

# 2011-2012 FAMILY HANDBOOK

## INTRODUCTION

This handbook is provided to you through the combined efforts of the MMA Parents Association and the faculty and staff of the Academy. We sincerely hope it will help to acquaint you with the \*services, policies and procedures\* that your student will encounter on campus. Suggestions on how we might improve this book will be gratefully accepted and should be directed to the Dean of Student Services office at Maine Maritime Academy.



Deidra A. Davis  
Dean of Student Services  
207-326-2138  
[deidra.davis@mma.edu](mailto:deidra.davis@mma.edu)

\* The MMA Family Handbook serves as a general summary of the college's services, policies, rules, and procedures. The goal of the Family Handbook is to highlight and provide helpful information commonly sought by families. The Family Handbook is not intended for use as an official policy manual. Official sources of information on college policy are the MMA Undergraduate and Graduate Catalogs, and the MMA Student Handbook. All publications are available online at [www.mainemaritime.edu](http://www.mainemaritime.edu)

## **MAINE MARITIME ACADEMY VISION AND MISSION**

### **OUR VISION**

Maine Maritime Academy is a career-oriented college that strives to continue to be the globally recognized leader in providing the highest quality maritime, engineering, engineering technology, marine science, and logistics education with facilities and laboratories that are on the leading edge of technological innovation.

### **OUR MISSION**

The mission of Maine Maritime Academy is to provide a quality education primarily focused on marine related programs. The curriculum will empower students to take on leadership roles, encourage rigorous self-discipline, promote curiosity, and provide graduates with the skills and knowledge needed to succeed in the global economy.

### **Implications**

Our mission statement describes the scope of education that the Academy is undertaking to offer. It is worth noting that our scope of education is defined in more than academic or curricular terms. We are interested in the performance of students outside the classroom, as well as inside. Accordingly, students at Maine Maritime Academy will find a greater interest from the faculty and administration in the student experience outside the classroom than will be found at other colleges and universities.

Administrators here are also concerned about issues such as personal appearance, appropriate and effective language, personal integrity, public image and responsible citizenship. Therefore students are held accountable for these issues to a significant degree as they are partial criteria for successful completion of a Maine Maritime Academy program. Students must make themselves aware of this facet of the educational experience, and join in the spirit of its administration as we strive to maximize the student learning experience.

**Maine Maritime Academy Parents Association (MMAPA)  
Membership Form 2011-12**

Dedicated to Improving Parental Communication & the Quality of Life for Students

PLEASE PRINT CLEARLY

Parent or Sponsor Information

Parent Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & ZIP \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_@\_\_\_\_\_. \_\_\_\_\_

Can we share your email address with other parents?  Yes  No

Student Information

Student's Name \_\_\_\_\_

Major \_\_\_\_\_ Regimental Student?  Yes  No

Graduation Year \_\_\_\_\_

We are a small but committed organization. If you are willing to assist with any of the following for the 2011 - 2012 school year, please indicate by checking as many boxes as you like:

I would be willing to serve on the MMAPA executive committee.

I would be willing to donate something for next year's raffle. Gift certificates, crafts, or other valued items are examples of needed donations.

I would be willing to volunteer to support in some capacity and/or lead the 2011 - 2012 raffle.

RETURN THIS FORM & TO:

Kim Metcalf  
MMAPA President  
51 Rocky Dunn Road  
West Baldwin, ME 04091

bcdkmetcalf@yahoo.com

KEEP BLANK - Back of Application

## MAINE MARITIME ACADEMY ACADEMIC CALENDAR 2011-2012

### *Fall Semester*

August 29	Classes begin
September 2	End add-drop period (4:00 pm)
September 24	Homecoming
October 8	Family Weekend
October 10	Long Weekend - <b>no Monday classes</b>
October 14	First year & PFD student's mid-semester grades published
October 17	Second half Physical Education classes begin
October 21	Full semester course withdrawal deadline
November 2 - 18	Registration for spring semester and cruise/co-op
November 5	Navy/Marine Corps Ball
November 10	Celebration of Achievement Banquet
November 11	Veteran's Day Ceremony
November 12	Saturday Make up Class Day
November 18	Last day to register for Spring without incurring a Late Fee
November 18	Begin Thanksgiving vacation (after last class) Curtis Hall closes 5:00 pm
November 28	Resume classes
December 9	Classes end
December 12-16	Final Exams
December 16	Commence vacation after last examination

### **WINTER BREAK**

December 20	Academic Board
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### **SPRING SEMESTER**

January 8	U.S. Coast Guard Mandatory Meeting for Exam takers
January 9-12	U.S. Coast Guard Exams
January 16	Classes begin & Registration for PFD students
January 20	End add/drop (4:00 pm)
March 2	PFD Mid-semester grades published
Mar 5-9	Spring Break
March 12	Resume Classes & Second half Physical Education classes begin
March 16	Full course withdrawal deadline
March 28	Regimental Awards Banquet
April 2 - 13	Registration for fall semester
April 9	Student Life Awards Banquet
April 13	Last day to register for Fall without incurring a Late Fee
April 27	Last day of classes
April 29 - May 3	Final exams
May 4	Cruise begins
May 5	Graduation
May 8	Academic Board
July 2	Cruise ends (tentative)

For a more detailed calendar see: <http://dean.mma.edu/academiccal.html>

## **Phone Directory by Department**

(When dialing from off campus, use the prefix (207)-326-2 followed by the following extension numbers)

### **Administration**

President	Dr. William Brennan	221
V.P. Academic Affairs/Dean	John Barlow, Ph.D	371
V.P. Administration/Finance & Govt. Relations	Richard Ericson	230
V.P. Enrollment Management/Commandant	Capt. P. Jeff Loustaunau	251
V.P. Advancement	Eleanor Willman	232
Assistant to the President	Annette Dixon	220

### **Academics**

V.P. Academic Affairs/Dean	John Barlow, Ph.D	371
Associate Dean & Director of Graduate Program	Dr. William J. DeWitt, III	454
Associate Dean	Joceline Boucher	489
Assistant to the Dean	Cindra Leeman	485
Chair, Arts & Sciences	Patricia Bixel	345
Chair, Engineering	Mark Libby	
Chair, International Business & Logistics	Dr. William J. DeWitt, III	454
Chair, Nautical Science	Andy Chase	509
Chair/CO, NROTC Unit	Thomas Buterbaugh	354
Chair, Ocean Studies	Ann Cleveland	396
Director of Library Services	Brent Hall	260
Faculty Secretary	Nicole Bennett	225

### **Administrator of Alumni Affairs**

Administrative Assistant to Alumni & Career Services	Paul Mercer	337
	Amy Gutow	337

### **Athletics:**

Director of Athletics	Eric Sabeau	451
Athletic Facility Asst/Equip. Mgr.	Arnie Grindle	458
Athletic Trainer	Kalene Gauthier	459
Assistant Athletic Trainer	Andrew Johnson	459
Head Cross Country Coach	Ryan King	
Head Football Coach	Chris McKenney	453
Head Golf Coach	Shawn Dennis	207.356.6898
Head Lacrosse Coach & Asst Coach Football	Mike Capotosto	112
Head Men's Basketball Coach	Chris Murphy	452
Head Men's & Women's Soccer Coach	Travers Evans	140
Head Sailing Coach	Tom Brown	457
Head Women's Basketball /Sports Information Dir	Craig Dagan	372
Head Women's Softball	Katrina Dagan	484
Head Women's Volleyball Coach	Katrina Dagan	484

### **Career Services and Cooperative Education**

Director of Career Services	John Worth	276
Coordinator, Cooperative Education	Charles Easley	333

### **Commandant's Division:**

V.P Enrollment Management/Commandant	Capt. P. Jeff Loustaunau	251
Assistant Commandant	CDR. Gary Frost	293
Company Officer	Lt. Fred Kaiser	287
Company Officer	Lt. Dave Hassett	153
Administrative Assistant to the Commandant	Michelle Eaton	250

Bookstore Manager	Audrey Bradford	430
Director of Dining Services	TBD	460
Marine Operations Manager	Timothy Leach	364
Sailing Master	Eric Jergenson	410
<b>Computer Services:</b>		
Chief Technology Officer	Lisa Roy	715
Application Systems Analyst	Susan J. Hutchins	247
Application Systems Analyst	Chet Michaud	245
Application Systems Manager	Dynnise Littlefield	490
Network Manager	Norm Yates	111
PC Support Specialist	Dallas Towle	716
Simulation Technician and IT Cruise Support	Jim Sanders	336
Systems Programmer / Webmaster	Thomas Woehr	467
User Support Manager	Will Martell	240
Information Analyst	Ryan King	136
PC Support Specialist	Tom Lamontanaro	514
Web Designer	Jim Picariello	135
<b>Director of Fiscal Operations/Student Billing</b>	Diana Snapp	243
<b>Locksmith</b>	Shawn Heath	446
<b>Exec. Director of Planning, Compliance &amp; Admin Ops</b>	E. James Soucie	241
<b>Associate for Public Affairs</b>	Janice Zenter	256
<b>Director of Public Works</b>	Stacey Bowden Ericson	445
<b>Registrar</b>	TBD	426
Assistant Registrar	Christina Stephens	441
<b>Director of Security</b>	Tom Perkins	479
<b>Student Services:</b>		
Dean of Student Services	Deidra Davis	138
Director of Residential Life & Student Services	Kristen Wentworth	280
Counselor and Prevention Education Coordinator	Paul Ferreira	419
Director of Admissions	Jeffrey Wright	215
Director of Financial Aid	Kathy Heath	339
Director of Health Services/RN	Susan McDonald	295
Residential Coordinator	TBD	204
Programming Coordinator	Michael Sales	117
<b>State of Maine</b>		
Master, T.S. State of Maine	TBD	425

Most offices are open 8:00 a.m. to 4:00 p.m., Monday through Friday.

The purpose of this directory is to provide you with the ability to contact the primary departments that your student has potential day to day contact, however, it does not include every member of the MMA faculty and staff. If you need to reach a different department or a specific person not listed, please call our 800 line for help. In the state of Maine, call 1-800-464-6565. From outside of the state of Maine, call 1-800-227-8465.

## CASTINE DIRECTORY

To learn more about Castine log on to: <http://www.castine.me.us>

### Banks

Bangor Savings Bank	Battle Ave	326-0654	ATM Available	8:30-3:00 Mon - Thur 8:30-4:00 Fri
Union Trust	Main Street	326-8006	ATM Available	8:30-4:00 Mon - Thur 8:30-5:00 Fri

### Castine Post Office 326-8551

Castine has a full service post office, including Passport service. Hours of window operation are Mon-Fri 8:30-4:30 and Saturday 8:30 - 12:00.

### Castine Town Office 326-4502

Students who may want to register to vote locally can do so at the town office.

### Churches

Our Lady of Holy Hope	Perkins Street	Catholic	326-8228
Trinitarian Parish Church-UCC	Main Street	Trinitarian	326-9486
Unitarian Church	Court Street	Unitarian	326-9083
Trinity Church	Perkins Street	Episcopal	326-4180

### Laundry

Dry cleaning is available through the Academy Bookstore.

### Library

The Witherle Memorial Library is a town-operated library located on Court Street.

### Newspapers

The *Castine Patriot*, *Ellsworth American* and *Weekly Packet* (Blue Hill) are local weeklies. The *Castine Patriot* (<http://www.castinepatriot.com/>) and the *Ellsworth American* (<http://www.ellsworthamerican.com/>) provide significant coverage of events happening at MMA. The *Ellsworth American* provides the most coverage on MMA sporting events and teams. All are available at the Academy Bookstore and T&C Grocery, Water Street. Also available, in limited locations and quantities, are the *Bangor Daily*, *Portland Press*, *Boston Globe* and *Boston Herald* and *USA Today*.

### Stores, Shops & Businesses\*

	<i>Local Castine Businesses</i>	
Bah's Bakehouse	Water Street	Deli / Bakery
Castine Patriot	Water Street	Weekly Newspaper
Castine Realty	Main Street	Sales & Rentals
The Compass Rose	Main Street (weekends during winter)	Bookstore
Dennett's Wharf	Town Dock	Restaurant
DeRaaf Realty	Main Street	Sales & Rentals
Endicott Real Estate	Main Street	Sales & Rentals
Four Flags	Water Street	Gifts, Cards, Nautical Items
Making Waves	Rt. 166 A	Hair Salon
Saltmeadow Properties	Main Street	Sales & Rentals
T & C Grocery	Water Street	Food, Gas, Take-out
Water Street Realty	Water Street	Sales & Rentals
Water Witch Boutique	Main Street	Clothes, Gifts

\*Some businesses are seasonal.

## LOCAL ACCOMMODATIONS

Some businesses are seasonal and may not be open year round.

This is for informational purposes only, and is accurate to the best of our knowledge.

MMA does not recommend one lodging facility over another.

### CASTINE

#### **Castine Harbor Lodge**

147 Perkins Street  
PO Box 215  
Castine ME 04421  
207.326.4335 or 1.866.566.1550  
[chl@acadia.net](mailto:chl@acadia.net)

#### **The Castine Inn**

Main Street, P.O. Box 41  
Castine, ME 04421  
207.326.4365 Fax: 207.326.4570  
[relax@castineinn.com](mailto:relax@castineinn.com)

#### **The Manor Inn**

15 Manor Drive  
Post Office Box 873  
Castine ME 04421  
207.326.4861  
[info@manor-inn.com](mailto:info@manor-inn.com)

#### **The Pentagoet Inn**

Main St., P.O. Box 4  
Castine, ME 04421  
800.845.1701 or 207.326.8616  
[stay@pentagoet.com](mailto:stay@pentagoet.com)

### ORLAND

(approx. 15 miles)

Alamoosook Lodge  
Alamoosook Lake  
866-459-6393(toll free)  
(207) 469-6393

Sign of the Amiable Pig B&B  
Orland Village  
(207) 469-2561

Orland House B&B  
Narrimissic Drive  
(207) 469-1144

### BLUE HILL

(approx. 15 miles)

Blue Hill Farm Inn  
Route 15  
(207) 374-5126

Heritage Motor Inn  
Route 172  
(207) 374-5646

### BUCKSPORT

(approx. 15 miles)

Bucksport Motor Inn  
Lower Main St.  
(207) 469-3111  
[www.bucksportmotorinn.com](http://www.bucksportmotorinn.com)

Jed Prouty Motel/Best Western  
Main Street  
(207) 469-3113

Spring Fountain Motel  
Lower Main Street  
(207)-469-3139  
[www.springfountainmotel.com](http://www.springfountainmotel.com)

### BELFAST

(approx. 35 miles)

Belfast Harbor Inn  
91 Searsport Avenue  
(207)-338-2740  
1-800-545-8576  
[www.belfastharborinn.com](http://www.belfastharborinn.com)

Comfort Inn  
159 Searsport Ave.  
(207)-338-2090

### SURRY

(approx. 20 miles)

Surry Inn  
Contention Cove  
(207) 667-5091

Largest cities nearby with additional lodging: Ellsworth and Bangor (both approx. 35 miles).

## LOCAL RESTAURANTS

Some businesses are seasonal and may not be open year round.

This is for informational purposes only, and is accurate to the best of our knowledge.

MMA does not recommend one facility over another.

### CASTINE

Bah's Bakehouse & Stella's  
Water Street  
(207) 326-9510

Castine Harbor Lodge  
Perkins Street  
(207) 326-4335

Castine Inn  
Main Street  
(207) 326-4365

The Manor Inn  
15 Manor Dr.  
(207) 326-4861

Dennett's Wharf  
Sea Street  
(207) 326-9045  
888-865-0432 (toll free)

Pentagoet Inn  
Main Street  
(207) 326-8616

### ORLAND (approx. 15 mi.)

Alamoosook Lodge  
Alamoosook Lake  
(207) 469-6393  
866-459-6393 (toll free)

### BLUE HILL (approx. 15 mi.)

Arborvine  
Main Street-Tenney Hill  
(207)-374-2119

The Blue Moose  
Main Street  
(207)-374-3274

Ovenworks Pizza  
Water Street  
(207)-374-5775

### BUCKSPORT (approx. 15 mi.)

MacLeods Restaurant  
Main Street  
207-469-3963

Ming's Garden  
Main Street  
207-469-5930

Bucksport House of Pizza  
Main Street  
207-469-7511

Largest cities nearby with additional restaurants: Ellsworth and Bangor (both approx. 35 miles).

## ACADEMIC BOARD

The Academic Board is chaired by the Academic Dean and is composed of the chairs of the Engineering, Nautical Science, Arts and Sciences, Naval Science, and Ocean Studies Departments; the Dean of Student Services; Vice President for Enrollment Management/Commandant; the Registrar; the Director of Admissions; and one faculty member elected for a one year term. The board reviews the academic standing of all students at the conclusion of each semester and recommends appropriate administrative action to the President.

### Special Academic Categories

Students who fail to meet established academic standards might be subject to one of the following administrative actions:

### Academic Warning

This is the mildest form of sanction issued by the Academic Board. Students will be placed in an academic warning status when their academic performance does not meet minimum graduation standards or if their performance warrants official cautioning by the Board.

### **Academic Probation**

The Academic Board may place a student on academic probation because of unsatisfactory academic performance. Students on academic probation are in a conditional status, and their academic standing is re-evaluated at the conclusion of the semester in which they were placed on probation. While on academic probation, students are encouraged to consult with their faculty advisor to ensure that satisfactory progress is made toward correction of academic deficiencies. Normally, remaining on academic probation for two consecutive semesters without significant improvement, will result in a recommendation for academic disenrollment.

### **Students At-Risk Policy (PFD)**

Students at-risk are defined as all students currently on academic probation. They are automatically assigned to the Performance Fostering and Direction (PFD) program. Each PFD student will:

- Be required to meet with an assigned “special” advisor once a week and to meet regularly with their academic advisor. (These advisors generally collaborate to get the student back on track.)
- Not be allowed to register for more than 16 credit hours of course work per semester.
- Be required to retake successfully all required courses he/she failed.
- Be required to retake all courses required as part of their major for which he/she received a grade of “D” or “F”.
- Be removed from the “at-risk” category only after they have obtained a cumulative QPA of 2.0 or higher or have reached the academic standard deemed as “making satisfactory academic progress” for their appropriate class year and semester. (These values can be found in the College Catalog.)

### **Academic Disenrollment**

Students not meeting the established academic criteria in regard to the minimum grade point average and minimum successfully completed credit hours may be recommended to the President for academic disenrollment.

