

INTRODUCTION

WELCOME to Eastern Maine Community College (EMCC). This Student Handbook is informational only and is subject to all applicable laws or policies of EMCC and the Maine Community College System (MCCS). This is a guide to students' rights, responsibilities, and resources. The Handbook describes expectations for behavior and conduct by Eastern Maine Community College students and outlines the procedures to be followed in a variety of circumstances.

EMCC students are asked to read this Student Handbook carefully, as it can help them maneuver through the system. Special attention should be given to the Student Code of Conduct section (Page 26).

For additional information regarding the Student Handbook, please contact the Office of Student Affairs in the Enrollment Center in Katahdin Hall at 207-974-4715.

Main Campus Address:

Eastern Maine Community College
354 Hogan Road
Bangor, ME 04401
www.emcc.edu

Off-Campus Center Addresses:

Katahdin Region Higher Education Center
One Dirigo Drive, Suite 1
East Millinocket, ME 04430

Penquis Higher Education Center
50 Mayo Street
Dover Foxcroft, ME 04426

RESERVE CLAUSE

Eastern Maine Community College reserves the right to change any provisions, regulations, policies, procedures, costs, or requirements set forth herein and the right to withdraw or amend any services as may be required or desirable by circumstances.

This handbook is provided to students and applicants for their general guidance only. It does not constitute a contract, either express or implied, and is subject to change at the College's discretion.

In the event that any statement in the EMCC College Catalog contradicts with one herein, that which is printed in the College Catalog will be the authority on the matter.

MISSION STATEMENT

Bangor, East Millinocket, Dover-Foxcroft

Eastern Maine Community College's mission is to serve as a dynamic educational institution that empowers students to meet their personal and professional goals, and to collaborate with our business and community partners to support their growth and success.

Values & Guiding Principles

Value: Educational Excellence

- Principle: We develop and deliver high quality educational experiences that are relevant and responsive
- Principle: We offer educational pathways that provide value to our learners, industry partners and communities
- Principle: We foster lifelong learning

Value: Respect for All

- Principle: We provide opportunities that are equitable
- Principle: We encourage diverse perspectives
- Principle: We treat others with empathy

Value: Honesty & Integrity

- Principle: We act with altruism, transparency, and compassion
- Principle: We strive for fiscal responsibility and environmental sustainability in all aspects of our operations

Value: Collaboration

- Principle: We work collaboratively with our community partners to create opportunities for current and future generations
- Principle: We work collaboratively with other institutions of higher education to create meaningful transfer pathways
- Principle: We work collaboratively with our industry partners to continually adapt our programs to meet the needs of a changing economy

EMERGENCY PHONE NUMBERS

Bangor Fire Department or Police Emergency.....	911
Bangor Fire Department or Police Emergency.....	911
Bangor Police Department (Non-Emergency).....	207-947-7384
Dover-Foxcroft Fire or Police Emergency.....	911
Dover-Foxcroft Police Department (Non-Emergency).....	207-564-8021
East Millinocket Fire Department or Police Emergency	911
East Millinocket Police Department (Non-Emergency)	207-746-3562
Maine State Police.....	207-973-3700 or 1-800-432-7381
Eastern Maine Medical Center.....	207-973-7000
Millinocket Regional Hospital.....	207-723-5161
Northern Light Mayo Hospital.....	207-564-8401
Saint Joseph Hospital.....	207-907-1000
Maine Coalition Against Sexual Assault.....	207-626-0034
Maine 24-Hour Crisis Hotline.....	1-888-568-1112 or #988
Partners for Peace Domestic Violence Hotline.....	1-800-863-9909
Maine Health Equity Alliance.....	207-990-3626
National Suicide Prevention Hotline.....	988

AMERICANS WITH DISABILITIES ACT: COMPLIANCE STATEMENTS AND COLLEGE CONTACTS

Eastern Maine Community College does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. Eastern Maine Community College does not discriminate on the basis of disability in its hiring or employment practices.

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, the College is committed to providing access to students with disabilities who are otherwise qualified so that they are granted their civil right to an equal opportunity to learn and achieve as they work towards their individual academic goals. Upon request and documentation, the College provides otherwise qualified students with reasonable accommodations so that their access to their courses, their texts and their tests is as equivalent as possible to the access had by any student.

Students with disabilities may request reasonable accommodations by contacting the Director of Student Learning Support to schedule an intake meeting. Their office is located in room 123 of Maine Hall. The College's ADA Compliance Officer may be contacted at (207) 974-4868 or at access@emcc.edu.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- 1) The right to inspect and review the student's education records within 45 days after the day Eastern Maine Community College (EMCC) receives a request for access. A student should submit to the registrar, Vice President and Dean of Students or academic dean, a written request that identifies the record(s) the student wishes to inspect. The school official will arrange access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask EMCC to amend a record should write to the Registrar, Vice President, or Academic Dean and clearly identify the part of the record the student wants changed and specify why it should be changed.

If EMCC decides not to amend the record as requested, EMCC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to provide written consent before EMCC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

EMCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student

serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Other third parties who may have access to educational records of students without prior written consent include:

- certain authorized Federal agencies;
- persons in connection with the student's application for, or receipt of, financial aid;
- organizations conducting studies for, or on behalf of, educational agencies or institutions;
- accrediting organizations;
- parents of a dependent student as defined by the Internal Revenue Code of 1954; and
- judicial authorities.

The college may disclose certain education records without a student's prior written consent under the FERPA exception for directory information. Directory information includes:

- a student's full name;
- hometown;
- permanent address;
- assigned college email address;
- date of birth;
- the fact that a student is or was enrolled;
- enrollment status (e.g., full-time, half-time or less than half-time);
- class level and majors/minors; dates of attendance; degrees, honors or awards received;
- cumulative credit hours;
- participation in officially recognized activities and sports; and photographs.

4) Students may request that their directory information be withheld by contacting the Enrollment Center and completing the appropriate form. If you request that your public directory information be suppressed, then any request from parents, relatives, friends, student organizations, and all others who may wish to contact you will be denied. Only in emergency situations will we release information concerning your whereabouts to other than those persons authorized under the Act.

5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by EMCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202

NOTICE OF NON-DISCRIMINATION

The Maine Community College System provides equal opportunity regardless of actual or perceived race, color, ancestry or national origin, religion, sex, sexual orientation, including gender identity or expression, age, familial status, genetic information or Vietnam era veteran status pursuant to Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Executive Order 11246 as amended by Executive Order 11375; the Age Discrimination in Employment Act of 1975; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; the Genetic Information Nondiscrimination Act of 2008; and the Maine Human Rights Act (5 M.R.S.A., §4551, et. seq.). In addition, pursuant to the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Maine Human Rights Act, the Maine Community College System does not discriminate on the basis of disability in its programs and activities. This policy affects employment policies and actions, as well as the delivery of educational services, at all levels and facilities of the Maine Community College System. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Non-Discrimination/Affirmative Action Officer
Dusty Adams
Room 134, Maine Hall
354 Hogan Road
Bangor, Maine 04401

Maine Human Rights Commission (MHRC)
51 State House Station
Augusta, ME 04333-0051
Telephone: 207-624-6290
TTY/TTD Maine Relay 711

Telephone: (207) 974-4633
 Fax : (207) 974-4666
 Maine Relay Service : 800-457-1220
 Email: affirmativeaction@emcc.edu
 Internet: www.emcc.edu

United States Department of Education,
 Office for Civil Rights
 8th Floor
 5 Post Office Square
 Boston, MA 02110
 Telephone: 617-289-0111
 TTY/TDD: 617-289-0063
 Fax : 617-289-0150
 E-mail : OCR.Boston@ed.gov
 Internet: <https://www2.ed.gov/about/offices/list/ocr/index.html?sr>

Fax: 207-624-8729
 Internet: <http://www.state.me.us/mhrc/index.shtml>

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

COLLEGE CORRESPONDENCE

At Eastern Maine Community College, email addresses are configured as follows:

