaired; or
   c. Was unconscious, incapacitated, or otherwise unaware that sexual activity was occurring or about to occur; or
   d. Was placed in reasonable fear of physical injury or other harm because of the Respondent's use or threatened use of physical force or other harm.

7. **Complainant** means a person who believes he or she experienced sexual misconduct or assault by a student.

8. **Respondent** means a student accused of sexual misconduct or assault.

9. **Retaliation** means pressuring a person to drop or support a complaint or to provide false or misleading information; pressuring a person to participate or refrain from participating as a witness in a proceeding; or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living or work environment for making a good faith report or participating in good faith in an investigation.

D. Prohibited Conduct
It is a violation of the Student Code of Conduct for a student to intentionally engage in sexual misconduct or sexual assault, or to retaliate against a person who in good faith reports or participates in an investigation under this procedure. A student may be found responsible for
retaliation even if not found responsible for the underlying alleged sexual misconduct or assault.

E. Reports to a College
1. **When to Report.** Students are advised to report allegations of sexual misconduct or sexual assault immediately or as soon as possible.
2. **Where to Report.** To ensure the most prompt response, reports should be given to the Dean of Students, College Counselor or Security. Any other employee who receives such a report shall immediately share the report with the Dean of Students, College Counselor or Security.
3. **What to Report.** A complaint may be made orally or in writing, and should be as specific as possible. A report should disclose the identity of the person(s) alleged to have engaged in the sexual misconduct or sexual assault, and the location(s), date(s) and description of the alleged acts. A College cannot take complaints “off the record.” Once a College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the Complainant does not want the College to do either. Unless the Complainant signs a written statement specifying withdrawal of the complaint, the Complainant may not be deemed to have withdrawn her or his complaint.
4. **False Reports.** It is a violation of the Code for any student to intentionally file a report of any kind with a College official when the student knows that such report, by fabrication or material embellishment, is false.

F. Information Provided to a Complainant at the Time of a Report
At the time of a report to the Dean of Students, College Counselor or Security the College shall provide to the Complainant a copy, or hypertext links to copies, of the Code, this Procedure and the Appendices to this Procedure. Students are hereby advised of the following:

1. **Preserving Evidence.** It is important to preserve physical evidence in order to help prove a criminal sexual assault, stalking, domestic violence, other acts of violence occurring within a dating relationship, or to help obtain a protective order;
2. **Confidentiality.** The College uses best efforts to protect the confidentiality of the identity and allegations involved in a report, including keeping all records confidential to the extent permissible by law. Information regarding sexual misconduct or assault reports, and any investigation or review of those reports, including sanctioning determinations, will be shared among College officials with a legitimate educational interest or with external individuals or entities only on a need-to-know basis and only as permitted by College policy and applicable law. A College will be required to disclose the Complainant’s name, statements and allegations to the Respondent. A College may choose to comment publicly, in writing or otherwise, to the extent permitted by law, regarding the decision reached if, in the judgment of the College, the best interests of the community would be served by such a disclosure. If possible and appropriate, the anonymity of the student(s) involved will be protected;
3. **Counseling, Health and Mental Health Services.** Counseling, health and mental health support services are available either on campus or in the area.
4. **Law Enforcement.** The complainant has the right to contact, and file a criminal complaint with, the police. A list of such authorities is attached in the Appendix. The police can advise and assist with the Complainant’s option to request from a court that a temporary or permanent restraining order, or other protection or no-contact order, be issued against an alleged offender; and
5. **Victim Advocacy and Legal Assistance Services.** Victim advocacy and legal assistance services are also available.

G. Investigations
The College shall use the Code of Conduct in conducting an investigation of reports or allegations of sexual misconduct or sexual assault.
H. Interim Steps While an Investigation is Conducted
A College shall consider what interim steps, if any, should be taken until the investigation and findings are complete. Such steps include, for example, changing the affected student(s) academic, living, transportation and working situations if requested and reasonably available.

I. Participation during Proceedings
Consistent with the Code, both the Complainant and the Respondent shall have the same opportunity to have others present during internal disciplinary proceedings, including the opportunity to be accompanied to related meetings by an advisor of their choice.

J. Outcomes
At the time that the College makes its final findings, the College shall in writing notify simultaneously the Complainant and Respondent of:
1. Whether the Respondent was found to violate the Code and, if so, the provisions violated and discipline imposed; and
2. The Respondent’s and Complainant’s rights under the Code to appeal the findings and any discipline.