### **Academic Advisor**

Each student is assigned an academic advisor at the beginning of his/her freshman year. This advisor is a faculty member who can be utilized as a resource center, counselor, and mentor. A student’s advisor may change. If a change is made the student will be notified and the student is encouraged to develop a working relationship with their new advisor.

## **ACADEMIC POLICIES**

Academic policies are found in the College Catalog that is published online at [www.mainemaritime.edu](http://www.mainemaritime.edu), and is updated at least every semester. Students should review the catalog, as they are responsible for knowing those college policies that affect them. If a student has any questions concerning their academic standing or how they may be impacted by a policy, please advise them to see their Academic Advisor or the Registrar. If those people cannot help them, they should make an appointment to see the Academic Dean.

## **ACADEMY ALCOHOL & DRUG POLICY**

It would be too cumbersome to print our entire policy regarding alcohol and drugs, but what follows are summaries of the information that will be provided to your student in the student handbook delivered at Orientation.

### **Alcohol (Possession, Use, Transportation)**

The illegal consumption and abuse of alcohol has become a significant problem for academic institutions across the country and we are not strangers to it here. The Maine Maritime Academy Alcohol Policy is designed to enhance and protect the mission of the institution and the quality of the learning environment. Students, faculty, staff, administrators and guests are expected to adhere to the policies of the Academy.

It is illegal to possess, consume or transport alcohol in public places on campus except as specified below. "Public" places at the Academy include all outside property and public buildings such as Leavitt Hall (including third floor rooms), Dismukes Hall, the gym and field house, T/S State of Maine, Payson Hall, etc. (Consumption/possession of alcohol in individual rooms in Curtis Hall is not allowed under Academy regulations). Any member of the community, who through their use or abuse of alcohol creates a public disturbance, damages property, presents a danger to themselves or others, or otherwise interferes with the mission or reputation of the Academy will be disciplined according to the procedures outlined in the current student handbook.

Maine Maritime has developed a very stringent response to violations involving alcohol and drugs. Alcohol violations involve fines, counseling, community service and possible criminal court involvement for first and second offenders as well as parental notification. **A third offense will lead to dismissal.**

Your son or daughter has a more detailed statement in their student handbook regarding regulations, hearings process and sanctions. If you wish to view the Student Handbook, you can do so by going to: <http://reslife.mma.edu/Related%20Links/StudentHandbook.pdf>.

In addition, those persons involved in Coast Guard License Programs need to be aware of their accountability to that organization regarding the use of alcohol.

### **Illegal Drugs (Possession, Use, Distribution) - MMA has a ZERO TOLERANCE POLICY**

Maine Maritime Academy prohibits its students, faculty and staff to possess, use, or distribute illegal drugs, including opiates, barbiturates, amphetamines, marijuana, and hallucinogens, except for legally authorized medical purposes. Both Federal and Maine laws forbid unauthorized possession and distribution of drugs of the classes specified. In addition, the presence and use of many of these substances within the Academy community are contrary to the intellectual and educational purposes for which the Academy exists.

The Academy recognizes that ignorance or innocence concerning such drugs threatens the safety of members of its community. It therefore seeks to provide as much information as it can concerning the consequences of substance abuse. The Academy recognizes also that the illicit use of drugs may reflect emotional problems and is prepared to assist its members involved in their use through counseling. Nevertheless, the Academy considers a violation of the drug prohibition a serious matter and reserves the right to take action appropriate to the circumstances of each case. **Generally, the action is dismissal for the very first offense.**

Your son or daughter has a more detailed statement in their student handbook regarding regulations, hearings process and sanctions.

In addition, those persons involved in Coast Guard License Programs need to be aware of their accountability to that organization regarding the use of illegal drugs.

Action taken by the college in all cases of drug violation will be guided by a concern both for the emotional and physical welfare of the person involved and for the maintenance of a suitable educational environment for all members of the Academy.

### **Random Drug Testing Policy**

Maine Maritime Academy complies with Title 46 Code of Federal Regulations 16.230 mandating periodic, random, pre-employment, post-incident, and reasonable cause drug testing for all students and employees whose position or academic major require this testing. In addition the Academy has elected to have all undergraduate students participate in the random drug testing program.

All students and employees who act as part of the crew of any Academy vessel, both documented and undocumented, including the sailing team members and all recreational sailors shall be subject to this policy. In addition, all students and employees who transport students in Academy vehicles shall be subject to this policy. Federal law requires periodic or random drug testing of students prior to training cruises, cadet shipping, or taking of a U.S. Coast Guard physical examination. All students who are enrolled in a curriculum leading to a U.S. Coast Guard license are automatically subject to random drug testing without notice. It is also the Academy's policy that students pursuing an Academy co-op must participate in the random and pre-employment drug testing program. The drug testing program is administered through the MMA Health Services Office. Students who are in a disciplinary status (or have been readmitted after dismissal) for any violation of our drug or drug testing policies may be subject to more frequent drug testing.

In accordance with the MMA Drug Policy, failure to pass a drug test will be considered proof of use and therefore a violation of the Community Code of Conduct and will result in disciplinary action.

### **ACADEMY BOOKSTORE**

The Maine Maritime Academy Bookstore is located in the lower level of Curtis Hall. In addition to uniforms, books and other educational supplies, students can purchase clothing, gifts, cards, athletic apparel, candy, snack food and beverages. Families may purchase Follett Gifts cards for student use over time, but a student charging system does not exist. Checks, debit, MC or Visa are accepted. Students and families can also shop online by going to: <http://www.bkstr.com/> then select Maine and Maine Maritime Academy as your state and your institution.

### **CADET SHIPPING**

**(For students who are seeking a USCG License)**

The cadet shipping experience is considered to be one of the most useful and valuable cooperative educational training exercises in which an unlimited USCG License candidate will be participating during his/her four years at MMA. It is designed to give students practical, on-the-job, and real world experience on a wide range of commercial and US government vessels for a period of not less than 60/90 days. It can be exciting, challenging and a little scary for the student and possibly for the parent/guardian or spouse as well. This real world cooperative educational experience afloat is valuable for the student in his/her career decision process. Students become technically confident and begin to realize that their personal qualities are indeed marketable to the employer. They experience all types of personalities and cultures that help them become well rounded internationally.

Students must have completed two training ship (T/S State of Maine) cruises and one cadet shipping to fulfill the USCG 180/360-day sea time license requirement as well as MMA's graduation requirement.

The cadet shipping training program is offered on the basis of training billet availability and compliance of the students with the academic and disciplinary standards of MMA. We DO NOT guarantee that a cadet shipping billet will be available to each student. Billet availability is a result of voluntary support from a large number of shipping organizations.

**FOR FURTHER INFORMATION CONTACT JOHN WORTH, DIRECTOR OF CAREER SERVICES AND COOPERATIVE EDUCATION**

## CAMPUS EMERGENCY MANAGEMENT PLAN

Maine Maritime Academy has an established Campus Emergency Management Plan that will be enacted immediately in the event of an emergency. Included in this plan is an emergency information portal (<http://emergency.mma.edu>) which would be activated to keep families apprised. In addition, MMA has chosen to give students the option to join MMA-Alert. MMA-ALERT (powered by [e2Campus](#)) is an emergency notification system that enables college officials to send urgent news and instant alerts directly to registered email account(s) and mobile devices via SMS text messages. A student can also receive the alerts via RSS, wireless PDA, and their "My Yahoo!", "My AOL", or personalized "iGoogle" home page. Once signed up for the service, the college can text the cell phone with timely information in the event of an emergency or campus closure, or when the prompt transmission of other time-sensitive information is critical to safety and well-being. Students can register shortly after arriving on campus and they can include your email and cell number if they choose to do so. Registration for MMA-ALERT is voluntary and requires students to opt-in to begin receiving messages. Information voluntarily provided by students is stored by e2Campus and will not be used, sold, or distributed, for commercial, advertising, or MMA administrative purposes.

## CAMPUS INFORMATION

The Internet provides a quick way for families to know what is happening on our campus. To learn about day-to-day activities, click on CAMPUS PORTAL after going to [www.mainemaritime.edu](http://www.mainemaritime.edu).

## CAREER SERVICES

Our goal is to assist students and alumni in finding work they have been trained to do and to help them put their technical skills to use effectively. We teach life skills to students through practical experience. The thrust of our work is to provide the students with exposure to and practice in the process of contacting employers and then through their previous "hands-on" work experiences having an idea what to expect at their first job. We work with three groups toward accomplishing this goal.

First, we encourage underclassmen, beginning with the second semester freshmen, to begin researching companies, talking with upperclassmen, networking with alumni and attending on-campus employer presentations. Cooperative education experience is an important ingredient in the effort because it brings employers and students together in a practical way outside the confines of the classroom. In an average year, about 75% of our students are involved in some form of practical training.

By beginning company research early and through co-op work experiences, students are able to move into their senior year job search with sound basic knowledge of themselves, their interests, the job market and potential employers who may be interested in their particular skills. They also have a basic understanding of the process of finding a job, and the tools which are useful in this process. This familiarity tends to give these students more confidence in the process of finding a job.

Next, the Career Service Office works very closely with the senior class in assisting them in finding employment. Most seniors use our Resource Room adjacent to our offices, as well as our Career Services web site, to refine their company research. Here they can 1. Learn about jobs through the job descriptions called into our offices on a daily basis by companies, 2. See when companies are scheduled to recruit on campus and 3. Sign up for interview times. A high percentage of our employers that come to campus are alumni of the Academy.

We have many employers call us looking for seniors to work for them, which produces a base of jobs (both maritime and land-based) to be examined by our senior class.

Many seniors have jobs before graduation. Maine Maritime prides itself in its long tradition of both high

job placement rates and number of graduating seniors who find jobs within their field. The majority of the recent graduates have jobs by mid-July. We ask seniors to call our office when they lock in their positions. We follow-up with phone calls to those graduates from whom we have not heard.

The piece of the picture, which brings the effort full circle, is the contact the Career Services Office has with alumni. Each month we respond to alumni requests for company and industry information. Alumni can look to us for assistance in their job search at any point in their career via the monthly printed Job Bulletin or 24-hour Internet access to the Job Bulletin web site. Additionally, our alumni network is a rich source of many opportunities in the form of jobs for graduates as well as co-op positions for students.

**FOR FURTHER INFORMATION CONTACT JOHN WORTH, DIRECTOR OF CAREER SERVICES AND COOPERATIVE EDUCATION**

### **COMPUTER REQUIREMENTS**

**We are Wired and Wireless!** Maine Maritime Academy requires all entering students to have a laptop computer when they arrive for Orientation in August. The laptop is integrated into our campus system where:

- every dormitory room is wired for high-speed communication
- most of campus and the waterfront also has wireless technology
- classrooms are wired and wireless
- every faculty and staff office is on-line
- A course management system delivers **online teaching and learning**.

**All Maine Maritime Academy students are required to have a Windows compatible laptop computer and printer.**

The Maine Maritime Academy, Information Technology Department, now offers an optional Laptop Purchasing Program, which is provided by Lenovo.

This year there will be four choices of Lenovo laptops.

There will be a T420 model (which has a 14.1" screen) and a T520 model (which has a 15" screen). Each of these models will be come in either a basic or high end configuration.

All of the laptops will be bundled with a four year warranty, which includes Accidental Damage Protection, is serviceable on-site at MMA, is pre-configured with the Windows 7, has all of MMA's software packages pre-installed, and will be shipped directly to you.

You can purchase a laptop directly through Lenovo by clicking on the link below.

[Maine Maritime Academy laptop ordering site - created and maintained by Lenovo:  
www.lenovo.com/mma.](http://www.lenovo.com/mma)

Alternatively, you can call or email our Lenovo Sales Representative, Kechia Brown, directly at 919-294-2972, or email Kechia at [kbrustm@lenovo.com](mailto:kbrustm@lenovo.com)

If you have any questions about the MMA Laptop Purchasing Program, or our current laptop purchasing guidelines and recommendations, please contact the MMA IT Helpdesk at 207-326-2240.

If you choose not to participate in the MMA Laptop Purchasing Program please use the following information to help you with your purchase.

Laptop guidelines and requirements:

#### **SOFTWARE**

- It must be capable of running the latest version of Microsoft Office including Word, Excel, Power Point and Access.  
**Maine Maritime Academy's agreement with Microsoft allows us to provide MS Office Professional, Project and Visio for all students at no additional cost.** Version upgrades to enrolled students are included as they become available. Upon graduation, the student retains the license to the software.

#### **OPERATING SYSTEM**

- Windows 7 (any version)

#### **HARD DRIVE**

- At least a 128 Gigabyte (GB) hard drive.

#### **RAM**

- A minimum of 2 Gigabyte (GB) of RAM, but more is always better.

#### **NETWORK HARDWARE**

- Both a wireless and wired Ethernet network connection are required. Make sure to bring an Ethernet cable.  
Wired connection -- 10/100-BaseT-compatible interface with an Ethernet cable.  
Wireless connection -- 802.11b/g/n-compatible wireless interface.

*Most new laptops are now bundled with both wired and wireless interfaces.*

#### **CD-ROM DRIVE**

- A CD/DVD-ROM drive is required. A CD/DVD-RW drive (capable of reading and writing) is a good option for backing up laptop files and transferring large amounts of data.

*Many new laptops offer a CD/DVD-RW upgrade at an affordable cost.*

#### **JUMP/THUMB/FLASH USB DRIVE**

- Some type of removable storage media is strongly recommended. These drives are available at virtually every computer box store as well as office supply store and are used for saving and transferring data from school computers to the student's laptop and back. These drives cost between \$15 and \$90, depending on the amount of storage purchased.

#### **PRINTER**

- Inexpensive inkjet printers can be purchased for as little as \$50. Consider the cost of consumables (ink cartridges, toner) when choosing a printer. Limited printing is available in the Library and in the Curtis Hall Computer Lounge, but students must supply their own paper, which can be purchased at the bookstore.

## WARRANTY SERVICES

- We strongly recommend the purchase of warranty service (up to four years if available) from the laptop manufacturer.

### LAPTOP FAQ's :

**General:** Students should view their laptops as more of a tool than a toy. While Maine Maritime Academy does provide student technicians who are available in the IT Shop in Leavitt Hall, professional hardware technicians are not provided. We urge you to choose a reputable vendor, purchase a four year warranty, and use your laptop in a responsible manner.

**Ethernet Card:** We use standard Ethernet 10/100/1000 cabling. If you are purchasing a new laptop it may be more economical to purchase an internal (built in) Ethernet adaptor. If you have an older laptop without an Ethernet adapter, a PCM-CIA adapter can be purchased. This is a thin PC Card that slides into one of the slots on the side of the laptop. Internal (built in) versions allow for the network cable to be plugged directly into the laptop. PCM-CIA cards frequently require the network cable be plugged in to a "dongle". The "dongle" plugs into the card, and the network cable plugs into the "dongle". While both styles work well, we find that dongles are frequently lost or broken and recommend the direct plug-in style when at all possible.

**Warrantees:** Many people overlook the warranty support provided by their laptop's manufacturer, often because of the cost involved (which can be up to another \$300 for four years). Often laptops come with a one year warranty. After that, if the machine has any kind of a failure you must pay to repair it. We **strongly** recommend the purchase of a four year warranty, which includes Accidental Damage Coverage, with a new laptop. The money you spend on the warranty is much less than what you may have to spend on common repairs, like a new LCD display or new motherboard.

**Service:** MMA's technical services for student computers is limited to student technicians who are trained to troubleshoot basic software problems and assist students in setting up service calls for hardware repair. Some vendors require that laptops be shipped back to the factory, while others require that laptops be taken to the nearest authorized service center. The closest authorized service center for most vendors is in Bangor or Portland.

*Choose your vendor and service level carefully for the best experience in case of trouble.*

Many vendors offer on site service for their products - here is how it works.

1. Student calls vendor with a description of their problem, if required - vendor arranges for on site service. Vendor ships needed parts to their contracted service personnel.
2. Contracted service personnel receives part and contacts student to make arrangements to service computer at MMA.

**Backups:** Protecting your data is important. The purchase of a CD/DVD-RW drive or Flash/Jump/Thumb USB drive can make backing up your data much easier.

## COMPUTER SERVICES AND POLICIES

### Introduction

Maine Maritime Academy provides a modern high-speed campus wide network to facilitate instruction and communication. This network includes Internet access, email, Campus Portal and Course Home Pages (a faculty led web based course facilitator).

- Email is provided to all MMA students for the duration of their stay.
- Wireless connectivity is available on the campus and ship.
- The Campus Portal is updated daily to keep students, faculty, alumni and family abreast of the activities and schedules at the campus.
- Course Home Pages, accessible via the Campus Portal, allow faculty to provide course information and documents electronically, allow students to submit homework electronically, enable communication with students via email as a group, provide moderated discussions and provide online testing.
- The Residential Network (ResNet) at Maine Maritime Academy provides campus residents with Internet access. The use of ResNet resources is a privilege which can be revoked if policy violations are discovered. Please reference Maine Maritime Academy's computing policies for more detailed information online at <http://computers.mma.edu>.

### **Facilities**

Maine Maritime Academy is wired for Network / Internet access at these locations:

- All resident hall rooms and offices.
- Classrooms in Dismukes.
- A Computer lab is located in Curtis Hall. Printing is available there.
- Wired network ports are provided in the Curtis Hall Computer lab as well as numerous points throughout Nutting Library for students to study using their laptops in a peaceful environment.
- Wireless 802.11b connectivity is available at the Waypoint, Dining Hall and Library.
- The T.V. State of Maine has an internal network installed to provide both wired and wireless connections.

### **Network Policies and Practices**

Maine Maritime Academy provides access to the Internet and internal network facilities for its faculty, staff and students to support the educational functions of the institution. Since this resource is finite and must be shared by all users, Maine Maritime Academy reserves the right to limit individual access and/or use in order to maximize its availability to the entire user community.

Every student computer at MMA is required to have up to date and functioning anti-virus software and current definitions. It is also required that all computers be up to date on critical operating system patches. Failure to comply with these requirements may result in the Academy limiting or canceling an individual's right to access.

Maine Maritime Academy reserves the right to change policies and practices after it has notified the student population of such changes and allows ample time for students to comply.

