

2008-2009 Student Handbook & Planner

Kennebec Valley Community College



The Great Wall of China

Celebrate Our World!

Kennebec Valley Community College has selected a campus theme of *Celebrate Our World* to increase awareness and appreciation for diverse cultures throughout our world.

Join us as we begin this journey in China...

During this academic year, you will have the opportunity to explore the culture of China via guest lecturers, events, and activities both in and outside the classroom. We will explore the geography of China, foods, religions, customs, controversial topics such as holding the Olympics Games in Beijing, and tragic events such as the recent earthquake which claimed so many lives and left such tremendous destruction.

Look to the glass cases in the foyer of King Hall or your campus e-mail for upcoming events. Enjoy!

The Great Wall of China

The Great Wall of China, featured on the cover, is one of the largest and longest building-construction projects ever carried out. Construction was begun by the first emperor of the Qin Dynasty after the unification of China in 221 B.C. His aim, and that of future emperors, was to protect the empire from a myriad of invaders. For over 2000 years, the Great Wall has been rebuilt, modified and extended. Most of the Great Wall we now see was built during the Ming Dynasty (1368-1644).

Today, The Great Wall extends for some 4,160 miles across the Chinese countryside. On average, it stands 21.3 feet wide at the base, 19 feet wide at the top, and has a height of 23-26 feet. It is one of the most recognizable and visited structures in China.



Great Wall of China . (2008). In *Encyclopedia Britannica*. Retrieved: June 6, 2008, from Encyclopedia Britannica Online: <http://www.britannica.com/eb/article-9037891>

Cover Photo: This vacation photo was provided by IgoUgo.com.

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Our Community Commitment

The success of Kennebec Valley Community College is based on a commitment from all members of the community to abide by policies of the College, to respect each other, to act ethically, and to take responsibility for our own behavior.

Each student is responsible for knowing and understanding College policies because observance of rules and regulations is a shared responsibility among members of a community. The College community expects each member to act in a manner that ensures the rights, welfare, and security of all members.

The Student Handbook is published every year as a reference guide. While this information is accurate at the time of publication, the College may make necessary changes from time to time; students will be informed electronically by e-mail or on the College website. Additional College Policies and Procedures may be found in the College catalog and on the College's website.

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

Welcome to Kennebec Valley Community College!

Mission Statement

The mission of Kennebec Valley Community College is to prepare students to achieve their educational, professional, and personal goals in a supportive environment inspired by shared values of responsibility, integrity, and respect.

The Educated Person

An educated person possesses knowledge about self, about the world we live in, and the history that has led us to where we are. Beyond this knowledge, the educated person is a lifelong learner, seeking new knowledge wherever and whenever possible. This individual practices the skills of his or her profession in a conscientious, responsible, and accountable manner. In addition, this person possesses the communication and interpersonal skills necessary to speak and write clearly, effectively, and persuasively.

An educated person listens to others' ideas respectfully and thoughtfully and accepts or rejects them on the basis of clear and logical thinking. This person utilizes resources and technology to find information both personally and professionally. He or she possesses the analytical skills needed to solve problems and make decisions. As an involved member of the community, this person possesses values that enable him or her to show tolerance and respect for cultural, ethnic, and intellectual diversity.

Based upon the College's mission and its belief regarding educated people, Kennebec Valley Community College expects that its graduates will:

- function competently and responsibly as entry level members of their respective professions and trades;
- communicate clearly, effectively, and persuasively in both written and spoken word;
- utilize resources and technology as lifelong learners in pursuit of both their personal and professional goals;
- recognize opportunities for career advancement through transfer programs with other colleges and universities;
- solve problems and make decisions based upon logical thinking and analytical skills;
- respect cultural, ethnic, and intellectual diversity as involved members of their community.

Accreditation Information

Kennebec Valley Community College is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.

Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road
Bedford, MA 01730-1433
Phone: (781) 271-0022
E-mail: cihe@neasc.org



Student Development

The Office of Student Development supports programs, events and activities that encourage student participation and involvement in co-curricular opportunities. Engaging activities, creative ongoing partnerships, and working to establish a sense of cohesiveness and campus spirit guide the work of student development at KVCC.



Leadership Opportunities

Are you interested in attending a Leadership Conference?
Would you like to participate in workshops designed to develop your leadership skills?
Contact the Office of Student Development to see what's coming up and discover how to get in on the fun!



Student Senate

The Student Senate is the voice of the student body and brings student concerns to the College's Leadership.

Elections for Senate Officers occur each spring for the next academic year; general members are welcome to join at any time during the fall or spring semesters.

Student Clubs on Campus

Physical Therapy, Respiratory Therapy, Occupational Therapy, Student Nurses, Medical Assisting, Bible Study, KVCC Choir, and Gaming Club are examples of active student clubs on campus that anyone can join!



CAB planning meeting for Spring Fest 2008!

Campus Activities Board

The Campus Activities Board (CAB) plans free and low cost events both on and off campus.

Students are welcome to join anytime.

This is a great opportunity for leadership & networking!

**Tell me and I forget.
Teach me and I remember.
Involve me and I learn. ~ Ben Franklin**



Intramurals

Carter Gymnasium, also known as the Multi-Purpose Room, is host to a variety of pick-up games and intramurals. Basketball is the most popular, but feel free to start up something new!



KVCC in the Community

KVCC students participate in the surrounding communities of Fairfield & Waterville serving on the Waterville Main Street Student Advisory Board to revitalize downtown Waterville & attract local college students to the area. Students also assist with Fairfield community events such as *The Annual Tree Lighting* and *The Chocolate Festival*. All of these opportunities are great for leadership development and getting involved in the local communities.



Student Volunteers at the Jazz Gala Scholarship Dinner ~ February 2008

Lead To Succeed Program

Participate in leadership opportunities such as attending leadership conferences, workshops and seminars, and celebrate your accomplishments at the end of the school year while enhancing your resume!

Look for details in the fall!

Discounted Tickets

Occasionally, the office offers tickets for shows and movies at a discounted rate. Chamber Advantage Discount Cards are also available for students. Pick up one in the Office of Student Development in 123 Carter!



Blood Drives

Open to the community, KVCC hosts three blood drives each year; one each fall, spring and summer.

Michelle Gayne
Office of Student Development
Carter Hall, Room 123, 453-5040
www.kvcc.me.edu/sa

Academic Calendar 2008-2009

AUGUST

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
					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

August 1 Summer Session 1 Ends
 August 8 Summer Session 3 Ends
 August 21 First Year Community Day
 August 25 Fall Semester Begins
 August 29 End of Add Period

SEPTEMBER

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
	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				

September 1 Labor Day (no classes)
 September 8 End of Drop Period

OCTOBER

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
			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	

October 8 Mid Term Warnings Due
 October 13 Columbus Day - (no classes)
 October 17 Last Day to Withdraw from classes

NOVEMBER

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
						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

November 3 Registration Begins
 November 11 Veteran's Day - (no classes)
 November 17 & 18 Josten's (order caps, gowns, and rings)
 November 27 - 29 Thanksgiving Recess

DECEMBER

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
	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			

December 13 Last Day of Classes
 December 17 Final Grades Due

JANUARY

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
				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

January 12 Spring Semester Begins
 January 16 End of Add Period
 January 19 Martin Luther King, Jr. Day - (no classes)
 January 26 End of Drop Period
 January 31 Graduation Applications Due

FEBRUARY

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
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

February 16 President's Day - (no classes)
 February 17 Professional Development Day (no classes)
 February 25 Mid Term Warnings Due

MARCH

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
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				

March 6 Last Day to Withdraw from classes
 March 9 -14 Spring Break
 March 30 Registration Begins

APRIL

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
			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		

April 9 Phi Theta Kappa Induction Ceremony
 April 20 Patriot's Day (no classes)
 April 21 Professional Development Day (no classes)

MAY

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

May 6 Last Day of Classes
 May 8 Final Grades Due
 May 16 Commencement (Augusta Civic Center)
 May 18 Summer Sessions 1 & 2 Begin
 May 25 Memorial Day (no classes)

JUNE

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
	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				

June 16 Summer Session 3 Begins

JULY

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
			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 3 Independence Day Celebrated (no classes)
 July 11 Summer Session 2 Ends

August 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Summer Session 1 Ends	2
3	4	5	6	7	8 Summer Session 3 Ends	9
10	11	12	13	14	15	16
17	18	19	20	21 First Year Community Day 8 a.m.-12:30 p.m. Carter Hall A must for all first year students!	22	23
24/31	25 Fall Semester Begins	26	27	28	29 End of Add Period	30

NOTES

W e e k o f J u l y 2 8

Monday, July 28		Thursday, July 31	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, July 29		Friday, August 1	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, July 30		Sat, Aug 2	Sun, Aug 3
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

A bend in the road is not the end of the road... unless you fail to make the turn.~
Author Unknown

W e e k o f A u g u s t 4

Monday, August 4		Thursday, August 7	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, August 5		Friday, August 8	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, August 6		Sat, Aug 9	Sun, Aug 10
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime. ~Chinese Proverb

W e e k o f A u g u s t 1 1

Monday, August 11		Thursday, August 14	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, August 12		Friday, August 15	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, August 13		Sat, Aug 16	Sun, Aug 17
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
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	4:00		
	5:00		
	6:00		

Never mistake motion for action. ~Ernest Hemingway

W e e k o f A u g u s t 1 8

Monday, August 18		Thursday, August 21	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, August 19		Friday, August 22	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, August 20		Sat, Aug 23	Sun, Aug 24
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
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	5:00		
	6:00		

Don't find fault. Find a remedy. ~Henry Ford

W e e k o f A u g u s t 2 5

Monday, August 25		Thursday, August 28	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, August 26		Friday, August 29	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, August 27		Sat, Aug 30	Sun, Aug 31
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
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	4:00		
	5:00		
	6:00		

Attitude is a little thing that makes a big difference. ~Winston Churchill

September 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labor Day No Classes	2	3	4	5	6
7	8 End of Drop Period	9 Financial Aid Enrollment Verification forms are due <small>www.kvcc.me.edu/fa</small>	10 Fall Kick-Off! <small>Sponsored by the Campus Activities Board (CAB)</small>	11 Fall Kick-Off! <small>Sponsored by the Campus Activities Board (CAB)</small>	12	13
14	15 Associate in Arts in Liberal Studies Gathering <small>4:30 - 6:30 King Hall Campus Center</small>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOTES

