



# **NEW STUDENT GUIDE**

**University of Maine at Fort Kent**





# Hello Bengal

Welcome Home



# A Letter From The President

Welcome Bengals!

I would like to be among the first to welcome you to UMFK! We are so excited you chose us and we want you to know that we are here for you. Navigating the first semester can be difficult, but the information you need is in this booklet. We encourage you to ask a staff or faculty member if you have any questions. We are more than happy to help you find the answers you need in order to be successful.

As you prepare for your first classes and the exciting experience of university, I ask that you remember to take time to meet new people and participate in new activities. This is the time to learn something new about yourself and grow your social circle while being mindful of your schoolwork.

Enjoy this special time in your life and enjoy all that UMFK has to offer!

Go Bengals!

Respectfully,

Dr. Deb Hedeon

UMFK President/Provost



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## **Disclaimer**

This New Student's Guide serves as a general reference regarding UMFK's policies, procedures, and services. While every effort is made to verify the accuracy of the information, UMFK reserves the right to revise, amend, or change items set forth in this New Student's Guide from time to time. This New Student's guide is neither a contract nor an offer of a contract.

# **New Student Guide**



# New Student Orientation

## **Welcome incoming students to the UMFK family!**

Today you will begin to travel a carefully laid path that will help you become more confident and successful as you enter UMFK. We believe your participation today will empower you in your academic endeavors and campus life beyond the classroom. In this New Student Guide you will find important information such as New Student Checklist, dates to be aware of, resource contact information, and an overview of the Virtual Orientation program.

On behalf of the campus Orientation committee and our orientation leaders, we are excited to meet you!

Sincerely,

Heather Mazorow & Vicki Daigle  
Co-Chairs of Orientation

# New Student Checklist



All incoming students should review the New Student Checklist below and complete any tasks that have not yet been completed. Some tasks are recommend but optional, while those marked with an asterisk (\*) are mandatory.

☐ **Submit your Financial Responsibility Statement\***

- See *Business Office Section* on page 20

☐ **Review Health Insurance Information & Waiver**

- See *Business Office Section* on page 20

☐ **Submit your Immunization Forms\***

- See *Immunization Section* on page 23.

☐ **Purchase Your Parking Permit**

- See *Parking Section* on page 23.

☐ **Get Your Bengal Badge & Term Sticker\***

- See *ID Badge Section* on page 23.

☐ **Complete Mandatory Training\***

- Student are required to complete the *Sexual Assault Prevention Training* within two weeks of the start of term. Students can access the training by logging into their student portal and then selecting 'MaineStreet' shortcut button. The link to access the training is on the *MaineStreet News*.

☐ **Important Releases and Waivers**

- [FERPA Consent Form](#) (Submit to Registrar's Office)
- [Emergency Medical Data Form](#) (Submitted Online)

# New Student Virtual Orientation Schedule

**The Virtual Orientation Sessions will be hosted on Zoom.**

## **New Student Orientation:**

To learn about our New Student Orientation, please visit our [Orientation Website](#). From this webpage you can:

- Register to attend Orientation
- View the Orientation Schedule
- Access the Orientation Session Zoom Links
- View the New Student Checklist

If you have any questions about Orientation, you can contact Vicki Daigle by email at [vicki.daigle1@maine.edu](mailto:vicki.daigle1@maine.edu).

## **What you will need:**

- Computer, tablet, or phone
- Internet connection
- Zoom app download\*

## **Next Steps**

- Test your internet, audio and video connection at <https://zoom.us/test>; this will also direct you to download the appropriate tools for your visits if needed.

## **On Orientation Day**

- Please click on the yellow buttons to join Zoom Sessions a few minutes before the scheduled start time. You will need to enter the session password to join the session. The webinar will not start until the host starts the session. If you log in early, you will be let into the session once the host starts the session at the designated time.

\*Though you won't need a Zoom account to participate, please make sure to download the app prior to orientation. [Download Zoom here](#). For further details on [how to use Zoom, please click here](#).





## Need IT Help Before Orientation?

The UMFK Information Technology Help Desk is on standby before orientation from 8:30 AM–9:00 AM to answer any questions about connecting to the orientation sessions, UMFK email accounts, connecting your devices to the schools network, and any other IT question you have at that time.

You can reach the help desk number by calling (207) 834-7815

## Special Note For Distance Education and International Students.

If you are a Distance Education Student or International Student there are additional **mandatory** Orientation requirements. Please read the information on the bottom of the [Orientation Webpage](#) to learn about these requirements.

If you have any questions about these requirements, contact the following:

- Distance Education: [loni@maine.edu](mailto:loni@maine.edu)
- International Students: [umfk.iss@maine.edu](mailto:umfk.iss@maine.edu)

# Academics

## Academic Affairs

The Academic Affairs office oversees academic programs, provides faculty support, and is responsible for supporting student learning and experiences, and program initiatives.

The most common interactions that the Academic Affairs office has with its students are the final approvals for directed/independent studies, past experiential learning credits, course substitutions and waivers, and student appeals.

It is important that students review and understand the academic policies and procedures, which can be found in our University Catalogue.

- [Academic Policies and Procedures](#)
- The most common and frequent policy questioned is the student appeal process. Follow the link to learn more information about the [student appeal process](#).



## Academic Advising

Academic advising is a personalized and interactive process in which the advisor supports the student in achieving academic, career, and individual goals. Advisors will assist students in choosing the courses in their field of study, including the General Education Requirements outlined by the campus catalogue; and when necessary, advisors will direct students to appropriate campus resources. Through advising, students will obtain important information and services to make responsible decisions about their degree interests and objectives, while highlighting their own abilities. The ideal outcome is that the student will build a connection with the academic advisor that includes a sense of both direction and mentorship. Furthermore, an Academic Advisor will acknowledge and support students' responsibilities for exploring options and making decisions toward their degree completion and career goals.

- [Advising 101 Guide](#)
- [Important Advising Dates](#)



# Library

The library is not often the first place you think about when you start your semester. There are more immediate needs, like moving into your dorm room, making sure your classes are all registered, making sure your financial aid is in place, and for sure meeting new people. However, [library staff](#) would like to share with you some of the things we can help you with across your stay at UMFK.