K. Discipline
A violation of this procedure shall result in discipline under the Code. Because of the wide range that can exist between cases of violent misconduct and cases of poor communication, the following guidelines shall assist Colleges in determining the appropriate discipline for each case.
1. **Sexual Assault vs. Sexual Misconduct.** Findings of sexual assault shall be regarded as more severe than findings of sexual misconduct.
2. **Types of Sexual Misconduct.** Findings of a sexual act shall be regarded as a more severe form of sexual misconduct than findings of sexual contact, and findings of sexual contact shall be regarded as a more severe form of sexual misconduct than findings of sexual touching.
3. **Cases of Acquiescence.** Findings that a student did not obtain express verbal agreement and instead relied upon mere acquiescence shall be regarded as important but less severe than cases involving sexual assault.
4. **Repeat Violators.** Findings that a student was previously found responsible for sexual misconduct or sexual assault shall be regarded as more severe than a first offender.

L. Retaliation
The College will take appropriate steps to ensure that a person who in good faith reports or participates in an investigation under this procedure will not be subjected to retaliation by the Respondent or others. Anyone who has experienced retaliation is strongly encouraged to report that concern using the procedures in Section E above.

M. Protective Orders
Complainants have the right to request from a court that a temporary or permanent restraining order, or other protection or no-contact order, be issued against an alleged offender. Only the police, and not College security, have the authority to enforce such an order by arresting a person who violates the order. The Complainant should, therefore, promptly inform the Dean of Students, College Counselor or Security if such an order is obtained so that the College may be better prepared to more promptly contact the police if necessary.

N. Primary Authority and Annual Training
The Dean of Students at each college shall have primary responsibility for overseeing the application of this procedure. The Dean shall ensure that Disciplinary Officers, Resident Directors, Resident Assistants, Disciplinary Committee Members and other pertinent employees are annually informed about this procedure. The Deans shall further consult with the MCCS General or Assistant Counsel on questions arising under, or recommendations to improve, this procedure.
0. Other
Nothing in this procedure shall be construed to confer a private right of action upon any person to enforce the provisions of this procedure. Important phone numbers for victims of sexual assault:

- Sexual Assault Response Services of Southern Maine: 1-800-313-9900
- South Portland Police Department: Emergency-911; Non-emergency-207-799-5511
- Brunswick Police Department: Emergency-911; Non-emergency-207-725-5521
- SMCC Safety and Security Department: 207-741-5553
- Office of Housing and Residence Life: 207-741-5990 (To reach the RA and/or RD on call)

The College strongly recommends that victims of sexual assault:
1. Seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection.
2. Report such acts to the College’s Safety and Security Department, Office of Housing and Residence Life (for resident students), and/or the respective police department having jurisdiction. Filing a report with the police provides the opportunity for collection of evidence helpful in prosecution that cannot be obtained later. Ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam and sexual crimes investigation kit administered by trained hospital personnel.
3. At the victim’s request, security officers or college administrators will assist in the notification of local law enforcement. The College’s disciplinary system may proceed against any alleged violator of SMCC policy, whether or not state or federal criminal proceedings exist or are pending.
4. Seek counseling and/or emotional assistance and support. Speaking with a trained counselor can be critical to the emotional or mental well-being of the victim following a trauma. The College will consider requests for changes in academic accommodations and work with victims to reach a reasonable solution. The College will consider requests for changes in on-campus living accommodations on a space-available basis.

ALCOHOL & OTHER DRUGS
The use, possession, sale or distribution of alcoholic beverages or illegal drugs is prohibited on any College property. In addition, being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College-related events is a violation of the Student Code of Conduct and may result in sanctions up to and including dismissal from the College. Although Maine state law permits the use of medical marijuana by certain authorized persons, federal laws prohibit marijuana use, possession, cultivation and sale at educational institutions that receive federal funds. The use, possession, cultivation or sale of marijuana for medical purposes is, therefore, not allowed in any Maine Community College System housing or other property; nor is it allowed at any College-sponsored event or activity off campus.

For more information on the Maine Community College System policy on alcohol and other drugs, you may consult the “Consumer Info” webpage under the “About SMCC” tab on the College’s public website, www.smccME.edu.

PLAGIARISM
Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer
to the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct. The instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course.

The instructor may also refer the matter to the College’s disciplinary officer for additional sanctions under the Student Code of Conduct. Sanctions from an instructor may include suspension from the course and a failing grade in the course. Sanctions from a disciplinary officer may include all available sanctions noted in the Student Code of Conduct. Students have the right to appeal the decision of an instructor via the grade appeal process and the sanction of a disciplinary officer via the Disciplinary Committee under the terms outlined in the Student Code of Conduct. These processes are parallel and may result in different findings.

**SMOKING POLICY**

The use, sale, distribution or advertisement of tobacco is strictly prohibited on Southern Maine Community College property, including buildings, parking lots, grounds, and privately or publicly owned vehicles on those grounds, unless specifically authorized by the College.