FirstInitialLastName@maineccc.edu

Example: Sue Smith – ssmith@maineccc.edu

Eastern Maine Community College
 354 Hogan Road
 Bangor, ME 04401

Telephone: 1-207-974-4600
 In Maine: 1-800-286-9357
www.emcc.edu

Academic Affairs.....	Lynn Hunter, Dean
Automotive Technology.....	Chris Davis, Chair
Building Construction Technology.....	Armand Auclair, Chair
Business/Hospitality Management.....	Melissa Boyan, Chair
Career Studies	Lola Ellis, Chair
Computer Technology.....	Kathy Crise, Chair
Criminal Justice.....	Cornel Plebani, Chair
Culinary Arts.....	Nathan Scott, Chair
Diesel, Truck and Heavy Equipment Technology.....	Lowell Gardner, Chair
Digital Graphic Design.....	Heather Magee, Chair
Early Childhood Education.....	Megan London, Chair
Education.....	Megan London, Chair
Electrical and Automation Technology.....	Rick Reardon, Chair
Electricians Technology.....	Rick Reardon, Chair
Emergency Medical Services.....	Aiden Koplovsky, Chair
English.....	Lesley Gillis, Chair

Fine Woodworking and Cabinet Making.....	Armand Auclair, Chair
Fire Science Technology.....	Zack Cronkhite, Chair
Human Services.....	Debra McIntyre, Chair
Liberal Studies.....	Robb Freeman, Lesley Gillis, Jeff Melmed, Tri-Chairs
Math/Science.....	Jeff Melmed, Chair
Medical Assistant Technology.....	Barbara Marchelletta, Chair
Medical Office Technology.....	Kim Campbell, Chair
Medical Radiography.....	Heather Merrill, Chair
Nursing.....	Heather Rushmore, Chair
Plumbing Technology.....	Shane Bond, Chair
Refrigeration, Air Conditioning and Heating Technology.....	Rick Gomm, Chair
Social Science.....	Robb Freeman, Chair
Surgical Technology.....	Tisha Clark, Chair
Welding Technology.....	Roland Clukey, Chair

Accessibility Services.....	Elizabeth Daigle, Director of Student Learning Support
Admissions.....	Allison Sheehan, Director of Admissions
Advising.....	Lauren Quinn, Director of Advising
Affirmative Action.....	Dusty Adams, Director of Human Resources
College Store.....	Lance Sheffield, Manager
Counseling Services.....	Bridget Riffel, Student Support Services Counselor
EMBARK.....	Paige Doble, Regional Coordinator
EMCC Foundation.....	Terri Adam, Executive Director
Facilities Management.....	Abe Chase, Director of Campus Operations
Financial Aid.....	Candace Ward, Director of Financial Aid
General Administrative Matters.....	Terri Adam, Special Assistant to the President
Immunizations.....	Bec Mallett, Administrative Coordinator
Information Technology.....	Jeff Jordan, Information Technology
JMG.....	Bridget Edwards & Amy Dow, JMG College Specialists
Library Services.....	William Cook, Librarian
Non-credit, Badging.....	Kim Wilson-Roy, Interim Dean of Workforce Development
Off-Campus Centers (E. Millinocket & Dover Foxcroft).....	Debora Rountree, Ex.Dir. Rural Development Initiatives
Registrar	Hope Holyoke, Registrar
Residential Life.....	Kris Kelley, Director of Student Engagement and Residential Life
Room Reservations and Rental.....	Cheryl Fox-Briggs, Facilities
Safety and Security.....	Abe Chase, Director of College Operations
Student Services.....	Elizabeth True, Vice President of Student Affairs and Dean of Students
Student Billing.....	Cindy Kasprzak, Director of Finance
Student Success Center.....	Elizabeth True, Vice President of Student Affairs and Dean of Students
Student Registration.....	Kayleigh Bernosky, Assistant Registrar
Transcripts.....	Caitlin Elkins, Administrative Specialist III
TRIO SSS.....	Mike Schwabenbauer, Director of TRIO SSS
Tutoring.....	TBA, TRIO Student Support Services Recruitment & Retention Specialist
Veteran Affairs.....	Candace Ward, Director of Financial Aid
Workforce Development.....	Kim Wilson-Roy, Dean of Workforce Development

SELECT OFFICE/FUNCTION EMAILS

Academic Affairs: academicaffairs@emcc.edu

Accessibility Services: access@emcc.edu

Admissions: admissions@emcc.edu

Advising: advising@emcc.edu

Brightspace Help: brightspacehelp@emcc.edu

Business Office: businessoffice@emcc.edu

Counseling (Personal): counseling@emcc.edu

Financial Aid: finaid@emcc.edu

IT Helpdesk: helpdesk@emcc.edu

Registrar: registrar@emcc.edu

Residential and Student Life: life@emcc.edu

Student Success Center: success@emcc.edu

TRIO: trio@emcc.edu

ACADEMIC CALENDAR 2024-2025

2024-2025



College Calendar

July						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	1-5	Summer Break
	4	Independence Day-Clg closed
	8	Summer Term 3 Begins
August	16	Summer Terms 1 & 3 End
	22	Faculty Development Day
	26	Fall Terms 1 & 2 Begin
September	2	Labor Day - College Closed

October	14	Indigenous Peoples' Day
		College Closed
	18	Fall Term 2 Ends
	21	Fall Term 3 Begins

November	11	Veterans' Day - College Closed
	27-29	Thanksgiving Break
		College Closed 28-29
		No Classes 11/27

December	12-13	Final Exams
	14	Last Day of Fall Terms 1 & 3
	16	Winter Term Begins
	25	Holiday - College Closed

January	1	New Year's - College Closed
	11	Winter Term ends
	13	Spring Terms 1 & 2 Begin
	9	Faculty Development Day
	20	MLK Holiday - College Closed

February	17	Presidents' Day
		College Closed
	18-21	Winter Break - No Classes

March	14	Spring Term 2 Ends
	17	Spring Term 3 Begins
	31	Spring Break - No Classes

April	1-4	Spring Break - No Classes
	21	Patriots' Day Staff Holiday
		Classes in Session

May	8-9	Final Exams
	9	Commencement
	10	Last Day of Spring Terms 1 & 3
	19	Summer Terms 1 & 2 Begin

June	19	Juneteenth Holiday - College Closed
	24	Summer 2 Term Ends
		Holiday - College Closed
	X	No Classes
	X	Term details - see center text

January						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

STUDENT SUCCESS CENTER

The Student Success Center (SSC), located in and around Room 121 Maine Hall, empowers students to take personal responsibility for their learning by offering a variety of free services that students can access to help them succeed at Eastern Maine Community College. These services include:

STUDENT SERVICES INFORMATION

**Add/drop and withdrawal dates vary due to the number days a course runs. Check MyEMCC for all dates

- Academic Workshops
- Accessibility Services
- Advising
- Jobs for Maine's Graduates (JMG)
- Peer Mentoring
- Success Planning
- Supplemental Instruction for Mathematics
- TRIO Student Support Services
- Tutoring

Additionally, SSC staff members oversee the First-Year Experience courses offered at EMCC. The Center is staffed Monday through Friday from 8:00 a.m. to 4:30 p.m.

ACADEMIC WORKSHOPS: The SSC offers personal development and academic success workshops throughout the semester to help students become successful active learners. These free workshops, facilitated by professional staff members, will cover a variety of topic areas, including self-management, financial literacy, and note and test taking strategies, to name a few. For more information and a workshop schedule, email success@emcc.edu.

ACCESSIBILITY SERVICES: The Student Success Center (SSC) provides academic accommodations for students with documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADAAA). In order to request accommodations, students must contact the Director of Student Learning Supports and fill out an Intake form as well as submit supporting documentation of their disability. For more information about documentation guidelines and what accommodations may be available, please email access@emcc.edu.

ADVISING: The SSC offers academic advising for all students attending EMCC. Advising includes help with class registration and academic program planning, including transferring to a different institution, degree audits, and discussion about future plans.

JOBS FOR MAINE'S GRADUATES (JMG): EMCC, MELMAC, and JMG work in partnership to help students involved in JMG high school programs to learn about college pathways and then transition successfully to EMCC. The JMG specialist advises students, provides support to achieve success, coordinates activities of the JMG Club, and works with the Student Success Team to plan events and presentations that benefit the college community. Students benefit from this continuum of support while they attain credentials and achieve their career goals. The JMG office is located in Room 128 of Maine Hall. For more information, contact the JMG specialists Bridget Edwards at bedwards@emcc.edu or Amy Dow at adow@emcc.edu or by calling 974-4825.

