

SOUTH PORTLAND CAMPUS MAP

2 Fort Road,
South Portland, ME 04106
207-741-5500



5 Surfsite Road
Captain's Cupboard Food Pantry

8 Broadway (8BRWY)
Communications & Marketing
Workforce Training

185 Benjamin Pickett Street
Advocacy Resource Center (ARC)
Residence Life
Student Life

71 All Faiths Chapel

49 Art Studio (ARTST)

43 Bay Building
Veterans' Services
Student Activities
Student Organizations

86 Campus Center
Admissions & Advising
- Admissions
- Advising
- Health Sciences Pathway Advising
Bookstore
Disability Services
Early College
- Dual Enrollment
- EMBARK
- Jobs for Maine's Graduates
- Maine College & Career Access
International Center
International Student Services
Library & Learning Commons
Registration
SeaWolves Cafe
TRIO Student Success Services

50 Canteen

126 Captain's House
Financial Aid
Student Accounts

88 Cates Building
Career Partnerships
Office of the President
SMCC Foundation

115 Computer Science & Engineering Center (CSEC)
Computer & Information Sciences
Computer Science & Information
Technology Pathway Advising
Electrical Engineering Technologies
Industrial Technology & Transportation
Pathway Advising
Science, Engineering, &
Mathematics Pathway Advising

65 Construction Technology (CTC)
Building Construction
Heavy Equipment Operations
Waste Water Management

80 Culinary Arts Center (CA)
Culinary Arts
Hospitality Management

36 Early Childhood Education (ECE)
Early Childhood Education
Education

124 Emergency Training Center (ETC)
Emergency Medical Services

57 Facilities Management

92 Fort Building ★
Human Resources
Security

3a Hague Hall (HAGUE)
Business
Business & Hospitality Pathway
Advising
Education, Human Services, and
Social & Behavioral Services
Pathway Advising
Maine Community College
System Offices

70 Harborview Hall
English
Social Sciences

79 Health Science Center (HSC)
Cardiovascular
Health Sciences
Medical Assisting
Nursing
Nutrition & Dietetics
Radiography
Respiratory Therapy
Surgical Technology

124 Heating, Air Conditioning & Refrigeration (HAC)
HVAC
Plumbing

99b Hildreth Media Center (HILDM)
Arts, Humanities, Digital Media,
& Communication Pathway Advising
Communications & New Media

99a Hildreth Science Center (HILD)
Physical Sciences

31 Horticulture (HORT)

91 Howe Hall (HOWE)
Criminal Justice
Emerging Leaders Program
Fire Science
Prayer Room
Public Safety Pathway Advising
Science, Engineering, & Mathematics
Pathway Advising

119 Hutchinson Union Building (HUB)
Athletics
Fitness Center
Gymnasium

77 Jewett Hall (JEWET)
Auditorium
Music
Precision Machining & Manufacturing
Welding Lab

123 Johnson Automotive Technology Center (JAT)

58 Lighthouse Art Studio (LHART)

54 Lighthouse Building (LTHSE)
Foundation for Maine's Community Colleges
Maine Community College System Offices

48 Mr. and Mrs. Fish Building (FISH)
Classrooms

47 Marine Science Center (MSC)
Biotechnology
Biological Sciences
Marine Science

122 McKernan Hospitality Center (MCKRN)
Conferences & Events

95 Oceanview Dining Hall

93 Preble Hall (PREB)
Arts, Humanities, Digital Media,
& Communication Pathway Advising
Developmental English & Global Languages
English
Math

3b Ross Technology Center (TECH)
Architectural & Engineering Design
Behavioral Health
Drop-in Computer Lab
Human Services
Information Technology Help Desk
& Services
Social Work
Testing Center