- An immediate need might be letting us help you connect to either the Tempest or EDUROAM servers instead of the guest server so you can have uninterrupted internet access. We can walk you through the process of putting money on your printing account. We can also help you find your courses in your online learning environment.
- As you get a little more comfortable with where things are and how things work, we can help you [get access](#) to the first couple of chapters of your required texts while you wait for the book you purchased. We can help you print, use the computers in the library, and scan documents. You can check out equipment to help you with your studies. Games and puzzles are available to provide down time with your friends.
- As the semester begins and classes are moving along, library staff can help you find the books or videos that will help you study using our [online catalog](#). We can teach you how to search for and find full-text articles and more online using OneSearch, found on our [library site](#). We can help you with your questions almost 24/7 by answering your [email sent to the Reference Librarian](#) (sbirden@maine.edu).
- Our library offers great study spaces, both group and quiet study. It has rooms to use, lockers to store your items, white boards to draw your ideas, a computer lab, comfortable furniture, hot water and beverages, and access to vending. Food and drink IS allowed. [Library hours](#) are generally 8 AM to 11 PM during the week with additional hours on the weekend. Please see library website or contact Library staff for COVID Hours.



# Registrars Office

The Registrar's Office is responsible for maintaining the accuracy and integrity of academic records at UMFK. They coordinate many University services including registration; reporting early alerts, non-attendance, progress reports and final grades; class schedule publication and the degree audit system. Additional services include schedule revisions, release of UMFK transcripts, enrolment verification (for loan deferment, insurance coverage, etc.), undergraduate readmission, various record-keeping functions (change of address, change of major, etc.), application for graduation and conferral of degrees. Several of their services are available online.

Click the links below to learn more about the common Registrar services:

- [Registering for classes](#)
- [Which form do I use?](#)
- [Registrar Forms](#)
- [Types of Registration Holds](#)

## Family Education Rights and Privacy Act Policy (FERPA)

Federal law considers college students to be adults who are able and expected to make their own decisions. The 1974 Family Educational Rights & Privacy Act (FERPA) requires UMFK to follow this law which regulates the types of information and the circumstances under which the university can release confidential information to individuals other than the student. As a result, a student must sign a FERPA release to authorize the university to release their confidential information. If you wish to sign a FERPA release so that UMFK can share your protected information, you will need to visit the Registrar's Office.

- [UMFK FERPA Policy Statement](#)

## Directory Information

Please note that, some student information is considered to be "Directory Information" which is public information and includes the items listed below. A student has the option of requesting that this directory information not be released. If the student requests this level of confidentiality, the university cannot release directory information. Please contact the Registrar's Office to make this request.

- Student name
- Current address and phone
- Permanent address and phone
- Email
- Dates of attendance
- Honors, awards, degrees and dates granted
- Major and school
- Educational level (e.g., freshman)
- Day and month of birth
- Campus employment position
- Height and weight for athletes



# Career Services

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

In addition, UMFK Career Services hosts an annual Spring Semester Career Week when employers and professionals come to campus and engage with the students. There are various events such as the Annual Resume Writing Contest, Mock Interviews, and a Networking event.

Students can [email Tammy Delisle](mailto:tammy.delisle@maine.edu) (tammy.delisle@maine.edu), Career Development & Student Employment Coordinator, to make an appointment by email to discuss career services.

**Student Employment:** Students can apply for on campus position through the [Student Employment Webpage](#).



# Student Support

## Student Success Center

The Student Success Center is your “One Stop Shop” for all of your personal and academic support needs! Our area is open to all students and offers a wide variety of assistance. Make sure to stop up and see us!

We provide the necessary resources that empower students to become independent and resourceful learners as they pursue their academic, career and personal goals, while encouraging students to become lifelong learners and active members of their communities.

The Student Success Center provides:

- A centralized location for students to receive academic services
- A quiet place to study in small group settings
- Tutoring & Writing Center
- JMG, TRIO, Bengal Food Pantry, computer access, and more!

### COVID Effects on Operations

Due to COVID 19, the following operations have been affected.

- [Student Success Center Operations](#)

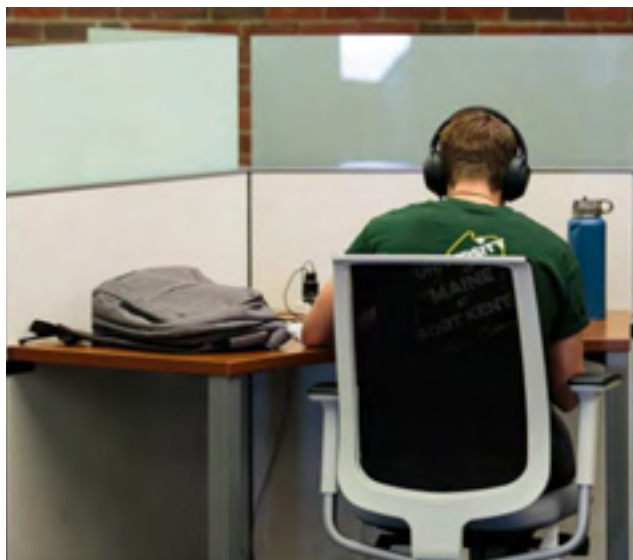




## Trio

TRIO - Student Support Services is a federally funded program that works with students who are first-generation, have limited income, and/or students with disabilities. We offer additional support including books lending, grant aid, financial help, and support with all of your personal and academic support needs.

- Student can apply by submitting a [Trio Application](#).



## Tutoring

The Student Success Center offers a variety of tutoring services at no cost to students. We've got you covered! Appointments can be made in three ways:

- Book a [tutoring session](#) online,
- Call 207-834-7530
- Email TConnor@maine.edu

## Writing Center

Need help with writing a paper, research, APA formatting, discussion questions, etc? Our peer writing tutors are here to help you in person or virtual.

- Students can view operating hours and online submission form on the [Writing Center Webpage](#).



## Accessibility and Accommodations

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

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

- [ADA Form & Documents](#)

## JMG - Jobs for Maine's Grads

JMG is the only nonprofit in Maine offering a continuum of support to help students transition from middle school through high school graduation, onto post-secondary education through degree attainment and connections to successful career pathways.

Our JMG Specialist serves as a mentor to help develop student-centered, personalized education plans, delivered through a competency-based curriculum focusing on academic knowledge, career development skills, leadership, and teamwork.

Eligible students include those who were part of a JMG program in middle or high school, youth who are or have been in foster care, and college students who received their GED within the last five years can contact Susan Dubay ([susan.dubay@maine.edu](mailto:susan.dubay@maine.edu)) for more information.