PEER MENTORING: The Student Success Peer Mentoring program is a peer support initiative that provides incoming EMCC students with the opportunity to connect with current students who have successfully navigated their college experience. The SS Peer Mentors staff the Student Success Center during the academic year, assisting their peers with a wide range of topics including connecting with academic support resources such as tutoring, Accessibility services, helping with course selection and connecting students to Advising, as well as facilitating regular social and academic programming and workshops to help foster relationships and build a sense of community. Students can connect with an SS Peer Mentor by coming to the Student Success Center in Maine Hall where the mentors are available to

provide walk-in support Monday through Thursday and Friday by appointment during the academic year, as well as through referral by instructors and staff. SS Peer Mentors receive extensive training in student leadership and peer support and receive regular supervision by members of the Student Success Team.

SUCCESS PLANNING: The SSC staff will work with students to identify strategies that support student success. Plans may include regularly scheduled meetings, academic and personal skill development, and tutoring.

SUPPLEMENTAL INSTRUCTION FOR MATHEMATICS (SI): The SSC offers weekly study sessions for students enrolled in select mathematics courses. These sessions are guided by professional staff or trained peer leaders who have either already successfully completed the course or who have demonstrated mastery of the subject area. For more information and a SI Schedule, email success@emcc.edu.

TUTORING: Eastern Maine Community College is committed to student success. In keeping with that philosophy, tutoring and other academic support services for EMCC students are available through the Student Success Center in Maine Hall. Arrangements for obtaining this type of assistance can be made directly through the Center or by emailing emcctutoring@mainecc.edu.

TRIO STUDENT SUPPORT SERVICES PROGRAM: TRIO Student Support Services (SSS) is a federally funded grant program sponsored by the US Department of Education. TRIO's mission is to help first-generation and income-eligible students, as well as students with documented disabilities, persist and graduate from EMCC within four years. TRIO offers many free services to its participants, including tutoring, peer mentoring, academic advising, scholarship opportunities, transfer advising, financial aid assistance, cultural trips to places like Boston and Bar Harbor, and much more. In addition, students in TRIO can attend workshops or individual sessions on test/taking study strategies, career exploration, and building non-cognitive skills such as persistence, confidence, and self-advocacy. Further information is located on the TRIO website at <https://www.emcc.edu/academics/support/TRIO-student-support-services/>, or you can email the TRIO Director, Mike Schwabenbauer, at Trio@emcc.edu.

CAREER SERVICES

Though EMCC does not have a Career Services Office, the College Library Career Center and program faculty provide valuable resources to students. Employment opportunities are posted on the Eastern Maine Community College website at www.emcc.edu.

Eastern Maine Community College offers no guarantee of employment. Graduates assume the primary responsibility for their own employment search.

COLLEGE STORE

The College Store, located in Maine Hall, offers textbooks, supplies and carries a variety of Eastern Maine Community College clothing, gifts, greeting cards, and health and beauty aids.

The store is open the following hours during the fall and spring semesters:

- Monday through Thursday – 8:00 a.m. – 5 p.m.

- Friday – 8:00 a.m. – 3:30 p.m. Summer hours are 9 am -4 pm Monday through Thursday and 9 am to 3 pm on Friday. During the first week of classes, the bookstore is open for extended hours. Please visit the bookstore in Maine Hall or online at <https://emcc.bncollege.com/shop/eastern-maine/home!>

COMMUNICATIONS

Eastern Maine Community College endorses the right of individuals to promote courses, events, student activities, and other college related activities. The college provides resources for posting announcements, information, class offerings, special events, including bulletin boards, and electronic postings.

Eastern Maine Community College discourages the independent removal of postings by other parties without the consent of those responsible for the postings or the Marketing Department. If a posting is perceived to be offensive, the reader should contact those responsible for the posting or the Marketing Department. If the reader is not satisfied with the outcome of the conversation, concerns should be directed to the Dean of Academic Affairs for academic postings and to the Vice President of Student Affairs for all other postings.

Any external person wishing to post notices on college grounds must contact the Director of Marketing for approval of the postings. External postings lacking prior approval will be removed by staff.

The following are guidelines for posting information.

- Physical postings are restricted to designated bulletin boards. Postings on doors or door lights can impede or diminish view of persons using doors, leading to potential safety hazard. Postings on walls and doors will be removed. Posting on program/technology dedicated bulletin boards is permissible only with department permission.
- All postings should contain contact information identifying the person(s) or department responsible for the posting. Contact information is not required on all directories, official college and safety announcements, and/or postings.
- All flyers and materials used for physical and online distribution should go through the Marketing department prior to posting to ensure proper branding.
- All dated postings must be removed promptly after expiration by those responsible for the posting. Employees may remove these postings if the event date has passed.
- Posting on vehicles on campus is strictly prohibited.
- Posting on any exterior sign, exterior lights, benches, other exterior furnishings or equipment, or existing EMCC directory is prohibited.

COUNSELING SERVICES

Fully aware that the value of the college experience for students is greatly affected by personal problems, needs, and interests, the administration and faculty regard counseling services as an integral part of the total educational program. The following counseling services are available to our students: ***PERSONAL COUNSELING***: Short-Term counseling is available to currently enrolled students through the Student Support Services Counselor. To schedule an initial counseling appointment, call 207-974-4858 or send an email to emcccounseling@maineccc.edu. The counselor sees clients Monday – Friday by appointment. The counseling office is located at 124 Maine Hall.

Crisis services are available to students as well. If you should find yourself in crisis, there are several ways to connect to the counselor. First, call the counseling office at (207) 974-4858. If there is no answer, the following college employees can help you access the counselor:

- Student Navigator (207-974-4804, Student Success Center, Maine Hall)
- Accessibility Services Coordinator (207-974-4868, 123 Maine Hall)
- Director of Residential Life and Engagement (207-974-4690, 126 Maine Hall)
- JMG Navigator (207-974-4825, 128 Maine Hall)
- Residence Life staff (207-974-4795/207-974-4696, Acadia, Kineo Halls)
- Any member of the campus security team (207-745-6090, Maine Hall).

Tell any of these employees that you are in crisis and need to speak with the counselor.

Alternatively, you may access the following free and confidential services which are not affiliated with EMCC if you find yourself in crisis:

- ***All Emergencies*** - dial 911 or go to your nearest Emergency Department
- The Maine Crisis Line, 1-888-568-1112 (available 24/7)
- The National Suicide Prevention Lifeline Network, 1-800-273-8255 (available 24/7)
- The Crisis Text Line, Text TALK to 741-741 (available 24/7)
- Rape Response Services 1-800-871-7741 (available 24/7)
- Domestic Abuse Services 1-800-863-9909 (available 24/7)
- Child and Elder Abuse Reporting 1-800-452-1999
- Trans LifeLine 1-877-565-8860 (available 24/7)
- Veteran’s Crisis Line 1-800-273-8255; Text 838255; Chat - <https://www.veteranscrisisline.net/get-help/chat> (available 24/7)
- LGBTQ+ Young Adults 1-866-488-7386; Text 678678; Chat -<https://www.thetrevorproject.org/> (available 24/7)
- Information and Referrals in Maine, Dial 211; <https://211maine.org/>

*** If you are having a mental health emergency, please call 911 or go directly to an emergency room. ***

DINING SERVICES

MCCORKILL DINING HALL: Great food, great service and great people are what you will experience when you dine on campus at Eastern Maine Community College.

EMCC gives college food a new meaning. We offer a delicious array of traditional, ethnic and vegetarian choices at every meal. Whether you're in hurry or you want to "dine in", *Flik* Dining can accommodate you. McCorkill Dining Room in Katahdin Hall features popular options including a complete breakfast buffet, full salad bar, hot entrée and "Grab and Go" stations, pizza and pasta bar, made-to-order deli sandwich offerings, desserts, and much more, all with friendly service and relaxed seating.

2024-2025 Hours of Operations:

Monday through Friday: 7:00 am - 7:00 pm
 Breakfast Service: 7:00 am - 10:00 am
 Lunch Service: 11:00 am - 2:00 pm
 Dinner Service: 4:30 pm - 7:00 pm

Saturday and Sunday: 10:00 am - 6:00 pm
 Brunch Service: 10:00 am - 12:00 pm
 Dinner Service: 4:00 pm - 6:00 pm

The McCorkill Dining Hall remains open between meal service hours for a la carte dining options, beverages, and snacks. Our operating schedule follows EMCC's calendar, and abbreviated service hours are in effect during school holidays, vacations, cancellations due to weather, etc.