“Tobacco” includes but is not limited to any cigarette, cigar, other smoking tobacco, or any electronic smoking device that produces vapor of any kind, as well as smokeless tobacco, dip, chew or snuff in any form.

Students who fail to comply may be fined or referred for disciplinary action under the Student Code of Conduct. Employees who fail to comply may be subject to disciplinary action as outlined in the Collective Bargaining Agreements (CBA). Others who fail to comply may be removed from College property.

**STUDENT RIGHT TO KNOW**

As mandated by the Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, SMCC student completion information is available on the College website. Information concerning crimes on campus is also available on the College website.

**RESIDENCY POLICY**

A student is classified as a Maine resident or non-resident for tuition purposes at the time of admission to the College. No student, once having been identified as a non-resident student, is eligible for resident classification unless he/she has been a bona fide domiciliary of the state for at least one year immediately prior to registration for the term for which resident status is claimed. If the student is enrolled for a full academic program, as defined by the College, it will be assumed that the student is in Maine for educational purposes and that the student is not in Maine to establish a domicile as a permanent resident; thus, the burden will be on the student to prove that s/he has established a Maine domicile by the time of such registration.

The domicile of a student who is claimed as a dependent for tax purposes follows that of the parents or legally appointed guardian of the student.

If a student classified as a non-resident marries a person who is domiciled in Maine and asserts the establishment of a domicile in Maine, the student shall be presumed to be eligible for resident status at such student’s next registration. If a current member of the United States Armed Forces, a veteran of the United States Armed Forces who has been honorably discharged, or a dependent thereof is enrolled in a program of education and uses Chapter 30, Chapter 33, or Fry benefits, that member, veteran, or dependent is eligible for in-state tuition rates, regardless of their state of residence.

In-state tuition is not available to anyone who holds a non-immigrant U.S. visa. If an individual is not a resident of the United States, they cannot be a resident of the State of Maine.
TUITION BREAK - NEW ENGLAND REGIONAL STUDENT PROGRAM (NERSP)
Southern Maine Community College participates in the New England Regional Student Program (NERSP). This program allows a limited number of out-of-state students to attend SMCC at a rate of 150% of in-state tuition if they enter an approved course of study that is not available in their state of residence. Various restrictions and exceptions apply. For more information visit www.nebhe.org.

WEAPONS POLICY
Southern Maine Community College (SMCC) is committed to maintaining a safe and secure environment for all of its faculty, staff, students and visitors. Therefore, SMCC does not permit the possession of weapons, firearms, ammunition or any other type of explosive device in its buildings, campus grounds and extension centers.

Discharging of firearms or any other type of projectile weapon or use of other forms of weapons is prohibited on College property.
Exceptions to this policy are:
1. Law enforcement officials in the execution of their duties.
2. Supervised and approved educational programs.

Any violation of this policy is subject to sanction under the SMCC Student Code of Conduct and/or applicable state laws.

COMPUTER & NETWORK USE POLICY
As with any college system, the Maine Community College System (MCCS) seeks to enhance opportunities for individual and collaborative learning and research. As a public institution with limited resources and distinct policy and legal obligations, the MCCS also needs to ensure that such uses are consistent with those resources and obligations. The goal of this policy is to balance these interests and promote responsible and secure use for all.

A. Application
THIS POLICY APPLIES TO:
1. Each college and other entity of the MCCS;
2. All computing resources owned or operated by the MCCS including, but not limited to, all hardware, software, peripherals, networks, network components, accounts, physical and logical data, email and all other data or information transmitted by such equipment (“computers”);
3. All employees, students and other persons who use such computers (“users”); and
4. In addition to any other computer use policy adopted by entities within the MCCS, and by entities outside the MCCS that operate resources accessed through or from the MCCS.

B. General Rules
THIS POLICY APPLIES TO:
1. Educational Priority: The priority use of MCCS computers is to provide direct support for learning, teaching and administration of MCCS programs. Such priority will govern access to MCCS computers.
2. Use is a Privilege, Not a Right: Use of MCCS computers and accounts thereon is a privilege, not a right. This privilege is limited by the provisions of this policy, any other pertinent policy or law, and may be withdrawn for violation thereof.
3. Limited Right of Privacy: Users may not have an expectation of privacy in their use of MCCS computers or networks. For example, the MCCS reserves the following rights:
a. Periodic Network Monitoring: The MCCS reserves the right to monitor periodically, randomly and without notice use rates, patterns, speed and system capacity to ensure the efficiency or integrity of the MCCS network and its computers. Such monitoring may proceed only by a person expressly authorized by the MCCS or college president;
b. Inspection of a Particular Account or Computer: The MCCS reserves the right to inspect those accounts, computers or files that the MCCS has reason to believe are misused, corrupt or damaged. Such inspection may proceed only by a person expressly authorized by the MCCS or college president and as advised by the MCCS general counsel; and

c. Access by Outside Agencies: User accounts, computers or files may also be subject to access in response to subpoenas, court orders, or other legal or regulatory requirements. Users will be notified as promptly as possible, unless notification is precluded by such subpoena or order.