## Stacy's Closet

Student Affairs Office provides basic hygiene necessities (shampoo, soap, toothbrushes, etc) to students in need. If you need any of these resources, fill out the confidential form below and a bag of supplies will be prepared for you.

- [Stacy's Closet Request form.](#)

## Bengal Food Pantry

UMFK understands the financial struggles some students face. The Bengal Food Pantry in Powell Hall is available for students. No questions asked!

## CLEP/Dantes Exams

CLEP and DSST are credit-by-examination programs conducted by Educational Testing Service (ETS) and administered through the Student Success Center that provide an opportunity for UMFK students to receive credit for their education acquired in non-traditional environments. A complete list of available exams is available on the Student Success Center homepage.

## General Assistance

Whether you are interested in continuing your education and need help with Graduate School, are unsure about your major, or just need help, the Student Success Center is here to help you!





## Information Technology

Information Technology provides a wide range of technical support services to the campus community with dedicated support to students, faculty and staff. If you are having technical troubles feel free to email [umfkit.support@maine.edu](mailto:umfkit.support@maine.edu).

- [As a student at UMFK, you can access free software you can download with your maine.edu account.](#)
- [Learn how to reset your maine.edu password.](#)

## Veteran Services

The University of Maine at Fort Kent is approved by the Veterans Administration for the education and training of veterans, service persons, National Guard, and dependents of disabled or deceased veterans. Students eligible for VA educational benefits should contact the UMFK Registrar's Office to inform them of their veteran status. The Registrar's Office will assist with processing the necessary paperwork for benefits.

- Information concerning eligibility, counselling, and benefits can be found on the [U.S. Department of Veterans Affairs webpage.](#)
- [Veterans Benefits FAQ](#)



# International Students

International students may have many questions about issues outside the classroom. UMFK DSO's are here to help you with these questions and is committed to addressing your most immediate and essential needs as an international student.

- If you have any questions for a DSO, please email [umfk.iss@maine.edu](mailto:umfk.iss@maine.edu), for assistance.
- To meet with a DSO, International students must book an appointment online through the [YouCanBookMe website](#). You may pick any time in white. Once you click on the white time you want and fill in the information requested, a DSO will follow up with you to send a zoom link for the appointment.
- See detailed information on immigration and other UMFK procedures for international students on our [International Student webpage](#).

## UMFK Mentorship Program

The UMFK Bengal Buddies program is designed to serve as an integral part of the UMFK atmosphere, promoting academic success, resiliency and engagement within all UMFK students. Both Ben-tors and Ben-tees will benefit from the development of self-advocacy skills, professional connections, and leadership opportunities and experience.

This program is open to all UMFK nursing students.

If you are interested in joining us, please send your name and contact information to [Susan Dubai](#) (JMG College Success Specialist) or [Stephanie Chick](#) (Student Success Specialist).



# Financial Aid

The Financial Aid Office assists students with all their financial aid questions and concerns. The Office can assist students with filling the FAFSA, applying scholarships to student accounts, questions about their financial aid status and eligibility, and many other needs. Learn More about processes, and find important deadlines please visit the department website at <https://www.umfk.edu/financialaid/>.

- **FAFSA:** To apply for financial Aid, complete a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using UMFK's code: 002041. You can now apply as early as October for the next academic year. Applying early can help you qualify for the maximum amount of aid, so don't delay! FAFSA Reminders:
  - Students must reapply for financial aid each year.
  - If you wish to drop or withdraw from a class, please contact the Financial Aid Office prior to doing so to find out if it will impact your financial aid eligibility.
- **Scholarships:** Students may apply for UMFK scholarships at [www.umfk.edu/financialaid/scholarships](http://www.umfk.edu/financialaid/scholarships) (Deadline March 1st). Late applications may still be considered. If you have outside scholarships, please notify the Financial Aid office.
- **COVID Effects on Operations:** Phone and Zoom meeting are encouraged. If a student wishes to meet in person, they must make an appointment by calling 207-834-7606.

# Business Office

As a new student to our campus, students will primary work with the Business Office to pay their student billing for the university, and to process and pay university related expenses. We assist students, either in-person, over the phone, or through the mail.

- **Paying Your Bill:** Students vie and pay their statement through Mainstreet. If students wish they can also set up a [payment plan](#). In-person payments can only be check or cash. Card and e-checks can be made online through the Mainstreet. Card Payments are subject to a convenience fee of 2.85%.
- **Health Insurance:** All student enrolled in 9 or more credits are automatically enrolled in [UMFK health insurance](#). Students can follow the link to learn more about the [insurance plan](#) or submit waiver to opt out (Hard Deadline October 1).
- **Financial Responsibility Form:** The Financial Responsibility Hold is a legal agreement between the student and University of Maine System explaining the financial obligation of the student. The Financial Responsibility Form needs to be completed each semester and will block registration until done. You can watch this [You Tube Video](#) to learn how to submit the form.



That  
feeling  
when

# EVERYTHING FALLS INTO PLACE

Whether you're overwhelmed by college or excited about what's ahead, life is better when your to-dos are organized and at your fingertips. That's why we've brought you **Navigate**, a mobile advisor that gets you from orientation to graduation.



## NAVIGATE



Plan your upcoming  
academic terms



Schedule your  
courses for next  
semester



Discover supportive  
resources—including  
directions to key  
offices  
on campus



Locate and reach  
out to your advisors  
and professors  
in seconds



Get reminders  
and alerts about  
important  
deadlines



Make your own  
to-do list and  
set reminders



Sync your class  
schedule with  
your phone  
calendar



And so  
much more!



Register  
for classes  
with ease

Available now in the App and Android Store  
Search for "Navigate Student"



Download on the  
**App Store**



GET IT ON  
**Google Play**



# Beyond the Classroom

Beyond the classroom, UMFK offers a wide range of programs and activities such as student activities and organizations, professional speakers connecting classroom experience to real-world issues, and a lush natural landscape of forests and trails to that can be enjoyed year round. We encourage our students to continually look around and discover something new and exciting to do on our campus: engage with the community, enhance your career, or just have fun!