EAGLES NEST CAFÉ: The Eagles Nest Café offers made-to-order sandwiches, pizza and daily specials as well as breakfast items and grab-n-go items. The café is open Monday through Thursday from 7 am – 7 pm and Fridays from 7 am to 2:30 pm during the academic year.

MEAL PLAN OPTIONS: All EMCC resident students must purchase a Resident Meal Plan which is honored during hours of operation. You may choose from one of the following plans according to your needs:

- **Resident "Silver" Weekday/Five Day Plan:** Three meals (breakfast, lunch and dinner) per day, Monday through Friday only. Bar coded items are excluded from purchase under this plan, but are available by cash purchase at any time.
- **Resident "Gold" Seven Day Plan:** Three meals (breakfast, lunch and dinner) per day, Monday through Friday, PLUS two meals (brunch and dinner) per day on Saturday and Sunday. Bar coded items are excluded from purchase under this plan, but are available by cash purchase at any time.
- **Frequent Diner Plan:** Designed for people who will visit the Dining Hall 3-4 times per week throughout the semester, this option costs \$315.00 and you receive a 10% bonus, or \$346.50 as your starting balance. You can purchase additional meals in increments of \$50. Bar coded items are available for purchase at any time under this plan.
- **Convenience Plan:** If your schedule permits you to just stop in for the occasional snack or cup of coffee, this plan better suits your needs. At a cost of \$50, you will also receive a 10% bonus, or

\$55.00 as your starting balance. Bar coded items are available for purchase under this plan as well.

To select your meal plan, please visit the Business Office in Maine Hall. If you have been awarded financial aid in excess of your college charges, your plan may be added to your semester bill.

Please Note: Accommodations may be made for individuals with medically necessary dietary restrictions. Students must meet with EMCC Accessibility Services as well as Dining Services for accommodations. We welcome your suggestions and look forward to serving you.

IMMUNIZATION INFORMATION

Maine law requires all degree and full-time non-degree college students born after December 31, 1956 to provide proof of immunization or immunity to the following diseases:

* Tetanus/diphtheria vaccine within the last ten years. Students must be re-immunized if the tetanus is out-of-date.

* Two doses of the Measles, Mumps, Rubella vaccine after the student's first birthday. If the vaccine was administered prior to 1968, you must present laboratory results of your titer tests. If immunization cannot be determined, re-immunization is required.

Required immunizations for health career students include the two doses of the Measles-Mumps-Rubella (or titer showing immunity), one dose of the Tetanus/Diphtheria (administered within the last ten years); two doses of the Varicella vaccine (or titer showing immunity); Hepatitis B series (series of three doses given at appropriate intervals); Mantoux test for Tuberculosis (two-step administered initially, with yearly follow-up while enrolled).

Students applying for programs that offer on-line course work only do not need to provide immunization documentation. Any student who does not comply with these requirements or qualify for an applicable exemption, *may* be excluded from their desired technology and/or the College.

LIBRARY SERVICES

The Eastern Maine Community College Library is located on the second floor of Katahdin Hall. The Library is wireless and offers the following:

- Books for research and leisure reading
- Computer access
- Laptops you can take out of the Library
- Group study rooms
- FitDesks
- Stand Up Power Bars
- Quiet study environment
- Color printer and copier
- Scanner
- Special events including art receptions

- Free Interlibrary loan service
- Library tours
- Course reserves
- Research assistance including citation help

The EMCC Library's website found at <http://emcc.libguides.com/emcclibrary> offers thousands of online resources available 24/7, including:

- E-books for research including Ebrary and Credo ebooks
- E-journals
- E-newspapers
- Flipster E-Magazines
- Citation help including NoodleTools and APA/MLA handouts
- Library tutorials
- Research tips
- Subject guides
- E-books for leisure reading including Kindles and other e-readers
- Chat and Text research Help
- Schedule a research appointment from the Library website

The librarian is happy to assist students with any questions. An EMCC ID is required to check out materials from the library and to access them online. A student's library barcode is 2644000EMCC ID number. The library is open Monday-Thursday from 8:30 a.m. to 7:00 p.m., Friday from 8:30 a.m. to 4 p.m. , and Sunday from 5 to 8 p.m. during the academic year. Break and summer hours change and are posted on the library website.

Phone: 207-974-4640

Email: library@emcc.edu

LOST AND FOUND

If you have lost items while on campus, please be sure to check with Security at the Maine Hall reception area. If you find lost items, please turn them in to Security at the Maine Hall reception area.

TRANSPORTATION

EMCC has contracted with Bangor Area Transportation (BAT) to provide students with Free Bus Transportation for the academic year. Students will need to show their current student ID to use this service.

The BAT bus stops on its regular route at Eastern Maine Community College. The BAT stops near Katahdin Hall at five before the hour from 6:55 a.m. to 5:55 p.m., Monday through Friday. To contact the BAT, call 992-4670. You may also visit the BAT at www.bangormaine.gov or send an e-mail to BAT@bgrme.org.

VENDING MACHINES

All campus buildings, except Katahdin Hall and the Public Safety Building, have snack and drink vending machines. Concerns or problems with the vending machines should be addressed to the Eastern Maine Community College Business Office, located in Maine Hall.

ACTIVITIES, CLUBS AND ORGANIZATIONS

Student clubs and organizations are overseen by the Director of Student Engagement and Residential Life. Students interested in organizing a group or club should contact the Student Life Office (Maine Hall 126) for a packet outlining the process to do so. The packet of materials is also available on MyEMCC under the Campus Life tab.

Clubs and student organizations must select a faculty/staff advisor and report the advisor's name to the Student Life Office. The advisor will be a faculty or staff member at the College unless another person is approved by the Vice President of Student Affairs and Dean of Students or their designee. The organization must create membership policies, identify a mission, and organizational processes, which will then be reviewed for approval by the EMCC Student Senate.

All clubs and organizations are responsible for budgeting, managing their fiscal activities, and for adhering to College fiscal policies including the purchasing policy. All club and organization funds are deposited to a separate student activities account by bringing deposits to the Business Office. All check requests with purchasing forms and related purchasing documents such as invoices should be brought to the Business Office for review, approval and processing. Requests for checks should be submitted to the Business Office for processing at least one week in advance of the date needed. It is appropriate to request money from the Student Senate for club activities.

STUDENT SENATE

EMCC's Student Senate meets regularly to develop policies and procedures to advance other student clubs and organizations, plan and host campus-wide programs, provide guidance and recommendations for expenditures of student activities funds, and serve as a student advocacy voice to the College administration. Membership and participation in the Senate is open to all matriculated students. Officers of the Senate are elected by the Senate membership each spring.

RECREATION

The Johnston Gym is scheduled for general use, with hours subject to change according to facility use and availability. Activities offered to students at the gym include volleyball, basketball, indoor soccer, and dodgeball. We also feature a weight room with free weights and various strength machines, in addition to cardio equipment to meet a variety of fitness needs. Outdoor facilities include a soccer field, an outdoor volleyball area behind Acadia Hall, and winter access to cross country trails. Gym usage is free to all EMCC students with their EMCC student ID. Students are allowed to bring one guest with them free of charge. All others must pay \$2.00 per visit. All users must present a valid photo ID – no exceptions.

STUDENT ACTIVITY POLICY

Eastern Maine Community College recognizes the importance of student activities as an integral part of the educational process, and supports the development of activities for all students with assistance from professional staff, equipment, facilities, and funding where appropriate. Eastern Maine Community College students have opportunities to expand leadership skills, practice civic-mindedness, develop lifelong physical fitness habits, be exposed to new social and cultural settings, experience athletic competition, and apply academic theory to real world situations.

While every attempt is made to schedule activities when classes are not in session, inevitably conflicts will arise. It is the intention of the college that students be permitted to participate in school-sponsored activities without any explicit academic penalty. However, the college also recognizes that without careful guidance, missing lectures or laboratory time could adversely affect learning, and could result in a declined academic standing.

Students who travel representing Eastern Maine Community College, with or without an advisor, must complete all necessary paperwork with the advisor.