83 Spring Point Residence Hall
Central Services & Receiving

10 Surfsite Residence Hall

62 Sustainability & Energy Alternatives Center (SEA)
Counseling Services

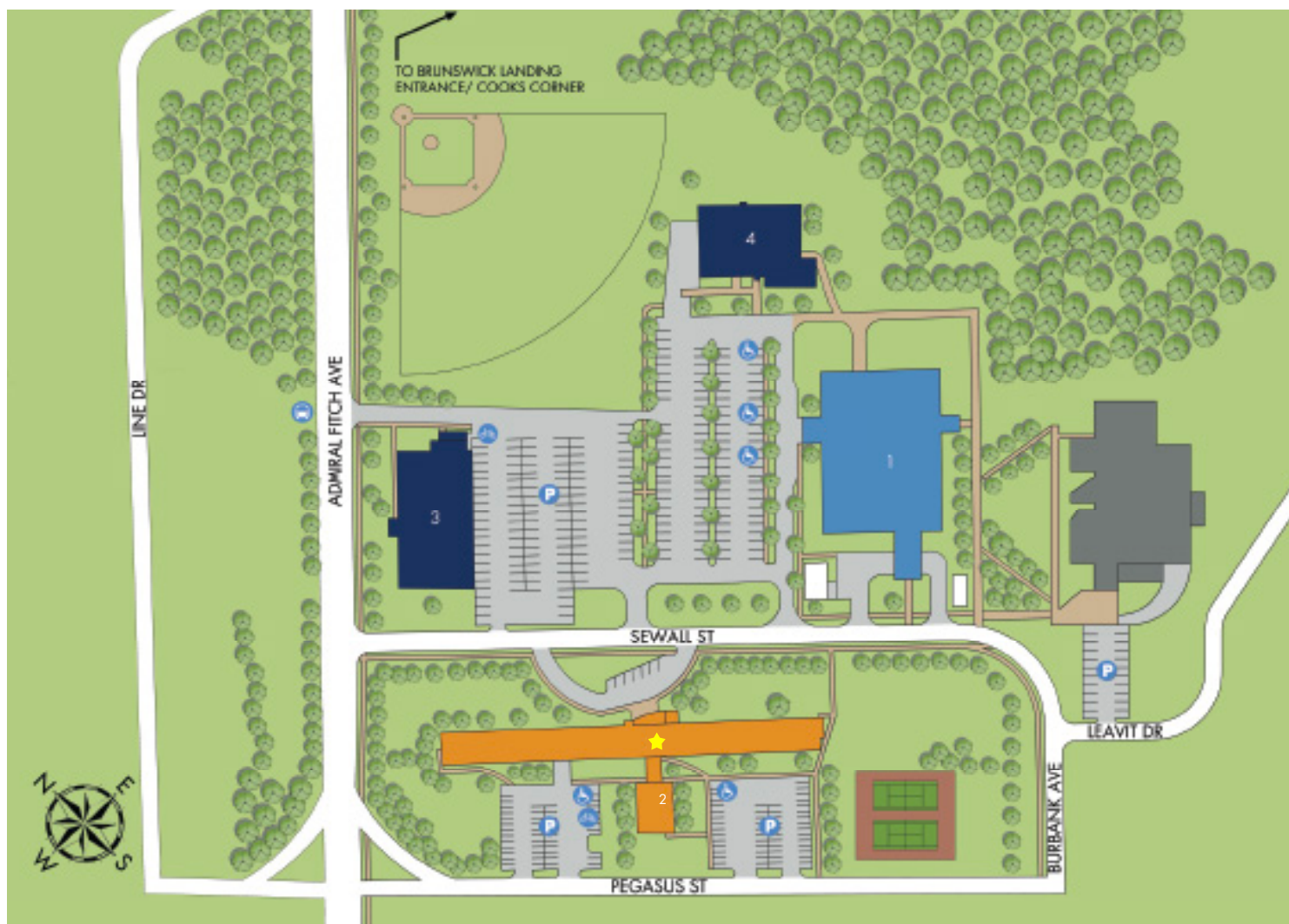
BUILDING KEY

- Academic & Administration
- Financial Services
- Student Life
- Student Services
- Security



MIDCOAST CAMPUS MAP

29 Sewall Street
Brunswick, ME 04011
207-844-2102



1 L.L.Bean Learning Commons

& Health Science Center

Advising
Bangor Savings Bank Library
Biological Sciences
Health Sciences
Maine Career Center
The Landing Cafe
Tutoring

2 Orion Hall

Fitness Studio
Residence Life
Security ★
Student Activities
University of Maine at Augusta's
Brunswick Center

3 Maine Advanced Technology & Engineering Center (MATEC)

Physical Sciences

4 Academic Building

Hannaford Lecture Hall
Maine Fire Service Institute

BUILDING KEY

- Academic & Administration
- Student Life
- Student Services
- ★ Security

Need assistance? Please visit the Learning Commons located in Building 1.

7 QUESTIONS to ask YOURSELF

When creating a great schedule

1. How many credits do I want to take per semester?

Full time students: 12 credits or more
Part-time students: 1-11 credits

You need to be a full-time student in order to be considered to:

- be eligible for full financial aid & most health insurance plans
- to participate in SMCC intercollegiate athletics
- to live in on-campus housing

As a part-time student you are eligible:

- For most forms of financial aid, including Pell grants
- To keep student loans deferred while you are in school

Helpful Hint: Make sure to check the total number of credits required for your degree program in the college catalog and plan how many credits you can take each semester. This will tell you how many semesters it will take you to complete your degree program.

2. How much time should I set aside for each course?

- **3 credit hour =**
 - 3 hours of class time per week
 - 6-9 hours of study time per week
 - **12 credit hours (minimum full-time course load) =**
 - 12 hours of class time per week
 - 24-36 hours of study time per week
-
- 34-46 hours of class and study time per week

Helpful Hint: Many students work or participate in other outside commitments. Put X's on your planner (backside) for all your outside commitments.

3. How do I know which classes to take?

- Choose courses based on your placement test scores.
- Choose classes from the recommended first semester on your Advising Worksheet.
 1. Begin with program classes (ex. If in Culinary Arts, look at "CULA" courses).
 2. Next choose core academic courses (English, Math, Science) to fill the rest of your schedule.

Helpful Hint: Some classes are only offered in the Spring or Fall.

4. Where will my classes be held?

Classes are offered on the South Portland Campus, Midcoast Campus in Brunswick, as well as at various off-site locations and online.

Helpful Hint: When looking at the schedule, it is important to pay attention to both the location of the class and the start/end dates.

5. How do I know if online or hybrid classes are right for me?

Online classes require students to be self-directed and committed to staying on track. Online classes offer flexibility because there is no specific class time or day that you need to attend. Please note that some online classes require proctored examinations. Hybrid courses offer flexibility as well, and require some on campus class time.

Helpful Hint: Although online courses offer much flexibility, it is still important to pay attention to deadlines. Be sure to review the course syllabus carefully and create a schedule to complete your classwork. A good way to try out online learning is to take a hybrid class which is split between the classroom and online.

6. How much time do I need between my classes?

In general 10 minutes will give you enough time to get from one class to another if you going to another building on the same campus.