W e e k o f S e p t e m b e r 1

Monday, September 1		Thursday, September 4	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, September 2		Friday, September 5	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, September 3		Sat, Sep 6	Sun, Sep 7
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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	4:00		
	5:00		
	6:00		

If you don't like something change it; if you can't change it,
change the way you think about it. ~Mary Engelbreit

Week of September 8

Monday, September 8		Thursday, September 11	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, September 9		Friday, September 12	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, September 10		Sat, Sep 13	Sun, Sep 14
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
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	4:00		
	5:00		
	6:00		

The only disability in life is a bad attitude. ~Scott Hamilton

W e e k o f S e p t e m b e r 1 5

Monday, September 15		Thursday, September 18	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, September 16		Friday, September 19	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, September 17		Sat, Sep 20	Sun, Sep 21
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Always be a first-rate version of yourself,
instead of a second-rate version of somebody else. ~Judy Garland

W e e k o f S e p t e m b e r 2 2

Monday, September 22		Thursday, September 25	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, September 23		Friday, September 26	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, September 24		Sat, Sep 27	Sun, Sep 28
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
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	5:00		
	6:00		

Be who you are and say what you feel, because those who mind don't matter,
and those who matter don't mind. ~Dr. Seuss

October 2008

National Physical Therapy Month
National Respiratory Care Week ~ October 19th - 25th
Transfer Awareness Days October 14th - 23rd

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	<div>8</div> <div>Mid Term Warnings</div> <div>Testicular & Breast Cancer Awareness</div>	9	10	11
12	<div>13</div> <div>Columbus Day</div> <div>No Classes</div>	<div>14</div> <div>Transfer Awareness Days</div> <div>Watch for more information!!</div>	<div>15</div> <div>Celebrate Our World!</div> <div>Explore the culture of China 12:30. Carter Lecture Hall.</div>	16	<div>17</div> <div>Last day to withdraw from classes</div> <div>*HESI Version 1 9am to 1pm</div>	18
19	20	21	22	23	24	25
26	<div>27</div> <div>Associate in Arts in Liberal Studies Gathering</div> <div>4:30 - 6:30 King Hall Campus Center</div>	28	<div>29</div> <div>Blood Drive 9 am to 3 pm Gym Carter Hall</div>	30	31	

*To register for the HESI, contact Admissions at 453-5160.

NOTES

W e e k o f S e p t e m b e r 2 9

Monday, September 29		Thursday, October 2	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, September 30		Friday, October 3	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, October 1		Sat, Oct 4	Sun, Oct 5
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Do not fear going forward slowly; fear only to stand still. ~Chinese Proverb

W e e k o f O c t o b e r 6

Monday, October 6		Thursday, October 9	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, October 7		Friday, October 10	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, October 8		Sat, Oct 11	Sun, Oct 12
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Outside of a dog, a book is man's best friend.
Inside of a dog, it's too dark to read. ~Groucho Marx

W e e k o f O c t o b e r 1 3

Monday, October 13		Thursday, October 16	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, October 14		Friday, October 17	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, October 15		Sat, Oct 18	Sun, Oct 19
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Books can be dangerous.

The best ones should be labeled "This could change your life." ~Helen Exley

W e e k o f O c t o b e r 2 0

Monday, October 20		Thursday, October 23	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, October 21		Friday, October 24	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, October 22		Sat, Oct 25	Sun, Oct 26
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

The journey of a thousand miles starts with a single step. ~Chinese Proverb

W e e k o f O c t o b e r 2 7

Monday, October 27		Thursday, October 30	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, October 28		Friday, October 31	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, October 29		Sat, Nov 1	Sun, Nov 2
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Failing to plan is planning to fail. ~Chinese Proverb

November 2008
Radiologic Technology Week Nov 1—8

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Registration for Spring Semester Begins	4	5	6	7	8
9	10	11 Veteran's Day No Classes	12	13	14	15 KVCC Scholarship Applications are due <small>www.kvcc.me.edu/fa</small>
16	17 Josten's <small>Order caps, gown or class rings! 10 am to 2 pm King Hall</small>	18 Josten's <small>Order caps, gown or class rings! 10 am to 2 pm King Hall</small>	19	20	21 *HESI Version 1 9am to 1pm	22
23/30	24	25	26	27 Thanksgiving Recess No Classes	28 Thanksgiving Recess No Classes	29 Thanksgiving Recess No Classes

*To register for the HESI, contact Admissions at 453-5160.

NOTES

Week of November 3

Monday, November 3		Thursday, November 6	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, November 4		Friday, November 7	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, November 5		Sat, Nov 8	Sun, Nov 9
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

When it is dark enough, you can see the stars. ~ Ralph Waldo Emerson

W e e k o f N o v e m b e r 1 0

Monday, November 10		Thursday, November 13	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, November 11		Friday, November 14	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, November 12		Sat, Nov 15	Sun, Nov 16
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

The only thing that overcomes hard luck is hard work. ~ Harry Golden

W e e k o f N o v e m b e r 1 7

Monday, November 17		Thursday, November 20	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, November 18		Friday, November 21	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, November 19		Sat, Nov 22	Sun, Nov 23
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Oh, my friend, it's not what they take away from you that counts.
It's what you do with what you have left. ~ Hubert Humphrey

W e e k o f N o v e m b e r 2 4

Monday, November 24		Thursday, November 27	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, November 25		Friday, November 28	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, November 26		Sat, Nov 29	Sun, Nov 30
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

A nation's treasure: scholars. ~Chinese Proverb

December 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13 Last Day of Fall Semester Classes
14	15	16	17 Final grades due	18	19 *HESI Version 1 & II 9 am to 1 pm	20
21	22	23	24	25	26	27
28	29	30	31			

*To register for the HESI, contact Admissions at 453-5160.

NOTES

W e e k o f D e c e m b e r 1

Monday, December 1		Thursday, December 4	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, December 2		Friday, December 5	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, December 3		Sat, Dec 6	Sun, Dec 7
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

A house without books is like a room without windows. ~Heinrich Mann

W e e k o f D e c e m b e r 8

Monday, December 8		Thursday, December 11	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, December 9		Friday, December 12	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, December 10		Sat, Dec 13	Sun, Dec 14
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

How we spend our days is, of course, how we spend our lives. ~Annie Dillard

W e e k o f D e c e m b e r 1 5

Monday, December 15		Thursday, December 18	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, December 16		Friday, December 19	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, December 17		Sat, Dec 20	Sun, Dec 21
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

If you were going to die soon and had only one phone call you could make, who would you call and what would you say? And why are you waiting? ~Stephen Levine

W e e k o f D e c e m b e r 2 2

Monday, December 22		Thursday, December 25	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, December 23		Friday, December 26	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, December 24		Sat, Dec 27	Sun, Dec 28
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Happiness is an attitude. We either make ourselves miserable, or happy and strong.
The amount of work is the same. ~ Francesca Reigler

W e e k o f D e c e m b e r 2 9

Monday, December 29		Thursday, January 1	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, December 30		Friday, January 2	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, December 31		Sat, Jan 3	Sun, Jan 4
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Teaching others teacheth yourself. ~Chinese Proverb

January 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Complete your FAFSA for 2009! <small>www.fafsa.ed.gov</small>	2	3
4	5	6	7	8	9	10
11	12 Spring Semester Begins	13	14	15	16 End of Add Period *HESI Version I & II 9am to 1pm	17
18	19 Dr. Martin Luther King, Jr Day No Classes	20	21	22	23	24
25	26 End of Drop Period	27 Financial Aid Enrollment Verification forms are due <small>www.kvcc.me.edu/fa</small>	28	29	30	31 Graduation applications due

*To register for the HESI, contact Admissions at 453-5160.

NOTES

W e e k o f J a n u a r y 5

Monday, January 5		Thursday, January 8	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, January 6		Friday, January 9	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, January 7		Sat, Jan 10	Sun, Jan 11
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Water and words are easy to pour but impossible to recover. ~Chinese Proverb

W e e k o f J a n u a r y 1 2

Monday, January 12		Thursday, January 15	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, January 13		Friday, January 16	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, January 14		Sat, Jan 17	Sun, Jan 18
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Excuses are the nails used to build a house of failure. ~Don Wilder

W e e k o f J a n u a r y 1 9

Monday, January 19		Thursday, January 22	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, January 20		Friday, January 23	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, January 21		Sat, Jan 24	Sun, Jan 25
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

No one ever excused his way to success. ~Dave Del Dotto

Week of January 26

Monday, January 26		Thursday, January 29	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, January 27		Friday, January 30	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, January 28		Sat, Jan 31	Sun, Feb 1
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

The best way to get something done is to begin. ~Author Unknown

February 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Associate in Arts in Liberal Studies Gathering 4:30 - 6:30 King Hall Campus Center	3	4	5	6	7 3rd Annual KVCC Foundation An Evening of Jazz Gala
8	9	10	11	12	13	14
15	16 President's Day No Classes	17 Professional Development Day for staff and faculty No Classes	18 Blood Drive 9am to 3pm Gym Carter Hall	19	20 *HESI Version I & II 9 am to 1 pm	21
22	23	24	25 Mid Term Warnings	26	27	28

*To register for the HESI, contact Admissions at 453-5160.

NOTES

W e e k o f F e b r u a r y 2

Monday, February 2		Thursday, February 5	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, February 3		Friday, February 6	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, February 4		Sat, Feb 7	Sun, Feb 8
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

I don't like that man. I must get to know him better. ~ Abraham Lincoln

W e e k o f F e b r u a r y 9

Monday, February 9		Thursday, February 12	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, February 10		Friday, February 13	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, February 11		Sat, Feb 14	Sun, Feb 15
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

To be wronged is nothing unless you continue to remember it. ~ Confucius

W e e k o f F e b r u a r y 1 6

Monday, February 16		Thursday, February 19	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, February 17		Friday, February 20	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, February 18		Sat, Feb 21	Sun, Feb 22
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Nobody can make you feel inferior without your consent. ~ Eleanor Roosevelt

W e e k o f F e b r u a r y 2 3

Monday, February 23		Thursday, February 26	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, February 24		Friday, February 27	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, February 25		Sat, Feb 28	Sun, Mar 1
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

A book tightly shut is but a block of paper. ~Chinese Proverb

March 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Health Fair King Hall <small>Sponsored by the Nursing & Allied Health Programs</small>	5	6 Last Day to Withdraw from Classes	7
8	9 Spring Recess No classes	10 Spring Recess No classes	11 Spring Recess No classes	12 Spring Recess No classes	13 Spring Recess No classes	14 Spring Recess No classes
15	16 Don't forget to complete your FAFSA for 2009! <small>www.fafsa.ed.gov</small>	17	18	19	20 *HESI Version I & II 9 am to 1 pm	21
22	23 Associate in Arts in Liberal Studies Gathering <small>4:30 - 6:30 King Hall Campus Center</small>	24	25	26	27	28
29	30 Registration begins for Summer Sessions and Fall Semester	31				

*To register for the HESI, contact Admissions at 453-5160.