4. Limited Designated Forum: The MCCS computer network constitutes a limited designated forum. This forum is designated for the limited purpose of helping students pursue, faculty to provide, and non-teaching staff to support the colleges’ education, training and related programs.

5. Time, Manner and Place Limitations: The MCCS reserves the right to limit certain uses on or through the MCCS computers at those times and locations that the MCCS determines are necessary to regulate system capacity and speed. These limitations apply, but are not limited to, the downloading of video, music, photographic and other large data files.

6. Website and Webpage Development and Management: Any website, webpage or other portion of a website hosted by a server owned, operated or maintained by a college or the MCCS is the property and speech of the MCCS, and the MCCS reserves all rights to control the access to, content of, and all other aspects regarding such webpages or websites. The Presidents Council may adopt a procedure for controlling the development and management of such webpages and websites, including standards controlling links to webpages and/or websites that are not owned, operated or maintained by a college or the MCCS.

C. Specific Prohibitions

Conduct that violates this policy includes, but is not limited to, the following:

1. Displaying, downloading, printing or distributing obscene, sexually explicit or sexually offensive images or text in a manner that constitutes sexual harassment or other violation of law;
2. Violating copyright laws, including the unlawful reproduction or dissemination of copyrighted text, images, music, video and other protected materials;
3. Using System computers for commercial activity, such as selling products or services;
4. Unauthorized access to or use of a computer, computer account or network;
5. Connecting unauthorized equipment to a college or MCCS network;
6. Unauthorized attempts to circumvent data protection or security including, but not limited to, creating or running programs that identify security loopholes or decrypt secure data;
7. Deliberately or negligently performing an act that will interfere with the regular operation of a computer;
8. Deliberately or negligently running or installing a program that, by intent or effect, damages a computer, system or network. This includes, but is not limited to, programs known as computer “viruses,” “trojan horses” and “worms;”
9. Deliberately or negligently wasting computing resources;
10. Deliberately or negligently overloading computing resources, such as running excessive programs that use relatively substantial bandwidth and other resources. This includes, but is not limited to, peer-to-peer applications;
11. Violating terms of applicable software licensing agreements;
12. Using electronic mail to harass or threaten another person or organization;
13. Initiating or perpetuating electronic chain letters or unauthorized mass mailings. This includes, but is not limited to: multiple mailings to news groups, mailing lists or individuals; “spamming,” “flooding,” and “bombing;”
14. Misrepresenting or misappropriating the identity of a person or computer in an electronic communication;
15. Transmitting or reproducing materials that are libelous or defamatory;
16. Unauthorized monitoring of another user's electronic communications; or reading, copying, changing or deleting another user's files or software without authority;
17. Communications that use public resources to promote partisan political activities;
18. Communications that are not otherwise protected by law because they constitute, for example, defamation, incitement to unlawful conduct, an imminent threat of actual violence or harm, fighting words, terrorist threats, gross disobedience of legitimate rules, criminal or severe civil harassment or false advertising; and
19. Otherwise violating existing laws or System policies.

D. Enforcement
Violation of this policy may result in the loss of computing and/or network access; other disciplinary action; and/or appropriate civil or criminal legal action.

E. Security
Upon recommendations of the college and System directors of information technology, the Presidents Council shall adopt a procedure that provides adequate uniform security for all System and college computers and networks.

Copyrighted Material/Illegal Downloading
Please be advised that the Recording Industry Association of America, which owns the copyright to a wide variety of musical works, has informed the Maine Community College System that it intends to enforce its copyrights against college students who infringe on those rights by engaging in illegal file sharing.

Prior to being allowed access to the College network, you were informed of the College’s network policy, including information about the law regarding infringement of copyright. This notice was designed to make you aware of the law and potential consequences for violation of College policy.

This message reminds you that the downloading or distribution of copyright material that you do not own or do not have the copyright owner's permission to use is a potential violation of both criminal and civil federal law. Copyright material can include movies, television shows, music, games or software.

Copyright holders, such as the Recording Industry Association of America, the Motion Picture Association of America and the Business Software Alliance, are attempting to vigorously enforce their property rights. It is important for you to know that if a copyright holder initiates a case and serves the College with a legitimate legal subpoena requesting the identity of an individual using an Internet Protocol address alleged to be involved in an infringement, the College will honor that request.