Helpful Hint: How you go about scheduling your classes is a personal decision. Some students prefer to spread their courses throughout the week, while others like to have them only on certain days.

7. Now what?

Map your course selection on the reverse side of this sheet.

Draw an "X" through days or times for which you are not available for classes.

Helpful Hint: Count up your total number of credits. If you want to be full-time, do you have at least 12 credits?



Start planning!

We are here to help!

Contact the Advising Office with any questions at **207-741-5835**, smccadvising@maineccc.edu or drop by the Advising Office, A.S.K. or the L.L.Bean Learning Commons during regular business hours.

SEMESTER:_____

ADVISOR:_____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 a.m.						
:30						
8:00 a.m.						
:30						
9:00 a.m.						
:30						
10:00 a.m.						
:30						
11:00 a.m.						
:30						
12:00 p.m.						
:30						
1:00 p.m.						
:30						
2:00 p.m.						
:30						
3:00 p.m.						
:30						
4:00 p.m.						
:30						
5:00 p.m.						
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6:00 p.m.						
:30						
7:00 p.m.						
:30						
8:00 p.m.						
:30						
9:00 p.m.						
:30						

CHOOSING ELECTIVES

Elective Listing by Subject

The majority of majors at SMCC require elective courses as part of their general education requirements. Students often have a choice of electives within specific subject areas. Your degree audit and/or the academic catalog from your catalog year will indicate what choices you have for electives. The list below can be used to choose your general education electives based on the subject listed.

Diversity	ANTH 105, ARAB, ARTH 236, BHHS 145, BUSN 255, EDUC 115, ENGL 235, ENGL 255, ENGL 256, ENGL 257, ENGL 280, FREN, GBL, HLTH 100, HLTH 192, HLTH 200, HLTH 205, HLTH 215, HIST 120, HIST 125, HIST 155, HIST 170, HIST 175, HIST 225, IDST 140, MUSI 125, POLS 100, POLS 110, POLS 180, POLS 205, POLS 212, POLS 220, PSYC 225, PSYC 235, SOCI 100, SPAN, SWRK 201, SWRK 215
Economics	ECON
English Communications	ENGL 110, ENGL 200, ENGL 220, ENGL 230, ENGL 231, ENGL 235, ENGL 240, ENGL 245, ENGL 250, ENGL 255, ENGL 256, ENGL 260, ENGL 270, ENGL 280, ENGL 285,
Ethical Reasoning	ENVR 110, HIST 139, HLTH 100, HLTH 120, HLTH 130, HLTH 135, HLTH 205, HLTH 215, HORT 135, PHIL 105, POLS 250, SWRK 215, SWRK 250
Fine Arts	ARTA, ARTS, ARTH, CNMS 111, CNMS 115, CNMS 195, CNMS 272, THEA, MUSI
Fine Arts/Humanities	ARAB, ARTA, ARTH, ARTS, CNMS 111, CNMS 115, CNMS 195, CNMS 272, ENGL, FREN, HUMA 140, IDST 140, IDST 150, MUSI, PHIL, SPAN, THEA
History	HIST
Humanities	ARAB, ENGL, FREN, HUMA 140, IDST 140, IDST 150, PHIL, SPAN, THEA
Liberal Studies	CNMS 146, CNMS 195, CNMS 272, CNMS 294, GBL, HLTH 130, HLTH 135, HLTH 140, HLTH 192, HLTH 200, HLTH 205, HLTH 215, HORT 135, NUTR 140, SWRK 201, SWRK 215, SWRK 250 (see backside for additional elective areas)
Mathematics	MATH (100 level or higher)
Political Science	POLS
Psychology	PSYC
Science with Lab	ASTR, BIOL, BIOM, CHEM, ENVR, NUTR 110*, OCEA 105, OCEA 205, PHYS
Social Science	ANTH, ECON, HIST, HUMA 140, IDST 140, IDST 170, POLS, PSYC, SOCI
Sociology	SOCI

For More Info: Advising Office

207-741-5835 • smccadvising@mainecc.edu





Liberal Studies Elective Areas

Liberal Studies students are required to take 12 credits in Liberal Studies areas. A full list is below.

Some select non-Liberal Studies majors may require electives from specific areas (for example a Physics elective). Your degree audit and/or academic catalog from your catalog year will indicate what choices you have for electives.

ANTH	Anthropology	ECON	Economics	NUTR	Nutrition (NUTR-110 only) *
ARAB	Arabic	ENGL	English	OCEA	Oceanography (OCEA-105 and OCEA-205 only)
ARTA	Art Appreciation	ENVR	Environmental Science	PHIL	Philosophy
ARTH	Art History	FREN	French	PHYS	Physics
ARTS	Studio Art	HIST	History	POLS	Political Science
ASTR	Astronomy	HUMA	Humanities	PSYC	Psychology
BIOL	Biology	IDST	Interdisciplinary Studies	SOCI	Sociology
BIOM	Marine Biology	MATH	Mathematics	SPAN	Spanish
CHEM	Chemistry	MUSI	Music	THEA	Theater

Free Electives

Free electives are any college level coursework taken across any department at the 100-level or higher (please note: developmental classes do not count as free electives or meet any other graduation requirements). Note that not all programs have Free Elective requirements, please refer to your degree audit and/or academic catalog from your catalog year to understand your degree requirements.