NOTES

Week of March 2

Monday, March 2		Thursday, March 5	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, March 3		Friday, March 6	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, March 4		Sat, Mar 7	Sun, Mar 8
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Whether you think you can or think you can't - you are right. ~ Henry Ford

W e e k o f M a r c h 9

Monday, March 9		Thursday, March 12	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, March 10		Friday, March 13	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, March 11		Sat, Mar 14	Sun, Mar 15
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

If you don't know where you are going, you will probably end up somewhere else.
~Lawrence J. Peter

W e e k o f M a r c h 1 6

Monday, March 16		Thursday, March 19	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, March 17		Friday, March 20	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, March 18		Sat, Mar 21	Sun, Mar 22
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

I love deadlines. I like the whooshing sound they make as they fly by. ~Douglas Adams

W e e k o f M a r c h 2 3

Monday, March 23		Thursday, March 26	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, March 24		Friday, March 27	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, March 25		Sat, Mar 28	Sun, Mar 29
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

Wisdom is knowing what to do next; virtue is doing it. ~David Star Jordan

W e e k o f M a r c h 3 0

Monday, March 30		Thursday, April 2	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, March 31		Friday, April 3	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, April 1		Sat, Apr 4	Sun, Apr 5
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		

A gem is not polished without rubbing, nor a man perfected without trials.
~Chinese Proverb

April 2009

Occupational Therapy Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 <div> Don't forget to complete your FAFSA for 2009! www.fafsa.ed.gov </div>	7	8	9 <div> Phi Theta Induction Ceremony 6 p.m. Carter Hall <i>All are welcome!</i> </div>	10 <div> KVCC Summer Scholarship applications due www.kvcc.me.edu/fa </div>	11
12	13	14	15	16	17	18
19	20 <div> Patriot's Day No Classes </div>	21 <div> Professional Development Day <i>for staff and faculty</i> No classes </div>	22	23	24	25
26	27 <div> 5 days left to complete a FAFSA or you may lose your eligibility for Maine State Grant! </div>	28	29	30 <div> A reminder... </div>	<div> to complete your FAFSA by May 1st. You may lose the chance to have a Maine State Grant! </div>	

NOTES

W e e k o f A p r i l 6

Monday, April 6		Thursday, April 9	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
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	6:00		
Tuesday, April 7		Friday, April 10	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, April 8		Sat, Apr 11	Sun, Apr 12
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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	6:00		

The person who really wants to do something finds a way;
the other person finds an excuse. ~Author Unknown

W e e k o f A p r i l 1 3

Monday, April 13		Thursday, April 16	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, April 14		Friday, April 17	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, April 15		Sat, Apr 18	Sun, Apr 19
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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	6:00		

Remember, people will judge you by your actions, not your intentions.
You may have a heart of gold - but so does a hard-boiled egg. ~Author Unknown

W e e k o f A p r i l 2 0

Monday, April 20		Thursday, April 23	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
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Tuesday, April 21		Friday, April 24	
	8:00		
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	10:00		
	11:00		
	Noon		
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	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, April 22		Sat, Apr 25	Sun, Apr 26
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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	5:00		
	6:00		

The object of education is to prepare the young
to educate themselves throughout their lives. ~Robert Maynard Hutchins

W e e k o f A p r i l 2 7

Monday, April 27		Thursday, April 30	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, April 28		Friday, May 1	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, April 29		Sat, May 2	Sun, May 3
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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	5:00		
	6:00		

He who asks is a fool for five minutes,
but he who does not ask remains a fool forever. ~Annie Dillard

May 2009

National Nurses Day—May 6th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<div>1</div> <div>Spring Fest 2009</div> <div>2 pm to 7 pm</div> <div>Sponsored by CAB</div>	<div>2</div> <div>Spring Fest 2009</div> <div>Rain Date</div>
3	4	<div>5</div> <div>Taking a summer class?</div> <div>If you receive some form of aid, check with Financial Aid.</div>	<div>6</div> <div>National Nurses Day</div> <div>Last Day of Spring Semester</div>	<div>7</div> <div>Commencement Rehearsal</div> <div>Student Awards Ceremony</div>	<div>8</div> <div>Final grades are due</div>	9
10	11	12	13	14	15	<div>16</div> <div>Commencement</div> <div>Augusta Civic Center</div>
17	<div>18</div> <div>Summer Sessions 1 and 2 Begin</div>	19	20	21	22	23
24/31	<div>25</div> <div>Memorial Day</div> <div>No classes</div>	<div>26</div> <div>Financial Aid Enrollment Verification forms are due</div> <div>www.kvcc.me.edu/fa</div>	27	28	29	30

NOTES

Week of May 4

Monday, May 4		Thursday, May 7	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Tuesday, May 5		Friday, May 8	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
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Wednesday, May 6		Sat, May 9	Sun, May 10
	8:00		
	9:00		
	10:00		
	11:00		
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	5:00		
	6:00		

It is not the mountain we conquer but ourselves. ~ Edmund Hillary

W e e k o f M a y 1 1

Monday, May 11		Thursday, May 14	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
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	6:00		
Tuesday, May 12		Friday, May 15	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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	6:00		
Wednesday, May 13		Sat, May 16	Sun, May 17
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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If we all did the things we are capable of doing, we would literally astound ourselves.
~Thomas Alva Edison

W e e k o f M a y 1 8

Monday, May 18		Thursday, May 21	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
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Tuesday, May 19		Friday, May 22	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
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	6:00		
Wednesday, May 20		Sat, May 23	Sun, May 24
	8:00		
	9:00		
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	11:00		
	Noon		
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Pay no attention to what the critics say.
A statue has never been erected in honor of a critic. ~ Jean Sibelius

W e e k o f M a y 2 5

Monday, May 25		Thursday, May 28	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
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Tuesday, May 26		Friday, May 29	
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	6:00		
Wednesday, May 27		Sat, May 30	Sun, May 31
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	9:00		
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Love all, trust a few, do wrong to none. ~ William Shakespeare

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Summer Session 3 Begins	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOTES

W e e k o f J u n e 1

Monday, June 1		Thursday, June 4	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
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	5:00		
	6:00		
Tuesday, June 2		Friday, June 5	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, June 3		Sat, Jun 6	Sun, Jun 7
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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	5:00		
	6:00		

There are no shortcuts to any place worth going. ~Beverly Sills

W e e k o f J u n e 8

Monday, June 8		Thursday, June 11	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
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	3:00		
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Tuesday, June 9		Friday, June 12	
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	10:00		
	11:00		
	Noon		
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	4:00		
	5:00		
	6:00		
Wednesday, June 10		Sat, Jun 13	Sun, Jun 14
	8:00		
	9:00		
	10:00		
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Patience is the companion of wisdom. ~St. Augustine

W e e k o f J u n e 1 5

Monday, June 15		Thursday, June 18	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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Tuesday, June 16		Friday, June 19	
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Wednesday, June 17		Sat, Jun 20	Sun, Jun 21
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	6:00		

Real knowledge is to know the extent of one's ignorance. ~Confucius

W e e k o f J u n e 2 2

Monday, June 22		Thursday, June 25	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
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	6:00		
Tuesday, June 23		Friday, June 26	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
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Wednesday, June 24		Sat, Jun 27	Sun, Jun 28
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	9:00		
	10:00		
	11:00		
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Four things come not back: the spoken word, the spent arrow,
the past life, and the neglected opportunity. ~Chinese Proverb

W e e k o f J u n e 2 9

Monday, June 29		Thursday, July 2	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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	6:00		
Tuesday, June 30		Friday, July 3	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, July 1		Sat, Jul 4	Sun, Jul 5
	8:00		
	9:00		
	10:00		
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Learning is a treasure that will follow its owner everywhere. ~Chinese Proverb

July 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Independence Day Celebrated No classes	4
5	6	7	8	9	10	11 Summer Session 2 Ends
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Summer Session 3 Ends in August

NOTES

W e e k o f J u l y 6

Monday, July 6		Thursday, July 9	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
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	5:00		
	6:00		
Tuesday, July 7		Friday, July 10	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, July 8		Sat, Jul 11	Sun, Jul 12
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
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	6:00		

Treat everyone with politeness, even those who are rude to you -
not because they are nice, but because you are. ~Author Unknown

W e e k o f J u l y 1 3

Monday, July 13		Thursday, July 16	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
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Tuesday, July 14		Friday, July 17	
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	10:00		
	11:00		
	Noon		
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	6:00		
Wednesday, July 15		Sat, Jul 18	Sun, Jul 19
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I never had a policy; I have just tried to do my very best each and every day.
~Abraham Lincoln

W e e k o f J u l y 2 0

Monday, July 20		Thursday, July 23	
	8:00		
	9:00		
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	11:00		
	Noon		
	1:00		
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Tuesday, July 21		Friday, July 24	
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	10:00		
	11:00		
	Noon		
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	6:00		
Wednesday, July 22		Sat, Jul 25	Sun, Jul 26
	8:00		
	9:00		
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	11:00		
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	5:00		
	6:00		

If you have integrity, nothing else matters.
If you don't have integrity, nothing else matters. ~Alan Simpson

Week of July 27

Monday, July 27		Thursday, July 30	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
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Tuesday, July 28		Friday, July 31	
	8:00		
	9:00		
	10:00		
	11:00		
	Noon		
	1:00		
	2:00		
	3:00		
	4:00		
	5:00		
	6:00		
Wednesday, July 29		Sat, Aug 1	Sun, Aug 2
	8:00		
	9:00		
	10:00		
	11:00		
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Be content with what you have, rejoice in the way things are.
 When you realize there is nothing lacking, the whole world belongs to you. ~Lao Tzu

Student Code of Conduct Highlights

*A complete copy of the Student Code of Conduct policy and procedures
Is available on the KVCC website under Student Resources.*



To ensure a safe environment, students should be familiar with the Code of Conduct. The Code contains a set of principles and guidelines that define how students are expected to interact with one another on campus.