Finally, the College does not sponsor at this time a legal media program. Internet services – as distinct from file share programs – such as iTunes or Napster are available directly and provide legal material. (For example, see: http://www.campusdownloading.com/legal.htm.) Do not be confused by claims that any particular file or Internet share program is “legal,” such as DC++ or MyTunes. Whether the programs themselves are legal would, under a recent Supreme Court decision, be a matter for a court to decide. What is important for you to know is that the material being shared on such systems very well might not be “legal” and, therefore, you might be in violation of the law for sharing the copyright protected material exchanged by that system.
PAY-FOR-PRINT POLICY
In an effort to control the escalating cost of supplies and to encourage students to conserve resources, SMCC charges for printing. Students receive a $20 credit every semester. This credit resets for each semester and extra credit is not rolled over to the next semester. Page per costs are as follows:

• 8.5” x 11” black & white: $0.10 per page  
• 8.5” x 11” color: $0.50 per page  
• 8.5” x 14” and 11” x 17” black & white: $0.20 per page  
• 8.5” x 14” and 11” x 17” color: $1.00 per page 

Duplex (two-sided pages are discounted 50% from the listed page costs)

Students can monitor their remaining credit and number of pages printed by visiting the IT Help tab on MySMCC or by checking the Printing Information icon in the lower right-hand corner of the screen while logged in to an SMCC computer. More information about the Pay-for-Print Policy is available on the IT Help tab on MySMCC.

GUIDELINES FOR USE OF SKATEBOARDS & OTHER SELF-PROPELLED DEVICES ON SMCC PROPERTY
Skateboarding, roller blading, bicycling, and the use of other similar self-propelled equipment are permitted on Southern Maine Community College property; provided that any such equipment shall be used only for transportation in traveling directly from one destination to another; that such use shall be at the user's own risk and responsibility; and that such equipment may be used only on flat paved surfaces. Use of such equipment for tricks or jumps is not permitted at any time.

MAINE COMMUNITY COLLEGE SYSTEM STUDENT GRADE APPEALS & ACADEMIC MISCONDUCT

A. Introduction
MCCS standards of academic integrity require that each college have a process to address a student's legitimate challenge to, or a college's other concerns with, the propriety of a grade assigned by an instructor. Such standards also require application of a consistent process in determining allegations of student academic misconduct. The purpose of this policy is to help ensure that these standards are met.

B. Grade Appeals
An instructor has the authority to assign the grade that the instructor reasonably determines the student has earned. Each college shall also establish a procedure that allows students to appeal the instructor's grade to the department chair and, if not satisfied, to the college's chief academic officer. Under that appeal procedure, each decision-maker shall give due regard to the instructor's professional judgment. The chief academic officer shall have the final authority to enter the grade on the college's official transcript for that student.

C. Academic Misconduct
MCCS standards of academic integrity prohibit conduct that constitutes academic misconduct, and conduct that intentionally or knowingly helps or attempts to help another to commit an act of academic misconduct. For purposes of this policy, “academic misconduct” is defined as cheating or dishonesty of any kind in the performance of academic work, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, or the fabrication of information. Common examples of academic misconduct include, but are not limited to, the following:

1. Cheating - Cheating is intentional use or attempted use of unauthorized materials, information or study aids in any academic exercise; unauthorized copying from another
student’s work; representing material prepared by another as one’s own work; violating rules governing the administration of examinations; or violating any rules relating to academic conduct of a course or program.

2. **Plagiarism** - Plagiarism is the intentional representation of the words, problem/design solutions, concepts, processes, procedures, compositions, ideas or sequence of ideas of another’s as one’s own. It includes failing to attribute to the actual author any quotations, paraphrases or the author’s ideas.

3. **Fabrication** - Fabrication is intentional and unauthorized falsification or invention of any data, information or citation in academic work.

4. ** Forgery** - Forgery includes the falsification or alteration of an allegedly genuine document, or forging a signature on any academic document or record. For purposes of this paragraph, an academic document or record may include a transcript, add/drop form, request for accommodations or advanced standing, or request to register for a course.

**D. Procedures to Address Allegations of Academic Misconduct**
To address allegations of academic misconduct, each college shall proceed as follows.

1. **Instructor’s Authority** - The instructor shall have the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor’s authority shall include the authority to assign a failing grade for the course. The instructor’s authority shall also include the authority to require the student to complete additional work for the course. The instructor may consult with the department chair and/or the college’s chief academic officer prior to making such decisions.

2. **Appeal of the Instructor’s Decision** - In those instances when a student seeks to challenge an instructor’s determinations made in Section D.1 above, the college shall use its grade appeal process authorized by Section B above.