### **Network behavior**

Students and staff shall not infiltrate external or internal computing systems or networks. Examples: the release of viruses, worms or other programs that damage or otherwise harm computing systems or networks. Students and staff shall not disrupt a system or interfere with another's ability to use that system (e.g., by sending "e-mail bombs" or "chain letters" that cause disk space be filled, a network to slow down, or a software application to crash). Students shall not "crack" passwords or otherwise acquire or view data this is protected by compromising security measures.

### **Services**

Priority shall be for educational purposes. Technical services provided by Maine Maritime Academy may not be used for commercial purposes.

## **E-mail Practices and Privacy**

**Students are directed by the Academic Dean to check their email daily.**

Accounts are provided for members of the Maine Maritime Academy community and will remain in effect during the individual's tenure.

Students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on Maine Maritime Academy's computer network or stored on one's home directory on Maine Maritime Academy servers. Information Service personnel may, in response to operational problems, review the subject, content and appropriateness of electronic communications or other computer files, and remove them if warranted.

As with other modes of communication, the use of e-mail shall be considerate and civil. Violations of this general principle may be subject to sanction. Sending electronic messages while masquerading as another person is strictly forbidden and will result in the loss of network privileges.

Using programs to 'spam' or using email to offer commercial services is not permitted.

### **World Wide Web Browsing**

It is expected that students will visit the campus portal daily to view announcements. Official MMA communications will be posted there.

Because of bandwidth considerations certain non essential services are blocked from the hours of 7:00 a.m. to 10:00 p.m. MMA reserves the right to modify the hours and services provided for internet access as needed to fulfill our stated goal of providing internet access for educational purposes.

Browsing to sites that offer, display or promote illegal activity may be a crime. Security will be notified in such cases.

All material retrieved from the Web is assumed to be subject to copyright laws.

### **Personal Web Pages**

Maine Maritime Academy maintains a Web page server. Maine Maritime Academy takes no responsibility for the content of personal web page content and reserves the right to remove them with or without cause.

### **Games, Chat and Talk Utilities**

Maine Maritime Academy does not support these activities and considers them to be of lowest priority.

## **Peer-To-Peer / Copyright Infringement Policy**

Downloading or distributing copyrighted material, e.g. documents, programs, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act. While it is true that a number of artists have allowed their creative works to be freely copied, those artists remain very much the exception. It is best to assume that all works are copyright-protected except those that explicitly state otherwise.

Those who obtain or distribute copyrighted material should be aware that if found liable for copyright infringement, the penalties can be severe, depending upon the amount and the willfulness of the infringing activity. In a civil lawsuit, one found liable for copyright infringement can be ordered to pay damages of as much as \$30,000 per copyrighted work infringed. This penalty can be increased to \$150,000 per infringed work in cases of particularly flagrant infringement. In the most serious and widespread cases of copyright infringement, criminal prosecution is possible.

Additionally, students, faculty and staff who may be in violation of copyright law place not only themselves at risk - they may be exposing Maine Maritime Academy to liability as an institution, for

contributory or vicarious infringement, e.g., using the Academy's network resources to obtain the material and/or to store the material on Academy computers and/or servers.

### **Computer Repair / Technical Help / Installations Issues**

MMA will provide technical assistance to Students on proprietary MMA issues. A Student Support Technician will be stationed at the Curtis Hall Computer Lab in the evening ours to help with basic computer issues. Hours will be posted.

Students should see the Student Support Technician for help with network connectivity, password changes, basic computer questions and network card installation assistance.

Neither the Student Support Technician nor any other IT Dept staff are responsible for lost data in the course of helping a student with a computer question. Students are encouraged and responsible for backing up their own data.

Repairs of student laptop and desktop computers must be arranged through the computer vendor. The computer vendor will handle specific computer issues and technical assistance.

### **Thoughts on Electronic Communication Tools & Forum Introduction**

Electronic communication tools and forums (i.e. AIM, Facebook, MySpace, LiveJournal, etc.) are, like most of the Internet, a great innovation! They offer you an opportunity to interact with an extraordinarily expansive universe of new people. You can create your on-line identity and learn more about these tools and forums to create new relationships and communities. For the entrepreneurially minded, it might be an introduction to business as you think of how to "market" yourself, while others with particular social identities or hobbies can use it to find friends with common interests.

People make the technology, not only in the fundamental sense of discovery and invention, but also in the sense that they make it happen and that they shape it in ways that reflect our basic humanity. However, our basic humanity is vulnerable to context, circumstance and interpretation. Thus it is important to remember that electronic communication tools and forums create as many obligations as they do opportunities for expression. Below are five concepts to keep in mind when you utilizing these outlets of expression.

#### **Five Things to Think About When Utilizing Electronic Communication**

##### **I. Invincibility**

Well before Facebook, MySpace, and LiveJournal there was a student who used a chat room to post some facts about the size of his genitalia. What a surprise it was when he went for his first job interview, nicely tailored in a new suit and armed with a good G.P.A, and was rejected. Fortunate for him, there was an alumnus on the search committee who told him the reason: the hiring committee had looked him up on the Internet and found the boasting posting! Frantically, the student called university officials and asked them to remove it, which they could not because a commercial ISP was the domain of the information. In time, the student learned about the complex procedure in which he had to engage in order to have the posting removed. It never occurred to him that a relatively harmless boast could cause him so much trouble.

Other examples from around the country include students whose posted pictures of themselves partying bolstered the administration's case when the underage students were charged with alcohol abuse; a student who applied to be an RA but was rejected because the staff reviewing applications found the student had posted inappropriate material on-line; or the students reprimanded for extreme and possibly libelous statements that they made about a professor on their Facebook postings.

*THOUGHT: Think about not only your marketability today as a person, but whom you might want to be in five or ten years when posting an "identity" on the Internet. Remember, just because it this is new technology does not absolve you of the responsibility to use it in legal and appropriate ways – including taking into account your obligations regarding proper conduct as a member of the Academy community.*

## II. Caching

In the days before Google became the dominant search engine for the Internet, ISPs that hosted chat rooms had policies regarding caching information. Nowadays, Google is the main corporate entity with which one deals when it comes to cached information. To date, Google has tended to be good about removing material within a certain number of days following a proper request. But what exactly does caching mean to you?

Caching, in effect, means that if you post something on-line, even for just a day or so, even just to be funny or to make a point, and even if you take it down or change it, it remains accessible to the rest of the world on the Internet anyway.

Take a moment to think about how you want to "brand" yourself on the Internet. Almost everyone is more complex of a person than a single label can explain, but for most people it takes time and effort, if not real friendship, to get to know someone. Don't give people an excuse to think of you in a single dimensional way. What you put out on these sites about yourself should be an invitation to the rest of the world to get to know you better.

Then consider what it takes to get something removed from Google. You must go through their policy process<sup>1</sup> for removing information from their caching technology. Not only is that a lot of bureaucracy, but also you should know that while Google is the dominant search engine on the Internet today, it might not be tomorrow. Moreover, other search engines operate currently on the Internet and so it is not just Google whom you might have to contact in order to remove a page.<sup>2</sup>

<sup>1</sup>Google offers a [Privacy questions / Removing information from Google's search results](#) page, as well as [removal information for webmasters](#).

<sup>2</sup>You may also want to check whether the material has been stored in the [Internet Archive's](#) Wayback Machine.

*THOUGHT: Think about how willing you are to go through the bureaucracies of at least three to five search engine companies to remove cached material **before** you post something about yourself on-line.*

## III. Freedom of Expression

Because Maine Maritime Academy is a state institution, we observe the First Amendment on free speech. However, we know that with freedom comes responsibility, and electronic communication tools and forums are an excellent example of this concept. No official at the Academy is going to monitor your postings on the internet. Most students are adults and we intend to treat you that way. It is time for you to be away from your families and make your own decisions about who you want to be.

This is not because Maine Maritime does not care; indeed, its officials care deeply about you and your development. It is just that we all believe you are of an age and maturity that it is time you learned about freedom and responsibility for yourself. It also means, however, that it is up to you to set your own limits and create your own identity and to be responsible for the consequences, given that you live in the real world of rules, discipline, employers with their own interests as well as other people who, like it or not, will make judgments about what they see.

With that said, there may be a time when an official has an "educational" conversation with you about how you have decided to portray yourself, be it on the internet or otherwise. There may also be a time when alleged violations of policy/laws come to our attention, and so we must then act accordingly. Be

aware that the First Amendment does not protect speech which intends injure others (threats), cause "imminent, lawless action," cause panic (i.e. bomb threats), or is harassing (severe, persistent, and pervasive in nature).

#### IV. Responsibility

Here is the responsibility part: **no one is going to limit those people who are authorized to use the Internet or view your postings from seeing what you post on-line.** The Internet is an open, unlimited international community (that is why it is such an exciting innovation!). For example, Facebook is open generally to .edu addresses. That authorization includes faculty and staff – as well as alumni. Such people might be members of your family, your parent's neighbors, the local bank manager where you want to get a loan for a new car, or a shipping company with whom you might want a summer co-op . . . **anyone, world wide!**

Thus, if you are applying for a job as a RA there is nothing keeping the residence hall staff from looking you up. Trying to get a deal on car insurance? Who knows, maybe that agent went to MMA! Do you really want him seeing a photograph of you bombed out of your mind? In other words, there is nothing to keep just about anyone from looking you up. On Facebook, MySpace, and LiveJournal you have absolutely no expectation of privacy.

You also might want to take a moment and reflect on your physical safety when posting information about yourself. No expectation of privacy, especially when combined with the full range of humanity, means that you may be exposing yourself to someone who may not have the same values, assumptions about appropriate behavior, or may even have a mental defect or disease which could put you at risk as a victim of criminal behavior. Very likely you would not place a sign in the front of your house describing intimate details of your personal life, private sexual matters, detailed comings and goings or anything else that someone less careful and competent than you might construe as an invitation for communication or even harassment and stalking that could prove dangerous. Use physical space as your guide . . . so consider not posting on-line what you wouldn't put on a poster for your room door.

*THOUGHT: With the freedom to post what you want comes the responsibility to do so in your interests not only for today, but also for who and what you want to be tomorrow. And also think of your personal safety. Cyberspace can have the effect of creating an illusion of intimacy that could prove dangerous for you in reality. Use the manners of behavior in physical space both in how you present yourself and how you interpret other people on-line as a guide.*

#### V. The Law

Most of the time when we talk about these electronic communication tools, it is on a very individual level. Yet, there is another angle to consider: the privacy of others. "Privacy" is a complicated matter in American law. It evokes everything from the right to family planning through Fourth Amendment search and seizure to torts, or civil rights, "to be let alone" in our person.

Watch what you say! If you post an alleged fact about someone that proves incorrect, you may be liable for damages under either defamation or libel. Moreover, if you post photographs or information about someone that can be construed to be an "invasion of their privacy" (say while they were sleeping in their own bed) or "false light" (say suggesting that they are of one sexual persuasion when they are of another), then you may be liable for a tort under the broad rubric of "privacy."

*THOUGHT: Think not only about what identity you create for yourself online, but also how you represent others. At the very least, be sure that you take their feelings into account. You would not want to find yourself as a defendant in a tort case that alleged you invaded their privacy.*

#### Conclusion

Electronic communication tools and forums, along with much of the Internet, are great innovations that allow users to express their humanity and an opportunity to create new communities. As such it represents an environment in which one can make choices about their identity, at least as one chooses

to represent themselves publicly. That freedom does not suggest that one can do so with impunity, however. As we live in a society in which expression is judged in legal, policy, and even personal ways, it is important to remember the consequences of that expression no matter how fleeting or fun in the moment it might seem to be.

This can all be summed up easily in a "Golden Rule." Don't say anything about someone else that you would not want said about yourself. And be gentle with yourself too! What might seem fun or spontaneous now, given caching technologies, might prove to be a liability to your identity in the future. Have fun and make productive use of these new, exciting technologies, but remember that technology does not absolve one of responsibility. Behind every device, behind every new program, behind every technology is a law, a social norm, and business practices that warrant consideration.

**FOR FURTHER INFORMATION CONTACT LISA ROY, CHIEF TECHNOLOGY OFFICER**

### **COOPERATIVE EDUCATION**

Maine Maritime Academy defines cooperative education as a paid work experience related to the student's field of study for which academic credit is earned. Our Cooperative Education program has two distinct parts: The Cadet Shipping Program which includes all the deck and engine students who are preparing for a U.S. Coast Guard unlimited license, and the Co-op Program which includes students in the land-based programs.

A college education is an investment in the future. As with any investment you expect a reasonable return on the time and money you have invested. Your student will complete the practical experience, or cooperative education side of their Maine Maritime education with three benefits. They will have earned some income; they will have gained "hands-on" experience in a field related to their studies; and they will have begun to develop their own professional reputation and some professional contacts in business and industry. Co-op experience provides an immediate "payback" or return on the investment you are making in your student's future.

We find that companies prefer to hire college graduates who have some experience. Every year, without question, companies tell us through their hiring practices and students echo this through their successful transition from school to work, that cooperative education experience leads to jobs.

Many of the majors at Maine Maritime lead to a professional license, which has specific work experience requirements. Each student works under the direction of the faculty in their license goals. Some of our majors have a 10 year tradition of regularly co-oping students. There are cooperative education requirements for most majors at Maine Maritime, and every major has co-op or internship options.

Depending upon their major most students co-op following their sophomore and junior years. The Co-op Office works with any and all interested and qualified students. While we have been successful in placing a high percentage of students each year, we **do not guarantee** a co-op job for every student. Co-op positions are offered by a large number of individual businesses, corporations and private owners. These companies may be located outside of the student's home area or in another state. Students planning to co-op are responsible for finding a co-op sponsor. In all majors we have a list of companies who are interested in co-oping our students. Resources for doing this are located in the Co-op Office and the Career Services Resource Room.

The co-op job search process has two dimensions: first, students must meet the college's qualifications to participate in the co-op program and second, students may be hired by participating companies. Our co-op students are hired by real companies to do real work. Co-op students work at the company's discretion. Most companies choose the student they hire through a competitive process, which may include students from other colleges, through formal application and interview procedures.

Our co-op schedule is generally a spring/summer program running from early May to late August. A few companies offer co-ops at other times or an extended work period ranging from 6 to 8 months in length to interested, qualified students.

Through the cooperative education program we teach important life skills which relate to understanding the job search process, as well as leading to success in the work environment. These skills include resume and cover letter writing, phone skills, interview skills, goal setting and decision making.

**FOR FURTHER INFORMATION CONTACT CHARLES EASLEY, COOPERATIVE EDUCATION COORDINATOR**

**COUNSELING**

Maine Maritime Academy offers a wide range of short-term counseling, assessment and referral services. All services are coordinated by Paul Ferreira, LCSW. He will conduct a thorough assessment for all counseling requests and either conduct the counseling himself or refer the student to a local or regional therapist who specializes in the specific therapy needed.

Our philosophy is to prioritize any life crisis that occurs to our students while they are at school. The other primary focus of our intervention will be quality of life concerns related to the Maine Maritime Academy environment. Sexual harassment, learning disability problems, alcohol abuse or any form of discrimination are examples of our concerns.

**FOR FURTHER INFORMATION CONTACT PAUL FERREIRA, COUNSELOR AND PREVENTION EDUCATION COORDINATOR**

**DINING SERVICES**

The SODEXO Corporation contracts with MMA to provide dining services for our students, employees and conference programs. This has been a long-standing and very successful relationship. Their management team and staff are committed to providing services to achieve superior customer satisfaction. They have done an excellent job providing service both on the campus and the training cruise.

Check out their web site for weekly menus and other helpful information. Use this site to send us your favorite recipe for potential use as a special offering or in the regular menu.

**Campus Meal Plans**

Contracting for meals provides students with the convenience of having their meals prepared for them, allowing more time and energy for studying and activities. There are three residential meal plans (21, 17+Flex dollars, or 12+Flex dollars meals) and one commuter plan (5 meals) offered. Meal plans are reset on Friday mornings. Students residing in Curtis Hall are required to choose a residential meal plan. They cannot substitute a declining balance account or the commuter plan. Missed meals cannot be transferred to other students or guests nor can they be credited for future use.

Students residing off campus are welcome to enroll in the 21, 17 or 12 meal plans, and also have available to them a special 5 meal plan. This plan allows them to eat 5 meals per week in the dining hall.

**Dining Choices**

All meals are served cafeteria style in the Dining Hall. Unlimited seconds are available on this traditional board plan. Each meal is nutritionally sound and includes foods from all the major food groups. Careful selection will contribute to a well balanced diet. Nutritional information is posted for those individuals wishing to access it. Any member of the Dining Services Management Team welcomes the opportunity to assist students seeking to meet specific nutritional needs.

## **Waypoint**

Located on the first level of the Alford Student Center, the Waypoint is the Academy small performance, entertainment area and snack bar - an alternative dining facility where students can use flex dollars, declining balance, cash or check. This is where Student Activities and the Activities & Bands Committee program entertainment (bands, comedians, DJs, etc.).

## **Declining Balance Card Program**

A declining balance account can be used in the Dining Hall or the Waypoint. It works for meals and snacks or to sponsor a guest.

There are two options. The first is as a cash card, declining balance program which is only available to Commons residents, student commuters, or Academy employees - and the second is as a supplement to the residential or commuter meal plan.

Each option requires a cash deposit (min. of \$50, then increments of \$25, larger deposits earn bonus dollars) & requires that the customer's MMA I.D. card be "read" by the machine at the check-in counter. This ensures that the appropriate amount is deducted from his or her account. Cash in a declining balance account is not transferable to another student and rolls over from semester to semester and year-to-year but must be used up prior to graduation or departing the college. There are no refunds. Declining balance accounts may be opened through the Office of Dining Services, the Department of Residential Life, and/or the Finance Office.

## **Comments and Feedback**

Sodexo provides a "We Heard You" feedback form and magnet board at the Checker Station outside the Main Dining Room. This board provides student with another way to offer feedback, both positive and negative, to the Dining Service staff about the service, presentation, and quality of meals. Your comments will be answered and reposted on the board, and by providing an email address will be contacted with answers to any questions, comments, or concerns that you may have. There are also opportunities for customers to complete surveys during the semester to provide Dining Services with a more in-depth look at customer wants and needs.