**Although NUTR110 meets Southern Maine Community College's lab science requirement, it may not transfer as a lab science to another college/university. Please note: General education/core course requirements must be met with 100 level courses or higher. Developmental coursework does not count toward meeting these requirements.*

For More Info: Advising Office

207-741-5835 • smccadvising@mainecc.edu



SMCC BOOKSTORE



Information

Your One-stop Shop for College Textbooks, Gear and Supplies

The SMCC Bookstore, located in the South Portland Campus Center, carries textbooks for SMCC's course offerings every semester and a wide variety of SMCC apparel and goods for students, parents, alumni and supporters.

Textbooks

In-Store Textbook Purchases

The SMCC Bookstore located in the South Portland Campus Center carries books for every semester. Textbooks are self-service, but the bookstore team can help you with any questions you have.

Make sure you bring your:

- Course schedule
- Student ID (if you are using financial aid to purchase books)

Online Textbook Purchases

If you would prefer to order your books online and have them delivered to directly to you, visit our online bookstore at **www.smccme.edu/bookstore**.

Textbook Rentals

SMCC also offers textbook rentals in new, used and digital formats. This is a great and inexpensive alternative to purchasing your books—and if you decide you would like to purchase the book, you can do so by paying the difference. To see if the textbooks you are interested in renting are available, visit our online bookstore at **www.smccme.edu/bookstore**.

Textbook Allowances

You may be eligible for an SMCC Bookstore allowance if your financial aid award is greater than your semester charges. For more information, contact the SMCC Bookstore.

Textbook Buybacks

The SMCC Bookstore offers year-round buyback. Come in anytime!

When is the bookstore open?

Regular Hours: Monday-Thursday: 8 a.m.-5 p.m., Friday: 8 a.m.- 4 p.m.

For More Info: www.smccME.edu/bookstore
207-741-5523 • smccbookstore@mainecc.edu



SMCC Online Learning



Congratulations, you've registered for an online class at SMCC, *now what?*

Follow these easy steps to be successful in your online course.

STEP #1

CHECK YOUR SMCC EMAIL ACCOUNT

All official course and college instructions will be sent to your SMCC email account. Look for a welcome letter prior to the new term.

You can access SMCC email from MySMCC.

STEP #2

COMPLETE YOUR ONLINE ORIENTATION SESSIONS

There are 3 quick and easy online orientation sessions. You can access these sessions on Brightspace two weeks in advance of the start of the semester.

You can access Brightspace by logging into MySMCC.

STEP #3

ACCESS BLACKBOARD ON THE FIRST DAY OF THE SEMESTER

Access to online courses starts on the first day of the semester.

Review your course and syllabus on the first day of the term.

STEP #4

BUY YOUR TEXTBOOK(S)

After reviewing your syllabus, purchase your textbooks and other required materials.

You can purchase your books at the South Portland Campus Bookstore or online at <https://smccme.bnccollege.com>.

STEP #5

USING MYMATHLAB, MYITLAB, OR MINDTAP?

MyMathLab, MyITLab and Mindtap require a registration code. This code can be purchased with your textbook from the college bookstore.

You can access MyMathLab, MyITLab, MyEconLab, and Mindtap through Blackboard.

STEP #6

START YOUR WORK

Start your course work at the beginning of the week so you are prepared to submit it at the end of week #1. It's better to be ahead in case you need help or have questions.

Communicate with your instructor if you have problems or need help.

Need IT help?

Contact us at **207-331-9666** or ithelp@maineccc.edu

Have general questions?

Contact us at smccbrightspace@maineccc.edu



FINANCIAL AID

FAQ's

*Answers to the Questions
We're Asked the Most*

GENERAL

How many credits do I need to take to receive financial aid?

Generally, you must be enrolled in at least 6 credits per semester to be eligible for financial aid, however, some students can be enrolled in as few as 3 credits (1 class) and may still qualify for a Pell grant. Check with the Financial Aid Office for your specific eligibility.

How will I find out about my financial aid offer?

SMCC typically receives your FAFSA approximately 1 week after you file. You can view your application and award information online on the My SMCC Student Portal under My Maine Guide>My Money> View & Access My SMCC Financial Aid.

If I have been suspended at another college, will I be eligible for financial aid?

In most cases, yes; however, you will need to check in with the SMCC Financial Aid Office after you have filed your FAFSA to be sure.

Why do I need to fill out more forms for financial aid?

Some students are randomly selected for verification by the Department of Education. If you are selected for verification, there will be some additional documentation that SMCC is required to collect before you will receive your financial aid offer.

Does financial aid pay for summer classes?

There is financial aid available for summer classes for some students. Pell grant-eligible students may be able to get Pell grant funding for summer courses, and SMCC usually has a limited amount of summer scholarships available. Check with the Financial Aid Office for your specific eligibility.

If I take out loans, when will I need to start repaying them? How will I get information about this?

You will be required to start repayment on your student loans 6 months after you graduate or cease to be enrolled for at least 6 credits. Your loan servicer and ECMC will contact you when you enter your 6-month grace period. It is important that you keep your address, phone number and email up to date.

FILLING OUT THE FAFSA

How often do I need to fill out the FAFSA?

You need to fill out a new FAFSA for each academic year. It is available online at studentaid.gov/fafsa.

Is there a deadline for filing the FAFSA?

The FAFSA is available starting on December 1. We recommend filing early, but if you forgot to file, you can still file the FAFSA anytime during the regular academic year (fall or spring semester).

Who can help me fill out the FAFSA?

The SMCC Financial Aid Office staff is always available to assist you with FAFSA completion. Call or email us or stop in to see us!