3. **Sanctions Beyond those Imposed by the Instructor** - In those instances when a college seeks to apply sanctions in addition to an instructor’s determinations made in Section D.1 above, such as probation, suspension or expulsion, the college shall use procedures of the MCCS Student Code of Conduct, provided that the college’s chief academic officer or other person(s) designated by the college president shall participate in reviewing the allegations and investigative findings; in determining whether such findings constitute academic misconduct; and in recommending the propriety and/or level of such sanctions.

**STUDENT CODE OF CONDUCT**

**I. Purpose of Code**
The College requires students to conduct their affairs with proper regard and mutual respect for the College and the members of its community. In seeking to encourage responsible conduct, the College will rely upon counseling and admonition. When necessary, the College will use this Code to:
1. Ensure the orderly administration of the College’s academic, athletic and social offerings;
2. Secure the opportunity of all students to pursue peacefully their educational objectives;
3. Protect the health, safety and welfare of the College and the members of its community;
4. And maintain and protect the real and personal property of the College and the members of its community.

This Code applies in addition to other College and System policies and regulations, local ordinances, and state and federal laws. Students whose conduct violates those authorities may also be subject to their sanctions and penalties. Finally, the Residence Hall Agreement between a student and the College imposes similar but additional responsibilities and obligations, and students whose conduct violates both that Agreement and this Code may be disciplined by the College under either or both.

**II. Persons Governed by Code**
This Code applies to persons who are students and to organizations that are student organizations at the time of the alleged conduct. Students and student organizations are also responsible for the
conduct of their guests, and this Code may be invoked against students and student organizations whose guests violate the Code. When a student is alleged to have violated the Code at a College other than the College in which the student is enrolled, the violation will be referred for disposition to the student’s campus of enrollment.

III. Conduct Governed by Code

This Code applies to conduct, wherever it occurs, that: 1) involves the real property owned, occupied or otherwise used by the College; 2) involves the personal property owned, occupied or used by the College community; 3) involves a College or College-related activity, event or function; 4) poses an imminent or substantial threat to persons or property in the College community; and/or 5) otherwise interferes with the objectives or adversely affects the interests of the College or members of its community. Examples of violations of this Code include, but are not limited to:

A. Fraudulent conduct, which includes, but is not limited to: 1) supplying or assisting to supply false information to College personnel; 2) violating a professional code of conduct or ethics; 3) unauthorized representation of the College or its personnel; 4) failing to identify oneself to College personnel; and/or 5) tampering with or falsifying official documents or records. Allegations of plagiarism, cheating and other forms of academic misconduct shall first be handled pursuant the MCCS policies on academic misconduct and/or student issues arising at clinical affiliates which provide(s) for specific procedures and sanctions. Once the procedures and sanctions of those policies have been applied, the provisions of this Code shall apply.

B. Conduct that disregards the welfare, health or safety of the College community, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College-related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/or 16) any other conduct that threatens or endangers the health or safety or any person in the College community.

C. Improper use of property, which includes but is not limited to 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies.

D. Other conduct that interferes with the orderly business of the College, which includes, but is not limited to 1) failure to comply with a sanction imposed by the College; 2) interference or refusal to cooperate with an inquiry under the Code; 3) continuous violations of the Code; 4) assistance in the violation of any of the provisions of the Code; 5) acts of discrimination in violation of College or System policy; and/or 6) conduct prohibited by law, College or System policy.

IV. Sanctions for Code Violations

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to: 1) an apology; 2) reprimand; 3) probation; 4) work or service requirement; 5) restitution; 6) fine; 7) prohibition from College classes, functions or facilities; 8) forfeiture of room fee, room deposit and security deposit; 9) suspension or dismissal from a portion of the College; 10) suspension or dismissal from the whole of the College; 11) revocation of admission or a degree; 12)
V. Procedure

A. General: In applying the provisions of this Code, MCCS accords students the following opportunities. First, students have the opportunities to be advised of the charges and the nature of the evidence against them, and be heard before an impartial decision-maker. Second, students have the opportunities to have sanctions based on substantial evidence (a standard of “more probable than not”); the decision explained in writing; and, in a Stage Two proceeding, have questions asked of opposing witnesses. Finally, students have the opportunities to be assisted by a person who may observe the proceeding and advise the student, but who may not speak on behalf of the student or otherwise participate in the proceeding. In cases where suspension or dismissal is likely or where criminal charges are pending, such an assistant may be an attorney, but such an attorney shall not be at the College’s expense.