## **Nutrition and Dietary Health Needs**

Our dining services strive to be on the cutting edge with trends popular among college students from a variety of demographics. The meals served are nutritionally sound and include offerings from all the major food groups. The salad and deli bars are always fresh and provide a variety of items on a rotating basis. Nutritional information is posted on our web site for individuals who wish to access it

If a student believes that he or she has a health problem related to dietary or nutritional concerns they are encouraged to talk directly with any member of the management team. If there is a medical concern, they must also contact the nurse at Health Services. In each case every effort will be made to accommodate special needs. There are recommended dietary plans available, or students may be referred to a professional dietician for further help. If the student intends to request a medical accommodation with Dining Services or release from their meal plan, they must first obtain an evaluation from the Academy physician.

## **Vegetarian or other Special Dietary Needs**

As the dietary needs and health interests of our students have diversified, the Dining Services staff has worked hard to provide reasonable vegetarian offerings or to accommodate other special dietary needs. Vegetarians have a variety of options and are welcome to provide their favorite recipes for use in the regular menu, as are all students. Students who are pursuing a vegetarian diet or who have other special dietary needs may want to get involved with the Dining Services committee. They may also benefit from recommended dietary plans based on the Dining Services offerings and prepared by a professional dietician. Contact the Office of Dining Services for more information.

### **Meal Conflicts**

Students that have classes that conflict with meal period times (Lunch from 11 AM - 1 PM) Monday through Friday may receive a box lunch at the Waypoint. Students must obtain a form from the Waypoint to be signed by the Registrar and returned to the Waypoint to be eligible for this option.

### **Guest/Complimentary Meal Passes**

MMA students are able to host a few guests for a meal in the Dining Hall. In order to accommodate students with guests, each meal plan is awarded four complimentary guest passes per semester. As these passes are complimentary, unused passes are non-refundable, non-transferable and are not rolled over from one semester/year to the next. Additional guest passes may be obtained from the Conference Department at a reduced rate.

### **Employment Opportunities**

A variety of employment opportunities exist for both work-study and non work-study students exposing them to many areas of the operation including waiting tables, snack bar, food prep and others. Schedules are flexible and wages competitive. If interested in employment with Dining Services, contact Manager Omar Chaar. If you have any questions regarding Dining Services please feel free to call (207) 326-2461. We welcome your suggestions and comments.

**FOR FURTHER INFORMATION CONTACT OMAR CHAAR, DIRECTOR OF DINING SERVICES**

## **DIVERSITY ACTION GROUP**

Maine Maritime Academy like many educational institutions is to some degree a reflection of our larger society. As we have expanded our program offerings and extended our reach globally we have welcomed diversity and the enrichment it brings to our campus and local communities.

MMA recognizes that “diversity” encompasses the recognition of an entire spectrum of self- and group-identities. It includes an understanding and appreciation of difference in age, ethnicity, gender, race, culture, nationality, sexual orientation, religion, class, physical ability, and learning ability.

As our campus demographics have changed MMA has worked to address their changing needs. Past efforts have included successful task force initiatives to address the needs of women, international students, non-traditional students, and students with disabilities. We have also worked to clarify handbook policies and initiated a number of mini-classes aimed at meeting some of the challenges of diversity. As these programs and efforts continue we find that we are increasingly challenged by all aspects of diversity to the point where we feel the need to review our programs and develop an all-encompassing plan to guide us as we work to become a more inclusive community at Maine Maritime Academy.

In order to prepare our students to be successful in an increasingly global and diverse work place our Board of Trustees has endorsed MMA’s taking an active role in developing a dynamic and inclusive living and learning community at MMA. To meet this need, President Tyler has convened a Diversity Action Group to begin working this fall to develop a comprehensive plan that will move MMA closer toward the goal of an inclusive community to better prepare our students for responsible citizenship in a diverse society.

## **FACULTY CONTACTS**

If, for any reason at all, you need to contact one of your student's professors you should channel this contact through the Academic Dean's Office. Faculty members all have complex and varied schedules making it very difficult for you to find them in their offices on a regular basis. Please telephone the Academic Dean's Office whenever you need to speak to or meet with a professor so that your contact

can be arranged and coordinated by a member of our staff or administration.

**FOR FURTHER INFORMATION CONTACT DR. JOHN BARLOW, V.P. FOR ACADEMIC AFFAIRS / DEAN**

#### **FINANCE OFFICE**

It would be helpful for families and students to be aware of the following: 1) All students should arrive on campus financially prepared to buy books and supplies at the beginning of each semester; regardless of financial aid. 2) All students must have medical insurance; the purchase of the MMA policy is mandatory should it not be properly rejected prior to the start of each academic year. If a student rejects the MMA Insurance plan but later “loses” their insurance policy, they should contact the Finance office as they can purchase MMA insurance at any time during the year. 3) An Exit Interview is a required process mandated by federal regulations for all students who leave MMA for any reason. The purpose of this in the finance area is to review any loans; to be reminded of how much is owed, to whom it is owed, what the payment amount will be each month and what possible deferment benefits may be, such as school deferment for those who transfer. 4) All bills are due before the start of any given semester; exceptions to this must be in writing and approved by the Director of Fiscal Operations.

**FOR FURTHER INFORMATION CONTACT DIANA SNAPP, DIRECTOR OF FISCAL OPERATIONS**

#### **FINANCIAL AID**

Students and parents interested in financial assistance for college--whether it is grants, scholarships, loans, or student employment--should check with the Financial Aid Office before committing their time and money elsewhere. Most all “free” aid is need-based as determined by filing the Free Application for Federal Student Aid (FAFSA). You can fill out a FAFSA on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). There are supplemental loans and regular-wage jobs available for students not eligible for subsidized aid. For job opportunities on and off campus, check with the Financial Aid Office.

Enrolled students wishing to apply for non-academy based scholarships should frequently check the financial aid portion of the web site located on MMA's web page. All students are encouraged to seek private scholarships through personal research. The Director of Financial Aid is responsible for the dissemination of Federal, State and Institutional aid. Students are responsible for private scholarship search.

**FOR FURTHER INFORMATION, CONTACT KATHY HEATH, DIRECTOR OF FINANCIAL AID**

#### **GRADES**

Grades with their quality points are reported as described below. The total quality points obtained for the grade received in a course are found by multiplying the credit hours of the course by the quality points for the grade received in that course. In determining the average quality points for academic standing, all quality points are added, and the total is divided by the number of credit hours attempted, including those for courses receiving failing grades.

#### **Quality Points**

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3

C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0 Failure (no credit received)

S= Satisfactory completion of a course. Not included in the computation of grade point average (GPA) but credit hours are applicable toward graduation requirements.

U= Unsatisfactory completion of a course. No quality points for computation of GPA and no assignment of credit hours.

W= Withdrawal from a course during allowable time period. No quality points for computation of GPA and no assignment of credit hours.

I= Incomplete may be given at the discretion of the instructor and with the approval of the academic dean if a student, because of an incapacitating illness or exceptional circumstances beyond his control, fails to take a final examination or to complete a major assignment. In the absence of special circumstances, a student who receives an incomplete when grades are recorded will receive a failing grade for the course unless the deficiency is rectified within two weeks of the conclusion of the semester.

AUDIT Course taken for no credit.

### Transcript/Grade Report

By way of illustration, a typical transcript might look like this:

	(1)	(2)	(3)	(4)
SPRING 08/09				
HY210 WESTERN CIVILIZATION I	03.0	03.0	06.00	C
PS102 TECHNICAL PHYSICS I	04.0	04.0	12.00	B
YA102 SMALL BOAT CONSTRUCTION	02.0	02.0	04.00	C
YM221 MARINA & BOATYARD MGMT.	03.0	03.0	09.00	B
YT102 SM. CFT. TECHNOLOGY	02.0	02.0	04.60	C+
	(8)	(5)	(6)	(7)
TERM GPA	2.542	014.0	014.0	035.60
CUMULATIVE GPA	2.556	090.5	090.5	230.50

Column 1 is the number of credits per course and is called "attempted credits". For courses which are transferred in from another institution or a student withdraws (W), a "00.0" would be shown.

Column 2 is the number of credits completed per course. This is usually the same as attempted credits, though for courses in which a grade of "F" is earned or from which the student withdraws (W), a "00.0" would be shown.

Column 3 is the total quality points earned for this course. In the case of HY210 which is a 3-credit course with a grade of "C" we assign 6 quality points; credits attempted. (3) times quality points for a C grade (2) equals total quality points (6).

Column 4 is the assigned grade for the course.

The line which starts with the words "TERM GPA" shows totals for the semester (in this case: SPRING 08/09).

The number in Column 8 shows a Grade Point Average (GPA) for this term of 2.542 and is obtained by dividing total quality points for the term (Column 7) by the total credits attempted for the term, 014.0

(Column 5).

The line which starts with the words “CUMULATIVE GPA” displays the same information as above except that it is for the entire time that a student has been at MMA. In this case, the student has a cumulative GPA of 2.556 (Column 8) which is obtained by dividing total quality points, 230.50 (Column 7) by total attempted credits, 090.5 (Column 5). In order to graduate, the cumulative GPA must be 2.00 or better.

The first set of grades which a student would get is normally mid-term grades. These are assigned only in the fall semester of the first year and are distributed only to the student and his/her advisor through the Sea Campus portal. The grades are released during the week following the semester midpoint and are only for information purposes. The intent is to let new students know how well they are doing from the instructor’s point of view. This is probably the hardest semester in the life of a student and this step is an attempt to alert the student while there is still time for corrective action. Mid-term grades are not official in that they are not a part of the permanent record. It is not unusual for final, semester-end grades to be significantly different.

Final grades are available to students through the Sea Campus portal. Because of Privacy Act (FERPA) regulations, grades will not be released over the phone.

A final note: Grades are assigned by MMA faculty and can only be changed by faculty. In cases of disagreement with the grades assigned, the first step is for the student to contact his or her faculty member. The next step in an appeal is through the Department Chair for the student’s major.

Students may initiate withdrawal from a course prior to the seven calendar days following the midpoint of the course by obtaining the appropriate form from the Registrar and complying with the instructions stated thereon.

Faculty may assign withdrawal grades in a course after the add/drop period, but before the seven calendar days following the midpoint of the semester. The faculty member will contact the student in question in advance of taking this action and inform the student that he/she is in jeopardy of being withdrawn. At this time, alternatives to withdrawal will be discussed.

Students may retake courses to replace a grade, provided the course is retaken at the Academy. The grade of the succeeding course replaces the original grade in the calculation of the cumulative point average, but both grades appear on the transcript. Grades from other colleges are not used in the computation of the grade point average, although course credit is granted. Any changes in grades submitted to the Registrar must be approved by the Academic Dean.

### **Academic Appeal**

Students may appeal unresolved concerns of an academic matter through a process outlined in the Student Handbook.

## **THE PRIVACY ACT - FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a law enacted by the Federal Government with the intent of protecting the privacy of students in academic institutions. In essence, record information of a personal nature is the private domain of the student and Academy Officials who need access to that information. It cannot be released to a third party without the written permission of the student. Grades are the most obvious example of the information governed by FERPA. In no case will Academy officials discuss personally identifiable information (grades, discipline, etc) with a third party without the student’s written permission.

The Academy does reserve the right to release directory information and this is allowable under the FERPA regulations.

The following information related to a student is considered “directory information” and the Academy reserves the right to disclose it to anyone inquiring without the student’s consent unless the student, within ten days of the start of each semester (or, in the case of graduate students, the end of the first module or academic year), informs the Office of the Registrar in writing (on FERPA Form 5, Request to Prevent Disclosure of Directory Information, available in the Office of the Registrar) that any or all such information is not to be made public without written permission: the student’s name, home and local addresses and telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports including weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and other similar information (e.g., current schedule of classes; and distinguished academic performance). A parental address, separate from the student is not considered directory information and will not be released without the student’s written consent.

It should be noted that, though directory information is releasable in response to specific queries, it will not generally be Academy practice to publish “Directories”. Additionally, the Academy asks students to waive their privacy rights and allow us to discuss protected information with parents on whom they are financially dependent. Most do so. But a student, because of their adult status, has the ultimate right of disallowing access to protected information and we must respect that right.

The privacy policy of Maine Maritime Academy is contained in the student handbook. Copies may be requested through the Registrar’s Office. Copies of the Federal law may be requested through the U.S. Department of Education in Washington, D.C.

## **FOR FURTHER INFORMATION CONTACT THE REGISTRAR**

### **HEALTH SERVICES**

Health Services is located in Curtis Hall.

Two medical personnel, a physician and a registered nurse certified in college health, are available Monday through Friday specifically for students. At other times, security is notified for medical emergencies and transportation to a health care facility is provided. There is an ambulance service in Castine. In fact, several of our students become emergency medical technicians or ambulance drivers and help their fellow students and the neighboring community during times of crisis.

MMA provides a medical insurance plan for students at a relatively nominal cost. Please check the brochure over carefully that you receive in the mail from the Finance Office. It is a convenient plan that is processed through the Health Service Office. If you have your own insurance plan for your student, make sure they are aware of the notification procedure in case X-ray, laboratory, emergency room, or referral physician expenses are incurred. Insurance can be purchased at any point in the year (prorated based on time of year purchased). If a student is no longer insured by parent for whatever reason, it is the student’s responsibility to contact the business office and purchase MMA insurance.

There is no cost to any student for a visit to the Health Services at MMA to see the doctor or nurse. All ‘over the counter” drugs are free but there is a slight charge for a select group of prescription drugs. This fee is added onto the students’ bill in the Finance Office. The pharmacy in Bucksport will fill all of the other prescriptions, at the students’ expense, that are ordered by our physician.

Should students need transportation to medical appointments in Bucksport, Ellsworth, Blue Hill, Belfast or Bangor, a ride can be arranged through Nurse McDonald. A charge will be applied to the student’s bill for such services. Generally that charge is \$45-\$60 depending on distance.

Mrs. Susan McDonald will be happy to answer any of your questions regarding health care or insurance. She can be reached at (207)-326-2295. Please remember though, your student has reached full legal age. We do have to ask the students’ written permission to discuss their health issues with you.

**FOR FURTHER INFORMATION CONTACT SUSAN MCDONALD, DIRECTOR OF HEALTH SERVICES & REGISTERED NURSE**

### **LEARNING DISABILITIES/ADA COMPLIANCE**

Various public laws (including the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) provide for the elimination of discrimination due to special conditions. Students who have documented learning disabilities and who wish accommodations under the Americans with Disabilities Act are urged to coordinate those requests with their respective faculty and Professor Donald Dobbin. Professor Dobbin is the LD Coordinator and will help your student arrange for any accommodations for which they qualify.

**FOR FURTHER INFORMATION CONTACT JOCELINE BOUCHER, ASSOCIATE ACADEMIC DEAN**

### **MESSAGES**

Generally with cell phones and email families are able to communicate very effectively with their students. In the event that you are unable to reach your student, families can communicate with their students through the Curtis Hall (residence hall) Quarterdeck by calling (207)-326-2290. The employee on duty will take a message and post it on a message board located near the main entrance. In the event of an emergency the duty employee will ask a security officer or a resident assistant to deliver the message to the student's room. The Quarterdeck in Curtis Hall is manned from 24 hours a day, 7 days a week. In the event of an emergency you can also reach your student by contacting the offices of Residential Life (207) 326-2280, the Commandant of Midshipmen at (207) 326-2250, or the Dean of Student Services at (207) 326-2138. These are daytime office phone numbers. Should you need to speak to any of the above during the evening in an emergency situation, Security can reach them and they will return your call.

### **PARKING AND TRAFFIC RULES, FEES AND REGULATIONS**

Specific areas have been set-aside for student, employee and visitor parking. Each group is requested to respect the parking areas of the other since there is not sufficient space available for unlimited parking. Fees have been established to help maintain and control the limited space available. **No one is allowed to park on grass at any time. There is no student parking on the Academy Waterfront at any time.**

It is essential that all personnel observe parking regulations and traffic rules in order to assure the most efficient service of the physical plant and the least inconvenience to all concerned.

Fines have been approved for violation of the parking rules. However, repeated violations may result in the loss of the right to park on Academy property. Reckless driving, driving to endanger, non-compliance with traffic signs, speeding (more than 15 miles per hour on the campus), or excessive noise by the vehicle, the driver or occupants of a vehicle, may result in the loss of campus parking privileges and/or disciplinary action.

The Academy is not responsible for any loss or damage to vehicles parked in Academy parking lots. Vehicle owners are reminded to both secure their vehicles and to carry adequate insurance coverage.

#### **Supervision**

The Director Security will be responsible for the supervision and enforcement of parking regulations. The Vice President of Administration/ Finance/Governmental regulations will hear appeals. Vehicles parked on Academy property in violation of these regulations will be issued a parking ticket and/or immobilized or towed.

We do not have a sufficient number of parking spaces for first year students who wish to bring a vehicle to MMA. A “Long Term Parking Lot”, roughly 4 miles from campus is available for first year students who NEED to have a vehicle. Those who feel they have a need (medical or otherwise) will need to contact Deidra Davis and provide a written request and documentation proving there is an exception.

**What are the current regulations concerning cars for Non-regimental and two-year degree students?**

The car issue depends on the student's class, age or marital status. They should refer to their student handbook for specific information. If they still have questions, they can contact Deidra Davis, Dean of Student Services. In general, no first year student may have a vehicle on campus.

### ***Academy Parking Areas***

**The following is a detailed listing of current parking areas, as well as fire lanes and access roads. Fire lanes consist of all access roads and walkways.**

01. Dismukes Hall parking area - Rear of building on Battle Ave. and on Pleasant St. side. Academy Faculty/Staff only. No parking in entry or walkways.
  02. Leavitt Hall parking area - Academy employees, authorized visitors, Continuing Education and Conference participants only
  03. Pleasant Street Lot - Commuters and Commons residents (spaces facing The Commons).
  04. BIW Center - Academy employees, Curtis Hall/Bookstore visitors.
  05. NROTC - Employees only, adjacent to the building.
  06. Smith Gym parking lot - *Alongside the building*: Employees only.
  07. Field House Lot (between FB and practice fields) - Sophomores.
  08. Alexander Complex - Employees, and visitors using the facility.
  09. Facilities Management shop - Employees and Facilities Management vehicles.
  10. Curtis Hall Lot (Behind Curtis Hall) - All Seniors and Juniors.
  11. Curtis Hall, Ramp area (front of Curtis Hall) - Handicap and Loading/Unloading only.
  12. Waterfront, all areas - Employees only (Students by special permission only).
  13. Long Term Parking: The Academy has allocated space at our Penobscot property on Rt. 199 (Approx. 7 mi from campus) for all students (including freshmen) who wish to leave their vehicles for long periods of time. The following conditions apply:
    - These vehicles will not be allowed to park on campus
    - Parking in the Long Term area will be free of charge and no sticker required.
    - The Academy does not guarantee transportation to and from this area, but does run a shuttle when able.
    - This area is unsecured and parking there is at the owner's/operator's own risk.
    - Facilities Management will plow in the winter to open up the lanes.
- **All conditions are subject to change with notice at the discretion of the Academy.**

### **Special Notes:**

- *All students are strongly encouraged to utilize Academy parking rather than park on public streets.*
- The Town Dock area, administered by the Town of Castine, has posted limitations on the length of time you may park there, and some overnight parking is allowed.
- The merchants in downtown Castine work hard to run businesses handicapped by limited access problems. As parking is limited in the immediate area, please respect their needs and do not park by the business establishments unless you are conducting business there.