## Student Affairs

College is a time to explore, learn, and grow. Student Affairs at UMFK provides you with many ways to do this. Challenge yourself to take full advantage of these opportunities to connect and engage with other students, faculty, staff, and the Fort Kent community. To get the year started, please do the following to start to make the most of YOUR UMFK Student Experience:

- Join a club or student organization. Meet other students with shared interests. Students who are involved are generally more successful at UMFK. Remember you can start a new club too.
- Get to know your professors and your advisor. Introduce yourself to your professors, ask questions in class, and make an appointment to meet your advisor.
- Attend a Student Senate Meeting. Student Senate provides activities and events for all students and offers financial support to clubs and organizations.

For more information, please check out the [Student Affairs](#) website for a list of programs and services. The Team in Student Affairs is available to assist you in creating your best UMFK Student Experience.

ROAR!





## Immunizations

It is Maine State Law that every postsecondary student born after 1956 must show proof of immunization of Measles, Mumps, Rubella (two doses – MMR1 and MMR2) and Tetanus & Diphtheria (TD and Tdap boosters which need to be updated every 10 years).

- All Students: [Immunizations Forms](#)
- Additional Nursing Students Forms: [Nursing Immunization](#) Form & [Castle Branch instructions](#).

## Parking

All students are required to obtain and display a valid parking permit for each academic year they attend UMFK. Resident and Commuter students must obtain their 20/21 Parking Permit from the Student Affairs office within the first 2 weeks of the semester.

- [Campus Parking Map](#)
- [How to purchase a parking permit](#)
- Visit the Student Affairs Office for question on Parking Regulations

## Bengal Badges

All students are required to have a Bengal Badge ID card. The Bengal badge serves as your UMFK student ID, your meal plan pass, library card, and access to discounts from local businesses.

- [How to get your Bengal Badge/Nursing Badge](#)
- [Bengal Badge Discounts \(with current term sticker\)](#)

## Connecting With The Community

Students have various opportunities to connect to the community through local annual festivals, and community service projects.

- [Fort Kent Town Film](#)
- [Places to Worship](#)

## Campus Store

The Campus Store is located on the first floor of Cyr Hall. Students may find booklist, school and art supplies, clothing, and novelties. Students may also order textbooks online via the [Ecampus website](#) and have them delivered to campus.

### COVID Effects on Operations

Due to COVID 19, the following operations have been affected.

- [Campus Store Operations](#)

### Got Mail?

Mail service on UMFK's campus is provided to students in a variety of ways in the Campus Store. Stamps and post cards can be purchased there and small packages may be sent through US Postal Service (USPS), Federal Express (FedEx), and United Parcel Service (UPS). If you have any questions about mailing within the country or abroad, check with the Campus Store.

- [How to write your campus mailing address](#)

# Student Activities

From game shows, art nights, formals, concerts, day trips to cool locations, food festivals, and sporting events, it's hard to be bored at UMFK. We are a small university with a lot of spirit. Students can learn about the upcoming events in three ways:

- The Events Calendar in Cyr Hall by the Lair- This monthly calendar shows all student life, athletic, department, and nearby community events.
- Every Monday the Paw Press email is sent out to students about the events that are occurring that week.
- The [UMFK Student Events Web Calendar](#).



## Student Organizations

UMFK has student clubs and organizations that range from social, academic, to professional in nature. Each recognized student organization has the ability to reserve space on campus and request funds from the Student Government Association in order to host their events. To learn about student organizations and their events, students are encouraged to attend the Virtual Involvement Fair. Students can learn how to join the organization and can request to be added to the organization's email list.

- [List of Current and Prospective Student Organizations](#)
- Want to start a new student organization? Contact the [Director of Student Life and Engagement](#) by email for more information on the process.



## Paw Points

As a way to reward participation in campus activities, attendance at most events will earn you paw points. Each May, Student Activities holds a large raffle with many prizes. Students are given 1 ticket for EVERY 100 PAW POINTS they earned during the year. The more you participate the more you will increase your odds of winning.



# Co-Curricular Certificate Programs

Co-Curricular programs give student the opportunity for involvement in educational experiences outside of the classroom. UMFK currently offers four non-credit bearing co-curricular programs which serve to accentuate the student's skills and abilities and can increase a student's marketability to prospective employers and graduate schools. Upon completing the requirements for a program, students will be recognized at the end of the year Bengal Awards with a Certification of Completion for that program.

## Professional Development Program

Throughout the year Career Services offers numerous professional development training and workshops. Upon completing six trainings and workshops students are recognized at the end of the year for completing the program. The Professional Develop Program is a great way to build resume skills and connect with local professionals.

## Leadership Microbadge

UMFK is committed to developing excellent and effective leaders. The University of Maine System Leadership Microbadge allows students to advance their knowledge and skills with regard to effective intellectual and cultural leadership. Offered in three levels, student who [meet the requirements](#) will receive a Certification of Completion.

## Diversity Education & Advocacy Program (DEAP)

DEAP is a co-curricular development program designed to increase students' awareness about global diversity and advocacy issues and provide opportunities for experiential learning with diverse communities. The series introduces topics through film, guest speakers, and workshops, the majority of which are virtual. To earn Certification of Completion, students must earn eight DEAP points in a year.









# Athletics & Recreation

## Sports Center

The Sports Center is a place to get fit, meet other students and have fun. Students can exercise in the fitness center, check out canoes, tubes, or snowshoes for the day, and play volleyball and basketball on the indoor courts.

## Fitness Classes & Intramurals

Through structured and informal activities and events, the Sports Center enhances the life of students by offering and encouraging participation in activities that promote a healthy balanced lifestyle and social interaction. Each term there are fitness classes offered virtually and in person that are free for the students to attend. Examples of past recreation classes included in-person or virtual Zumba, Strong Nation, Yoga, and West Coast Swing Dancing.

## Athletics

UMFK boasts a highly competitive varsity athletics program for student- athletes who want to compete at the college level. The Bengals compete in 7 varsity sports, earning championships and recognition at the highest levels of USCAA Division I athletics.

- To learn more the Sports Center, recreational activities, intramural sports, and athletics please visit the [Athletic website](#).

## COVID Effects on Operations

Due to COVID 19, the following operations have been affected.

- [Athletics and Sports Center Operations](#)



# Dining

Your dining experience at the University of Maine at Fort Kent is about more than just great food. It is a community experience centered on culinary expertise, fresh ingredients and healthy options. Our team is committed to creating the best possible dining experience for our guests. At the University of Maine at Fort Kent, we prioritize sourcing local food from Maine farms, growers, fisheries, processors and producers. The Maine Course is Sodexo's initiative to support the local economy and environment by purchasing from Maine businesses.