The purpose of the Code of Conduct is to establish an atmosphere of mutual respect for one another in the college community. The Code specifically applies to students and student clubs/organizations.

The Code applies to a wide range of behaviors including:

Fraudulent Conduct

- Plagiarism
- Cheating
- Supplying false information to the College personnel

Conduct that disregards the welfare, health, or safety of the College community

- Assault
- Harassment or intimidation
- False reports of fire or other dangerous conditions
- Possession or unauthorized use of weapons or other harmful devices
- Use, possession, sale, or distribution of alcoholic beverages or drugs
- Actions that produce mental or physical discomfort, embarrassment, or ridicule to any member of the College community
- Intentionally placing a person in reasonable fear of physical harm
- Loud or indecent behavior
- Parking violations

Improper use of property

- Misuse, destruction, or unauthorized use of College property
- Unauthorized presence on College community property
- Violation of College computer use policies

Students who violate this Code may be subject to one or more sanctions, (consequences) including:

- Reprimand
- Probation
- Work or service
- Restitution
- Suspension or dismissal from the program
- Suspension or dismissal from the College
- Referral for criminal prosecution

Resources and Services

Kennebec Valley Community College offers a variety of services and opportunities designed to help students reach their goals by promoting student engagement, success, and development. Services for Students are located in various offices on campus.



Academic Affairs

Frye Building, Room 103, 453-5119

Monday–Friday 8:00 a.m. to 5:00 p.m.

Students may obtain official copies of academic transcripts and have transfer credits from other institutions evaluated.

Admissions

Carter Hall, Room 219, 453-5131

Monday- Friday 8:00 a.m. to 5:00 p.m.

Immunization records are collected in the Admissions Office. Students may inquire about pre-requisites for admission to academic programs and dates for placement and admission tests such as the HESI, HOBET, and Accuplacer. Admission staff also serve as the academic advisor for all undeclared students.

AdvantageU Program

Students who plan to transfer to a four year college and/or are enrolled in the Associate in Arts in Liberal Studies Program should inquire about AdvantageU. This program partners the Community College System with the University of Maine System. It guarantees admission as a junior at the Maine University System of your choice. There are specific criteria and/or grade point average (GPA) requirements. For further information contact the Advising & Career Center at 453-5118.

Advising and Career Center

Carter Hall, Room 119, 453-5118

Monday-Thursday 8:00 a.m. to 5:00 p.m.

Friday, 8:00 a.m. to 4:30 p.m.

The objectives of the Advising and Career Center are to:

- provide quality information and services;

- assist in developing an educational plan for graduation or transfer;
- assist in choosing majors or occupations and developing employability skills;
- provide registration services when faculty advisors are unavailable, and;
- connect students to appropriate resources on and/or off campus.

Assistive Technology

King Hall, Room 130, 453-5084

Monday-Thursday 8:00 a.m. to 7:00 p.m.

Friday, 8:00 a.m. to 4:00 p.m.

The Mickey Marden Center for Student Success has several computers equipped with Assistive Technology.

- *Alphasmart Keyboard*
A portable word processing keyboard.
- *Dragon Naturally Speaking*
Turns voice into text on the screen.
- *Inspiration*
Helps you brainstorm ideas, organize thoughts, and create outlines.
- *Kurzweil 3000*
Computer reads printed materials.
- *Plato*
Enhances math, writing, science skills.
- *Soothsayer*
Predicts words!

ATM

An ATM is located in the lobby of King Hall.

Bookstore

King Hall, 453-5135

Monday-Thursday 8:00 a.m. to 3:00 p.m.

Friday, 9:00 a.m. to 1:00 p.m.

In addition to textbooks, study guides, and reference materials, the Bookstore offers clothing, computer software, and school supplies. The Bookstore remains open for extended evening hours at the beginning of each new semester.

Book Buy Back The Bookstore has recently teamed with a used book company to offer a continuous online buyback throughout the year.

In addition to this online buyback, the Bookstore also purchases used textbooks at the close of each semester. Check your e-mail for the specific dates and times.

Buker Center
22 Armory Road, Augusta
453-5134 or 453-5800

Buker Center is KVCC's Augusta satellite location! The Center offers students the convenience to complete courses around a busy schedule and to perhaps travel less!

Students may check the credit course offerings listed on the website. You may refine your search to "location" and select "Buker" to review the courses offered at the Buker Center. For further information about course offerings, contact Flora Stack at 453-5134.

Business Office/Cashier
Frye Building, Room 106, 453-5140
Monday - Friday 8:00 a.m. to 5:00 p.m.

The Business Office is responsible for maintaining student financial accounts, billing, preparing financial aid refund checks, and answering any financial questions concerning a student's bill. A Business Office hold may be placed on a student's record if payment has not been received. Inquires concerning specific information regarding the hold should be directed to this office.

Café
Frye Annex, 453-5181
Monday-Thursday 7:00 a.m. to 7:00 p.m.
Friday, 7:00 a.m. to 1:00 p.m.



The Food for Thought Café offers hot and cold food items, homemade selections, a full breakfast menu, and

daily specials. The Café is open during the academic semesters. It is closed during vacations and summer sessions.

Career Placement
Frye Building, Room 103, 453-5169
By appointment

The Career Placement Office provides services to graduates and alumni. This office matches graduates with prospective employers with special emphasis placed on identifying positions consistent with the

graduate's academic and career goals.

Center for Civic Engagement
Mark Kavanaugh, Director
mkavanaugh@kvcc.me.edu

453- 5189

The Center for Civic Engagement at KVCC promotes and supports the development of Community Service through volunteerism and Service-Learning opportunities on and off campus.

- **Community Service (volunteerism)**

The Center maintains a database of community agencies with which it has worked over the years, and serves as a clearinghouse for volunteer opportunities both on and off campus.

- **Service Learning**

"Service-Learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Service-Learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community."

Campus Compact National Center for Community Colleges

Child Care
Frye Annex, 453-5183

Monday - Friday 7:00 a.m. to 5:00 p.m.
and by arrangement

- **Child Care Center On Campus**

Child Care is available for children ages six weeks to 3 years. Staff are trained in early childhood education and programming. The Center has a safe learning environment that integrates the components of nutrition, parent involvement, family services, and mental health. There is a sliding fee based on family income.

- **Child Care Assistance**

If your child does not meet the age requirements for the Child Care Program, or there are no available slots, you may apply for child care subsidy assistance. Contact the Advising & Career Center at 453-5118 for a child care subsidy application.

Computer Labs and Kiosks
King Hall, Room 106, 453-5001
Monday - Friday 7:00 a.m. to 9:00 p.m.
Saturday 7:30 a.m. to 3:30 p.m.

KVCC has one open computer lab with forty-four (44) computers located in Room

104, King Hall, a five (5) station computer lab located in the Marden Center in King Hall, and 24 computer stations in Lunder Library. There are also instructional labs located in each building for specific programs of study.

Computer kiosks to check e-mail are located in each campus building, at the Teague Building, and at the Buker Center in Augusta.

Disability Services

King Hall, Room 130, 453-5084

Monday - Thursday 8:00 a.m. to 4 p.m.

Friday 8:00 a.m. to 3:00 p.m.

Assistance with a documented disability (health, physical, mental health, or learning) is available to students who may require accommodations in order to access courses or campus events/activities. In addition, assistive technology is available through the Marden Center.

E-mail System

Each student is assigned a *KVCC e-mail account* which is the official means of communication on campus.

Financial Aid

Carter Hall, Room 221, 453-5160

Monday-Thursday 7:30 a.m. to 5:00 p.m.

Friday, 7:30 a.m. to 4:00 p.m.

The Financial Aid Office processes federal and state financial aid (grants, scholarships, loans, and work-study), and Veterans' Educational Benefits. You may access your financial aid information by logging on to the Student Access System. For further information visit the website at www.kvcc.me.edu/fa

Fitness Center

Campus Center, King Hall

Monday - Friday 7 a.m. to 9 p.m.

Students must complete the User Agreement Waiver of Liability form available online, or stop by the Office of Student Development, Room 123, Carter Hall.

Handbooks

The Student Handbook outlines the Student Code of Conduct and highlights important academic policies and procedures. The Handbook contains the academic calendar and a yearly planner.



Students are expected to be familiar with the handbook. Several academic programs also have additional program handbooks that outline policies and guidelines specific to a program of study.

Housing List

A list of area apartments and room rentals is available online at www.kvcc.me.edu. For further information, contact Admissions at 453-5160.

Library Services

Room 126, 453-5162

Monday-Thursday 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 4 p.m.

Saturday 8:00 a.m. to 2:00 p.m.

Lunder Library offers access to information resources and services in support of student academic work. Research assistance, online resources, and interlibrary loan services are available to all students. In addition to the 18,000-item collection housed on-site, students also have access—via online requesting and courier van delivery service—to 5 million additional items in the Minerva/MaineCat consortium. Students may borrow materials from the three Colby College libraries, the Thomas College Library, the Waterville Public Library, and the MaineGeneral Hospital library upon presentation of a valid KVCC student ID. Students may use individual and group study areas, the 24 internet-connected computers (including 1 scanner and 2 printers), and a student ID operated photocopy machine.

Loan Counselor

Carter Hall, Room 119, 453-5149

Tuesday and Wednesday

7:30 a.m. to 3:00 p.m.

A Loan Counselor is available to provide information on all student loans and the required paperwork.

Lockers

Lockers in King Hall and Frye are available upon request. Contact the Advising and Career Center, Room 119, Carter Hall, 453-5118. Should your locker not work properly, contact maintenance staff in King Hall.

Lost and Found

KVCC does not have an official lost and found location; however, if you have lost an item, contact maintenance in the building involved. If you are not able to locate the

item, contact the Technology Department, Room 106, King Hall to place a campus wide e-mail.