### **Visitor Parking**

Visitors to Curtis Hall may park in any unoccupied employee parking lot (B.I.W. & Leavitt Hall) unless specifically designated for reserved parking. Visitors should see Security to obtain a temporary parking pass.

Participants in sponsored Academy programs such as Continuing Education and Conference courses are to park in areas designated by the Director of Security.

### **Permit Parking**

Students have an **ANNUAL** registration fee. Authorized students must pay the parking fee at the cashier's office in Leavitt Hall and present the receipt to security for a parking permit. **THIS REGISTRATION FEE IS TRANSFERABLE FROM ONE CAR TO ANOTHER AT NO EXTRA CHARGE (owned by the same student). However, no student is allowed to give or sell a parking permit that he purchased to another student.**

During the period beginning with the Spring Cruise through September 1<sup>st</sup>, all undergraduate students are required to use the Pleasant Street parking lot. Vehicles must be registered with the Director of Safety and Security before being left in this parking lot. **A key must be left with Security.**

The Safety and Security Office will conduct the registration of vehicles. Procedures and documentation for registration are the responsibility of the Director of Security, but shall include the following:

1. A valid registration certificate for the vehicle.
2. Evidence of liability insurance equal to the amount that is required by Maine law.
3. A valid inspection sticker, if required by the state in which the vehicle is registered.
4. A valid and current driver's license.

Students who already have a valid parking permit and who desire to bring a substitute vehicle to the campus for brief periods, should obtain a temporary parking permit (at no additional cost) from the Safety and Security Office.

Students who register their vehicles at Maine Maritime Academy will voluntarily grant permission to the academy, its duly appointed and acting officers and agents, in its and/or their discretion, based on a reasonable belief of illegal use of the vehicle, and when deemed necessary to protect the best interests of the Academy, to search at any time any motor vehicle owned or controlled by the student and located on Academy property.

### **Motorcycles**

Students who wish to have motorcycles on campus must register the vehicle at the Safety and Security Office. Motorcycles will be parked in areas designated by the Director of Safety and Security for an annual registration fee. A vehicle and a motorcycle are permitted.

### **Penalties**

Violation of these regulations may result in ticketing and/or towing of the offending vehicle. Repeated violations may result in suspension of or loss of parking privilege and disciplinary action by the Dean of Student Services.

All tickets are due and payable within 10 days of ticket issue. Tickets can be paid in the Safety and Security Office. Any ticket that goes unpaid after 10 days will be sent to the Finance Office for collection.

### **Fines**

**A fee of \$100.00 will be assessed for the following:**

1. Parking in an area reserved for handicapped parking (including striped area adjacent to HC space)

**A fee of \$50.00 will be assessed for the following:**

1. Parking in a fire lane. (All Roadways and Walkways)
2. Parking within 20 feet of a fire hydrant

**A fee of \$40.00 will be assessed for the following:**

1. Parking in a Loading Zone
2. Obstruction of traffic
3. Maintaining more than one vehicle on campus
4. Parking or driving on Footpaths
5. Parking in an unauthorized parking area
6. Any violation of Maine State Title 29-A

**A fee of \$30.00 will be assessed for the following:**

1. Parking or driving on an unauthorized road and/or walkway
3. Parking or driving on turf
4. No Decal / Failure to register
5. Overtime parking.
7. Imprudent Speed
8. Failure to stop for a Security Officer

For those vehicles not registered with Security, there will be an additional fee for accessing an external organization to find registered owners.

The fact that a vehicle is unlawfully parked shall be prima facia evidence of the unlawful parking of such vehicle by the person in whose name the permit has been issued, or, if no parking permit has been issued, then by the person in whose name the vehicle is registered with the appropriate Department of Motor Vehicles.

### **Snow Removal**

Occasionally it will be necessary to move vehicles to accommodate snow removal from the parking lots. After public notification, failure to move the vehicle may result in a fine and the vehicle may be towed.

### **Towing Policy**

A motor vehicle may be towed or immobilized and stored at the owner's expense when any of the following conditions apply:

1. When it is parked within 20 feet of a fire hydrant or in a manner so as to impede fire-fighting efforts.
2. When it obstructs traffic or is parked in a roadway, driveway, loading zone, fire lane or handicapped parking area.
3. When it obstructs or hampers a snow removal operation.
4. When it is abandoned. Proof of abandonment includes, but is not limited to, such items as: lack of inspection sticker, flat tire(s), disassembled in whole or in part, etc.
5. When it does not display a valid State registration plate.
6. When it is parked in a place other than its assigned parking lot.
7. When it is parked during vacation periods without prior authorization.
8. When 3 or more tickets have been assessed.
9. When a vehicle has been immobilized (booted) and the student has not contacted security within 48 hours. When a vehicle has been towed and stored under these rules, the Security Officer taking the action shall notify the Vice President of Administration, Finance and Governmental Relations or his/her representative. In addition, the Office of

Security will notify by mail the registered owner of such vehicle (when known) within 5 business days. Said notification shall indicate the time the vehicle was towed, the location where the vehicle is stored

and the requirement for release of the vehicle, along with the cost to retrieve the vehicle. A towed vehicle will not be released until the individual requesting its release presents satisfactory proof of ownership or right of possession and signs a receipt for release of the vehicle.

### **PERSONAL INJURIES/ACCIDENTS**

**Reporting:** All accidents and injuries to students, Academy personnel or others (i.e. guests or visitors on Academy property) shall be reported immediately to Security, and a log entry of pertinent facts made accordingly. In all cases of injury, regardless of how minor, the Academy Medical Department shall subsequently be informed. When circumstances dictate, local authorities should also be informed.

**General:** It is essential that close attention to matters of this nature be followed in consideration of any liability problems that may arise concerning persons so involved.

### **RESIDENTIAL LIFE**

Maine Maritime Academy prides itself on both developing and educating the whole person. This is the core concept of all our programs. The Academy offers the means, opportunities, guidance and support for a student to gain an education in every aspect of his or her life. Each student will make choices that determine how much he or she may gain from these opportunities and what the quality of that experience will be.

In accordance with this commitment, the Department of Residential Life is primarily focused on guiding students in their development as individuals, encouraging self-discipline, and fostering respect for the rights and privileges of others. Policies, rules and regulations provide residents with some structure in their choices. Educational and social programs developed by the staff offer students opportunities for honing important life skills in interpersonal relations and life management.

Curtis Hall at MMA is the largest student residential facility in the state of Maine housing approximately 600 students a year. Residents live in double rooms and share either semi-private or larger bathrooms. This close grouping of a large number of people creates a living environment unlike any that most students have previously experienced. It is not quite like living at home, nor should a student expect that it would be. However, it can become a home with a community format.

The success of a residential community such as ours requires a collaborative effort between the residential life staff and residents. It's important for all residents to remember that in choosing the Academy, you have agreed to be a part of this community and to play a part in making it a desirable living environment for all residents. Our concern is to help you learn to live, work and communicate with others and to manage a shared living environment in ways that will provide a safe, healthy, balanced atmosphere (i.e. study, socialize, sleep, play). Residents must learn to appreciate how much they depend on each other in these community living spaces and why it is so important that they respect each other's rights and privileges. They will also see how their personal contributions will have the strongest impact on their residential experience. The residential life staff is here to guide them in these efforts

Some useful principles to guide residents in their efforts to develop a desirable living environment include the practice of "responsible freedom" and recognition of the basic rights, responsibilities and privileges of all resident students.

#### **The Concept of "Responsible Freedom"**

Developing your community in the spirit of Responsible Freedom is a continuous educational process, which involves demonstrating self-respect and showing consideration for the rights and needs of others. It means that individual residents may adopt the lifestyle that they wish to have provided that their actions don't infringe upon the rights of others. It is not a license for residents to do anything they please without regard to the wishes, needs, or sensitivities of the other members of their community.

The individual's freedom to choose her or his actions must be accompanied by an equal acceptance of responsibility for consequences that may stem from a particular choice. Residents must also be prepared to make and accept compromise where needs overlap. It is by knowing and fulfilling your responsibilities as a resident that you can ensure that each other's rights and privileges are also respected.

Resident students need to seek out the positive characteristics in their peers rather than becoming involved in fault finding or malicious rumors. It's important that they speak directly with their peers and do so with empathy. This approach will be a most successful and positive experience if you remember to practice the four "C's" of human interaction. They are:

- Consideration
- Communication
- Civility
- Compromise

Treating people better, sharing information about yourself so others can know and understand you, and working out solutions through cooperation will contribute greatly to a more positive situation by heading off future problems.

### **Rights and Responsibilities of Residents**

Residents have the right to:

- Be treated by other residents and staff members with the same respect and consideration that you would give to them.
- Study without undue interference, unreasonable noise and other distractions.
- Sleep without undue disturbance from noise and distractions.
- Expect that others (especially roommates) will respect your personal belongings.
- Live in an environment kept clean by those who live in it.
- Access your room/suite and the facilities provided for residents.
- Discuss any concerns with Residential Life staff members who may assist you in addressing your concerns.
- Expect that these rights will be respected.

Responsibilities of residents include:

- Verbally expressing your views in a civil manner to the person(s) involved, should you believe that your rights were violated.
- Treating other residents and staff members with the same respect and consideration that you would expect to receive from them.
- Understanding and abiding by all policies and regulations necessary for the residence hall and campus communities to function.
- Respectfully responding to all reasonable requests from fellow students.
- Willingness to make and accept compromises where individual needs conflict.
- Responding to and cooperating with Residential Life and other Academy staff members.
- Ensuring that your guests or visitors comply with the rules as well as understanding that you are responsible for their actions and that you must escort them while they are in the building.
- Recognizing that community cannot exist if any individual is excluded. Action, direct or covert, that discriminates on the basis of race, gender, religion, handicap, national origin, age or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.

**The Director of Residential Life & Student Services, the Residential Coordinator (RC), Programming Coordinator (PC), and Resident Assistants (RAs)** have a variety of responsibilities to perform. They are charged with facilitating the development of an appropriate environment for living and learning. Within this role, they are involved in working with residents to resolve issues of noise control, cleanliness,

vandalism, and when necessary, enforcing Academy rules and policies. **RAs** also provide feedback to the residence hall staff on issues in the hall that need attention, student interests that should be addressed, and the general “state of the student body.”

One of the many tasks for **RAs** is programming for and with their residents and other students. These programs usually are developed for a hall section and can be anything from mini-topic presentations, 3-on-3 basketball tournaments, trips to The Maine Center for the Arts, or Monday night football/pizza parties. There are many possibilities and a budget to support these activities. The goal is to provide residents with many activities and varied educational opportunities from which to choose.

Ultimately, the most important Residential Life team member is you. Each and every resident bears responsibility for the creation of a positive living environment that supports your interdependence with all members of the MMA community. The **Director**, **RC**, **PC**, and **RAs** are there to help things along but as a resident you are expected to be aware of and to respect the needs of your neighbors as a whole and to have the initiative to help get things done. We are, after all, part of the larger interdependent community.

### **Staff Duty Hours**

Both the professional and student paraprofessional staff have regular office and/or duty hours.

*Director of Residential Life and Student Services* - M-F: 9:00 AM-5:00 PM (subject to change). Please leave a note at the office or use e-mail if you are having trouble connecting. Duty Supervisor hours: 7:00 PM - 7:00 AM, one night/week and one weekend/month.

*Residential Coordinator* - M-F: Hours posted @ 133 Curtis Hall. Please leave a note at the office or use e-mail if you have trouble connecting. Duty Supervisor hours: 7:00 PM-7:00 AM, two nights/week and two weekends/month.

*Programming Coordinator* - M-F: Hours posted @ 129 Curtis Hall. Please leave a note at the office or use email if you have trouble connecting. Duty Supervisor hours: 7:00 PM - 7:00 AM, one night/week and one weekend/month.

*Resident Assistants* - Duty hours: 7:00 PM - 11:00 PM weeknights, 7:00 PM to 1:00 AM, as necessary on weekends. They are “On-Call” for any problems (excluding lockouts) after those hours until 7:00 AM. The names of the Duty RAs at night are posted at the RA Office adjacent to the Curtis Hall Quarterdeck.

The Residential and Dining Contract that you signed, and the current Student Handbook, explain both the Academy’s and your own responsibilities as a student at MMA and as a resident in our student residential facilities. The following general policies apply to students living in student residential facilities on campus and also to students and their guests and MMA guests visiting those facilities.

### **Student Residential Facilities**

There are two student residential facilities on the MMA campus: Curtis Residence Hall and The Commons. Curtis Residence Hall has a total capacity of roughly 600 beds. Rooms are primarily set up as doubles. Bathrooms are either shared by pairs of rooms or by six rooms. Curtis Hall is occupied by undergraduate students. The Commons has a total capacity of 40 residents. It consists of one bedroom apartments (most are furnished for double occupancy) and houses both graduate and older undergraduate students. The regulations and policies for student residential facilities as stated in the catalogue, the current Student Handbook and the Residential and Dining Contract apply to all student residential facilities, except as specifically noted in some sections.

### **Amenities & Facilities**

#### **Cable TV**

All student rooms are cable ready. Students must provide their own television. This service is included in the housing fees. Each room/suite gets the basic cable service as set by agreement between the Castine Selectmen and the area cable provider. Requests for changes or additions must be submitted to the Selectmen. Problems with reception should be reported to Public Works via an email to: [publicworksrequest@mma.edu](mailto:publicworksrequest@mma.edu).

Premium channel services (HBO, Cinemax, etc.) may be arranged directly by the student at their own expense. The use of outside TV or radio aerials or antennas is not permitted in each room/suite.

### Telephones

Telephones for use with phone cards/credit cards are available on the first floor of Curtis Hall (next to the Security Office) for those students who do not have a phone. These telephones are the property of MMA and may be removed at any time if abused.

All student rooms are wired for telephone service. It is the responsibility of each student to provide their own telephone and to make arrangements directly with FairPoint Communications for service. Arrangements for residential phone service are strictly between the occupants and FairPoint. Call to arrange service (1.866.984.2001). You must provide them with your building name and room/suite number. If the service is to be in Curtis Hall, give them the following reference phone number (207) 326-2290. If the service is to be in The Commons, advise the operator that you are residing in a pre-911 housing facility. Your building and suite number should be given as your house number on Pleasant Street. The institution is not responsible for any relocation costs incurred by any type of room/suite change.

All students, on or off campus, are required to provide the Department of Residential Life with their current phone number. On-campus students must complete and return the form supplied by their RA. Off-campus students must provide the number on their Off Campus Request form. Student telephone numbers will be placed in our database and made available through the Curtis Hall Quarterdeck unless otherwise requested in writing to the Registrar's Office.

### Storage Facilities

Telephones for use with phone cards/credit cards are available on the first floor of Curtis Hall (next to the Security Office) for those students who do not have a phone. These telephones are the property of MMA and may be removed at any time if abused.

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### Appliances/Electronics

#### Authorized Equipment

Electrical equipment permitted in residential facilities must be certified by "Underwriters Lab, Inc. (UL)" or the equivalent thereof, and includes:

- TV
- VCR/DVD player
- Stereo
- Microwave (snack-size)
- Computer
- Hair Dryer
- Coffee Maker
- Hot Pots with Closed Coils (for heating water and soups)
- Hot-air Popcorn Popper

- Refrigerator (one up to 3 cubic feet per room/suite)
- Extension Cords or multi-plugs with built-in circuit breaker or surge protector

Regimental students should refer to their class privileges list for any restrictions.

#### Unauthorized Equipment

Electrical equipment not permitted in residential facilities includes appliances such as those listed below unless authorized by the Dean of Student Services or the Director of Residential Life & Student Services:

- hot plates (ex. Forman grills)
- toaster ovens
- electric fry pans
- soldering irons
- electrical tools
- electric blankets
- heaters, heating lamps or pads
- torchiere type lamps
- stand-alone or window air conditioners/cooling units

Unauthorized use of cooking equipment or possession or use of proscribed electrical equipment/appliances constitutes a serious fire hazard.

#### Care and Maintenance of Rooms/Suites and Common Areas

Students are responsible for the condition and cleanliness of their sections of the hall and the common hall areas in general. As residents of the larger community, students will develop section contracts and programs to provide for cleaning in their common areas and to take responsibility for preventing damages and other problems in the hall.

#### Facilities Work Orders

Students will not tamper with, remove or attempt to repair any of the equipment installed in their room/suites, such as electrical fixtures, computer/telephone ports, heating, lighting, furniture, etc. Broken and damaged items shall be reported to Facilities Management via your FirstClass email system. Submit an email to "Public Works Request" which states the problem and your specific request.

#### Damages

All students shall be responsible for the care of their assigned room/suite (includes the semi-private bath) and the furniture and equipment therein. The full replacement cost for repairs to the room/suite or the repair or replacement of furniture and equipment therein, beyond normal wear and tear, shall be billed to the student. Any damages that students do not step forward and take responsibility for will be billed to all the residents or to those in the section if it is reasonable to expect that it is their responsibility.

#### Safety & Health Inspections

All student room/suites will be subject to periodic Safety and Health inspections as posted. In addition, Regimental student room/suites will be inspected for safety and sanitary reasons on a regular basis (as posted in the Regimental Manual/POD).

The following standards for conditions of room/suites will be checked:

- a. Assigned furniture kept in the room/suite.
- b. Carpets kept clean and vacuumed regularly.
- c. Walls, mirrors, shelves, ledges, windowsills, and all articles of furniture and equipment kept clean.
- d. Radiators, light fixtures and inside of windows shall be kept clean.
- e. Semi-private bathrooms: The residents of both rooms sharing a semi-private bath are responsible for

keeping it clean. This is an important health concern. Shower stalls and toilets should be scrubbed weekly. Contact your RA for cleaning materials.

f. Fire and electrical safety needs

A copy of the inspection form will be provided to each room/suite showing any deficiencies. A re-inspection will occur within a reasonable time to allow for correction of any problems.