B. Stage One: The College Dean of Student Life (“Dean”) and/or Disciplinary Officer (“Officer”) (collectively “Investigator”) shall investigate alleged violations of this Code. Such inquiries shall include notice to the student of the: 1) complaint; 2) Code sections that may have been violated; and 3) possible sanctions that may be imposed. The student shall be given an opportunity to be interviewed. The Investigator may consider any information that the Investigator believes may be relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. Upon concluding the inquiry, the Investigator shall notify the student in writing of the Investigator’s findings of fact, Code provision(s) violated, if any, and a sanction(s), if any. The Investigator’s decision shall take effect when so noted. Sanctions, other than interim suspension, may, in the discretion of the Dean, be stayed during any appeal. The Dean, but not an Officer, may at this stage impose a sanction of dismissal or suspension.

C. Stage Two: A student who does not accept discipline imposed at Stage One may request a Stage Two proceeding. A person materially affected by the alleged Code violation (such as the victim of the alleged conduct) may request a Stage Two proceeding in order to review a Disciplinary Officer’s decision either to dismiss or impose a relatively low sanction in the case.

1. Request: A request for a Stage Two proceeding must be submitted in writing to the Dean within two (2) school days following the day the student receives the Investigator’s written decision, and must state specifically the grounds for the request. A student who fails to file a proper and timely request may be deemed to have waived the right.

2. Committee: A Stage Two proceeding shall be heard by a Disciplinary Committee (“Committee”) which shall consist of at least three and not more than five members, each appointed by the College President. At least one member should be a faculty member and one member may be a student. The President shall appoint a Chair.

3. Hearing: After receiving the student’s request, the Committee Chair shall notify the student, Dean and/or Officer of the time and location for the hearing. The hearing shall be held as soon as practical and shall proceed as follows: The Committee Chair shall preside; the Dean and/or Officer will present the charges, information and findings against the student; the student will respond to the case presented by the Dean and/or Officer; and the Dean and/or Officer and student may then each summarize orally their position. All or a portion of the hearing may, at the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the
hearing to a later time or date. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence or procedure.

4. Decision: The Committee will convene in closed session to find facts and determine any Code violation(s). The Committee may consider any relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. The Committee is not bound by the Investigator’s findings and sanctions. The Committee may impose any appropriate sanction up to and including dismissal. Disciplinary sanctions imposed by the Committee take effect immediately unless otherwise specified. A majority of Committee members present and voting will prevail.

D. Stage Three: A student may appeal to the College President only a Committee sanction of suspension or dismissal from the College. Such appeal must be submitted in writing to the President within two (2) school days following the day when the student receives the Committee’s written decision, and must state specifically the grounds for appeal. Such appeals shall be limited to the Committee’s procedures and the appropriateness of the sanction. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may also grant a request by a person materially affected by the alleged Code violation to review a decision of the Disciplinary Committee to dismiss a case or to impose a relatively low sanction. In all cases, the President shall issue a written decision as soon as practical after the hearing. The President is not bound by the decisions of either the Investigator or Committee.

VI. Notice and Receipt of Notice
A College may provide a notice under this Code to a student either in person or to the student’s most recent electronic, campus or U.S. mail address on file at the College. A student will be deemed to have received such notice immediately when informed in person; within 24 hours when notified by electronic or campus mail; and within 72 hours of the date of mailing when notified by U.S. mail. In all instances a student has an affirmative duty to remain in contact with the College while a matter is pending under this Code.

VII. Definitions
The following terms have the following meanings when used in this Student Code of Conduct, unless the context indicates otherwise: “Code” means this Student Code of Conduct; “College” means a college of the Maine College System; “College Activity” means an activity under the auspices of the College, including activities of students and student organizations; “College Community” means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; “College Personnel” means any instructor, administrator, employee, committee or contractor of the College or System; “Course” means any class of instruction, regardless of credit, offered by the College; “President” means a College President; “Property” means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community. “Property” includes written documents and computer programs, files and resources; “School Day” means a day that the College is open for instruction; “Student Organization” means an organization that acts or purports to act for a student in matters regarding the College; and “System” means the Maine Community College System.

VIII. Additional Procedures for Sexual Offenses
In addition to the provisions of this Code, a College shall also apply the provisions of the MCCS Clery Act Sexual Offense procedure when the alleged misconduct involves a sexual offense.

IX. Coordination of this Code with the MCCS Policy on Special Conditions of Participation
This Code shall be used in conjunction with the MCCS policy on Special Conditions of Admissions, Enrollment and Participation as follows. When the student’s underlying personal conduct at issue is subject to the jurisdiction of the MCCS Student Code of Conduct (for example, the underlying misconduct at issue occurs on college property or is related to a college event, and is also subject to criminal prosecution), the procedures of this Code and the
substantive guidance of that policy shall be used. When the underlying conduct is not subject to this Code (for example, the underlying misconduct at issue does not occur on college property or in relation to a college event but is still subject to criminal prosecution), the procedures and substantive guidance of that policy shall be used.