Join us and enjoy the comfort, convenience, delicious food and exciting events designed especially for you. Nowland Dining Hall serves breakfast, lunch and dinner throughout the week and brunch and dinner on the weekends. The Bengal's Lair offers grab-and-go meals, your favourite Starbucks beverages and a variety of snacks to get you through the work week. There are several meal plan options to meet the needs of each student's preferred eating habits, whether you live on campus or are a commuter student. You'll enjoy a variety of recipes made with many local and seasonal ingredients, prepared from scratch by our expert culinary team. Our manager, along with our campus dietitian, is available to answer questions, hear your feedback and address any dietary concerns.

- [Dining Website](#)
- [Purchase a Meal Plan](#)
- [Dining Hours of Operation](#)
- [Meal Plan Change](#)

## COVID Effects on Operations

Due to COVID 19, the following operations have been affected.

- [Sodexo Operations](#)





# Residence Life

Deciding to live on campus is a great way to meet new people and get involved on campus. UMFK has a long tradition as a residential university and has sought to provide comfortable and convenient campus housing for students. The university believes that education encompasses social and personal development, as well as intellectual growth, and strives to provide a supportive environment through its residence life programs.

## First Year Residence Requirement

UMFK has a First Year Residence Requirement. All first year students are required to live on campus unless they have submitted AND been approved for an exemption from the Residence Requirement by the Director of Residence Life and Leadership. To learn more about the Residence Requirement and the [Exemption Form](#), visit the [Housing website](#).

## Meet our Staff

- [Crocker Hall](#)
- [Lodge](#)

## Important Residence Life Forms

- [Guide to Residential Living](#)
- [Maintenance Request Form](#)
- [Washing Machine / Dryer Reimbursement](#)
- [Storage Form](#)
- [Move Out Form](#)
- [Housing Exit Survey](#)

## COVID Effects on Operations

Due to COVID 19, the following operations have been affected.

- [Residence Life Operations](#)



# Health & Wellness



## Campus Health Center

The University Health Center is located in Nadeau Hall. All students are eligible to use the services and facilities of the Health Center when it is open. The Health Center offers a comprehensive program of medical care, including the following services:

- Consultation with a Nurse Practitioner for diagnosis and treatment
- Immunizations
- Birth Control Counselling
- Athletic Physicals
- Prescriptions for Minor Illness.

### Medical Hours:

Monday 8:00 AM—12:00 PM  
Tuesday 12:00 PM –5:00 PM  
Wednesday 8:00 AM—12:00 PM  
Thursday 12:00 PM –5:00 PM

### Mental Health:

Tuesday 8:00 AM – 12:00 PM  
Thursday 8:00 AM – 12:00 PM

## Counselling Mental Health Services

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

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

### Book a non-clinical personal counseling appointment

- [Request an appointment](#). You may pick any time in white. Once you click on the white time you want and fill in the information requested, hit submit to confirm your appointment.

## UMFK CARE TEAM

The Campus Assessment, Response and Education Team provides support for students with a consistent pattern of unhealthy behaviours that pose a risk to themselves or others, and more generally, to identify and provide assistance to those in need. The Care Team will assess the potential risk for campus safety that might result from the actions of individual students, will connect students in need with appropriate resources and will monitor students to support their health and wellness. Campus community members can complete an [Incident Reporting Form](#) online if they feel a student is in need.



# Bengals ROAR!

**R**

**Remember  
to wash  
your hands**



**O**

**One  
Benny apart  
(6 feet or 2 meters)**



**A**

**Always  
wear a face  
covering**



**R**

**Remain  
at home if  
feeling ill**



**Let's Stay COVID Free!**





# The Bengal PROMISE

*We are a culture of caring at UMFK! We protect each other and genuinely care about the well-being of our campus community. As Bengals, we promise to continue to protect each other during this challenging time.*

I promise to protect myself by practicing thorough hand-washing frequently and reporting to a medical professional if I experience any COVID-19 symptoms (i.e. fever, cough, fatigue).

I promise to protect my peers by maintaining a social distance and wearing appropriate face-coverings around others. I promise to self-isolate if I feel unwell or have been exposed to someone with COVID-19.

I promise to protect my community by complying with CDC safety protocols in public spaces and by carefully following instructional signage in any building.



**The Bengal PROMISE is easy to remember:**

- **P** Practice personal hygiene (wash hands regularly)
- **R** Reduce group size (in social situations)
- **O** rganize schedule to include time to follow safety practices
- **M** ake sure to wear a face covering (in social situations)
- **I** solate when needed (high temperature, not feeling well, displaying symptoms, etc.)
- **S** ocial distance where possible
- **E** ducate and update myself (on news, practices, and policies regarding COVID-19)

To learn more, go to:  
<https://umfk-umm.libguides.com/return2020>

**LEARN INNOVATE FIND ENGAGE**

One of Maine's Public Universities



# UMFK Policies

## Academic Integrity

Academic integrity violations strike at the heart of the educational mission of the University of Maine System. It is vital to the academic function of the University. All students are expected to be honest in their academic endeavors. Work should be performed in a manner that will provide an honest reflection of the knowledge and abilities of each student. Any breach of academic honesty is a serious offense.

- [Academic Integrity Policy](#)

## Code of Conduct

The purpose of the University of Maine System Student Conduct, is to promote the pursuit of activities that contribute to the intellectual, ethical and physical development of the individuals within the University of Maine System. The Code seeks to ensure the safety of persons engaging in those pursuits; to protect the free and peaceful expression of ideas, and to assure the integrity of various academic processes. All members of the University community are responsible for maintaining an environment where actions are guided by mutual respect, integrity and reason.

- [Code of Conduct](#)
- [Student Handbook](#)

## Sexual Harassment, Discrimination & Bias

The University of Maine at Fort Kent works to promote a safe atmosphere for all within the campus community. We do not tolerate sex discrimination, sexual assaults, sexual harassment, relationship violence, stalking or retaliation of any form.

The University of Maine at Fort Kent requires that all staff and students take part in our Get Inclusive Training.

For more information to file a report or for support services you may contact [Vicki Daigle](#), Student Affairs Officer & Deputy Title IX Coordinator at (207) 834-7513.