#### Cleaning Gear Lockers

Each Resident Assistant is assigned a cleaning supplies closet and vacuum for use by the residents of their section. Students who borrow the vacuum must sign it out from their RA indicating their room number and time out. They are expected to return it in one hour unless otherwise agreed upon with the RA. Any resident who uses the last cleaning item, roll of toilet paper, or other items are asked to let the RA know that more are needed.

### Checking into a Room/Suite

#### Check-In Process

During the check-in process, a room/suite key is issued to each resident. Each student living in The Commons is also issued an outside door/laundry room key. Having their own room/suite key provides residents with the ability to maintain the safety and security of their assigned room/suite. Each resident signs a Key Issue & Responsibility form acknowledging that they accept responsibility for their key, the condition of their assigned room/suite, and any actions taken in their room/suite by them, their visitors or guests (invited or uninvited) that may lead to disciplinary action. Residents are cautioned to carry their room/suite keys at all times and to lock the door when they (residents) are absent from their rooms. Charges will be levied for lost keys, damage to locks, or lock replacement.

#### Rooms/Suite Condition and Inventory Report

As a part of the check-in process each resident completes a Room/Suite Condition and Inventory Report. This form has listed the general condition of the room/suite and is for the protection of each resident from unnecessary charges. All discrepancies, damages and replacements must be recorded by a staff member and reviewed and signed by the occupant. This form will be turned in to the Residential Coordinator and kept on file until the occupant moves out. At that time, the room/suite will be inspected and any damage or defacement that is not considered to be normal wear and tear, or was not previously cited on the form will be noted and the report forwarded to Facilities Management for repair and billing at full replacement cost. Students may also be billed collectively for unassigned damage in common/public areas of Curtis Hall or The Commons.

### Checking out of a Room

#### Check-Out Process

The check-out process below clarifies any questions about billing and/or refunds and ensures all the other necessary connections for leaving in good order:

1. Begin at the Registrar's office to receive instructions on which offices you must see for clearance.
2. On-Campus Residents must have all belongings packed and if possible out of the room/suite. The room/suite must be clean and in good order with windows shut, curtains pulled closed, and all trash removed to the dumpster. Where applicable, the semi-private bath must also be cleaned.
3. Contact your RA or the Residential/Programming Coordinator accordingly to check your room/suite (semi-private bath if applicable) and common area. They will collect your key. (Express Check-out, as stated below, is only authorized for End of Year Departures)
4. Off-Campus Residents only need to see the staff as directed in their checklist instructions.
5. All students should also be sure to complete a forwarding address form with the student mailroom.

#### Emergency Withdrawals/Leaves of Absence (LOA)

Sometimes emergencies or changing situations necessitate that students leave (ex. taking a leave of absence) the Academy unexpectedly. In such cases, the student must contact the Registrar's Office and complete the checkout process in order to ensure proper withdrawal/leave and refunds if applicable.

#### Mid-Year Departures

Each year some students leave the Academy in December - both expected due to graduation or transfer, or unexpected due to academic dismissal.

- Expected students must vacate their room/suites and check out by the end of their semester finals via the above check-out process
- Unexpected students who are notified over the break may vacate prior to the semester's start or following their appeal

#### End of the Year Departures

At the end of the academic year, Curtis Hall closes and all students must vacate their rooms twenty-four hours after their last exam, but no later than the end of finals. Students going on cruise must move to the ship at their prescribed time. During this time of year, on-campus residents may utilize the Express Check-Out station found in the Curtis Hall Quarterdeck.

#### Cooking & Food

Only foodstuffs that can be prepared in authorized electric equipment can be cooked or heated in room/suites (this includes coffee/tea or popcorn using a hot air popper). Care must be taken anytime that you use any type of cooking/heating equipment. Do not leave hot pots and such going when no one is present in the room/suite. Any foodstuffs/snacks kept in room/suites must be stored in sealed containers to avoid attracting bugs.

Curtis Hall: The only cooking that is authorized in rooms in Curtis Hall is that which can be done in an approved, closed coil hot pot, popcorn popper or small microwave oven. There is a small microwave and kitchenette outfitted with cooking gear in the BILGE Recreation Area. Small groups can use this facility for special meals. See your RA, the BILGE Manager, or the Director of Residential Life and Student Services for further information.

The Commons: Each suite has its own kitchen facilities so cooking is authorized in The Commons. Residents are cautioned to use care when they cook as we have had problems with false fire alarms due to smoke from cooking. Consider ventilating the area before, during and after cooking. Residents of the Commons should also become familiar with the approved electrical appliances/equipment.

#### Decoration of Room/Suites

Most students enjoy fixing up their room/suites for a more homelike feeling. They are encouraged to do so provided that they comply with safety and maintenance needs as well as demonstrate consideration for other members of their community.

Room/suites are provided with built-in hanging rods and cork boards for decorative pictures, materials, etc. No decorations will be affixed to the walls by any means that damages the paint or wall surface. No decorations, TV cables, or other wires will be affixed to or hung from the ceiling (including the metal frame strips) in rooms/suites/hallways. No nails, tacks, tape, screws, glue, etc. are to be used on Academy equipment other than tacks/tape on the corkboard provided. Any such damages will be the responsibility of the resident(s).

Safety needs require free, unimpeded movement in and out of room/suites. Residents must maintain a clear path to the door. Vision into the room/suites may not be obstructed by furniture or any form of curtain or screen so room/suites can be checked quickly in the event of an emergency.

Any materials that are deemed offensive to another may not be hung or displayed in such a manner as to be readily visible to others.

#### Holiday Decorations

Any decorations must meet all fire/safety and electrical requirements as stated in other portions of this handbook. Holiday decorations in particular can be problematic. Lights are allowed when used with approved extension cords. Live or cut trees or fir cuttings are not permitted. Use good sense in your holiday spirit and keep the hall safe for all residents.

### Door Decorations

All Regimental students are expected to display nametags on their doors. Such tags are also available to any Independent students who want them. Requests from Independent students can be made through your RA.

Cork or dry-erase boards are permitted on doors as long as their attachment does not damage the door or the paint.

Nothing else shall be placed or written on any door that will cause damage to the door or its paint.

### Fire Safety

All residents are expected to familiarize themselves with the fire alarm procedures and to study the escape routes posted on the back of the door in their room/suite. Also please study and observe the safety and health expectations for each room/suite. There will be safety and health inspections of all rooms at least once each semester to check for compliance.

Curtis Hall has an addressable alarm system. It features smoke detectors and evacuation alarm horns/strobe lights in student rooms, heat detectors in bathrooms, and evacuation alarm horns/strobe lights, smoke and heat detectors in all hallways. Any time a detector is activated its location is recorded on the system board at the Quarterdeck. Smoke detectors in rooms ring first only in that room when activated and a trouble alert sounds at the Quarterdeck and in Security. The source can then be checked. If the trouble continues it goes to general alarm. Activation of other detectors immediately sets of the general alarm. Whenever the general alarm is activated it will be sounded through the horns and strobe lights will flash in all rooms and hallways. The Commons has smoke and heat detectors that set off the building alarm when activated.

A sprinkler system also can be found in both Curtis Hall and The Commons.

### Fire Alarms

It is MMA policy that during a fire alarm the building must be evacuated immediately. The alarm will sound until the building is fully evacuated and the fire department arrives. Once the fire department is on the scene, the fire chief or assistant fire chief is in charge of the building and its residents. Curtis Hall residents must go to the Fieldhouse, which a Security Officer will open if closed (alternate site: Ritchie Field). Commons residents should go to the Student Center, which a Security Officer will open if closed (alternate site: Fieldhouse). Do not linger in the courtyard or stand in driveways/roads. Emergency vehicles must have clear access.

The All-Clear signal is given when the red lights next to the primary entrances stop flashing, not when the alarm is silenced. In the event of an alarm, residents cannot re-enter the building until it has been checked for fire safety (usually +/-50 minutes if everyone cooperates) and the fire chief gives the all clear. The Commons: The all-clear signal is given when the horns are turned off.

As the Fire Department checks the building during a fire alarm, all violations of state and Academy laws/rules/regulations regarding fire safety, will be reported to the Office of Security. Administrative certificates of search will be issued following the alarm for the purpose of correcting the reported deficiencies.

### Failure to Comply

Students who fail to respond to an alarm or are uncooperative during a fire alarm must understand that their actions are in violation of community conduct standards. They will be brought to the Quarterdeck by the Residential Life staff member on duty who is overseeing the staff response and crowd control. If deliberate non-compliance is verified, the student will be subject to a \$25.00 fine payable within five class days and may also face additional disciplinary action if warranted.

If alcohol is suspected as a contributing factor to non-compliance, a breathalyzer test will be administered to the student. If alcohol is verified as a factor the student may be referred to the Unified Alcohol Hearings Board for disciplinary action

### False Alarms

Purposely or negligently causing false alarms or tampering with safety/fire devices may be grounds for dismissal or expulsion. Under state law it is a felony offense to purposely cause false alarms or to tamper with emergency/fire equipment. Under Academy policy, students who purposely or negligently/unintentionally cause false alarms or tamper with fire equipment may face disciplinary action. Town ordinances set a threshold amount for false alarms, above which the Academy is charged \$250 per alarm. This cost may be assigned to any persons found to be responsible for an alarm. False alarms invite resentment from other students, nearby neighbors in Castine and the Volunteer Fire Department. Residents and fire department members may become desensitized to alarms and fail to respond in a timely fashion. Residents should be able to rely on the alarm system to function properly and to know that when activated there is truly an emergency. Nationally, more students are hurt responding to false instances of emergencies than in true emergency situations.

### Flammable Materials (i.e. candles, incense)

Possession/use of candles, incense, oil burners, or other flammable materials or other flammable items such as live holiday decorations that can or do produce open flames or burning embers, is not permitted in the residential facilities

### Tobacco (Smoking & Other)

Smoking is prohibited anywhere near or inside Curtis Hall and The Commons. This includes student rooms, inside the Curtis Hall courtyard, and anywhere within the immediate vicinity of Curtis Hall or The Commons. There are three designated areas and people are to go there to smoke: the Commons Courtyard, the hard shelter beside Curtis Hall, and the hard shelter in front of Curtis Hall. Users of other tobacco products (such as chewing tobacco and snuff) are expected to do so in a responsible manner. It is their responsibility to dispose of the used products and related materials in appropriate trash receptacles and not in building hallways, stairwells, laundry rooms, and/or other such common living spaces.

### Furniture

Only furniture authorized by the Academy will be permitted in a student's room/suite. Under no circumstances is a student authorized to detach anything fixed to the walls or to remove, modify or exchange between room/suites any of the assigned Academy furniture without the permission of the Director of Residential Life and Student Services.

Curtis Hall: Due to the size of rooms and equipment provided, fire and safety considerations make it necessary to limit extra or different types of furniture. Only one (1) extra piece ("easy" chair, couch, or futon, etc.) is permitted per room/suite. Extra lamps, fans, wastebaskets, etc. will not be included as part of the room/suite furniture. These items must be provided by the room/suite occupants and must meet Academy standards for safety requirements.

The Commons: A furniture/equipment package is included with each apartment/suite. These packages vary between graduate and undergraduate students. Students are responsible for the condition of this equipment.

The building of lofts in, or otherwise modifying room/suites, is not allowed for fire/safety and maintenance reasons.

NOTE: In all academy residential facilities, additional or different equipment that a resident is interested in having that is not specifically addressed within these regulations must be cleared specifically through the Director of Residential Life and Student Services or the Residential Coordinator, and must meet Academy standards and safety requirements.

### Housing

#### Assignments

By agreement, students are licensed for the use of space in a room/suite. Students are assigned to rooms/suites at the discretion of the institution. Specific responsibility for housing placements is assigned to the Director of Residential Life and Student Services and the Residential Coordinator.

## Requirements

**MMA has a residency requirement. All students at MMA are required to live on campus.** Only students who meet the requirements for **Off-Campus Living** may obtain an Off-Campus Living Request/Registration form from the Residential Life Staff. These requirements are:

- 22 years of age by the end of the calendar year (in which you intend to live off-campus)
- 2 years of military service with honorable discharge
- Married
- Completed six semesters on campus at MMA

New Students must submit the request/registration form to the Director of Residential Life and Student Services before the end of the first two weeks of an academic semester. Returning students who are eligible for off-campus living, but sign up for rooms in the spring must submit their forms to cancel their reservation by the appropriate deadlines or be subject to a cancellation fee.

Students who do not meet the eligibility requirements for living off campus may request an exemption from the residential requirement in order to live off campus. Housing Appeal Request forms are available at the Financial Aid Office. The completed form along with a required request letter must be submitted no later than the deadlines posted.

The Board is composed of three or four staff members, one student (a non-traditional student living off campus) and meets twice a year, in early October and March. Appeal request letters must be typed and state the reason(s) for requesting an exemption. Completed Housing Appeal Request forms with the accompanying letter must be submitted to the Director of Financial Aid and Chair of the Housing Appeals Board. Each applicant will be notified when and where to appear before the board. The board decides whether to grant or deny an appeal.

## Medical Appeals Board

Students who do not meet the eligibility requirements to live off campus, but feel that they have a medical issue that qualifies them to live off-campus, may request a Medical Appeal Review by the Medical Appeals Board. The Medical Appeal Review form can be obtained from the Dean of Student Services Office. The completed form and all additional information (as required in the form's directions) may be submitted to the Dean of Student Services at any time during the year. Medical appeals must be submitted by November 30<sup>th</sup> for a review and determination prior to the start of the spring semester and by March 30<sup>th</sup> for a review and determination prior to the start of the fall semester.

Once a medical appeal is received, the Board will evaluate the appeal and render a decision. The Board may interview the student, but is not required to do so. The Board is composed of the Dean of Student Services, Academy Physician, Director of Health Services, Academy Counselor, and a member from each of the Residential Life and Regimental staffs. The decision of the Medical Appeals Board is final and does not allow for further appeal. Should there be a change in the student's medical status, he/she may apply to the Medical Appeals Board in the following semester.

## Single Rooms

Single rooms in Curtis Hall are primarily assigned through a lottery on a space available basis during the third week of the semester. An additional, non-prorated, single's fee is assessed. When a single room occurs by default (roommate leaves or is moved) the remaining roommate's situation will be evaluated and they will be subject either to a single room charge or consolidation with another resident. This is coordinated by the Residential Coordinator. Under ADA guidelines, there may be exceptions, such as access to the special study room made for students with special needs. Contact the Office of the Academic Dean for further information.

## Vacancies/Vacant Rooms

When a vacancy occurs in a living space, the Academy expressly reserves the options of filling the vacancy with another resident, requiring the remaining occupant to obtain a roommate, requiring the remaining occupant of a double room to occupy another room, or assessing the increased single room fee when the remaining occupant wishes and/or is allowed. Any completely vacant room/suites will be secured and locked by Residential Life or Facilities Management. Unauthorized entry into empty room/suites is considered trespassing.

## **Laundry Facilities/Linens**

Laundry facilities are located in the residential buildings. All the machines are card operated. There are two machines located at the Curtis Hall Quarterdeck for purchasing cards or adding money. In Curtis Hall, there are four laundry facilities on each of the 2nd, 3rd and 4th floors. On the first floor they are located within each living area. There is a laundry room in the basement of each building for residents of the Commons.

Undergraduate residential students in Curtis Hall are required to obtain and maintain their own linen. Graduate students occupying the Commons will be provided with a linen packet. They are responsible to maintain it and return it upon departure.

## **Lights**

Residents are asked to turn off room/suite lights at all times when the room/suite is not occupied.

Residents are allowed to have extra lights/lamps in their room/suites, with the exception of the "torchiere" style lamps (upturned shade with light source on top). These can be a serious fire hazard. Residents are not allowed to mask or color permanent room/suite lights, or exchange the bulbs for anything except white lights.

No cloth, paper or any potentially flammable material should be on or near lights.

## **Lockouts**

Occasionally a person gets locked out of his or her room/suite by mistake. However students who consistently forget their key and get locked out may be subject to a fine or other disciplinary action. A third occurrence may be considered proof of a lost key and the student will be responsible for a lock change at their own expense (\$25.00).

A student who is locked out during the day (between 7 AM & 7 PM) should first see if an RA (a list is available at the Quarterdeck), the Programming Coordinator, Residential Coordinator, or the Director of Residential Life is available to help. If no one is available, see Security. If the lockout is in the evening prior to 11 PM, residents must find a Duty Resident Assistant (check at the Quarterdeck for names and contact info). After 11 PM, see Security. In any case, you may have to be patient and wait a few minutes until someone is free to help you.

## **Musical Instruments**

Students are permitted to play musical instruments in their room/suites only at a time and in such a manner as not to disturb other students. They cannot be played during exam week study hours. It is strongly recommended that electronic instruments be played with earphones.

## **Noise**

In a concrete block building such as Curtis Hall or an apartment style building such as The Commons, noise is something every resident is concerned about at some time. Given the demands of our academic and training programs here it is not uncommon to find students trying to catch up on their rest or their studies, and unnecessary noise levels only add to the stress. Residents are expected to keep the volume of sound from televisions, stereos, electronic games and other devices at a level that can be heard only in their room/suite. This also applies to the social gatherings that often go with these devices. Due consideration must be afforded other students, particularly if you receive a direct request for quiet from another student or an RA.

## **Consideration Hours**

Consideration hours are to be observed Sunday - Thursday after 7:00 P.M. and after 12:00 A.M. on Friday & Saturday. During these hours there should be no loud noise in the hallways and music/loud noise should not be heard outside the student's room/suite. Headphones are highly recommended. Students are expected to respond in a reasonable and courteous manner to requests for quiet at any time.

## **Quiet Section**

As the designated quiet area, the quiet hour policies apply as designated by the residents of that area. Residents from other areas who travel through this section are expected to respect the needs of the

people living there and keep their conversations at a quiet level so as not to disturb them.

## **Roommates**

### **Assignments**

In Curtis Hall, new students are assigned through a roommate matching process and by major. Returning students in general participate in a room lottery in which roommates are self-selected. In The Commons, suites are assigned through a process that includes an application, screening and if interest is high, a lottery.