What should I do if my FAFSA FSA ID and password don't work?

Go to studentaid.gov/fafsa and click on "Help Center" at the top of the page, or stop by the SMCC Financial Aid Office for assistance or call 1-800-4FED-AID.



For More Info: www.smccME.edu/finaid
207-741-5581 • smccfinaid@mainecc.edu





OTHER

How can I find my bill?

Your bill is available to view through Touchnet. You can access Touchnet through the MySMCC Student Portal.

If I register for classes today, when will my payment be due?

Payments for the fall are due on August 1. Payments for Spring are due December 20. If you register after the due date, your payment is due within 48 hours. Don't forget to ask the Student Accounts Office about payment plan options.

I'm planning to apply for housing. Can financial aid cover my deposit?

In some cases the deposit can be covered. You will need to have received enough financial aid to cover all of your tuition, fees, room and board and the deposit to qualify.

Will financial aid cover my books? How does this work?

If your semester financial aid exceeds the costs of your semester tuition, fees and room and board (if on-campus,) a book allowance will automatically be set up to cover up to the full amount of your books. You can use your allowance at the SMCC Bookstore, in person or online starting 2 weeks before the first day of the term.

If my financial aid award is more than my bill, what happens to the extra money?

Any financial aid amount that exceeds your SMCC charges will be refunded to you in the form of a paper check. Checks are mailed to eligible students starting the end of the fifth week of the semester.

How can I apply for scholarships?

For more information about available SMCC scholarships and how to apply, contact the SMCC Foundation Office at 207-741-5559 or smccfoundation@maineccc.edu.

How can I find out about available on-campus jobs and eligibility?

To learn more about on-campus jobs, contact the Financial Aid Office at 207-741-5518 or smccfinancialaid@maineccc.edu.



Estimated Costs Per Year

Please note, these are estimates based on taking 15 credits per semester.
You may enroll in more or fewer credits.
Your individual costs may vary.

	In-state	Out-of-state
Tuition & Fees (15 credits per semester)	\$2,880	\$5,760
Average Fees	\$1,276	\$1,276
Room & Meal Plan (if applicable)	\$12,040	\$12,040

To determine your specific estimated costs, use our tuition calculator available online at

www.smccME.edu/tuitioncalculator

Sign up for our **FREE**
Online Financial Management
Resource

iGrad

Visit

<https://smcc.igrad.com/>
to sign up today.

Providing access to free courses,
videos, interactive tools and more!

For More Info: www.smccME.edu/finaid
207-741-5581 • smccfinaid@maineccc.edu



2 Must Have Apps

1. Southern Maine Community College Student Life App

 Stay in the know!



Access all your campus information on the go



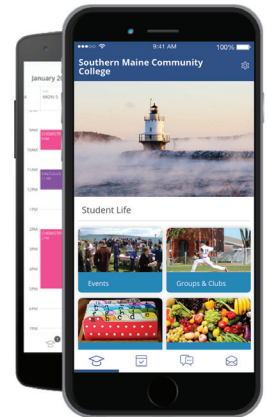
Keep track of events, and classes



Join campus discussions and connect w/ your peers



Chat with your friends and see their timetables



Download on the
App Store



GET IT ON
Google play

2. RAVE

MOBILE SAFETY



EMERGENCY INFO

Emergency response plans and safety procedures; run, hide, fight video; and evacuation maps.

LOCATION SHARING

Share your location with one click for a faster response - even while in anonymous mode.

TWO-WAY COMMUNICATION

Engage in two-way communication with campus safety officials. Communicate any safety concern to Security.

YOU NEVER HAVE TO WALK ALONE

Choose friends, family or safety officers to watch over you during your walk.

PROCEDURES

IN THE EVENT OF AN EMERGENCY

- **Call 911 and then Security at ext. 5553 or 207-741-5553.**
- Always turn to the emergency evacuation maps in the classroom or office. There is a map located in each office, classroom, and dorm room on site.

SIGN UP FOR ALERTS

Download the Rave Guardian App to receive emergency alerts and information.



FAMILIARIZE YOURSELF WITH THE PLAN

Don't wait until an emergency happens. Make it a point to know all of the exits in the building where you are. Where are the closest fire extinguishers? Is there an Automated External Defibrillator (AED) in the building? Where are the escape routes? The back of the Emergency Procedure Maps (see information on the backside of this handout) include solutions to different scenarios that could take place.

<p style="text-align: center;">FIRE</p> <ol style="list-style-type: none"> SOUND THE ALARM from the nearest alarm box; do not touch electrical devices. GO TO A SAFE LOCATION using the nearest secure exit. Stay low to avoid smoke. HELP OTHERS if it can be done safely. Do nothing else yourself UNLESS you are trained to do so. 	<p style="text-align: center;">ATTACKS</p> <ol style="list-style-type: none"> RUN from the situation immediately, if possible. HIDE or BARRICADE yourself if there is no safe exit. Lock doors, windows, pull shades, etc. FIGHT as a last resort & overpower the attacker. HELP OTHERS if it can be done safely. Do nothing else yourself UNLESS you are trained to do so.
<p style="text-align: center;">EMERGENCIES</p> <ol style="list-style-type: none"> DETERMINE HAZARDS present, including suspicious items or situations. GO TO A SAFE LOCATION utilizing the nearest secure exit. HELP OTHERS if it can be done safely. Do nothing else yourself UNLESS you are trained to do so. 	<p style="text-align: center;">ALL SITUATIONS, WHEN SAFE TO DO SO</p> <ol style="list-style-type: none"> CALL IN THE EMERGENCY. If life threatening, call 911 first, then Campus Security, ext. 5553 or 741-5553. REMAIN ON LOCATION at a safe place until Campus Emergency Coordination Staff or Emergency Personnel arrive. (Turn page for additional safety information)