INFORMATION TECHNOLOGY

COMPUTER USE POLICY

See College Catalog <https://www.emcc.edu/academics/programs/catalog/>

REQUIRED COMPUTING DEVICE

All students enrolled at EMCC are required to have a computing device. Minimum requirements include:

- Processor
 - 2 GHz or faster Intel Core i3 (sixth generation or newer) or AMD equivalent minimum
 - 2 GHz or faster Intel Core i5 (seventh generation or newer) or AMD equivalent minimum for graphic design, CAD programs
- Memory
 - 8GB minimum
 - 16GB minimum for graphic design, CAD programs

Hard Drive

- 128 GB minimum, solid state (SSD) preferred
- 500GB or more SSD minimum for graphic design, CAD programs
- Display
 - Standard is 15 inches, 1280x800 resolution or greater
 - Discrete (non-integrated) graphics with 1920x1080 resolution or higher recommended for graphic design, CAD programs
- OS
 - Windows 10 or Mac OS 10.15 or higher
- Wireless
 - 802.11ac (Wi-Fi 5) minimum
- Estimated Cost:
 - \$400 - \$1,000 for minimum requirements

Laptops are available for purchase in the EMCC Bookstore, for your convenience.

INFORMATION TECHNOLOGY HELP

Students seeking solutions with computer, login, and email issues should submit a request for assistance through the IT Online Helpdesk. Simply email helpdesk@emcc.edu and explain the issue for which you are seeking resolution. Students can also access the IT Online Help portal at <https://help.emcc.edu/ESM.do?type=portal>. This portal provides answers to commonly asked questions as well as information related to uploading Office 365 to your personal device.

BRIGHTSPACE LEARNING MANAGEMENT SYSTEM HELP

Brightspace is EMCC's virtual classroom. Students requiring assistance with the Brightspace LMS (virtual classroom) should email brightspacehelp@emcc.edu for assistance.

COMPUTER LABORATORIES

Several computer facilities are available to students when not used for classroom instruction. In addition, computers are available in the library, technology departments, and the Maine Hall lobby near the Business Office. Computers are also available at the off-campus centers. Students are encouraged to use these facilities and to become familiar with the policies and procedures governing their use.

MyEMCC

MyEMCC is Eastern Maine Community College's communication web portal for its students, faculty, staff and alumni. MyEMCC provides access to grades, unofficial transcripts, course schedules, tuition bills, email, and other information related to enrollment. This portal can be accessed by going to <https://my.emcc.edu/ics/>. To log into MyEMCC, students will need their Student ID and password.

HEALTH AND SAFETY

CAMPUS CRIME REPORTING

In compliance with the Student Right to Know and Campus Security Act, which was signed into law in November 1990, Eastern Maine Community College is required to make available to all prospective students and employees' information regarding crime statistics on the College campus and all off-campus locations. This information is available in the Safety and Security Office and on the EMCC website at www.emcc.edu.

To report a crime, contact the on-duty security officer at 207-745-6090. In the event of an emergency, dial 911 from a campus phone or 911 from your own phone. State the nature of your emergency, your location, building, and your name. Then notify Security at 207-745-6090.

CAMPUS SECURITY

Campus Security is available 24 hours per day, 7 days per week. Should you require assistance or need to report an incident or suspicious event, contact 745-6090. If the situation is an emergency, call 911 then notify Security at 207-745-6090.

CANCELLATION OF COLLEGE ACTIVITIES AND EMERGENCIES

The College will be open unless conditions on campus present an unsafe or adverse environment for students and employees. The decision to cancel classes and activities and close the campus lies with the leadership of the institution. The decision applies to the college campus and all Center locations.

The college leadership will determine if college campus conditions warrant the delay or cancellation of normal activities and operations whether it is day, evening or weekend. Each Center is responsible for implementing the decision and for ensuring the local radio and television stations have been notified. The Center is also responsible for placing the proper notification on telephone answering systems and websites in the event of inclement weather. Classes held in local high schools or other educational centers will be cancelled if the high school/center is closed due to inclement weather or other emergency.

- **OFF-CAMPUS CLINICALS**: Clinicals at surrounding medical facilities will be cancelled if the College closes unless the faculty have made other provisions.
- **BUSINESS SERVICES CAMPUS-BASED TRAINING**: Cancelling customized training will be determined on a case-by-case basis by the Director of Workforce Development in consultation with the Director of Finance and the President.
- **EXTRACURRICULAR ACTIVITIES AND TRAVEL**: If the College is closed, **all** activities and travel are cancelled.

STUDENT NOTIFICATIONS: All students are notified of the delay or cancellation of normal activities and operations by the Emergency Alert System (RAVE). All notifications are posted on the website at www.emcc.edu, announced on all radio stations, posted to all television cancellation systems, and posted to the EMCC storm line phone 207-974-4899.

FOOD SERVICES: Food Services will use brunch/buffet style offerings during closures. In unusual circumstances, resident hall deliveries will be provided with approval from the Vice President of Student Affairs and Dean of Students or the Director of Student Engagement and Residential Life.

TIMING OF DECISIONS: Decisions to close the College and/or College Centers for the day will be made prior to 5:30 a.m. Cancellations after classes have started will be as follows: afternoon class cancellation prior to 10:00 a.m. and evening by 3:00 p.m. If classes are cancelled for the day, they will also be cancelled for the evening. Some emergencies are not predictable and each will be handled on a case-by-case basis.

DELAYED OPENINGS: Depending on conditions, the College may choose to delay the beginning of classes. Delayed openings will be consistently applied and include the following times: 10 a.m., 12 noon, 2 p.m., 4 p.m. and 6 p.m. Delayed openings will be handled as if the College is in full operation for the entire day. For example, if a delayed opening is at 10:00 a.m., students and employees are to report to the activity normally scheduled at 10:00 a.m. Regardless of the beginning or end time of the class, if it is normally in session at 10:00, students and faculty will report to that class.

CHEM-FREE CAMPUS

Employees, students and guests are not permitted to possess, use, distribute, manufacture and/or consume alcoholic beverages or illegal drugs anywhere on the Eastern Maine Community College campus or at any college-sponsored activity regardless of their age. At the President's direction, alcohol may be provided at special campus events, fundraisers, and celebrations, both on and off campus. Intoxication on campus will not be tolerated. Any person who is suspected to be "under the influence" may have disciplinary action taken against them. In addition, intoxication on- or off-campus, resulting in police or security officer intervention, will lead to disciplinary sanctions by the college. Smoking, which includes electronic devices of any kind, vaping, and "dipping," are prohibited on EMCC property and in any EMCC building, including residence halls. Additional information regarding alcohol and drug policies/procedures can be provided by the Resident Directors, Director of Student Engagement and Residence Life, and the Vice President of Student Affairs and Dean of Students, as well as in the MCCC (Maine Community College System) Code of Conduct.

CARE TEAM

The mission of the CARE Team at Eastern Maine Community College is to take a proactive and collaborative approach to identify students who are struggling or exhibiting concerning behaviors and provide early intervention support, resources, and referrals. The CARE Team's primary focus is to promote and protect the safety, wellbeing, and success of every student and college employee. The Team will achieve the greatest success when all members of the campus community share in this responsibility.

No matter what your role is within the campus community, the CARE Team wants to hear your concerns about issues that impact the safety and wellbeing of our students. Your communication with us is vital to our ability to protect and provide assistance to students. Situations to report might range from noticing that a friend is struggling with mental health issues to disruptive behaviors in the classroom to hearing about a student threatening another party. If you witness or learn of something that is out of the ordinary or leaves you concerned, please complete a referral.

All referrals will be initially viewed by the Co-Chairs of the CARE Team, the Vice President of Student Affairs and Dean of Students and the college counselor. After the initial review, it will be decided which member of the CARE Team will discreetly gather further information and follow-up if indicated. All CARE Team members are mindful of students' privacy and take confidentiality very seriously.

You can make a referral by completing and submitting the online CARE Team Referral Form. Direct links to the form can be found on the EMCC website, under the Campus Safety Department heading, and under Quick Links on MyEMCC and Sharepoint. If you have questions about making a referral, please contact the VP of Student Affairs and Dean of Students (207-974-4673) or the campus counselor (207-974-4858).

EMERGENCY SITUATIONS

In an emergency, dial 911 from a campus phone or 911 from your own phone. State the nature of your emergency, your location, building, and your name. Answer all the questions and let the operator hang up first. Then, notify Security at 207-745-6090.