### **Cohabitation**

Academy policy prohibits cohabitation in student housing, and all room/suite assignments are same sex. However, a student may occasionally have a guest of the opposite sex remain overnight in their room/suite, but only if their roommate agrees to the visit. The 72-hour rule applies.

### **Roommate Requests**

Requests for roommates will be considered but the institution reserves the right to assign rooms as it deems necessary. In Curtis Hall, all double rooms and all rooms sharing semi-private baths will only be assigned to students of the same sex. Academy policy does not permit cohabitation. In The Commons, married couples are permitted to occupy suites.

### **Room and/or Roommate Changes**

In both Curtis Hall and The Commons, housing assignments will not be changed or exchanged between students without the express permission of the Residential Coordinator, Programming Coordinator, or Director of Residential Life and Student Services. Nor, in the Commons, will subletting be authorized. If a room/suite change or exchange is requested, it must be approved in writing by the appropriate Coordinator and the Director of Residential Life and Student Services no later than the end of the announced process.

## **Security**

### **Security of Rooms**

No student shall enter the room/suite of another student uninvited unless there is an emergency or valid perception of an emergency, which warrants an immediate response. A student entering a room/suite uninvited is trespassing. Under this regulation any student present in another student's room/suite with permission is considered a "visitor" of at least one of the assigned residents of that room/suite.

Designated Academy officials are permitted to enter student room/suites at reasonable hours, designated by notice, for the purpose of carrying out their assigned tasks and functions (such as Safety and Health Inspections, Regimental Inspections, repair or maintenance). Except for some Regimental Inspections, it is a courtesy but not required that the student be present. Regimental Rates, Midshipman Training Officers (MTO), and Resident Assistants are authorized to participate in inspections when deemed acceptable by a professional staff supervisor.

Designated officials (members of Students Services Division, Security officers, Regimental Staff officers) may also perform authorized searches of room/suites as defined in the Community Conduct Code: General Regulations.

All other officers and Academy personnel may enter a room/suite only by invitation and with the student present.

### **Security of Belongings**

Residents are solely responsible for any personal belongings in their rooms/suites. MMA assumes no responsibility for the loss or damage of personal belongings due to student misconduct or a failure to abide by Academy policies or guidelines.

In addition to their room/suite key, each resident has one closet/locker and one desk drawer capable of being padlocked (padlock not included). It is recommended that residents lock their valuables in these spaces at all times when they are out of the room/suite. Closets and drawers will not be entered outside of normal inspections for any reason unless authorized by the Dean of Student Services, the Director of Residential Life and Student Services, the Director of Security or the President, and only with probable cause.

## Security of the Building

A Communications Specialist is located at the Curtis Hall Quarterdeck so Security can be reached in the event of an emergency. Officers perform regular rounds in and around the building throughout a 24 hour period, year round. During the academic year, a regular employee staffs the desk located on the Quarterdeck 24 hours a day, under the supervision of the Director of Security.

For the safety and security of all residents, the outer doors of Curtis Hall are locked 24 hours a day. Entrance is solely through the Quarterdeck or via Hand Scanners placed at other entrances. Students must be prepared to show their MMA student I.D. card. Guests must show their guest pass and also be accompanied by their host or hostess.

### Surveillance Camera and Audio Recording Policy

Maine Maritime Academy Security utilizes several conspicuously placed surveillance cameras and audio recording devices in common or public areas on the Maine Maritime Academy campus to augment the safety and security of the Maine Maritime Academy community. Inconspicuously placed surveillance cameras and audio recording devices may also be used when necessitated for investigatory purposes at the recommendation and supervision of the Director of Security with the approval of the Vice President of Administration.

Students who see suspicious or unknown persons in the buildings should contact Security or Residential Life staff immediately. Remember to never let anyone into the building you do not recognize as a person you know to have Curtis Hall authorization.

### Visitors & Guests

MMA students are only permitted to have visitors (other MMA residential students) and guests (non-residential MMA students or other non-MMA people) in their room/suites. Student hosts are responsible for the safety and well being of their guests and visitors as well as ensuring that their guests and visitors comply with all Academy rules and regulations, particularly those involving alcohol. Hosts are expected to accompany their guests any time that they are away from the host's room/suite.

Non-Resident (Curtis Hall) students may sign in as guests of the BILGE or Computer Lab if they are utilizing only those areas during the days or times that Non-Residents are normally given access via the hand scanner system.

All guests of students must be 18 years of age or over unless he or she is a member of the host's immediate family. Exceptions to this rule must be requested in writing and approved by the Dean of Student Services no less than one week prior to the visit. The Dean of Student Services or designated Residential Life Staff Member will require information from the host in order to complete an emergency contact form for the underage visitor.

Residents of Curtis Hall are required to have all guests (any non-residential MMA students or other non-MMA people) register and receive a Guest Pass on the Quarterdeck. MMA students who live off campus but wish to visit friends overnight must also be registered with a host. The guest must present a picture I.D. that shows his or her age. MMA students are required to show their MMA I.D. card to register as a guest.

Residents of the Commons must register guests with the Programming Coordinator and in his/her absence, with the Student Services Duty Supervisor who can be reached via the Quarterdeck.

Guests who are not staying overnight must leave Curtis Hall by midnight. Overnight guests and off campus visitor stays are limited to 72 hours (i.e. up to three days in a row).

Students who fail to register their guests or to escort them within the building are subject to disciplinary action and their guests may be requested to depart Academy property immediately. Students who introduce unauthorized visitors or guests into their room/suites or other restricted areas will be cited under the Academy Rules and Regulations governing conduct and discipline.

### Visitation of Opposite Gender

Residents may, on occasion, host a visitor or guest of the opposite sex overnight in their room/suite provided the overnight stays by guests or visitors do not violate the rights of roommates to use their room/suite. Guests/visitors must comply with the regulations specified above. Students hosting visitors (other MMA students) must not violate the same sex housing policy.

### **Pets**

No pets may be kept at the Academy, or brought into any Academy building, by a student or his/her guests with the exception of non-flesh eating fish or turtles kept in an approved aquarium.

### **Vacation Breaks**

During the academic year, when vacation breaks occur that are a week or longer in duration, the Academy closes the Curtis Hall residential facility. The Commons remain open. Refer to the academic year calendar in this handbook and information published by Residential Life for specific closing and opening times.

### **Procedures**

Residents must close windows and curtains, and unplug all electrical appliances with the exception of telephone answering machines, and fish tank heaters. Also, be sure to lock your door on the way out. Hall staff will check room/suites at closing time.

### **Temporary Housing**

Students who are absolutely unable to leave during a break when Curtis is closed or have delayed departures and/or early arrivals must see the Residential Coordinator to make arrangements for temporary single-occupancy housing in Leavitt Hall for \$65.00/night if space is available or with residents in the Castine area.

### **Windows**

Window screens where they are in place must not be removed or tampered with. Broken or cracked windows must be reported immediately to an RA or Security. The cost for repairs will be charged against the assigned room/suite occupants where negligence is apparent.

Each window is fitted with an approved set of curtains. It is not permitted to change these curtains, nor to display or hang anything else in, on, or out of the window. It is not permitted to throw anything out of windows.

Help conserve energy. During cold or inclement weather, keep windows closed at all times, except for ventilation needs when occupied. During severely cold temperatures, windows that are left open can damage the room heating systems causing pipes to burst and damage to student and MMA property. Any damage to a room's heating system caused by the residents will result in the assessment of damage charges.

## **SAFETY AND SECURITY**

At Maine Maritime Academy, the safety of our students, faculty and staff is always at the top of our agenda. We make available the information and resources that members of the campus community can rely upon to help make their environment safe. See Safety and Security on the MMA internal web page under the heading of Departments and Services.

We are committed to providing the Maine Maritime Academy community with a safe and pleasant environment in which to live, work and pursue an education.

The cooperation and involvement of students themselves in a campus safety program is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their own personal belongings by taking simple, common sense precautions.

Valuable items such as stereos, cameras, computers and televisions, should be marked with an engraving instrument (loaned by the Security Department at no charge). It is highly recommended that these valuable items should be insured for loss or damage.

The Office of Security subscribes to the procedures and standards stipulated by the Uniform Campus Crime Reporting Act. In support of this effort, the office promulgates a variety of rules, regulations and procedures relating to the safety and security of the Academy Campus which all students, staff and visitors are expected to abide by. From time to time, modifications to these procedures will be

communicated to the campus community through appropriate channels. It is the responsibility of each student to ensure that his or her personal conduct is in compliance with State and Federal laws.

In accordance with the Uniform Crime Reporting Act, a copy of our statistics from the past three years can be found under Safety and Security on the MMA internal web page under the heading of Services.

**FOR FURTHER INFORMATION CONTACT TOM PERKINS, DIRECTOR OF SECURITY**

### **SMOKING POLICY**

Maine State Law prohibits smoking in any public buildings with an exception made for residential spaces. However, out of concern for fire safety and the possible effects of secondary smoke on resident's health, smoking is prohibited in any student residential facility. The MMA policy, as stated in President's order 4-96, states that smoking is not permitted in ANY facility of MMA except for the following specifically designated area: on the T/S State of Maine (at the pier - outside, on deck and at sea at the discretion of the Master). For purposes of this policy, "smoking" is defined as carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off tobacco smoke. This policy will be incorporated into the MMA Health and Safety Policy manual (section 16,7) and the Student Handbook. All Academy employees and students are required to comply with this policy. Violations will be subject to the appropriate actions as defined in their respective handbooks/manuals and contracts. Students who use other tobacco products are expected to do so in a responsible manner. It is their responsibility to dispose of the used products and related materials in appropriate trash receptacles. Faculty classroom policies include the above smoking policy. They also prohibit the use of other tobacco products (chewing tobacco, snuff, etc.) in the classrooms and violations are subject to disciplinary action. To provide students who wish to smoke with some protection from the elements there are two gazebos outside of Curtis Hall where students may smoke.

### **SPORTS**

#### **Varsity Sports**

The Athletic Department welcomes students to try out for a team of their interest. Full-time students can compete on the following varsity sports teams: men's and women's cross-country, sailing, men's and women's basketball, softball, co-ed golf, men's football, men's and women's soccer, women's volleyball, and lacrosse. A large percentage of full-time students are chosen each year to participate in varsity athletics. These students are expected to adhere to a high standard as stated in the Varsity Student Athlete Handbook. Interested parents may obtain a copy of this handbook by contacting the Athletic Director at 207-326-2450.

#### **Intramural Sports**

We offer a wide variety of Intramural sports and participation is always high. Contact the Athletic Director, in the Smith Gymnasium lower level for further information.

#### **Facilities**

Students have a wide variety of recreational facilities available to them. They should check with the Athletic Director's Office, ext. 450/451 for times, reservation of facilities and restrictions and costs that might be associated with usage.

- Smith Gym usage - basketball and volleyball only
- Field House - racquetball courts, squash court, rope climb, volleyball, weight rooms, aerobic machines, swimming, tennis and a climbing wall.
- Turf Field - frisbee, football, soccer, lacrosse, softball, suntanning, general recreation, intramural, clubs, varsity teams, etc. To use the lights on the field after sunset,

- arrangements must be made in advance at the Athletic Director's Office.
- Grass Field - same as above
- Waterfront - sailing, relaxing, boat usage

Each area has general rules concerning safety, numbers, and times available. Students should contact the Athletic Director well in advance to have the best chance of securing a desired facility. It is the student's responsibility to respect the schedules of others also using the facility and designated closing times.

**FOR FURTHER INFORMATION CONTACT ERIC SABEAN, THE DIRECTOR OF ATHLETICS.**

## STUDENT LIFE

We strongly encourage our students to leave their mark here! There are many opportunities for students to get involved. This is a great place to make long lasting friendships and to develop as future leaders and managers. The student who makes the claim that there is nothing to do is not looking hard enough to get involved. The challenge before them is to realize that their education is not confined to the classroom and to make the most of the opportunity at hand. MMA offers many ways to be involved, and encourages students to be active in student government, Academy Committees, clubs and organizations.

### Clubs and Organizations

Listed below is a sampling of Clubs and Organizations available to all students. If there is an interest in another activity, it's easy to form a new club! The Student Handbook provides further information.

Student Government	Ice Hockey
Social Planning Board	Swim Club
Drama Club	Photography Club
Rifle and Pistol Club	Sail Training Club
Marine Science and Technology Club	Ham Radio Club
Outing Club	Yacht Club
Yearbook (Trick's End)	Dive Club
Alpha Phi Omega	Propeller Club
Students in Free Enterprise (SIFE)	Literary Club
Society of Naval Architects & Marine Engineers	
Association of Facilities Engineers	

### Service Organization (Community Service)

There are several service organizations that provide needed help to the college and surrounding communities. Alpha Phi Omega, the Ambulance Corps, and the Fire Brigade are some examples of groups that help students practice good citizenship. There are also special service programs developed by the Resident Assistants throughout the year.

### Social Planning Board

The Social Planning Board is comprised of the Vice President of Student Government, the four class vice presidents, and three or four members-at-large. This board is responsible for planning various student activities for the campus at large. They arrange for entertainers, film series, and speakers, and may produce formals and holiday activities.

### ADA Compliance

See Academic Policies: Learning Disabilities for information.

### Code of Conduct/Judicial Board/Disciplinary Sanctions

For questions concerning non-regimental students, contact the Director of Residential Life and Student

Services, Extension 280, first floor, Curtis Hall. For those in the regiment, contact Captain Jeff Loustaunau, Commandant, Extension 251, or CDR Gary Frost, Assistant Commandant, Extension 293, first floor, Curtis Hall.

### **Housing Policies and Questions**

Contact the Director of Residential Life and Student Services, Extension 280, first floor, room 134, Curtis Hall, or the Residential Coordinator, Room 128a, Curtis Hall, Extension 204.

### **Learning Skills, Labs and Tutors**

Contact Professor Susan Loomis, Extension 345, in Dismukes Hall, Room 113, for listings and location of various labs and tutoring services available.

### **Laundry Facilities/Linens**

Undergraduate residential students will be required to obtain and maintain their own linen. For residents of Curtis Hall, there are computer card operated laundry facilities located next to each of the large bathrooms on the 2nd, 3rd and 4th floors. On the first floor they are located within each living area. Initial purchase of the computer card is \$5.00 and additional money can be added to it in increments of \$5.00. The card machine is located at the Quarter Deck in Curtis Hall.

### **Mail Services**

Each student is issued a mailbox located in the Student Center. Stamps may be purchased in the Bookstore or at the Castine Post Office. Packages may be picked up at the mailroom during posted hours. Contact Public Works at ext. 447 if the student needs a package when the mailroom is closed. To send mail to your student, address letters as follows:

\*Midshipman 4/C Student Name  
Maine Maritime Academy  
Box ###  
Castine, Maine 04420

\*If the student is not in the regiment, you should omit "Midshipman and class".

### **Sexual Harassment/Assault**

If your student has a question or is seeking further information on the policy or procedures concerning sexual harassment or assault, he or she may contact Security, 326-2479, Deidra Davis, Dean of Student Services 326-2138, Kristen Wentworth, Director of Residential Life, 326-2280, or Paul Ferreira, Counseling Services, 326-2419. Students may also refer to the section on Sexual Harassment and Sexual Assault policies in their student handbook.

### **Student I.D. Cards**

Academy Identification cards (I.D.) provide official documentation that your student is a member of the MMA student body. Students are expected to carry their cards with them at all times and to produce them upon the request of any academy official or any appropriate external official. Students are required to present their I.D. cards to borrow library books, to gain access to the dining facilities, to participate in the Declining Balance Dining program, or to use the Field House. There is a \$10.00 fee for replacement of lost or damaged cards.

### **Transportation**

1. Emergency care, health services, or medical appointments: It is the Academy policy to assist students with transportation for emergencies or medical and urgent care appointments if they are unable to arrange transportation themselves. For emergencies they can contact Security at 326-2479. For urgent care or medical appointments they must contact Susan McDonald at Health Services, 326-2295. The cost (other than for ambulance service) is: \$15.00/\$45.00 to Blue Hill or Bucksport, \$25.00/\$60.00 to Belfast, Bangor, or Ellsworth. Lower cost is for Academy driver only, higher is for driver and vehicle.

2. Airport/Bus Shuttle: At the beginning and end of vacation periods and the end of the academic year, Student Services helps coordinate transportation to and from the airport and bus stations in Bangor for students. Due to insurance regulations the Academy no longer has vans available for this type of shuttle transportation, but the Student Services office can help students arrange for rides using local limo/van transportation companies. The costs will vary depending on how many students are willing to share the expenses. Students should contact the Director of Residential Life and Student Services for advice and assistance with transportation needs.

## THE REGIMENT OF MIDSHIPMEN

The Regiment of Midshipmen is the Academy's leadership and management laboratory. In this organization, students learn, apply and practice leadership and management theory. Learning is accomplished through formal instruction, personal observation and practical application. Much of the formal instruction is done during Regimental Preparatory Training and in Personal Development Classes.

Regimental Preparatory Training (RPT) is an intense training period during which new students are readied for life and duty in the Regiment of Midshipmen. During this period students are taught rowing, watch standing, problem solving and regimental organization. The majority of the training is done by midshipmen in the three upper classes, who themselves undergo an intense training program in preparation for their demanding duties.

Personal Development (PD) Classes meet one hour a week each semester. The classes are open to all students, but are required for the regimental student. In the Fourth Class (freshman year), the focus of the class is on helping the student make the transition from home and high school to regimental life and college. Third Class (sophomores) is introduced to leadership and management theory. Second Class (Juniors) are prepared for taking over the reins of the Regiment in February, while First Class (Seniors) focus on their upcoming duties and responsibilities in industry, as well as life skills (financial management, etc.)

Informally, the midshipman is constantly observing and experiencing the leadership and management styles of peers, upperclassmen and staff officers. During this process, the student is assimilating those techniques and styles that best fit his/her personality and needs.

Practical application of this training is accomplished during the student's life in the Regiment. It is an organization in which a student starts at an entry-level position and gradually moves up in the chain of command until he/she is in the driver's seat. Fourth Class has cleaning duties and stand basic watches. Third Class is assigned as the immediate supervisors of the Fourth Class. Second Class stand more responsible watches and are accountable for the performance of the assigned underclass watch standers. Also the Second Class conducts a large part of the Fourth Class training. First Class run the Regiment, stand the key watches and experience first hand the pressures and demands of being in charge.