For More Info: Visit the SMCC Safety & Security Office at
92 Campus Center Drive, South Portland
207-741-5553 • smccsecurity@maineccc.edu





TERMINOLOGY

Reference Guide



ACADEMIC STANDING - To remain in good academic standing, students must successfully complete 66 percent or more of the total number of credits attempted with a grade point average of 2.0 or higher. Students who do not meet these requirements may be placed on Academic Warning, Academic Probation, or Academic Suspension (refer to your SMCC Compass for details).

ACADEMIC WARNING - Academic Warnings are issued nine weeks into a semester, and are issued when an instructor notices behaviors that affect academic performance (such as absences, chronic lateness, missed quizzes or tests, a lack of engagement, low quiz/test scores, etc), and/or when the student has not performed well on graded assignments. Students receiving an Academic Warning will be notified by SMCC student email. Students who receive an Academic Warning are encouraged to contact the instructor in question to discuss the Warning and what steps you might take to improve.

ACCUPLACER - SMCC uses the Accuplacer test to determine English and Math course placement.

ADD/DROP - Students may change their schedules by adding or dropping courses during the add/drop period at the beginning of the fall and spring semesters and the summer term (see the Academic Calendar for dates). Students who officially drop during this period receive a refund of the tuition and technology fees for that course (please see our website for refund policy details). Please note that any course that meets for less than the traditional semester length of 15 weeks has a prorated add/drop period. There is no refund for non-attendance.

ADMINISTRATIVE FAILURE (AF) - A final grade of AF identifies students who have stopped attending class and who have had no contact with the faculty member for a period during which the class has met three or more times. At their discretion, faculty may reinstate students who resume attending after the grade has been assigned. An AF figures into a student's GPA as a 0.00. There is no reimbursement of tuition or fees for AF grades. Students do have the opportunity to withdraw from the courses during the withdrawal period.

ALUMNI - SMCC graduates.

ARTICULATION AGREEMENT - Many SMCC graduates continue their education and transfer to baccalaureate degree-granting colleges. Articulation agreements are transfer agreements to make your transfer to those institutions easy and seamless. You can find a list of these agreements on the SMCC webpage.

COURSE CODES - All courses are identified by letters abbreviating the name of the course and numbers; for example, English Composition might be ENGL-100-02. The last two digits identify the specific course from the Registrar's Office. Non-credit course numbers begin with a "0." ENGL-050, for example, is a developmental college reading course to prepare students to reach college reading levels. The admission test scores place a student at their level of proficiency.

COREQUISITE - This is a course that is required to be taken at the same time as another course.

DEGREE REQUIREMENTS - Requirements for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, and prerequisite and elective courses within the specified major areas of study.

ELECTIVES - Most majors at SMCC require elective courses as part of their general education requirements. Students often have a choice of electives within specific subject areas. Your degree audit and/or the academic catalog will indicate what choices you have for electives.

FACULTY ADVISOR - Faculty advisors work with students who have earned over 24 credits and through the rest of a student's time at SMCC, and are experts in their field. They will guide a student's learning experience, foster awareness of career possibilities, and help establish professional connections.

FRESHMAN INTEREST GROUPS (FIGS)- These are one-credit courses to help students succeed in college by teaching them about setting academic and career goals, financial literacy, time management, note-taking and other important skills while introducing them to all the resources SMCC has to offer. Different FIGs have different themes so students can enroll in one that appeals to their interests.

LETTER GRADES/GRADE POINT AVERAGES (GPA) - SMCC uses both letter grades and GPAs in determining students' grades. Grades are figured using the following method: A's are worth 4 points; B's are worth 3 points; C's are worth 2 points; D's are worth 1 point; F's are worth 0 points. To calculate your GPA, multiply the number of credit hours assigned to a course by the number of grade points for the letter grade, then add up the totals for each course and divide by the number of credit hours. The result is the grade point average.

MATRICULATED/NON-MATRICULATED - A matriculated student is one who is enrolled in an academic program and is pursuing a degree. A non-matriculated student is one who is enrolled on a semester-by-semester or course-by-course basis and is not pursuing a degree.

NO-SHOW - Students who register for a course but never attend a class will receive a grade of NS (no show). Students who no-show a course receive no reimbursement of tuition and fees. An NS grade will be treated the same as a withdrawal in determining the numbers of credits attempted, and the grade will contribute to any determination of probation or suspension status.

PREREQUISITE COURSES - These are courses that students are required to take in order to take another course. For example, a student needs to complete English Composition (ENGL-100 01) as a prerequisite to take English Literature (ENGL-115 01).

PATHWAY ADVISOR - Pathway advisors are full-time staff members of the Advising department, they work with new students as they earn their first 24 college credits, before the student is connected with a Faculty Advisor. They are an excellent resource for self-exploration, goal setting, managing obstacles, supporting motivation, and planning for upcoming semesters.

SYLLABUS - An outline of the important information about a course. Written by the professor or instructor, it usually includes important dates, assignments, expectations and policies specific to that course. It is similar to a contract between you and your instructor of what is expected to succeed in your course.