# Directory

## Office Hours & Contact Information

### Academic Affairs

📍 Cyr Hall  
📞 (207) 834-7509  
✉ barbie.eldridge@maine.edu  
🕒 M-F 8:00 AM—4:30 PM

### Career Services

📍 Cyr Hall  
📞 (207) 834-8647  
✉ tammy.delisle@maine.edu  
🕒 By Appointment

### Information Technology

📍 Powell Hall 2nd Floor  
📞 (207) 834-7818  
✉ umfkit.support@maine.edu  
🕒 M-F 8:00 AM—4:30 PM

### Registrar's Office

📍 Cyr Hall  
📞 (207) 834-7520  
✉ umfkreg@maine.edu  
🕒 M-F 8:00 AM—4:30 PM

### Student Success Center

📍 Powell Hall 2nd Floor  
📞 (207) 834-7530  
✉ tconnor@maine.edu  
🕒 M-F 8:00 AM—4:30 PM

### Business Office

📍 Cyr Hall  
📞 (207) 834-8650  
✉ umfkbus@maine.edu  
🕒 M-F 8:00 AM—4:30 PM

### Financial Aid Office

📍 Cyr Hall  
📞 (207) 834-7605  
✉ umfkaid@maine.edu  
🕒 M-F 8:00 AM—4:30 PM

### Library

📍 Library  
📞 (207) 834-7526  
✉ sbirden@maine.edu  
🕒 M-F 8:00 AM—11:00 PM

### Student Affairs

📍 Cyr Hall  
📞 (207) 834-7587  
✉ lois.canzoni@maine.edu  
🕒 M-F 8:00 AM—4:30 PM

### Staff and Faculty Contact Information

If you are looking for a specific staff or faculty member's contact information you can find that information in our [campus directory](#).

### Campus Store

📍 Cyr Hall  
📞 (207) 834-7500  
✉ lucy@maine.edu  
🕒 M-F 8:00 AM—4:30 PM

### Health Center

📍 Nadeau Hall  
📞 (207) 834-7822  
✉ lois.canzoni@maine.edu  
🕒 **Medical**  
MW 8:00 AM—12:00 PM  
TTh 12:00 PM—5:00 PM  
**Mental Health**  
TTh 8:00 AM—12:00 PM

### President's Office

📍 Cyr Hall  
📞 (207) 834-7504  
✉ janna.gregory@maine.edu  
🕒 M-F 8:00 AM—4:30 PM

### Sports Center

📍 Sports Center  
📞 (207) 834-7829  
✉ alex.a.smith@maine.edu  
🕒 M-F 9:00 AM—7PM  
Sat-Sun 1:00 PM—7:00 PM

## FAQs

To see the answers to some of the most frequently asked question, please see our [FAQ webpage](#). If you have a question that is not included on this webpage, please use the directory information above to contact the correct department; they will be happy to assist you. If you do not know which department to ask, then please call (207) 834 7500.

# Essential College Terminology

**Academic Year** – The regular school year which runs from August through May. The academic year is divided into two semesters of equal length.

**Advisor** - A faculty member who assists the student in planning a program of study to meet the student's educational goal. The advisor, available to the student throughout a semester, approves all actions that affect the student's academic plan; e.g., registration, add/drop, change-of-major forms.

**Associate of Arts (A.A)** - A two-year program that concentrates on humanities and social sciences for those planning to continue in a bachelor's degree curriculum at a senior college.

**Associate of Science (A.S.)** - A two-year program that concentrates on mathematics and science for those planning to continue in a bachelor's degree curriculum at a senior college.

**Audit Course** - A course for which you pay tuition and fees, but do not receive credit.

**Catalog** - The official college publication available online that contains what you need to know about the University of Maine at Fort Kent.

**Certificate Program** - A curriculum generally requiring one year or less of course work.

**Contact hours** - The actual number of hours in class per week, per course.

**Core Requirement** - A schedule of courses required of everyone pursuing a degree. These courses range from a total of 43 to 45, depending on the division issuing the degree.

**Counselor** - A person who provides you with personal, academic, vocational or career counseling.

**Course load** - The number of courses or credits taken in a specific term.

**Credit hours** - Every class is worth a value called a credit hour. Credits are generally determined by the number of class hours per week that a course meets. Every degree, diploma or certificate program requires you to take a certain number of credit hours.

**Criteria** - Pre-determined guidelines that identify requirements for demonstrating competence in a designated skill.

**Curriculum** - The program of courses required to receive a degree, diploma or certificate in your chosen area of study.

**Developmental courses** - A series of courses in Math and Reading/English that provide preparation, remediation and academic guidance for college level courses in these areas.

**Drop/Add** - This term refers to adjusting your schedule by dropping and/or adding courses. The drop/add period is limited and is indicated on the academic calendar.

**Electives** - Courses which are not specifically named in your curriculum but are required for graduation. Check with your academic advisor before choosing an elective.

**FAFSA (Free Application for Federal Student Aid)** - The form that must be completed in order for a student to obtain financial aid.

**FERPA (Family Education Rights and Privacy Act)** - Provides students the right to privacy of their school records. To comply, schools are not allowed to share information about the student without his/her written consent.

**Full-time students** – Students who are taking at least 12 credit hours.

**Grade point average (GPA)** - The average of your grades for all classes taken at the University of Maine at Fort Kent. It is calculated by adding all earned quality points and dividing by the number of credit hours taken.



**Hybrid Class** - Class delivered primarily over the Internet but with regularly required face-to-face meetings.

**Incomplete Grade** - A temporary grade given by an instructor as a placeholder until completion of work and only given in special circumstances.

**Lab** – A course, or portion of a course, devoted to experimentation or practical application.

**Lower Division Courses** - Courses numbered from 100-299 are generally introductory in nature and cover the basic concepts and facts of a discipline; for example, Sociology 100, Introduction to Sociology or History 115, World Civilization

**Major** - A program of study in a specific discipline or field; for example, history, geology, psychology, physical education. Major requirements consist primarily of upper division courses within the student's chosen field of specialization. All students choose a major.

**Mid-Term Report** - Midway through a semester, Professors notify the Registrar's Office of the students at risk of failing their courses. A letter grade is reported, indicating the Professor's estimate of student's work in the course, and the report is sent to the student by the Registrar.

**Minor** - A secondary program of study within a field of specialization that complements the student's major program. A minor expands a student's preparation in the chosen field and broadens career options. A minor is not required for graduation.