The training ship "T.S. STATE OF MAINE" is the focus point of the Regiment and its primary training aide. All midshipmen, regardless of program, become familiar with the ship and are assigned areas of responsibility. By learning and maintaining this 499 foot diesel powered vessel, midshipmen learn how to operate and manage a technically complex system.

Consequently, the Regiment is a program that increases accountability and responsibility, as well as privileges, as the student moves up the leadership ladder. It provides each student the opportunity to practice and experience some degree of hands on management. Yet it provides those students who want to develop their skills beyond the standard training program, challenging and demanding top leadership positions which tax their managerial abilities.

Now that you know what the Regiment is, you should be acquainted with its language so you can understand your midshipman when he/she tells you about life in the Regiment. To begin, midshipmen are heavy into abbreviations, some of which like RPT and PD have already been explained.

MUG and MTO are the first two you will probably hear. **MUG** is the abbreviation for Midshipmen Under Guidance and refers to brand new midshipmen. **MTO** is a Midshipman Training Officer who is responsible for the basic training of the MUG. MTO's have multiple personalities in that they are the

MUG's teacher, mentor, disciplinarian and cheerleader. Because of this you will hear a MUG refer to his/her MTO as a best friend one day and as the enemy the next.

You may also hear the terms **MIDSHIPMAN** and **CADET** used interchangeably. At MMA both refer to a Regimental Student, although Midshipman is the preferred title.

Regarding organization, the Regiment is divided into four **COMPANIES**, named ALPHA, BRAVO, CHARLIE and DELTA. Each company is further divided into **PLATOONS**, which are sub-divided into **SQUADS**. Hence a midshipman is assigned to a Company, Platoon and Squad.

There are also two special companies, which are the **BAND** and the **DRILL TEAM**. The Drill Team provides the Color Guard and is our ceremonial unit. These midshipmen also do special trick drill performances. These two units are the Academy's showcase organizations for many state and local government functions.

**RATES**, the term for midshipmen officers, are those midshipmen who have attained leadership positions. Company rates run the three companies. Ship rates run the ship and the Regimental rates run the entire organization. This latter group is referred to as the **WEDGE**. Within this rate structure are titles such as Commander, Operations Officer, Maintenance Officer, Finance Officer, Platoon/Squad Leader, Public Relations Officer, Cadet Master, and Cadet Chief Engineer. These titles are fairly descriptive of the midshipmen duties.

Not so apparent are jobs such as Executive Officer, Adjutant, Master-at-Arms and Auditor. The **XO**, short for Executive Officer, is the second in command of his/her unit and responsible for day-to-day operations and is the administrator of the discipline system. The Adjutant is responsible for assigning midshipmen to watch and takes care of the unit's paperwork. The Master-at-Arms oversees the cleaning of the training ship and regimental spaces. The Auditor is the midshipman responsible to ensure that we follow established procedures.

The **WATCH** system is a major part of a midshipman's life and one of the primary training tools. Midshipmen are assigned watch stations throughout the academic year and on cruise. While on watch they are responsible for safeguarding people and equipment, consequently this is considered their most important duty in the Regiment. Their watch duties include staying alert for fire, flooding and any abnormal situation. They monitor operating machinery, safely navigate the ship and provide an initial response to an emergency situation. During the academic year, watch stations include the residence hall and the ship. On cruise these stations are the bridge of the ship, lookout and the engine room. Watches are normally broken down into 4 hour blocks starting at midnight which means there are 6 watch periods in a 24 hour day. Throughout the academic year a midshipman may be assigned a single watch period during the week, and on a specific weekend may be required to stay on campus to stand a series of a particular watch period. This is called **WEEKEND WATCH**.

**SHIP MAINTENANCE** is another training requirement for the midshipmen. On maintenance, midshipmen are involved in equipment installation and repairing, doing system checks, preparing the ship for sea, painting/preservation and routine cleaning. In addition to teaching the student how to take care of a ship, maintenance helps the permanent crew keep up with numerous requirements of maintaining and operating a ship. During the academic year, maintenance is scheduled by the registrar. During cruise it is a regular part of the training curriculum. Each midshipman in the unlimited license program may also volunteer for one week of maintenance immediately following their freshmen and upper-class cruises. This week of summer maintenance serves to meet the requirement of the fall semester maintenance requirement.

Cleanliness is next to Godliness and the Regiment is no exception. Midshipmen, especially MUGs, are assigned cleaning duties every morning. These duties are called **CLEANING STATIONS**. During the academic year these cleaning stations are in a residence hall and during cruise they are throughout the ship. Occasionally a large group of midshipmen are assembled for a major cleaning effort. This is

called a **FIELD DAY**.

**QUARTERS**, sometimes called **COLORS** or **MORNING FORMATION**, occurs at 0720 (7:20 a.m.) every day at sea, and Monday through Friday during the academic year. Quarters are the official start of the midshipman's day when he or she forms up with his/her company as part of a full regimental formation. **MUSTER** (roll call) is taken, information passed, ceremonies and business conducted followed by the parading of the colors by the Drill Team and the playing of the National Anthem by the Band.

**DEMO** is that four letter word which strikes terror into the heart of every midshipman. It is short for demerits, which are assigned when rules and regulations are broken. **MAJOR INFRACTIONS** (also called **CLASS I's**), such as missing watch will earn a midshipman many more. Excessive demerits can result in dismissal from the Academy.

Midshipmen are required to be in specific uniforms for specific events and at certain times of the year. The initial outfitting cost is approximately \$1,800.00 for the first year, after which the costs involve uniform maintenance and replacement. The initial cost can be somewhat spread out over two semesters since uniforms such as Summer Whites will not be required until cruise and the Dress blue coat not required until the beginning of the second year. All uniforms are available at the Academy Bookstore and the store staff is very knowledgeable about uniform requirements. Their phone number is (207)-326-2430.

**CRUISE** is the major hands on training evolution of the license program. Midshipmen in programs leading to an unlimited license are required to participate in three cruises over the course of their matriculation. Two cruises are done on our training ship and one cruise is on a commercial vessel. This latter is called **CADET SHIPPING**.

First year midshipmen who are not pursuing an unlimited license program are in fact eligible to participate in the T.S. STATE OF MAINE cruise that takes place in the Spring/Summer of their first year. They are not eligible for any subsequent cruises or the Cadet Shipping Program.

Cruises are 60 plus days in duration and are normally conducted during the months of May, June and July. Cruise schedules are developed in the Fall Semester. These schedules vary from year to year and because of weather or other circumstances, **THEY ARE NEVER FIRM**. One day can find a midshipman sailing for Portsmouth, England and then because of weather the ship is diverted to Bermuda. The ship operates a special website that is updated daily while on cruise to keep everyone up to speed on the progress of the cruise. Check the MMA web site, [www.mma.edu](http://www.mma.edu) and click on the "Follow the Ship" link.

Your midshipman will be able to provide your family with instructions on how to contact him/her in the event of an emergency while on cruise. In most cases this will be a phone call to the ship via satellite or you can make contact through the Academy. Midshipmen mailing addresses for the various ports to be visited will also be provided but again keep in mind that mail may not always reach the ship during the short time the ship is in port (normally three days) or again, there could be a change in schedule. So if it can be avoided do not send anything important through the mail system. If it is an important item then it should be mailed through a system which can be tracked such as **FEDEX**.

Spending money is always an issue on cruise. There are paying jobs aboard the ship so a student can make some extra money. The only expenses aboard ship are the cost of items at the ship store and snack bar such as sodas and candy. How much an individual spends on liberty is another story and depends on the individual student's lifestyle and pocketbook. During a three day visit, a midshipman may be on liberty two out of the three days. One day will be a duty day when he/she cannot leave the ship. Expect about four to five port visits during a 60 day cruise.

The above is a quick overview of the Regiment of Midshipmen. In summary, this program is designed to provide industry with dedicated young men and women who have, in addition to degrees, managerial training and experience in a global context. Participation in the Regiment is open to all undergraduate students but it is mandatory for those students pursuing an unlimited U. S. Coast Guard license.

The Commandant and his staff are responsible for the Regimental program. If you have concerns or questions, please contact them.

**Regimental Staff**

<b>V.P. / Commandant:</b>	<b>Capt. Jeff Loustaunau</b>	<b>(207) 326-2250</b>
Assistant Commandant	CDR. Gary Frost	(207) 326-2293
Company Officer:	LT. Fred Kaiser	(207) 326-2287
Company Officer:	LT. Dave Hassett	(207) 326-2153
Administrative Assistant	LT. Michelle Eaton	(207) 326-2250

\*Items allowed and not allowed for Regimental Freshmen are listed below:

Things you ARE Allowed:

1. Cell Phone (after RPT and in designated areas)
2. iPod or MP3 player (after Family Weekend, but not while in uniform)
3. Fan
4. Radio
5. Alarm Clock (w/ battery)
6. Egg Crate Mattress
7. Poster - one per student, not too large and tasteful
8. Pictures - one picture frame per desk

Things you are NOT Allowed:

1. Plants
2. Pets
3. Refrigerator
4. Microwave
5. Television/VCR/DVD Player
6. DVD Movies
7. Extra furniture

If you bring something that is not allowed, it will be placed in storage in a secure location until you can take it home.

Blankets and towels need to be one solid color. There is no designated color.

## THE HONOR CODE & COMMUNITY SYSTEM

### Introduction

The Honor System consists of an Honor and Conduct Code. All societies place restraints both formal and informal upon their members in order to function as intended. An academic community such as Maine Maritime Academy (MMA) is no exception. The purpose of our Honor System is to provide and apply a unified consistent standard of student self-governance and to give the student body ownership of the behavior of its members. Within it are the guidelines students must meet in order to be successful here. Community life and a successful experience here depend upon a commitment to be responsible for oneself and for other people. Members of our community are expected to act with honesty and integrity, and treat others and their property with respect. Our expectations, as expressed through the policies, rules and procedures encompassed within this handbook, the Regimental Manual and the MMA Catalogue, are designed to support our community values of respect, self-discipline, accountability and responsibility to the college, local and state communities. Every member of the MMA student body shall be called upon to uphold the codes of honor and conduct as set forth in this Student Handbook and by the principals below:

- I. Be no part of lying, cheating, or stealing
- II. Make all possible efforts to preserve property on campus and report any damage to or loss of such property
- III. Respect the privacy and rights of others
- IV. Ensure that violations of the Honor and Conduct Code be reported
- V. Answer all summonses of the administration and faculty

All students enrolled at Maine Maritime Academy will declare their support of the Honor System through the public pledge that follows. This may be a signed statement submitted during the application process or as part of an exam or submittal, or as a publicly stated pledge made within the first two weeks of arriving at Maine Maritime Academy. A signed statement to the same effect shall be collected by the Honor System Co-Chairs and maintained in the permanent records of the Honor System.

“I, (Full Name), do pledge to abide by the code of honorable conduct and personal accountability at Maine Maritime Academy, and to see that others do likewise. I accept this responsibility in order to foster an environment beneficial to myself and my fellow community members, and understand that it is an important part of my professional development.”

There are additional college rules and regulations published separately. Residence hall regulations and the traffic rules are examples of such information not published within the General Regulations. The Honor System does, however, provide the framework within which violations of such rules and regulations may be handled. In addition, no statement or lack of provision in these regulations affects the responsibility of every person to respect local, state, or federal ordinances, regulations or laws.

Maine Maritime Academy expects all members of its community to act reasonably, maturely, and appropriately at all times both on and off campus. **MMA claims off-campus jurisdiction when enforcing its disciplinary policy.** Students may be held accountable to both civil authorities and to the college for acts which constitute violations of the law or of the rules and policies outlined in this handbook when such conduct is judged to be detrimental and contrary to the college community and its standards, whether or not the offense requires action by a criminal/civil court. Whenever such actions do justify action by a criminal/civil court, disciplinary action at the college will normally proceed during the pending period of legal proceedings and will not be subject to challenge on grounds that criminal charges/civil complaints involving the same incident have been dismissed or reduced.

### The Judicial System

The campus judicial system is imbedded in the Honor System and therefore the Honor and Conduct Code as described here and in the Regimental Manual, and applies to all students at Maine Maritime

Academy. It is designed to provide and apply a unified, consistent standard of student self governance and to give the student body ownership of the behavior of its members. It should also encourage students to make mature decisions and develop appropriate behaviors and positive community involvement within an academic environment. There is a fundamental difference between the nature of student discipline and that of criminal law. The latter is concerned primarily with punishment, the former, in accordance with the educational mission of the college is concerned with preparing students to function effectively in their community. The intent is to reinforce the values of self-discipline, accountability and responsibility to the college community.

The Honor System applies equally to both the Academy's independent and regimental lifestyle. Therefore there are no differences with how the Honor System is applied to each lifestyle. However, students who are members of the Regiment are also subject to the regulations, procedures, and policies published in the Regimental Manual. The regulations, procedures, and policies in the Manual are specific to activities associated with the Regiment, the training ship, or activities while Midshipmen are on the training cruise. The Regimental Manual specifies the Discipline System and sanctions for the handling of violations of the regimental regulations, procedures, and policies. Additionally, while on cruise, the Regimental Discipline System and sanctions may apply to the Honor System as the appropriate Honor System Board members may not be aboard the training cruise.

### **Advisor**

Any student charged with an offense under the Academy regulations may be required to have an advisor to help guide them through the judicial process. This requirement depends on the hearings board and the nature and level of the offense charged. It is generally the student's responsibility to select their advisor, but he/she may have one appointed for them if they are unwilling or unable to find one. Any member of the faculty or staff (with the exception of any Student Services staff, the Vice President of Enrollment Management's staff, or the Commandant's staff who may be connected to the hearing) may serve as an advisor. The advisor is expected to appear at the hearing with the respondent. They will assist the respondent with his or her defense prior to and during the hearing, and if necessary, assist them in their responses to questions during the hearing. The advisor's role is not that of a lawyer, but of a guide to ensure that the rights of the student involved are protected. It is the student's responsibility to address the hearings officer(s) in any hearing and to question any witnesses as appropriate, but they may consult with their advisor at any time.

### **Sanctions**

1. No sanction or other disciplinary action shall be imposed upon a student by or in the name of the college except in accordance with this Code and, where applicable, the Regimental Manual.
2. Disciplinary actions as a result of all judicial hearings will include one or a combination of the following sanctions. Such actions shall be appropriate to the severity of the behavior evaluated.
  - a. Not responsible, no formal action necessary.
  - b. Letter of warning.
  - c. Points or demerits.
  - d. Probation with or without conditions.
  - e. Primarily in cases involving alcohol or drugs: counseling assessment to determine assignment to one or more of the following: checkpoint, evaluation, or treatment programs.
  - f. Remuneration for damages.
  - g. Monetary fine.
  - h. County Court Summons (Hancock County).
  - i. Work assignment/community service.
  - j. Restriction of campus activity or privilege.
  - k. Suspension.
  - l. Dismissal or Expulsion.
3. Dismissal or suspension from the Academy or any lesser sanction may result from the commission of

any of the following offenses:

- a. Academic dishonesty.
- b. Theft.
- c. Assault and battery.
- d. Vandalism.
- e. Fraud.
- f. Lewd or indecent conduct which interferes with the goals of the Academy, or is detrimental to the welfare of the Academy community.
- g. Illegal use/ possession of drugs or related paraphernalia.
- h. Unauthorized entry.
- i. Harassment or hazing.
- j. Two or more (or the repetition of) offenses listed in Section 4 below.
- k. Weapons.
- l. Sexual Assault.
- m. Sexual Harassment.
- n. Unauthorized or illegal use of alcohol.

4. Disciplinary probation and/or a combination of any lesser sanctions may result from the commission of any of the following offenses:

- a. Illegal use or abuse of alcohol.
- b. Disorderly conduct, including that resulting from drunkenness, not considered lewd or indecent.
- c. Violations of residence hall regulations.
- d. Repeated violations of traffic rules.
- e. Gambling.
- f. Failure to abide by a lawful order of a college official acting within the realm of his/her authority.

\*\*\* The above is not inclusive and is just for your understanding of the potential issues and sanctions. It is not the definite sanction that will be applied. For a better and more thorough understanding of the Honor / Community Code of Conduct please see the 2011-2012 Student Handbook that can be found on-line.

## GLOSSARY OF UNUSUAL TERMS AND ABBREVIATIONS

AC	Assistant Commandant
ARPA	Automatic Radar Plotting Aids, Simulator
AMO	American Maritime Officers, Union
BIW	Bath Iron Works
Cadet Shipping	60/90 days shipping after second year of school with a private company
Class III Infraction	Minor Infraction
Cleaning Stations	Cleaning duties assigned every
Co-op	Paid work experience related to the student's field of study for which academic credit is earned
Cover	Hat
Demo	Demerits
Field Day	Large Group of midshipmen assembled for a major cleaning effort
GMDSS	Global Maritime Distress and Safety System
IBL	International Business & Logistics
IDS	Interdisciplinary Studies
Maine Brace	Handbook for the Regiment of Midshipmen
MB	Marine Biology
MCDO	Midshipman Command Duty Officer
MEO	Marine Engineering Operations
MET	Marine Engineering Technology
MIDN	Midshipman
MOOD	Midshipman Officer of the Deck
MMP	Masters, Mates and Pilots, union
MS	Marine Science
MSE	Marine Systems Engineering
MSED	Marine Systems Engineering Design
MTO	Midshipman Training Officer
MTO	Marine Transportation Operations
MUG	Midshipman Under Guidance
Muster	Roll Call, a group of midshipmen from the same company assembled together
OOD	Officer of the Deck
PD	Personal Development Class
Pipe	Word passed over the intercom or public address system
PET	Power Engineering Technology
POD	Plan of the Day
Quarterdeck	Part of the main deck reserved for honors and ceremonies and as the station of the SWO in port. Located on the ship and Curtis Hall first floor.
Quarters	Colors or morning formation, assembly of every company every day for muster, information, business and ceremonies. Account for all midshipmen.
RATE	A midshipman that holds a position in the chain of command
RA	Residential Assistant
RC	Residential Coordinator
RC	Regimental Commander
ROO	Regimental Operations Officer
RPT	Regimental Preparatory Training
SIFE	Students in Free Enterprise
SVO	Small Vessel Operations
SWO	Staff Watch Officer
Watch	Four hour tours; cadets responsible for safeguarding people and equipment
Wedge	Regimental rates that run the entire organization; in charge of the entire regiment
XD	Extra Duty; a reward for doing that which you were not supposed to do
XO	Executive Officer
ZAP	To be volunteered to do something

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