Mickey Marden Center for Student Success
King Hall, Room 130, 453-5084
Monday-Thursday 8:00 a.m. to 7:00 p.m.
Friday 8:00 a.m. to 4:00 p.m.

The Marden Center is an integral part of the campus community and provides a range of free services for all students. The Center provides peer



tutoring in most subject areas and houses a small computer lab with assistive technology. A lending cupboard provides the opportunity to borrow a calculator, tape recorder, or a word processing keyboard.

Parking Stickers

Vehicles must have a parking sticker displayed in the lower right hand corner of the windshield. The cost for a sticker is \$15.00 for the first vehicle and \$1.00 for additional vehicles. Stickers are mailed at the beginning of the academic year, must be renewed each year, and will be added to your student account (bill). The College also reserves the right to revoke the sticker if the privilege is abused.

Phones

- **Courtesy phones** are located in each building and may be used to place **internal or local calls**. A list of internal campus phone numbers, and phone exchanges that may be accessed as local calls, are located near each courtesy phone. The Teague Building does not have a courtesy phone.
- **Emergency Phones** (red) are located in stairwells and elevators in Carter and King Hall with a direct link to the Fairfield Police Department.
- One **Pay Phone** is available on the first floor in King Hall.

Photocopying

There is a photocopy machine in the Student Campus Center in King Hall that is a coin operated machine (\$.10 per copy). Lunder Library also has a photocopy machine which may be used with a student

ID. The cost is also \$.10 per page and is billed to your student account (bill).

Printing on Computers

All students are allowed 200 pages of computer printing free each semester (this does NOT include photocopying). After 200 pages, student accounts will be charged \$.10 per page for printing. Students can view their print count (pages printed) in the Student Access System (SAS) at any time during the semester. The SAS is updated every 15 minutes.

Research Mentors

Tutors, who have received extra training from Lunder Library staff, are available to help with research-based writing assignments.

A sign-up sheet is available at the circulation desk in the library.



Scholarship Information

Carter Hall, Room 221, 453-5121
Monday - Friday 8:00 a.m. to 4:00 p.m.
A list of available scholarships and due dates may be found on the Financial Aid website www.kvcc.me.edu/fa

Student ID Card

King Hall, Room 106, 453-5001
KVCC students are issued a picture ID through the Technology Department at the beginning of their educational experience.

- A *student ID* is required to gain access to all computer labs, to borrow library materials, and to purchase select software from the Bookstore.
- There are discounts at local businesses for students with a valid ID.
- A student ID may be used to make photocopies in Lunder Library. Copies will be charged to student accounts (bill).
- A replacement card fee of \$5.00 must be paid at the time you receive your new ID.
- As an undeclared student, a fee of \$5.00 is also due at the time you receive your ID.

Technology Help Desk

King Hall, Room 106

Monday - Friday 5:00 a.m. to 11:00 p.m.

1-888-528-5822 or 453-5079

Technology assistance with e-mail accounts, online courses, or accessing student information through the *Student Access System* is available.

Transportation

- **Carpool**

This program matches riders from similar areas to share a ride to campus! A list of students and the towns they are from is located at www.kvcc.me.edu/sa.

If you are interested in sharing a ride, a waiver form must be signed. Contact the Office of Student Development, Room 123, Carter Hall, 453-5040.

- **KVCAP Transportation Program**

This program has a fixed route public transportation program and the KV Van door-to-door program. Each service is designed to address the transportation needs of many community members and operates on a small fee basis. Contact 1-800-542-8227 for further information.

Transfer Information

Carter Hall, Room 119, 453-5118

Monday-Thursday 8:00 a.m. to 5:00 p.m.

Friday 8:00 a.m. to 4:30 p.m.

Each year many students transfer from KVCC to other colleges and universities. The Transfer Counselor can assist you in identifying colleges to attend and support you in navigating the application process.

TRIO

Student Support Services Program

King Hall, Room 128, 453-5013



This federally funded program offers services to eligible students including academic advising, learning assistance, career exploration, transfer services, financial aid and scholarship assistance.

Tutoring

The Marden Center for Student Success,

King Hall, Room 130, 453-5084

Free peer tutoring is available in most subject areas. Students may register for tutoring or apply to be a tutor at www.kvcc.me.edu/sas For further information contact the Director of the Marden Center in King Hall.



I've got a
theory that if
you give 100
percent all of
the time,
somehow things
will work out in
the end.

~Larry Bird

Communication Systems

Blackboard

Blackboard is a software tool used in both online courses and as a means for enhancing course content. It is used in many courses as a means to conduct quizzing, supply course information, and to submit course work. Blackboard has a communication system (e-mail) which is a separate system from the official KVCC e-mail system.

Campus Newsletters and Events Calendars

A variety of newsletters and calendars are created to provide students with important information, dates, and activities. These publications may be accessed in print or on the website at www.kvcc.me.edu

E-mail Address

All students are issued a KVCC e-mail account. E-mail addresses consist of your first initial, your full last name, and @kvcc.me.edu

For example, Julie Hood's address would be jhood@kvcc.me.edu. At times, you may be assigned a number with your name. If there are two (2) students with the same name, the second e-mail address will be jhood2@kvcc.me.edu

E-mail User Policy

The KVCC assigned e-mail account is the official means of communication with all students, faculty, and staff. All community members are responsible for all information sent via their KVCC assigned e-mail account.

Members who choose to manually forward mail from their College e-mail accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

All faculty, staff, and students are required to maintain an @kvcc.me.edu computer account. This account provides both an online identification key and a KVCC official e-mail address. ***KVCC sends much of its correspondence solely through e-mail.*** This includes, but is not limited to, policy announcements, emergency notices, meeting and event notifications, and

correspondence between faculty, staff, and students. Such correspondence is mailed only to KVCC official e-mail addresses.

Faculty, staff, and students are expected to check their e-mail on a frequent and consistent basis in order to stay current with KVCC-related communications. Faculty, staff, and students have the responsibility to recognize that certain communications may be time-critical.

Emergency Messages

Please note that KVCC does not have a public address system. We are not able to page individuals. If there is a need to reach you for an emergency situation, you may contact the Advising & Career Center at 453-5118. We will only be able to deliver messages to a scheduled classroom.

School Cancellation & Text Blasting

KVCC has implemented a text messaging component for sending school cancellations and emergency messages. This reinforces the other means of communication on campus but is not meant to replace regularly checking the College website or your College e-mail for current messages. You may sign up for this service on the *Student Access System*, www.kvcc.me.edu/sas

Student Access System (SAS)

The Student Access System provides access to grades, class schedules, financial information, tutoring sign-up, and other important student information. Visit the College's website www.kvcc.me.edu/sas



Campus Safety

The College strives to maintain a safe and secure environment. There is bright lighting in parking areas, and there are emergency phones placed in the main areas of each campus building.

Campus Crime Report

A federally mandated campus crime report is published annually through the KVCC e-mail system or may be obtained from the website.

Campus Safety Information

All employees and students of KVCC are asked to report to a representative of the College any knowledge of crimes occurring on College property or property controlled (or used) by the College and/or student and employee organizations. Specific crimes covered by this policy include murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, and weapons possession. The College representative and/or student will report the crime to the Fairfield Police Department. The crimes listed above will be reported to and dealt with through standard police channels.

Emergency (911)

In an emergency, dial 9-911 from a campus phone or 911 from your own phone. State the nature of your emergency, your location, building, and your name.

General Assistance (660-2600)

If you are in need of general assistance, would like an escort to your vehicle during evening hours, or need to report an unsafe situation, contact Maintenance at 660-2600.

Safety Whistles

Safety whistles, with the general assistance contact number (660-2600), are available free of charge at the Bookstore.

Security Officer

An evening security officer is available from 4:30 p.m. to 11:30 p.m., Monday through Thursday during the school year (September through May). ***Should you require assistance or need to report an incident or suspicious event, contact 660-2600. If the situation is an emergency, contact 911.***

The Security Officer is based out of the King Hall Lobby when he/she is not patrolling the campus.



Phil Newcombe, Plant Engineer
Room 132, King Hall
557-1128 or 660-2600

College Policies and Procedures

The following is a selection of College policies. The KVCC website contains a listing of College policies under Academic Information.

Academic Dishonesty

Students at KVCC are expected to be honest and forthright in their academic endeavors. Since the assignments, papers, computer programs, tests, and discussions of college course work are the core of the educational process, KVCC demands the strictest honesty of students in their various academic tasks. To ensure that the standards of honesty essential to meaningful academic accomplishment are maintained, the College set forth this policy that relates to all academic endeavors on or off campus (classrooms, clinical, and work sites). The College considers the following as types of academic dishonesty:

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered. Examples of cheating may include:

- Copying from another student's test paper
- Allowing another student to copy from a test paper
- Using the course textbook or other material such as a notebook brought to a class meeting, but not authorized for use during the test
- Collaborating during a test with any other person by receiving information without authority
- Using specifically prepared material during a test, (e.g. notes, formula lists, notes written on the student's clothing)

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples of fabrication include:

- Citing information not taken from the source indicated
- Listing sources in a bibliography not used in the academic exercise
- Inventing data or source information for research or other academic exercises
- Submitting as your own any academic exercises (written work, printing, sculpture, etc.) prepared totally or in part by another
- Taking a test for someone else or permitting someone else to take a test for you

Plagiarism is the presentation of someone else's words, ideas, or data as your own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific citation of sources in endnotes or footnotes. If verbatim statements are included, they must be set off by quotation marks. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.

Academic Dishonesty Procedure

If a faculty member can reasonably demonstrate that a student violated the policy on academic dishonesty, the faculty member shall inform the student immediately and discuss the circumstances. The Department Chairperson shall determine that:

- no further action is necessary; *or*
- require work be resubmitted with appropriate changes; *or*
- the student will receive a failing grade on work submitted on the assignment.

In the case of a repeated offense, cheating on a final examination and/or plagiarism on a major project, faculty will notify the Department Chairperson, the Academic Dean, and the student of the intent to fail the student in the course for which the work was done. Documentation supporting the charge is to be available upon request by the parties concerned. The Academic Dean, having been informed of the case, may decide to suspend or expel the student. The Academic Dean will inform the student in writing of this decision.