**Part-time students** - Students who are registered for 11 credit hours or fewer in one semester is a part-time student.

**Preregistration** - A period of time, announced by Registrar's Office, to register for the following semester; for example during the fall semester a week in November and during the spring semester a week in April are set aside to register for the following semester. Pre-registration assures the student of his/her choice of courses for the following semester and reduces the chances of courses being closed.

**Prerequisites** - Preliminary skills, knowledge or courses which are required before enrollment in a particular course. Requirements are listed in the course description section of the catalog.

**Registration** - Submission to the Registrar of your course schedule approved by your academic advisor. You may now register by phone following the meeting with your advisor.

**Semester** - One of two periods of study into which the academic year is divided. Semesters are either fall (August-December) or spring semesters (January – May).

**Summer Session** - Periods of study not included in the academic year. Courses offered in the summer are identical in credit and substance to their counterparts offered during the academic year, but summer courses meet on adjusted (usually briefer and more frequent) schedule.

**Syllabus** - A document given out at the beginning of a course that includes due dates, assignments and policies.

**Transcript** - A printed record of every course you've taken at UMFK and the grades you've received. Transcripts may be obtained from the Registrar's Office.

**Upper Division Courses** - Courses numbered from 300-499 are generally advanced in nature and taken in the last two years of college study. Upper division courses are primarily part of a student's area of major or concentration.

**Winter Session** - Periods of study not included in the academic year. Courses offered in the winter are identical in credit and substance to their counterparts offered during the academic year, but winter courses meet on adjusted (usually briefer and more frequent) schedule.





# Campus Map

## Map Legend

- |                    |                          |
|--------------------|--------------------------|
| 1 Nadeau Hall      | 10 Blake Library         |
| 2 Fox Auditorium   | 11 Old Model School      |
| 3 Cyr Hall         | 12 Madawaska House       |
| 4 Armory Building  | 13 Haenssler Honors Ctr. |
| 5 Crocker Hall     | 14 Acadia House          |
| 6 Physical Plant   | 15 St. David House       |
| 7 Nowland Hall     | 16 The Lodge             |
| 8 Powell Hall      | 17 Sports Center         |
| 9 Acadian Archives | 18 Alumni Memorial Field |



# \*ACADEMIC CALENDAR 2020 - 2021

August 2020							September 2020							October 2020							November 2020							December 2020							January 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1							5																				1	2							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	3	4							
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	10	11	12	13	14	15	16							
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	17	18	19	20	21	22	23							
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					27	28	29	30	31			24	25						
30																																		31							

February 2021							March 2021							April 2021							May 2021							June 2021							July 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6		1	2	3	4	5	6																			1	2	3							
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12							
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19							
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26							
28							28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			25							
																					30	31																			

FALL SEMESTER 2020		SPRING SEMESTER 2021	
Aug 28	Residence Halls Open for New Students	Jan 1	New Years Day - Offices Closed
Aug 29	New Student Orientation/Advising/Testing	Jan 18	Martin Luther King Day - Offices Closed
Aug 29-30	Residence Halls Open for Returning Students	Jan 21	Residence Halls Open
Aug 31	Classes Begin	Jan 22	New Student Orientation
Sept 7	Labor Day - No Classes, Offices Closed	Jan 25	Classes Begin
Sept 8	Last Day to Add Full-Term Classes	Feb 1	Last Day to Add Full-Term Classes
Sept 14	Last Day to Drop Full-Term Classes w/Full Refund & No Academic Penalty	Feb 8	Last Day to Drop Full-Term Classes w/Full Refund & No Academic Penalty
Oct 10-12	Fall Break - No Classes	Feb 15	Presidents Day - No Classes, Offices Closed
Oct 12	Indigenous Peoples' Day - Offices Closed	Mar 22	Mid-Semester Grades Due
Oct 26	Mid-Semester Grades Due	Mar 24	March Mini-Break - No Classes
Nov 2-13	Advising/Registration	Mar 29-Apr 9	Advising/Registration
Nov 11	Veterans Day - No Classes, Offices Closed	Apr 5	Last Day to Withdraw from Full-Term Classes
Nov 25-29	Thanksgiving Recess - No Classes	Apr 19	Patriot's Day - Classes in Session, Offices Closed
Nov 26-27	Thanksgiving - Offices Closed	Apr 19-23	Course Evaluations
Nov 30	Last Day to Withdraw from Full-Term Classes	Apr 28	Scholar's Symposium - <i>tentative</i>
Nov 30-Dec 4	Course Evaluations	Apr 30	Classes End
Dec 11	Classes End	May 3-6	Final Exam Week
Dec 14-17	Final Exam Week	May 8	Commencement
Dec 25	Semester Grades Due in Registrar's Office, Christmas - Offices Closed	May 14	All Grades Due in Registrar's Office

## FALL SEMESTER 2020

Aug 28	Residence Halls Open for New Students
Aug 29	New Student Orientation/Advising/Testing
Aug 29-30	Residence Halls Open for Returning Students
Aug 31	Classes Begin
Sept 7	Labor Day - No Classes, Offices Closed
Sept 8	Last Day to Add Full-Term Classes
Sept 14	Last Day to Drop Full-Term Classes w/Full Refund & No Academic Penalty
Oct 10-12	Fall Break - No Classes
Oct 12	Indigenous Peoples' Day - Offices Closed
Oct 26	Mid-Semester Grades Due
Nov 2-13	Advising/Registration
Nov 11	Veterans Day - No Classes, Offices Closed
Nov 25-29	Thanksgiving Recess - No Classes
Nov 26-27	Thanksgiving - Offices Closed
Nov 30	Last Day to Withdraw from Full-Term Classes
Nov 30-Dec 4	Course Evaluations
Dec 11	Classes End
Dec 14-17	Final Exam Week
Dec 25	Semester Grades Due in Registrar's Office, Christmas - Offices Closed

## SPRING SEMESTER 2021

Jan 1	New Years Day - Offices Closed
Jan 18	Martin Luther King Day - Offices Closed
Jan 21	Residence Halls Open
Jan 22	New Student Orientation
Jan 25	Classes Begin
Feb 1	Last Day to Add Full-Term Classes
Feb 8	Last Day to Drop Full-Term Classes w/Full Refund & No Academic Penalty
Feb 15	Presidents Day - No Classes, Offices Closed
Mar 22	Mid-Semester Grades Due
Mar 24	March Mini-Break - No Classes
Mar 29-Apr 9	Advising/Registration
Apr 5	Last Day to Withdraw from Full-Term Classes
Apr 19	Patriot's Day - Classes in Session, Offices Closed
Apr 19-23	Course Evaluations
Apr 28	Scholar's Symposium - tentative
Apr 30	Classes End
May 3-6	Final Exam Week
May 8	Commencement
May 14	All Grades Due in Registrar's Office