X. Certain Athletic Determinations

The provisions of this Code apply to misconduct related to participation in athletics. The procedures of this Code do not, however, apply determinations of whether a student may be a member of, or receive playing time for, a college athletic team because the student has engaged in conduct detrimental to the team. Those determinations shall be made by the coach, provided that the affected student may appeal the coach’s decision to the College Dean of Students. For purposes of this provision, “conduct detrimental to the team” includes, but is not limited to, conduct that is unsportsmanlike to fans, officials or opposing coaches or players; disruptive to practices and other team events; brings disruption or disrepute to the team through misconduct or violations of law, College or System policy; or is otherwise contrary to the principles taught through athletic competition, such as reliability, diligence, commitment, teamwork and the willingness to take seriously the duty to represent the College honorably during competition.

Each College may adopt a more specific definition of “conduct detrimental to the team” that furthers the educational purposes of athletic competition.

XI. Traffic Violations

A student violation of a rule governing a moving, parked or standing vehicle on property owned, operated or under the control the MCCS shall be processed under this Code only if the sanction sought by a college is suspension or expulsion from college for that violation. In all other cases, a college shall provide a process that permits a student an informal opportunity to contest the alleged violation before a person designated by the college to hear such contests.

ADDITIONAL POLICIES

The following Maine Community College System Policies can found on MySMCC.

- Blood Borne Pathogens and Infectious Diseases
- Clery Act Campus Crime Alerts
- Clery Act Sexual Offense Procedures
- College Crime Reporting
- College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints
- Complying with Copyright Laws
- Computer and Network Use
- Copyright Law Compliance
- Criteria for Academic Credentials
- Definition of Program of Study and Units of Credit
- Drugs and Alcohol
- Drugs and Alcohol Brochure
- Filming and Photography on MCCS Property
- Firearms
- Fireworks
- Free Speech and Orderly Operations
- Freedom of Access Act Compliance
- Infectious Diseases
- Information Practices
- Native American Tuition Waiver
- Non-Discrimination, Equal Opportunity and Affirmative Action
- Notice of Risk to Personal Data
- Political Activities
- Public Order and Hazing
- Regulation of Student Organizations
- Residence Hall Safety
- Sexual Harassment Brochure
- Sexual Harassment, Sexual Assault and Consensual Relations Policy
- Smoking
- Social Media
- Special Conditions of Admission, Enrollment and Participation
- Student Code of Conduct
- Student Debts, Student Emergency Loans and Student Activity Funds
- Student Grade Appeals and Academic Misconduct
- Student Immunizations
- Student Issues Arising at Clinical Affiliates
- Student Travel for Certain Student Activities Approved by the College
- Transfer Policy
- Tuition, Fees, Charges, Waivers and Refunds
- Uniform FERPA Notice and Policy
- Use of Institutional Names, Logos and Other Marks
- Veterans’ Dependents’ Tuition Waiver
SMCC’s South Portland Campus overlooks beautiful Casco Bay, making it one of the most picturesque points on the Maine coast. The campus covers 80 acres and includes residence halls and dining accommodations among its 45 buildings, as well as athletic fields, beaches, a pier, historic military fortifications and the Spring Point lighthouse.

The Campus Center is the focal point of the South Portland Campus. It contains the offices of Admissions, Registration, Advising, Financial Aid, Student Billing, Career Services, and Transfer Services. It also includes the SMCC Bookstore, SeaWolves Café and student lounges that serve as student gathering spots and a place where events are held throughout the year. The Campus Center’s second floor contains the Learning Commons, which includes the Library, Tutoring and the Writing Center.

SMCC’s Midcoast Campus in Brunswick offers state-of-the-art classrooms and laboratories that support studies in pre-engineering, composites, business, health care, liberal arts, sciences and more. Students have access to personalized services and a broad array of in-demand programs and courses. The L.L.Bean Learning Commons on the Midcoast Campus serves as a convenient one-stop shop for student services and support.

For more information visit www.smccME.edu/satellites
MIDCOAST CAMPUS
29 Sewall Street, Brunswick, ME 04011
www.smccME.edu/midcoast

Need assistance? Please visit the Learning Commons located in Building 1.
NAME:_________________________________________ STUDENT ID#:_________________

ADVISOR:_________________________________________ ADVISOR PHONE #:____________________

ADVISOR EMAIL:____________________________________ ADVISOR PHONE #:____________________

WORK PHONE:______________________________________ HOME PHONE:________________________

EMAIL:____________________________________________

EMERGENCY CONTACTS:______________________________ ________________

### FALL 2018 COURSE SCHEDULE

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### SPRING 2019 COURSE SCHEDULE

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Southern Maine Community College transforms lives and communities through education and training. We welcome, prepare and inspire all to learn, succeed and lead.

www.smccME.edu

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