WITHDRAWAL - Students may withdraw from courses during a semester, but there are established procedures for doing so. Students must go to the Registration Office to withdraw from a course, and all course fees must still be paid.

Are you planning to graduate from SMCC and want the support that will help you succeed? If so, you need to know about:

TRIO Student Support Services at SMCC



TRIO
STUDENT SUPPORT SERVICES

Get personalized support through TRIO!

What are TRIO Student Support Services (SSS) and what do we offer?

TRIO SSS is a diverse community of motivated students who are empowered to use their core values and strengths to reach their graduation, transfer and career goals. Eligible students are paired with a professional college Success Coach who will collaborate with them to inspire academic and individual growth with personalized advising from the first day of college through graduation. TRIO supports student success and engagement through peer connections, workshops, and events that cultivate the skills needed to stay on track, overcome challenges and thrive in college.

Each semester, you will regularly meet with your TRIO Coach to:

- Create your college success plan for graduation, career or transfer.
- Select and register for courses that meet your goals.
- Develop the skills required to face challenges.
- Discover your core values and strengths.

Your TRIO Coach will collaborate with SMCC staff and faculty advisors to support your path to success!

As a TRIO SSS participant, you will also benefit from a close connection to other TRIO students. During the academic year, TRIO SSS participants will:

- Participate in workshops and activities designed to assist with financial planning and academic success.
- Benefit from peer mentoring and relationships.
- Engage in leadership opportunities.
- Access and deepen your internal drive to persevere and adapt.



"Trio was an incredible support. They offered tangible guidance and a safe space to experience the stress of school with a solution based approach. I would never have made it through this semester with good grades without them."



How to know if you are eligible to participate:

All current and new SMCC students are encouraged to complete a TRIO Interest Form.

We can help you determine if you are eligible to participate and would benefit from this program.

TRIO eligibility is based on a few important factors:

1. Students are, or will be, working on their first college degree
2. Students must be U.S. citizens or permanent residents
3. Students must be able to participate in and benefit from academic support programming
4. Students must also meet at least **one** of the following criteria:
 - Be a first-generation college student, meaning neither of your parents or guardians graduated from a four-year college
 - Have financial need, defined as being Pell Grant eligible and/or meeting certain government guidelines for taxable income, or
 - Have a documented physical, medical, psychological or learning disability

I'm interested in participating, what do I need to do?

Complete a TRIO SSS Interest Form by visiting www.smccME.edu/TRIOSSS.

1. Complete the form online.

OR

2. Download the form and submit it by:
 - Mail: 2 Fort Road, South Portland, ME 04106
 - Email: smcctriosss@maineccc.edu

The Student Support Services projects at Southern Maine Community College are 100% funded by the U.S. Department of Education in the amount of \$544,728 for the 2024-2025 fiscal year to serve 240 students.



"To begin with, I didn't have a plan before I came to TRIO. The work I have done with TRIO has helped me focus on a Liberal Studies Major, and a graduation date, which has motivated me to move forward."



For more information or help on how to apply

contact TRIO Student Support Services at **207-741-5670** or

smcctriosss@maineccc.edu or visit

www.smccME.edu/TRIO

Immunization & Vaccination Information

Maine state law requires that all Southern Maine Community College students born after 1956 who are enrolled full or part-time and attend in-person classes on any SMCC campus, center, or site, must furnish proof, prior to attending in-person classes, of immunization against:

- measles (unless born before January 1, 1957) - Two doses of measles vaccine administered after first birthday. If vaccinated with inactivated Measles vaccine prior to 1968 must be re-immunized,
- mumps (unless born before January 1, 1957) - Two doses of mumps vaccine administered after first birthday,
- rubella (unless born before January 1, 1957) - Two doses of Rubella vaccine administered after first birthday,
- diphtheria/tetanus - One dose of Td or DT administered within 10 years of enrollment and every 10 years thereafter.

*If just beginning the immunization sequence, students must have received MMR1 and Tetanus prior to attending their first semester, and MMR2 prior to attending their second semester.

This law does not apply to students enrolled in a distance education program and who do not physically attend **ANY** classes or programs at a college campus, center, or site.

Students who are covered by the law **MUST** present the school with a Certificate of Immunization from a physician, nurse, public health official, or school health provider who has administered the immunizing agent(s) to the student. The certificate shall specify the immunizing agent, and the date(s) on which it was administered. Adequately prepared school health records (i.e., showing month and year of vaccine administered) will be considered acceptable for the purpose of meeting this requirement.

IMPORTANT: If you are in a program listed below, please follow the immunization requirements of that program:

Cardiovascular Technology	Paramedicine	Respiratory Therapy
Nursing	Radiography	

Medical Exemption

A student who does not meet the immunization and/or immunity requirements may be enrolled in school under the following conditions:

- The student, or the parent, if the student is a minor, **presents to the school a written statement from a licensed physician, nurse practitioner or physician assistant** that in the provider's professional judgment immunization against one or more of these diseases is medically inadvisable for the student. The statement must be on the physician's letterhead, signed and dated, and can be sent to the following: Fax: (207) 741-5760, or to the [Advising Office secure email](mailto:advising@smccme.app.box.com) (<https://smccme.app.box.com/f/d79702bfd7e64814b4bf4876b8eabd31>).
- Medical exemptions to receiving **tetanus-diphtheria** toxoid are limited to: 1) having received tetanus toxoid or tetanus-diphtheria toxoid within 5 years of enrollment; 2) A hypersensitivity reaction to a prior dose of tetanus toxoid or tetanus-diphtheria toxoid.
- Medical exemptions to receiving **measles, mumps, and rubella** vaccine (MMR) are limited to: 1) pregnancy, or those students planning to become pregnant within 3 months; 2) a history of anaphylactic reaction following egg ingestion or receipt of neomycin; 3) students with altered immunocompetence, as occurs with leukemia, lymphoma, generalized malignancy, or therapy with alkylating agents, antimetabolites, radiation, or large doses of corticosteroids.