WEAPONS

Firearms are not permitted on campus with the exception of possession by law enforcement officials and supervised educational program personnel expressly approved in advance by the college president. The use or possession of firecrackers, fireworks, gun powder, BB guns, fusion caps, primers, chemicals, or any other type of explosive in the residence halls or other campus buildings and areas of the campus is prohibited. Knives larger than pocketknives are not permitted on campus.

FIRE ALARMS

At the sound of the fire alarm— a loud, uninterrupted buzzer — everyone should walk to the nearest exit in a rapid, orderly fashion. Use the exit marked by the wall evacuation map posted in each room.

SAFETY AND ACCIDENTS

Safety awareness must be both an attitude and a practice for everyone associated with Eastern Maine Community College. Faculty and staff will insist upon and enforce strict safety precautions and procedures. Students must understand the reason for employing proper safety procedures in general and the specific procedures appropriate to each technology in particular. As a student, it is important that you learn and practice the safety procedures taught by faculty and staff.

Students or visitors who are injured on campus must immediately report the incident to the campus official for which they are involved. The campus official will then assist with filling out the Illness/Injury Report. The campus official will turn in the required paperwork within 24 hours to the Director of Public Safety. In the event medical attention is needed, call 911 and then call the Security Officer at 207-745-6090.

VEHICLES

Permission to operate a vehicle on campus is a privilege granted to students, employees and visitors at the College. Students must register all vehicles that they drive and park on campus at any of the college locations. All vehicles must display a valid parking permit, registration tags and inspection sticker. Students must comply with all state motor vehicle regulations. All vehicles must be operated in a safe and prudent manner. The following are requirements for Vehicle and Traffic Safety.

- Drivers must adhere to the 15-mile per hour speed limit.
- Drivers will refrain from making excessive noise with vehicles.
- Drivers will always operate a motor vehicle in a safe manner.
- Drivers will adhere to the driving regulations of the State of Maine.
- Students who observe a vehicle operating in an unsafe manner, should report it to the on-duty security officer. The security officer will follow up with the alleged offender. Depending on the severity of the allegation, the reports will lead to implementation of the Discipline Code. Sanctions

will be imposed according to the Student Code of Conduct. The Discipline Officer may impose the following sanctions:

- Suspend parking and driving privileges on campus.
- Impose a fine or community service hours.
- Recommend dismissal from the College.
- Recommend other disciplinary action as the Student Code of Conduct allows.

SNOW REMOVAL

On the day of and the day after a snowstorm, vehicles on campus must be parked in a plowed parking area from 8:00 a.m. to 12:00 noon and from 4:00 pm to 8:00 p.m. However, the maintenance staff and/or the plowing crew may request that vehicles be moved for additional hours. Those who do not cooperate risk having their vehicles towed away at their own expense.

REGISTRATION AND DISPLAY OF DECALS

All students - commuter and resident - will still be required to 'Register' their vehicle through MyEMCC. The link on the MyEMCC portal appears under the "Quick Links" section. Vehicles not displaying decals by the end of the third week of classes will be ticketed. If students bring vehicles on campus, which do not have decals, they may use the decal issued to them for their previously registered vehicle. While students may have more than one vehicle with a decal, only one vehicle per student is allowed on campus at any time.

ENFORCEMENT AUTHORITIES

The Security Officer on duty will enforce parking regulations at the direction of the Director of College Operations who oversees all campus parking and parking regulations. The Safety and Security Office is located in Maine Hall.

INOPERATIVE VEHICLES

Unregistered or inoperative vehicles are not allowed on EMCC property. Individuals will be allowed 48 hours to remove, repair or register the vehicle or it will be towed off campus at the owner's expense.

RECREATIONAL VEHICLES

Off-road motorcycles, snowmobiles, ATVs and the like are not allowed on any College property unless approved by the Director of College Operations.

TOWING

When it is necessary to call a tow truck for a student's vehicle, students will incur the expense at the time of the call. Students will be held responsible for the charges even if the vehicle is moved before the tow truck arrives.

The College reserves the right to remove, or have removed, any vehicle that is parked in such manner as to constitute a hazard, which impedes vehicular or pedestrian traffic movement, abandoned, and/or the

making of essential College property repairs. Owners or registrants must pay all costs involved in the removal and storage of their vehicles.

VIOLATION PENALTIES

No overnight parking is permitted in any parking area except resident students in Lot A, near Kineo Hall.

Vehicles parked in unauthorized areas will be ticketed or towed at the owner's expense, without warning.

Unauthorized areas include: parking in a fire lane, parking on the roadway, hindering snow removal, not displaying current Eastern Maine Community College decals, occupying more than one parking space, parking in handicap spaces without proper identification, parking on the grass and parking in visitor parking.

Violators will be charged \$25.00 for each parking offense and an additional \$100.00 for parking in a handicap space and will have seven (7) days to make payment at the Eastern Maine Community College Business Office in Maine Hall. Grades and transcripts will be withheld, and course registration may be affected, if students fail to pay fines.

Failure by students to comply with school or state motor vehicle regulations may result in revocation of permit and/or other disciplinary action. Having or operating a vehicle on campus after suspension of privileges will result in further disciplinary action, including possible dismissal from the College.

You may appeal a parking ticket within seven business days of the ticket being issued. Appeals are available at the Safety and Security Office. The Director of College Operations will review the appeal and render a decision. After the seven business days, appeals will not be accepted.

NON-ACADEMIC INFORMATION

ADDRESS AND NAME CHANGE

To ensure that our students receive all correspondence from the College, we request that students notify the Registrar's Office (registrar@emcc.edu) immediately of any change in their name, address, or contact information. To make a name change, the student should provide their updated social security card and a valid photo ID at the Welcome Center window. Address and phone number changes may also be completed online through the student's MyEMCC account.

CELL PHONE USE

Eastern Maine Community College does not condone the use of cell phones in the classroom or other instructional settings by either its employees or its students.

Cell phone use in the classroom or other instructional settings is allowed with prior permission of the faculty member responsible for that class. Employees have the right to limit and/or prohibit the use of

cell phones in or near instructional areas and administrative offices. Cell phone use in the library is permitted only in the lobby.

Texting during instructional time is prohibited.

CHOSEN NAME

Students of EMCC are able to go by their chosen names at the College as outlined in the Chosen Name Policy. A chosen name is one people choose to call themselves to feel more comfortable and more like themselves. This can be different from their legal or birth name and does not require legal documentation! Being referred to as their chosen name is a statistically significant way to reduce suicide rates and depression in Transgender youth and adolescents (<https://news.utexas.edu/2018/03/30/name-use-matters-for-transgender-youths-mental-health/>) and is paramount to feeling safe and ready to learn. For more information, students can reach out to our Director of Student Engagement and Residence Life at life@emcc.edu.

GUESTS AT COLLEGE FUNCTIONS

Students must assume responsibility for their guests' behavior.

IDENTIFICATION CARDS

Safety and Security oversees student identification cards for Eastern Maine Community College students in Maine Hall. Identification cards are issued to all students who are enrolled in credit courses. Students must present their student identification card when purchasing books in the EMCC College Store, picking up work-study checks from the Student Accounts (Business Office), checking books out from the Library, attending athletic events, using the Johnston Gym, and conducting various on campus business. Campus residents will use their ID card as keys to the building. Identification cards serve as meal tickets for resident students and the card must be presented when going through the serving line. Residents will not be served without an identification card unless the student pays cash for the meal. If the student has misplaced or lost their identification card, they may receive a replacement card from Safety and Security in Maine Hall. There will be a \$30 charge, payable at the Student Accounts Office (Business Office) in Maine Hall for replacement identification cards. Students must return their identification cards when withdrawing from the College. Residents are required to turn in their identification cards to their Resident Director when they check out of the residence halls.

MINORS ON CAMPUS

Eastern Maine Community College is committed to providing a safe and healthy educational atmosphere for students, employees and community guests.

NON-ENROLLED MINORS: The college does not permit non-enrolled minors on campus, which includes classrooms, shops, labs, educational and administrative areas, without the direct supervision of a qualified adult designated for this responsibility at all times. "Minors" means a person who is under 18 years of age according to the Maine State Statue 22 §1-1071.

ENROLLED MINORS: This policy does **not** apply to minors enrolled in courses listed in a campus course catalog having a classroom, shop or laboratory component or in any of the EMCC educational outreach programs. EMCC considers all enrolled minors as ‘students’ and are subject to the Student Code of Conduct.