## FALL 7-WK SESSIONS

**Session 1:** Aug 31, 2020-Oct 16, 2020  
 Sept 2 - last day to add  
 Sept 6 - last day to drop  
 Sept 28 - last day to withdraw

**Session 2:** Oct 26, 2020-Dec 11, 2020  
 Oct 28 - last day to add  
 Nov 1 - last day to drop  
 Nov 23 - last day to withdraw

## WINTER SESSION (3 weeks)

Dec 28, 2020-Jan 15, 2021  
 Dec 29 - last day to add  
 Dec 30 - last day to drop  
 Jan 10 - last day to withdraw

## SPRING 7-WK SESSIONS

**Session 1:** Jan 25, 2021-Mar 12, 2021  
 Jan 27 - last day to add  
 Jan 31 - last day to drop  
 Feb 21 - last day to withdraw

**Session 2:** Mar 22, 2021-May 7, 2021  
 Mar 24 - last day to add  
 Mar 28 - last day to drop  
 Apr 19 - last day to withdraw

## SUMMER SESSION 2021

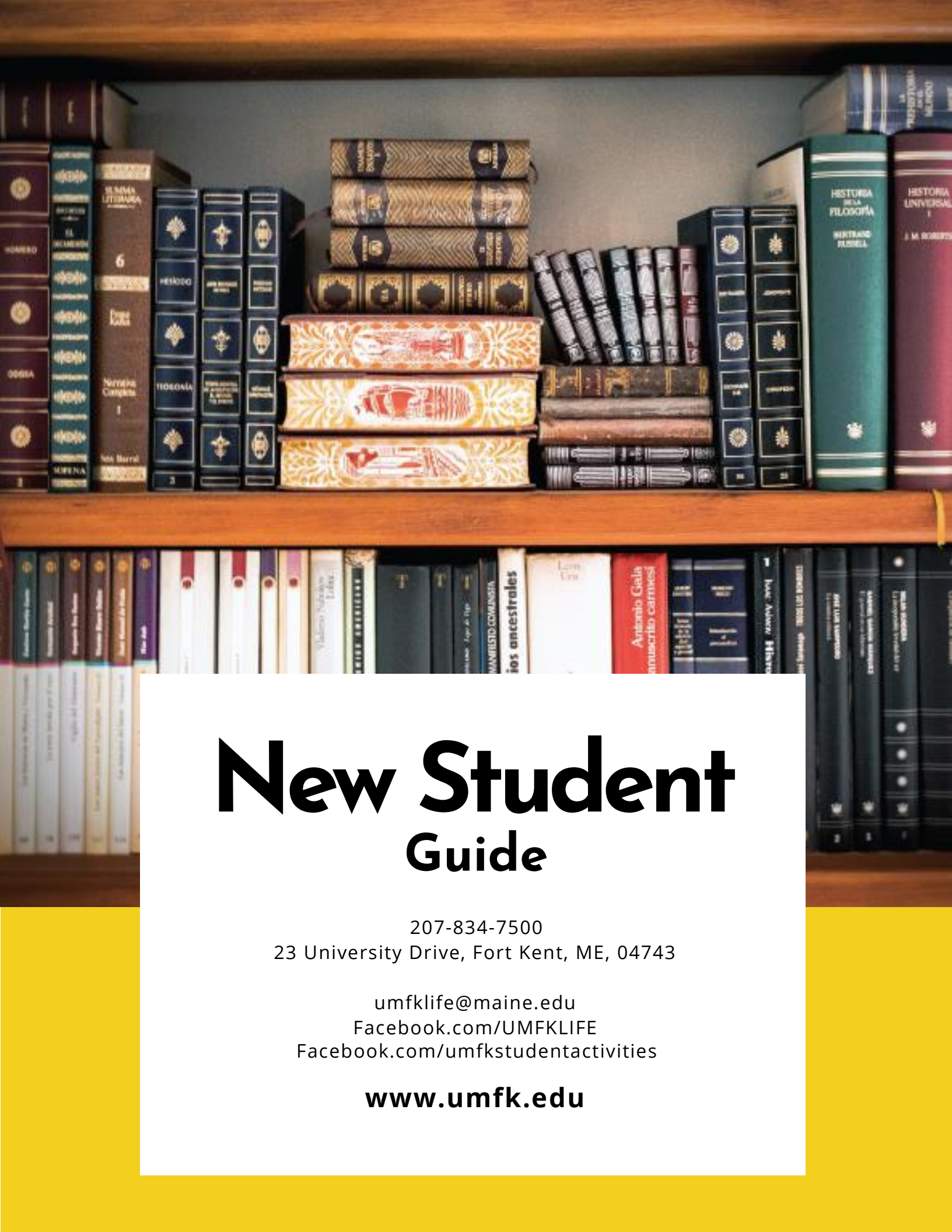
<b>Session 1</b>	14-Wk Session	May 17 - August 20
May 23 - last day to add ;	May 31 - last day to drop;	July 19 - last day to withdraw
<b>Session 2</b>	7-Wk Session 1	May 17 - July 2
May 19 - last day to add;	May 23 - last day to drop;	June 14 - last day to withdraw
<b>Session 3</b>	7-Wk Session 2	July 5 - August 20
July 7 - last day to add;	July 11 - last day to drop;	Aug 2 - last day to withdraw

Key	
Classes In Session	
No Classes	

**FALL ORIENTATION: August 29**  
**SPRING ORIENTATION : January 22**

	M	T	W	R	F	TOTAL
FL20	14	15	14	15	15	73
SP21	13	15	15	15	15	73





# New Student Guide

207-834-7500  
23 University Drive, Fort Kent, ME, 04743

[umfklife@maine.edu](mailto:umfklife@maine.edu)  
[Facebook.com/UMFKLIFE](https://www.facebook.com/UMFKLIFE)  
[Facebook.com/umfkstudentactivities](https://www.facebook.com/umfkstudentactivities)

[www.umfk.edu](http://www.umfk.edu)