Academic Dishonesty Appeal Process

A student may appeal a decision of expulsion or suspension from the College. The student

will have ten (10) days to appeal, in writing, a decision to suspend or expel. If the student decides to appeal the decision of the Academic Dean in cases dealing with suspension or expulsion from the College, the Academic Dean shall convene a review committee consisting of three (3) faculty members (two from the department involved) and two (2) students. The committee shall invite the student and the faculty member to address the suspension or expulsion but shall deliberate in private. If the review committee is convened, it shall make a written report to the Academic Dean. The report may recommend a sanction. The Academic Dean shall make the final decision regarding sanction and shall inform the student immediately.

Academic Dismissal

Students will receive written notification of Academic Dismissal, and may appeal the dismissal decision, in writing, to the Vice President/ Academic Dean. If the appeal is granted, the student will be placed on **Academic Probation** for the next semester. If the appeal is not granted, the student may repeat failed courses as a non-matriculated student (not in a specific program of study). After successful completion of those courses, the student may reapply to their program. If dismissed, the student's permanent record will carry the words **Academic Dismissal**.

Matriculated students will be dismissed for failure to earn the minimum acceptable **cumulative grade point average**, as follows:

- GPA of 0.50 or less for 6 to 11 attempted credit hours;
- GPA of 1.50 or less for 12 to 23 attempted credit hours;
- GPA of 1.74 or less for 24 to 35 attempted credit hours;
- GPA of 1.90 or less for 36 to 47 attempted credit hours; *or*
- GPA of 1.99 or less for 48 attempted credit hours

Academic Probation

Academic Probation is a means of alerting students who are in academic jeopardy that they must show academic improvement in order to remain matriculated in their current program of study. Any student placed on probation must receive a GPA of at least 2.0 during the next semester or risk academic dismissal. Probationary status is removed once a student earns grades of good standing. Students placed on probation will receive written notification of their probationary status. In addition, the student's permanent record will carry the words **Academic Probation**.

Students are placed on academic probation if their **cumulative grade point average** falls into one of the following ranges:

- No probationary status assigned for 1-5 credit hours;
- GPA of 0.50 to 1.50 for 6 to 11 attempted credit hours;
- GPA of 1.51 to 1.74 for 12 to 23 attempted credit hours;
- GPA of 1.75 to 1.90 for 24 to 35 attempted credit hours; *or*
- GPA of 1.91 to 1.99 for 36 or more attempted credit hours.

Academic Warnings

Grades will be reviewed at a mid-point in the semester. ***This specific date for each semester is noted on the Academic Calendar located on page 8 of this handbook***. A student whose grade is less than a "C" or whose performance is unsatisfactory or incomplete may receive an academic warning. This is an official part of the student record. Students receiving an academic warning will receive a letter from the Academic Dean. Students are encouraged to meet with the faculty member who assigned the warning grade to discuss the difficulty in detail.

Accident and Health Insurance Plan

KVCC offers all students enrolled in 9 or more credits basic insurance coverage. It provides students with 12 months of coverage for accidents and sickness up to \$10,000.00. The premium is serviced by Cross Insurance and underwritten by Commercial Travelers.

Benefits such as annual physicals, mammograms, pap tests, mental health counseling, prescription drugs, as well as many types of surgery are covered. The usual coverage is 80%. In the case of surgery due to an accident, there is usually 100% coverage. Students in

Health Programs may receive coverage for immunizations (up to \$500).

Enrollment is automatic and is included on your account. A waiver card must be completed at the Business Office by September 15th (fall semester) or February 2nd (spring semester) to opt out of the coverage. Once enrolled, a student may not cancel the insurance. Coverage continues until the policy expires. Contact the Business Office at 453-5140 for further information.

Accident Reporting

If a student is injured on College grounds, he/she must complete an Accident Report form, available in the Business Office. This is necessary before College insurance forms can be completed. All claim forms and bills must be coordinated with the insurance carrier as there are deadline requirements for processing claims and receiving benefits. Twenty-four hour emergency medical service is available at MaineGeneral Health Waterville Campus and/or Inland Hospital, both located within five miles of the campus. Contact the Business Office at 453-5140 in the Frye Building.

Adding or Dropping a Course

Students may add or drop a course within certain time frames. There may be financial and academic deadlines for dropping a class and consequences for not adhering to the deadline. These specific dates are listed in the Academic Calendar located on page 8 of this Handbook. There is also a distinction between dropping a course and withdrawing after the drop date has passed.

Students assume all academic and financial consequences for withdrawing from a course.

Non-attendance in class is not considered a withdrawal and jeopardizes the student's academic record and eligibility for refunds or financial aid. If you intend to drop a course or if you would like to know how dropping a course may affect your financial aid, contact the Financial Aid Office at 453-5121.

- **Adding a Course**

Courses may only be added during the first five (5) class days of a semester and only on a space available basis. To add a class, students are encouraged to see their Academic Advisor.

- **Dropping a Course**

During the first ten (10) class days of a semester, courses may be dropped and no grade will appear on your transcript. To drop a class, students are encouraged to see their Academic Advisor.

- **Withdrawing From a Course After the First 10 Class Days**

Students may withdraw from a course during this time. A grade of "W" will appear on the transcript but is not a part of a student's grade point average (GPA). Please note that a grade of "W" will count as credits attempted but not successfully completed when calculating *Satisfactory Academic Progress* (SAP) for Financial Aid purposes. See page 86 for a full explanation of Satisfactory Academic Progress as defined by Financial Aid.

- **Withdrawing From a Course After Mid-Semester**

Students who stop attending classes will receive a grade of "AF." This grade will be used to calculate a student's grade point average (GPA). In extraordinary circumstances (health or personal hardship), the Academic Dean may authorize a withdrawal which will not affect the grade point average but may have financial consequences. A special request form and written documentation are required. This process is completed by the Assistant Dean of Students, King Hall, Room 126B, or the Director of the Advising and Career Center, Carter Hall, Room 119, and then submitted to the Academic Dean for approval.

Attendance in Class

Students are expected to attend all classes, lab periods, and fieldwork regularly and to arrive promptly. The faculty and administration of KVCC believe that excessive, unexcused absenteeism or tardiness reflects directly upon the reliability of a student and may be an indicator of how the student will perform on the job after graduation. The design of programs at the College renders lost time virtually impossible to make up. For these reasons, the

College has adopted the following policy:

- Each faculty member takes attendance and keeps records.
- Faculty have individual attendance policies. Check each course syllabus.
- If absent, it is the student's obligation to check with the faculty member on the first day back for any work missed or to be made up.
- If a student experiences a major illness requiring an absence of several weeks, he/she may be unable to complete course(s). It is imperative that the student (or a designee) notify the faculty member.
- If the faculty member or a substitute is not present fifteen minutes after the scheduled beginning time, the class will be cancelled. When a faculty member is not present, students should report this absence to the Academic Affairs Office, Room 103, Frye Building.

Building Evacuation

At the sound of an alarm or other indication of emergency conditions, you must immediately leave the building.

1. Every classroom has a primary and secondary escape route posted on the wall near the doorway.
2. DO NOT use the elevators.
3. Please evacuate in an orderly manner. Do not run. Do not return to your lockers or classroom. Take all personal belongings with you when leaving the building.
4. If you are last to leave a classroom, turn off the lights and close the door.
5. After leaving the building, join your class at the designated common collection point at least 200 feet away from the building. Please do not block roadways as emergency personnel will be arriving.
6. Remain at the common collection area until all members of your class have been accounted for. Your faculty member will let you know when you may leave.
7. If you are an individual requiring assistance, a faculty or staff member will assist you or escort you to a collection point where emergency personnel will assist you. The collection points for King Hall are located in the stairwells at the ends of hallways, and the collection point for Carter Hall is the stairwell leading to Admissions.
8. Do not re-enter the building for any reason until cleared by official personnel.

Copyright Policy

The Copyright Act limits the rights of the copyright holder by allowing students, researchers and faculty to use, without express permission, copyrighted materials "fairly." In determining whether the use of a work in any particular case is a fair use, you must consider the purpose and character of the use; the nature of the copyrighted work; the amount of the copyrighted work; and the impact of the use upon the potential market for or value of the copyrighted work. For a full viewing of this policy, or for further information/clarification, contact the Director of Library Services at 453-5162.

Cancellation of Classes

- **Faculty Cancellation**

If a class is cancelled by a faculty member, an e-mail message will be sent to students in the specific class. Students may also receive a text message by registering their cell phone number and carrier on the ***Student Access System*** www.kvcc.me.edu/sas

- **Inclement Weather**

During winter months, school may be cancelled as weather dictates by 6:00 a.m. for day classes, and 3:00 p.m. for evening classes. Announcements indicating cancellations will be made on local television, radio stations, the College website and will be noted on the main phone line, 1-800-528-5882 or 453-5000.

KVCC has implemented a text messaging component for sending school cancellations and emergency messages. This reinforces the other means of communication on campus but is not meant to replace regularly checking the College website, or your College e-mail for current messages. You may sign up for this service on the *Student Access System*, www.kvcc.me.edu/sas

- **Off Campus Locations**

Cancellation of classes due to inclement weather is posted on the website and text messages are sent if cell phone information has been provided to the College on the

Student Access System www.kvcc.me.edu/sas Locations affected will be contained within the postings.

If a KVCC course is hosted at another facility, their cancellation will take precedence over KVCC's. For example, should Skowhegan High School cancel evening classes, KVCC classes held on that evening at Skowhegan High School are cancelled.

Cell Phone Use

Many faculty have adopted a policy on cell phone use in their classroom and outline their expectations in the course syllabus. In general, students are asked to NOT use cell phones in the classroom. If you are expecting an emergency call, place your phone on vibrate and leave the classroom to take your call. Playing games, checking your voice mail, text messaging, or accepting calls during class impacts the entire class.

Children on Campus

Due to the concerns for the safety of children and for the quality of class sessions, the following policy concerning children on campus has been adopted:

- Children are not allowed in class sessions.
- Children must be supervised at all times while on campus.
- Children may not be left in the Library, Campus Center, Marden Center, Computer Labs, or in any other campus area while parents attend class.
- College personnel do not supervise children.

Disciplinary Probation

Students may be placed on disciplinary probation when a flagrant disregard for school policies occurs. A complete copy of the **Student Code of Conduct** is available on the website under *Student Resources*. The Code outlines the policy and procedures regarding disciplinary probation.