A student must provide a letter from a licensed physician, nurse practitioner or physician assistant **that includes at least one of the listed grounds for medical exemption**.

Students with medical exemptions: 1) in the case of an outbreak of a specific disease for which a student is not protected, the student may be kept out of the College and all College-sponsored activities for the duration of the outbreak; 2) the length of time the student may be kept out of the College may vary from a week to over a month depending on the disease and the duration of the outbreak; 3) if the student is kept out of the College, the College is not required to provide off-site classes, tutoring or extra-ordinary make-up provisions for work missed in the student's absence. Absences in excess of any limits established by the student's instructors (as defined in his/ her syllabi) may be upheld; 4) no refunds will be granted to the student if he/she elects to withdraw from a course as a result of missing classes due to an outbreak; and 5) depending on the student's chosen program of study, (a) the College may not be able to place the student in a

clinical setting, which would likely prevent the student from completing the course and/or program of study within the scheduled time frame; and (b) the student's medical records will be provided, upon request, to the clinical setting in which the student is placed.



SMCC NEW STUDENT ADVISING

EXIT CHECKLIST

○ **Get Connected**

- Set up and use your SMCC student e-mail account.
- Follow SMCC on Facebook, Twitter, and Instagram.
- Download the SMCC Student Life app - <http://smcc.campusapp.com>

○ **Be Prepared**

- A week before classes, review your schedule through the MySMCC student portal.
- Purchase your books.
- Arrive to campus early to give yourself time to be ready for class. Remember, you can ride the bus for free with your SMCC ID. You can get your ID by visiting the SMCC Security Office on both campuses.
- Be sure to have your student ID handy to access areas such as tutoring, the library or the fitness center.
- If interested, apply for housing (see the Housing Application Checklist on reverse side)

○ **Pay for College**

- Complete the FAFSA to apply for financial aid, available online at fafsa.gov.
- Talk with our financial aid staff to get any questions answered.
- Pay your bill online through the MySMCC student portal.

○ **Get Involved**

- Complete the Club and Organization Interest Form through the MySMCC student portal.
- See the calendar of events and club meetings in the events section of the SMCC app.
- Visit the Student Senate to learn about what is happening on campus and how to get involved.
- Attend an Activities Committee meeting to help plan and participate in events on campus.
- Play a sport or be a fan. Visit www.gosmccseawolves.com for more information.

○ **Take Advantage of Resources**

- Visit the Learning Commons and request an orientation to learn about resources like the library and reference librarians, the writing center and tutoring services.
- Sign up for iGrad, an online financial management resource, at www.iGrad.com/schools/smcc.
- Download the Rave Guardian Mobile app which provides emergency info, location info, two-way communication and more.

○ **Ask Questions!**



SOUTHERN
MAINE
COMMUNITY
COLLEGE

HOUSING APPLICATION CHECKLIST

Southern Maine Community College has a goal of removing all barriers to student access. Due to limitations regarding how many spaces we have available in SMCC housing, we prioritize those who would otherwise not be able to have access to their classes without on-campus housing. We want to be transparent that we will not be able to assign everyone who applies for housing, and encourage our students to consider this when choosing their class modalities and their schedule. If you are interested in applying for housing, please review the following checklist for next steps.

- ☐ **1.** Review the housing website, www.smccME.edu/student-life/housing/, for information about what is available for housing, when the housing application will be available, and eligibility requirements. Information about housing for the next academic year will be updated during the previous spring semester.
- ☐ **2.** Make sure your immunization record is up to date. You can send in copies of your immunization records.
- ☐ **3.** Confirm that you are registered for at least 12 credits. Residential students must either be taking at least 12-credits, or have an accommodation for a reduced credit load through our Office of Disability Services. Students who have not yet registered for classes will not be able to apply for housing.
- ☐ **4.** Complete an online housing application on the MySMCC portal. The earlier you apply, the better your chances of receiving a housing assignment. Make sure you fill this out yourself so you can indicate your preferences for housing.
- ☐ **5.** Watch your SMCC email for notifications from smccreslife@maineccc.edu. Once your application is complete you will receive an email confirmation. If you believe that you have applied, and do not have a confirmation email, please email smccreslife@maineccc.edu from your SMCC email account.
- ☐ **6.** Monitor your SMCC email frequently. As we are not able to house everyone who applies, we will send updates about where we are at in our assignment process, information about waiting lists, and more throughout the spring semester and the summer. Housing assignment letters begin going out in July via students' SMCC email.
- ☐ **7.** If you need to make changes to your classes once you know your housing information, make sure to connect back with the Advising Office to make them as soon as possible.

We know that waiting for information regarding your housing can be stressful. Please don't hesitate to let us know if you have any questions at smccreslife@maineccc.edu or 207-741-5967. Please know that housing applications are part of a student's record and as such are protected under FERPA. We cannot discuss housing applications with anyone other than the student themselves. If you are a parent, guardian, or a support person for a student, we encourage you to have your student communicate directly with us so that we can best assist them.