PERSONAL PROPERTY

The College is not responsible for loss or damage to personal property, including vehicles, contents of lockers, or residence hall rooms, and does not carry any insurance on personal property. Individuals should keep a personal record of serial numbers and other identifying information about those articles. In the event of lost or stolen property, or damage to personal property, contact the Office of Safety and Security at 974-4853.

RIGHT TO PRIVACY

The Family Education Rights and Privacy Act (FERPA) of 1974, known as the “Buckley Amendment,” requires that Eastern Maine Community College obtain consent in writing before releasing your educational record, except to specified parties. The intent of the Act is to protect the privacy of students with regard to access to records and to providing release of such records. The opportunity for a hearing to challenge such records should be obtained from the Dean of Enrollment Management’s Office, located in the Welcome Center, Katahdin Hall. Third parties who may have access to educational records of students without prior written consent include:

1. Eastern Maine Community College officials who have legitimate educational interests;
2. officials of other schools in which the student seeks or intends to enroll;
3. certain authorized Federal agencies;
4. persons in connection with the student’s application for, or receipt of, financial aid;
5. organizations conducting studies for, or on behalf of, educational agencies or institutions;
6. accrediting organizations;
7. parents of a dependent student as defined by the Internal Revenue Code of 1954; and
8. judicial authorities.

Under the Solomon Amendment enacted in 1996, the College is required to provide directory type information for students at least 17 years of age upon request of representatives of the Department of Defense for military recruiting purposes.

The Office of Institutional Research makes available the student’s name, class, major, home address and local address as well as telephone numbers. Students may request that your current year’s directory information be suppressed from public distribution by contacting the Enrollment Center and completing the appropriate form no later than September 30 (January 31 for those students beginning their program of study in January) of the current school year.

If you request the public directory information be suppressed, then any request from parents, relatives, friends, student organizations, and all others who may wish to contact you will be denied. Only in

emergency situations will we release information concerning your whereabouts to other than those persons authorized under the Act.

SALES AND SOLICITATION – FUNDRAISING BY STUDENTS OR EMPLOYEES

Solicitation or promotion of any product, service, or idea for personal or business gains are prohibited without the express written permission of the Office of Academic and Student Affairs. Permission, when granted, is for designated areas within the College and is subject to the restrictions imposed.

The EMCC Foundation is responsible for oversight of all college fundraising. Students and employees wishing to conduct fundraising on or off campus will consult with that office, prior to conducting any fundraising, to determine if the proposed activity is in conflict with official college or Foundation fundraising efforts.

Anyone wishing to raise funds will complete the Application for Fundraising Activities Form, which is available in the Advancement Office. Any changes in fundraising plans must be reported to the Advancement Office immediately.

Fundraising and solicitation of employees and students on Eastern Maine Community College campus or Centers is allowed only in non-working/classroom areas such as staff/faculty lounges, break areas, the dining area and student lounges during non-working/classroom hours. General distribution of personal materials/magazines/flyers may occur during non-working times (including paid breaks) provided the distribution is not disruptive. The use of individual faculty/staff mailboxes and student mailboxes for commercial solicitation is prohibited unless postage has been paid and delivery is through the U.S. Postal System. Businesses offering discounts or other benefits to EMCC employees and/or students may apply to the Student Life Office for permission to place printed materials on campus.

The placement of displays, literature racks, flyers, promotional material, etc. by outside organizations requires the approval of the Student Life Office. Unauthorized materials may be removed and discarded without notice.

VOTER REGISTRATION

<https://www.maine.gov/sos/cec/elec/voter-info/votreg.html>

STUDENT POLICIES AND GUIDELINES

POLICIES AND PROCEDURES PROHIBITING AND RESPONDING TO COMPLAINTS OF SEXUAL HARASSMENT, SEXUAL ASSAULT AND OTHER SEX-BASED CONDUCT, RELATIONSHIP VIOLENCE, AND STALKING

Sexual harassment, a form of sex discrimination, is a violation of state and federal law and a violation of [MCCS policy 202](#) when engaged in by employees or students. As described herein, the federal definition of “sexual harassment” under Title IX of the Education Amendments of 1972 is substantially broader than the state definition and includes sexual assault, dating and domestic violence and stalking. This policy is also violated when students or employees engage in conduct defined by state law as sexual violence, intimate partner violence and stalking.

MCCS PROCEDURE 202.2: The purpose of this Procedure is to define and to describe the reporting, investigation and adjudication procedures that govern MCCS' handling of allegations of sexual harassment as defined by Title IX of the Education Amendments of 1972, and allegations of sexual violence, intimate partner violence and stalking as defined by state law, and to provide guidance on the application of those procedures. This Procedure applies uniformly to conduct constituting sexual harassment, including sexual assault, dating violence, domestic violence and stalking as defined by Title IX, and sexual violence, intimate partner violence and stalking as defined by Maine law. These categories of conduct are collectively referred to herein as "prohibited conduct."

As set forth in MCCS Policy 202, under Title IX, discrimination in the form of sexual harassment is conduct, on the basis of sex, that effectively denies a person equal access to an MCCS educational program or activity. That conduct might be (a) quid pro quo; (b) unwelcome conduct that a reasonable person would deem severe, pervasive, and objectively offensive; or (c) sexual assault, dating violence, domestic violence, or stalking. Under applicable Maine law, acts of dating and domestic violence are collectively defined as "intimate partner violence," and sexual offenses, including sexual harassment, are collectively defined as "sexual violence." Stalking also has differing definitions under Title IX and state law. This Procedure governs all conduct within its scope and its contents are mandated by federal and state laws. It is not a substitution for the criminal justice process.

This procedure can be found [here](#)

TITLE IX

Eastern Maine Community College does not discriminate on the basis of sex in the educational program or activity and is required by Title IX not to discriminate in such a manner, including in the admissions and hiring processes.

Inquiries may be directed to the EMCC TIX Coordinator, to the [Assistant Secretary of the Department of Education](#), or both.

Eastern Maine Community College does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation, including gender identity or expression, age, genetic information, disability, marital, parental or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to TitleIX@emcc.edu.

Assistant Secretary of the Department of Education:

Michelle.Cooper@ed.gov

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, DC 20202

Main Telephone: 202.453.6914

Title IX Coordinator

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<https://www.emcc.edu/title-ix/>

MAINE COMMUNITY COLLEGE SYSTEM - STUDENT CODE OF CONDUCT

The College requires students to conduct their affairs with proper regard and mutual respect for the College and the members of its community. In seeking to encourage responsible conduct, the College will rely upon counseling and admonition. When necessary, the College will use this Code in a prompt, fair and impartial manner to: 1) ensure the orderly administration of the College's academic, athletic and social offerings; 2) secure the opportunity of all students to pursue peacefully their educational objectives; 3) protect the health, safety and welfare of the College and the members of its community; and 4) maintain and protect the real and personal property of the College and the members of its community. This Code applies in addition to other College and System policies and regulations, local ordinances, and state and federal laws. Students whose conduct violates those authorities may also be subject to their sanctions and penalties. Finally, the Residence Hall Agreement between a student and the College imposes similar but additional responsibilities and obligations, and students whose conduct violates both that Agreement and this Code may be disciplined by the College under either or both.

The Maine Community College Student Code of Conduct can be found [here](#).

DRUG AND ALCOHOL GUIDELINES

DRUGS AND ALCOHOLIC BEVERAGES

Eastern Maine Community College is invested in the health, safety, and academic success of its students.

Those students who repeatedly abuse or are dependent on chemicals are likely to exhibit learning difficulties directly connected to their use of drugs or alcohol. Not only is motivation for learning altered, but there can be significant impairment in the ability to process information presented in class, and to recall important information later as needed.

Absenteeism, tardiness, diminished quality of assignments, trouble with peers in the classroom, hostility towards staff persons, inappropriate appearance, or other behaviors may demand attention and hinder student progress. Some students, if not helped, are at risk for academic failure due to their inability to perform academically, inappropriate behavior in the residence halls and at college functions, or involvement with law enforcement agencies.

All students should be familiar with and are subject to the Maine State laws, the Eastern Maine Community College policies, and the Eastern Maine Community College Student Code of Conduct pertaining to the possession and consumption of alcoholic beverages and other drugs. Violations of the laws, codes, or policies may result in referral to the alcohol and drug awareness program; termination of residence hall contracts; disciplinary action, including possible dismissal from the College; restriction from participating in students' school programs; and/or legal action.