Double Major

Students may matriculate in only one program at a time. Following completion of the program, students may be considered for admission to another program.

Financial Aid Satisfactory Academic Progress (SAP)

In order to continue receiving federal and state financial aid, students must make satisfactory academic progress (SAP). This is measured each semester by grade point average and by steady progress in earning credits toward a degree or certificate.

- Students must successfully complete 66% of the credits they attempt. Courses in which students receive grades of "W," "I," "AF" or "F" are not successfully completed.
- Students are allowed 150% of the normal time needed to complete their program. This is figured by computing one and one half times the number of credits needed for the degree, diploma, or certificate. For example, a student pursuing an Associate of Arts in Liberal Studies degree, which requires 62 credits to complete, can accrue 93 credits before running out of financial aid. The number of credits is computed based on the first degree/certificate program a student attempts, so switching degree programs will not increase the number of credits a student has before running out of financial aid, unless the student appeals. Satisfactory Academic Progress is calculated twice during the academic year. ***When it is clear that a student cannot mathematically complete an intended program within the 150% time with a SAP of 66%, financial aid may be suspended or cancelled.***
- Financial Aid awards are based on enrollment status for the courses needed within a specific degree or certificate program. In most cases, financial aid is not available for courses outside the intended program of study.

Students failing to make satisfactory academic progress may be placed on financial aid probation, or their eligibility could be cancelled, suspended, or restricted. Students have the right to appeal suspension of their financial aid based on extenuating circumstances such as illness, a death in the family, disability or other hardship. Appeal forms are available in the Financial Aid Office. Students are urged to read the entire Satisfactory Academic Progress Policy on the KVCC website, www.kvcc.me.edu/fa

Grading Letter System and Grade Reports

KVCC utilizes a grading system based on letter grades. Letter grades also have numerical values which are used to calculate your GPA (grade point average).

The usual scale used at KVCC is:

A	95 - 100	4.00 grade points per credit hour
A-	94 - 90	3.67 grade points per credit hour
B+	87 - 89	3.33 grade points per credit hour
B	83 - 86	3.00 grade points per credit hour
B-	80 - 82	2.67 grade points per credit hour
C+	77 - 79	2.33 grade points per credit hour
C	73 - 76	2.00 grade points per credit hour
C-	70 - 72	1.67 grade points per credit hour
D+	65 - 69	1.33 grade points per credit hour
D	60 - 64	1.00 grade points per credit hour
F	Below 60	0.00 grade points per credit hour

Your faculty may or may not use this system. Departments, programs, and disciplines reserve the right to modify grading policies to best suit individual courses and programs. For this reason, it is essential that students refer to each course syllabus for the grading policies used by individual faculty.

Final letter grades are recorded at the end of each semester and submitted to the Academic Affairs Office. **Grades are NOT mailed** to the home of the student or reported over the phone. To access your grades, log on to the **Student Access System** located on the College's website, www.kvcc.me.edu/sas

Graduation Requirements

Students who have a 2.0 cumulative average and are within six (6) credits of meeting program graduation requirements may participate in graduation activities. Degrees, diplomas and certificates will not be released by the College until all obligations (academic and financial) are met.

To meet graduation requirements, students must:

- successfully complete all courses in their associate degree, diploma or certificate program; and
- attain a 2.0 cumulative GPA; and
- complete at least 25% of their credit hours directly at KVCC.

Grievance Procedure for Grades

When a question or difference arises between a faculty member and a student concerning a final grade, the following procedure will be followed:

1. Within one week of receiving a grade, the student must make an appointment and meet with the faculty member involved to discuss the action, bringing any relevant materials such as course outline, originals, or copies of papers, lab reports, themes, and examination grades.
2. Within one week of meeting with the faculty member, if not satisfied at Step 1, the student must write a statement describing the exact nature of the appeal to the chair of the department responsible for the course in order to appeal the action. It is the student's responsibility to bring all relevant evidence in his or her possession to the Department Chair. If some materials needed as evidence have not been returned by the faculty member during the semester or are unavailable, it is incumbent upon the student to request that the Department Chair secure such evidence prior to the meeting. The Department Chair will meet with the student within three days of receipt of written statement.

If the grading faculty member is still employed by the College, the Chair's authority is limited to reviewing the evidence and advising the faculty member (within three days of meeting with the student) that a grade change may be in order. The student will be notified on the following day. If the faculty member is no longer employed, the Chair may recommend a change of grade. Such a recommendation is submitted and then reviewed

by the Academic Standards Committee for final action within three days. The student will be informed that day.

3. Within one week of meeting with the Department Chair, if the student is not satisfied with the action of the Department Chair and still wishes to pursue the matter, then the student must make an appointment to discuss the action with the Academic Dean. The student and the Academic Dean will meet within three days of the student's request for an appointment.

The Academic Dean will meet within three days with at least one member of the Academic Standards Committee to decide whether or not there is enough evidence to call a meeting of the Committee for the purpose of holding a hearing. The Dean then advises the student and committee members the next day as to whether or not a hearing will be held. The Committee will meet within one week of notification to the student.

If such a hearing is to take place, all parties involved are notified at least one week in advance. In this notification, the student is advised as to the rules and procedures to be employed during the hearing. The student must be present and must bring all evidence pertaining to the grade to this meeting. The Committee may also request that the faculty member be present.

The Committee's decision is forwarded to the Academic Dean the following day. The Academic Dean informs the student in writing of the decision and all conditions within three days. The decision by the Committee is final.

Honors

- **Dean's List**

The Dean's List is prepared at the end of fall and spring semester. The list is comprised of the names of matriculated students (students in a program of study) who are registered for nine (9) or more credits and whose GPA is 3.50 or higher for that semester. Students with incomplete grades or who are auditing a course are not included on the Dean's List.

- **Honor Cords**

Gold honor cords are worn at graduation when students meet the academic requirement:

- Students earning a GPA of 3.50 to 3.699 are designated as graduates with honors and receive a gold cord at graduation.
- Student earning a GPA of 3.70 and higher are designated as graduates with high honors and receive two gold cords.

- **Phi Theta Kappa National Honor Society**

Phi Theta Kappa recognizes and encourages scholarship and fellowship among two year college students through academics and community service. Students who have completed 12-credit hours of associate degree work, with a cumulative GPA of 3.5 or higher, are invited to join this honor society. Contact Karen Delile at 453-5083 for further information.

Incomplete Grades

Students are expected to complete all prescribed course work during the semester in which the course is taken. In extenuating circumstances, a grade of "incomplete" may be given to a student who has nearly completed the requirements of the course. Students must first request prior approval from the faculty member. If granted, a student has two weeks into the next semester to complete the missing requirements. An appropriate grade will then be awarded. Students should refer to the course syllabi for individual faculty policies regarding the use of incomplete grades in a particular course.

Individuals with Disabilities

The College is committed to assisting qualified individuals with disabilities to achieve their educational goals, in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. While the College is ready to provide

reasonable accommodations, students are responsible to request accommodations as soon as they become aware of the need for the accommodations. Documentation of the disability and the need for the requested accommodation must be provided. For information regarding the required documentation, contact the Director of the Marden Center at 207-453-5084 or toll free 1-800-528-5882, extension 5084.

- **Course Accommodation Procedure**

As a student with a documented disability, you may request appropriate accommodations. A student must disclose the disability, provide appropriate documentation from a qualified professional, and make the request to the Director of the Marden Center, Linda Clutterbuck 453-5084, King Hall, Room 130.

- **Grievance Procedure**

When a question or concern regarding access or an accommodation arises and the student and the parties involved are unable to resolve the issue, the student may contact John Delile, the ADA Compliance Officer, at 453-5123, Frye Building.

Internet Acceptable Use Policy

All use of the Internet at Kennebec Valley Community College must be consistent with the Maine Community College System's (MCCS) "Acceptable Use Policy" regarding the use of computer networks. The primary goal of the MCCS policy is to "support and enhance the educational and research activities of MCCS by providing access to additional resources, both internal and external to the MCCS, and extending the opportunity for collaborative work."

Specifically, the KVCC Acceptable Use Policy stresses the following points:

- The use of the Internet is a privilege, not a right, and as such, all access must be consistent with the MCCS primary goals. It is the responsibility of every user to adhere to the Acceptable Use Policy of the MCCS.
- Any use of the Internet for unlawful purposes is prohibited, including transmission of any material in violation of any international, federal or state regulations such as threatening or obscene material, copyrighted material or trade secrets.
- It is not acceptable to use the Internet to interfere with or disrupt network users, services, or equipment, nor is it acceptable for an individual to access information or resources unless permission to do so has been granted by the owner or holders of rights to those resources.
- All individuals accessing the Internet must do so in accordance with the priority of use policy stated below.

The first priority for use of all computers is for academic purposes. A student using a computer to access the Internet for non-academic purposes may at any time be asked to stop if another student is waiting to use a computer for academic purposes. There is a one half hour, per session, limit on all computers. This will be strictly enforced when lab areas are full. Any for-profit use of this Internet connection is strictly prohibited. Any user who does not adhere to the Internet Acceptable Use Policy will have his/her access terminated.

Intoxicating Beverages and Drugs

The possession and/or use of alcohol and drugs is strictly prohibited on campus grounds. Violation of this rule may provide grounds for dismissal.

Library Policies

Replacement cost for non-returned or damaged books is the replacement cost of the book plus a twenty dollar \$20 handling fee. Student transcripts and registration will be held until payment is received.

Maximum Allowable Credits

Students may register for a maximum of 18 credits in one semester without the prior approval of her/his Department Chairperson and the Vice President/Academic Dean.

Online Registration

Upon successful completion of 15 credit hours, students may register for classes utilizing the College's online registration system. Students may log on to the **Student Access System** to complete their registration. Students are strongly encouraged to confirm their class

selections with an advisor prior to registering. Students who do not wish to use this online option may meet with their academic advisor to register for courses.

Parking

- **Parking on Campus**

Student Parking areas are posted. All vehicles should be locked to prevent theft or vandalism, and any such incident should be reported to local law enforcement. No vehicle should be left in a campus parking area overnight. All vehicles left due to mechanical problems must be removed within 24 hours.

- **Parking Spaces for Students with Disabilities**

Designated spaces are located throughout the campus for students who have a designated license plate or a hanging placard (available at your local City Hall or Town Office).