Although Eastern Maine Community College neither condemns nor condones drinking alcoholic beverages by legally-sanctioned adults, it is concerned that those choosing to drink do so within the confines of Maine State Law and college regulations, and with the understanding of potential consequences. The College also affirms the right of individuals to choose not to drink alcoholic beverages, and the right to be socially supported by the college community for making that choice. Individuals using illegal drugs (including alcohol for those under age 21), or abusing legal drugs, will not be exonerated from the legal

consequences of their action. Individuals are expected to assume responsibility for their behavior while drinking or using any drug and must understand that being intoxicated or impaired in no way lessens their accountability.

ALCOHOL, TOBACCO, AND DRUGS POLICY MCCS 804 and 806 EMCC 804

On January 4, 2014, Eastern Maine Community College prohibited tobacco use and smoking on all college-owned grounds becoming a chemical free campus in alignment with Maine Community College policies #804 and #806, Drugs and Alcohol policy and Smoking and Other Use of Tobacco policy, respectively. Eastern Maine Community College accepts federal funding and prohibits the use, sale, distribution of federally regulated drugs and substances. **The possession, use, sale, manufacturing, or distribution of tobacco, alcohol, or illicit drugs, including medical and recreational marijuana, is strictly prohibited in or on College property, including buildings, parking lots, grounds, and vehicles on those grounds, unless specifically authorized by the College.** Illicit implies the illegal use of drugs that have been classified as illegal because they pose a threat to one's health and in some cases, their life. This also includes prescription drugs that are not used according to doctor's instruction or by the person for whom it was prescribed. Students who fail to comply may be fined or referred for disciplinary action under the Student Code of Conduct. Employees who fail to comply may be subject to disciplinary action as outlined in the Collective Bargaining Agreements (CBA). Others who fail to comply may be removed from College property. Annually, the college informs employees and students about the dangers of drugs and alcohol; the availability of resources such as counseling, rehabilitation, and employee assistance programs; and penalties that may be imposed for abuse violations by way of paper documents and posters, the catalog and student handbook, electronic methods and social media platforms. The offices responsible for the distribution are the Human Resources and Student Life offices.

Additional Eastern Maine Community College Rules Governing the Use and Possession of Alcoholic Beverages and Controlled Substances

1. Students and their guests are not permitted to possess and/or consume alcoholic beverages, regardless of age, anywhere on the Eastern Maine Community College campus, or at any college-sponsored activity off-campus such as sporting events and student conventions. This applies to any and all functions open to the public such as entertainment, dances, athletic events, and any out-of-doors activities on any part of the campus. This policy also applies to the residence halls where compliance with the section of the Alcohol and Drug Policy is the joint responsibility of the room occupant(s) and any visitor(s). The College President may decide to lift this restriction for special events.
2. Intoxication on campus will not be tolerated. Any person who is suspected to be "under the influence" (as described in part three) may have disciplinary action taken against him/her.
3. Due to the statistics concerning drinking and driving and the strict drunk driving laws in the State of Maine, Eastern Maine Community College is committed to preventing intoxicated persons from driving. Eastern Maine Community College students, staff, and faculty members are encouraged to do everything possible to prevent an intoxicated person from driving.
4. Commuters and other guests who visit the residence halls are expected to be familiar with and follow all rules and regulations in place.
5. Students who appear unable to safely use dangerous equipment in their respective technology labs or shops will be asked by faculty to leave the area and may be required, at the request of the faculty,

to meet with a professional counselor for further assessment before being allowed to return to the shop or lab.

6. Those students who are having problems as a result of their use of alcohol and other drugs are offered referral services through the Office of Academic and Student Affairs. Services may include educational programs, individual or group counseling, or referral for formal treatment (if needed). The goal is to help students resolve the use of alcohol and other drugs that interfere with academic and personal progress at Eastern Maine Community College. However, participation in such programs does not free students from any sanctions that would normally be imposed. In addition, students who continue to violate the Eastern Maine Community College Alcohol and Drug Policy, despite participation in these services, face serious sanctions including dismissal from the residence halls and dismissal from the College.
7. Parents of resident students under the age of 21 will be notified of any violations of the alcohol and drug policy in writing by Residential Life staff.
8. Intoxication, on or off campus, resulting in police or security officer intervention, will lead to disciplinary sanctions by Eastern Maine Community College.
9. Consumption, usage, storage and/or sale of alcohol in one's room in the residence halls or on campus is a violation of the housing contract and may cancel one's housing contract.
10. Consumption, usage, storage and/or sale of illegal drugs in one's room in the residence halls or on campus is a violation of the housing contract and will cancel one's housing contract.
11. Intoxication will not be accepted as a defense or as an excuse for disorderly conduct and/or damage to property on campus.
12. Resident Directors, Resident Assistants, and members of the Eastern Maine Community College administration or designee have the right to inspect bags or packages on campus that they suspect may contain drugs and/or alcohol.
13. Residents are not allowed to store or display containers (full or empty) of alcohol in their rooms in the residence halls, nor display other alcohol/drug paraphernalia in the windows or on the doors of their rooms.
14. No possession or consumption of controlled substances is permitted on campus in accordance with state laws.

PART 3 — Explanation of Disciplinary Action Taken as a Result of Violations of the Alcohol and Drug Policy

Students exhibiting one or more signs or behaviors which are indicative of alcohol or drug use will be considered "under the influence." These include, but are not limited to, an odor of alcohol or marijuana; slurred speech; glassy or bloodshot eyes; a staggering or unsteady gait; a loss of fine motor skills; loud or disruptive behavior, including complaints from faculty, staff, the public, or other students; and/or swearing or disorderly conduct.

Students found in violation of the Alcohol and Drug Policy, Maine State Law and/or local ordinances may result in one or more of the following:

1. fined a fee which will be used to sponsor alcohol-free events for all students.
2. prohibited from attending any school-sponsored activities or events.
3. required to seek educational assistance, if academic status indicates a need.
4. required to meet with an off-campus professional counselor for a confidential evaluation of his/her alcohol or other drug use.

5. parents of students under the age of 21 WILL BE NOTIFIED of the violation, in writing, by Resident Life staff.

Students found in violation of the Alcohol and Drug Policy, Maine State Law and/or local ordinances will result in one or more of the following:

1. required to participate in an alcohol and drug educational program
2. required to attend activities sponsored by the Student Life Department
3. required to write a detailed Success Plan outlining personal and professional goals and the measures needed to achieve them
4. required to do community service

GUESTS

Students are responsible for their guest's behavior; therefore, if students allow their guests to bring alcohol on campus, they will be subject to the same disciplinary action as if they violated the Alcohol and Drug Policy themselves. Non-resident guests who are in possession of alcohol or other drugs on campus property will receive a written and/or verbal warning and will be prohibited from campus property for a minimum of one year. If they return to the campus during that year, they will be charged with criminal trespassing.

Eastern Maine Community College recognizes the importance of an educational component to the Alcohol and Drug Policy. Therefore, minor violations will be handled according to those disciplinary actions outlined above, providing the opportunity for guidance, assistance and additional education for students. The College reserves the right to immediately cancel housing contracts, as well as implement further sanctions for major violations of this policy.

HOW TO SEEK HELP FOR A COLLEAGUE OR STUDENT ABUSING ALCOHOL OR OTHER CHEMICALS AT EASTERN MAINE COMMUNITY COLLEGE

Eastern Maine Community College endorses a drug-free environment for its students, staff, and faculty while recognizing that there are members of our community struggling with alcohol and drug abuse. Acknowledging that means providing channels through which persons in our community abusing drugs (including alcohol) at work, in class, in College housing, or during Eastern Maine Community College social events, may be directed toward receiving assistance in dealing with their problem. Therefore, it is recommended that members of the campus community being negatively affected by another's abuse of drugs or alcohol, (i.e., in class, in the office, in a residence hall room, or on the shop floor) choose one of the options listed below to address this issue:

- Speak directly to the person about your concern regarding his/her chemical abuse with encouragement for this person to seek help. For specific information about an effective approach, the Student Life Office has resources available. Informational brochures are available in the Enrollment Center.
- Speak to that person's supervisor, administrator, teacher, or other persons with the authority to take action.