- **Parking Violations**

Parking tickets will be issued for the violations noted below. The third unpaid ticket in any semester will result in towing at the owner's expense. In addition, Fairfield Police issue tickets for violation of town ordinances such as parking in areas designated as fire lanes or for individuals with disabilities.

• Failure to display a valid parking sticker	\$5.00
• Parking in a Space for Students with Disabilities	\$10.00*
• Parking in a restricted area	\$10.00
• Parking in a fire lane	\$10.00
• Blocking a driveway	\$10.00

*The fine for parking in a space designated for students with disability is \$10.00 if ticketed by KVCC. If ticketed by Fairfield Police, the fine is \$100.00.

Payment of Student Account

Payment of tuition and fees is expected prior to the start of a semester. The Fall 2008 date is August 1, 2008 and the Spring 2009 semester payment date is December 15th. Students who have not paid the balance of their bill, completed and been awarded financial aid, or made a payment plan with the Business Office will be dropped from scheduled courses five (5) days after receiving the final notice of billing. Being dropped from classes may result in a waitlisted status or an inability to take your original courses. For information concerning the appeal process, contact Mike Bouchard, Frye Building, 453-5132.

Program Completion Requirements

A two-year program must be completed within a six-year period or less. Programs of one year must be completed in three years or less. This policy is subject to review by the Academic Dean and Department Chairs.

Substances on Campus

A pamphlet, developed in compliance with the Federal Drug Free Schools and Community Act and the Drug Free Workplace Act, provides information regarding substance abuse prevention. This pamphlet is intended to provide only general information regarding the nature and penalties under Maine law. This pamphlet is given to students at New Student Orientation and First Year Community Day and is also available on the KVCC website. The Maine Community College System encourages students to take the time to read and understand the information contained in this pamphlet and to do their part in helping to maintain a safe and drug free environment throughout the Maine Community College System.

Student Confidentiality

The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights with respect to their education records. They are:

- The right to inspect and review the student's education record within 45 days from the day the College receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to

whom the request should be addressed.

- The right to request the amendment of the student's educational records that the student believes to be inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

Family Policy Compliance Office,
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605.

Student Right-to-Know Policy

As mandated by the Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, KVCC student completion information may be obtained in the Admissions Office, Carter Hall, 453-5131. Information concerning crimes on campus is available in the Dean of Student Affairs Office, Frye Building, 453-5150.

Technology Policy

The Technology staff is committed to providing information, technology hardware, and software to support academic excellence and personal growth. To achieve this, ten (10) computer labs are utilized to deliver both general education and program specific course offerings. All classrooms are equipped with high resolution data projectors to enhance presentations created by faculty and/or students. In addition, a monitored open lab provides students with access to the College's networked resources six days and five evenings a week in Room 106, King Hall.

- **Access to computer labs** requires a valid student ID. For policies, procedures, and information regarding the use and availability of computer labs, please see the *KVCC Computer Lab and Library Handbook*.
- **NO FOOD OR DRINK is allowed in the computer labs.**
- **Technical support** is available for assistance with Blackboard, logon difficulties, or online courses. Assistance is available from 5:00 a.m. to 11 p.m. by contacting the Technology Department at 1-888-528-5822 or 453-5079.

Tobacco Policy

Kennebec Valley Community College is a tobacco-free campus. The College joins with the American College Health Association (ACHA) in supporting the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. KVCC further recognizes that second-hand smoke has been classified as a Group A

carcinogen by the United States Environmental Protection Agency. KVCC acknowledges the Centers for Disease Control and Prevention (CDC) statistics that 70% of all smokers report that they want to quit smoking completely.

The intent of this policy is to eliminate exposure to second-hand smoke, provide an environment supportive of tobacco-free lifestyles, eliminate the risk of accidental fire, eliminate the health risks associated with expectoration from smokeless tobacco, and eliminate the environmental impact of cigarette litter. **The use of tobacco products on this campus is strictly prohibited, except within the confines of personal vehicles.** The sale, distribution, or advertisement of tobacco products is prohibited.

Transfer Credit

Transfer credit may be awarded for coursework completed at another college. A grade of “C” or better achieved in courses that are comparable to ones offered in a student’s program of study may be transferred. For further information, contact the Registrar in the Academic Affairs Office in the Frye Building.

Vehicle Registration

Vehicles must have a parking sticker displayed in the lower right hand corner of the windshield. The cost for a sticker is \$15.00 for the first vehicle and \$1.00 for additional vehicles. Stickers are mailed at the beginning of the academic year, must be renewed each year, and will be added to your student account (bill). The College also reserves the right to revoke the sticker if the privilege is abused.

Weapons on Campus

To minimize the chance of violence on the campus of Kennebec Valley Community College, employees, students, and guests are not permitted to bring weapons onto College property. A weapon is defined as any item, or combination of items or instruments, used for offensive or defensive combat or other means of contending against another individual.

Withdrawal from the College

Students withdrawing from the College must complete a withdrawal form available in the Academic Affairs Office in the Frye Building. For the purposes of calculating tuition refunds, the attendance period begins on the opening day of scheduled classes and ends on the date the withdrawal form is submitted.

Fall and Spring Semesters

Course cancelled by the College	100%
Official withdrawal within 10 class days	80%
Official withdrawal within 11-20 class days	50%
Official withdrawal after 20 class days	No refund

Summer Semester

Course cancelled by the College	100%
Official withdrawal within 5 class days	80%
Official withdrawal within 10 class days	50%
Official withdrawal after 10 class days	No refund

No refunds are given for termination resulting from academic, disciplinary, or financial dismissal. Students who feel that individual circumstances warrant exceptions from the published policy may appeal in writing to John Delile, the Dean of Finance and Administration, 453-5123.



Glossary

Academic Advising

A collaborative relationship between a student and an academic advisor who is assigned to assist in interpreting degree requirements, selecting appropriate credit courses, and referring students to available resources. **To find your advisor check the Student Access System.**

Academic Dismissal

Matriculated students will be dismissed for failure to earn a minimum acceptable cumulative grade point average depending on the number of credits taken. This dismissal may be appealed to the Academic Dean.

Add Period

Number of days after the semester begins during which you can add a class to your schedule. This date is noted on the Academic Calendar.

Associate Degree

A degree earned upon completion of a requisite number of credits, usually around 60, in a particular field of study.

Blackboard

Blackboard is a software tool that is used in both online courses and as a means for enhancing course content. It is used in many courses to conduct quizzing/testing and to submit work.

Challenge Exam

Challenge examinations offer students the chance to earn college credit by demonstrating their college-level knowledge in a variety of subject areas. Some selected KVCC courses may be challenged; however, challenge exams may not be available for all courses. When an appropriate standardized national exam exists (CLEP, DANTES, ACT, PEP), this exam will be required. See page 15 in the College Catalog for applicable criteria.

Certificate

This is a credential awarded for completion of a specific educational program on completion of a requisite number of credits, between 12 and 36.

Commencement

A graduation ceremony which recognizes graduates. Degrees, diplomas, and/or certificates are not awarded until all degree requirements have been completed.

Core Requirements

These are specific courses required for graduation in each degree program. **Students are required to earn a 'C' or better in core classes.** In many programs, **ALL** classes are considered to be "core" classes and a grade of "C" must be achieved.

Co-requisite Requirements

These are courses that must be taken at the same time as another course. These are noted in the program guides for each program.

Credit

This is a unit of value that colleges assign to courses based on the time and work required to complete the course. Most one-semester courses are worth three credits.

Curriculum

The combination of courses that make up a particular area of study. Courses are typically arranged in a sequence to build on learning from previous courses.

Drop Period

Number of days after the semester begins during which you can drop a class from your schedule. This date is noted on the Academic Calendar.

Elective Courses

Courses that are in addition to the core requirements of a program. Please check with your advisor to be sure you are taking the proper elective. There are a variety of electives required in different programs. A complete description of electives may be found on the Advising Website: www.kvcc.me.edu/advising

FAFSA

The Free Application for Federal Student Aid (FAFSA) is a required form that must be completed as the first step in applying for many types of financial aid. This application can be found at www.fafsa.ed.gov or obtained at the Financial Aid Office.

Full-Time Student

Students registered for twelve or more credit hours in a semester.

GPA

Grade Point Average is the average grade earned by a student, figured by dividing the grade points earned by the number of credits attempted. See the Advising Website www.kvcc.me.edu/advising for details on how to calculate.

Hold

Students who owe immunization records, fees, or fail to return materials will have a business, library, admissions, or administrative hold placed on their account. This hold must be resolved before a student is permitted to register for further classes. If a hold is placed on their account, students should see an advisor or the office which placed the hold on their records.

Immunizations

All matriculated students born after 1956 are required by Maine State Law to show proof of immunizations for measles, mumps, rubella, diphtheria/tetanus. Additional immunizations are required in the Allied Health programs in order to meet the requirements of the clinical facilities.

Matriculated

A matriculated student is enrolled in a program at a college or university after meeting the academic standards required to be accepted for a course of further education.

Online Classes

Online courses are delivered through internet access. Many have required meeting times which are noted on a student's schedule. KVCC uses Blackboard as the tool to deliver these courses.

Part-time Student

A student registered for fewer than twelve credit hours in a semester.

Pre-requisite

A pre-requisite is a required course that must be successfully completed before enrolling for another course.

Probation

Students may be placed on academic and/or financial aid probation if their academic record does not meet minimum grade requirements or academic progress.

Registrar

The college official responsible for keeping records of such things as student enrollments, grades, and graduation requirements.

Satisfactory Academic Progress (SAP)

SAP is a measure used by Financial Aid. Students need to successfully complete 2/3 or 66% of their classes to achieve Satisfactory Academic Progress and to continue to receive financial aid.

Service Learning

Service Learning seeks to engage students in activities that combine both community service and academic learning. Because service learning programs are typically rooted in formal courses, the service activities are based on particular curricular concepts.

Student Access System (SAS)

Provides access to grades, unofficial transcripts, class schedules, advisor, billing, and other student-related information. Visit the College's website at www.kvcc.me.edu/sas

Syllabus

A syllabus includes course objectives, reading and exam schedules, requirements for attendance, and a summary of the main topics of a course of study or class.

Transcript

An official transcript is issued by the College and contains a master list of the courses a student has taken, the grade earned, and the cumulative grade point average. Official transcripts can be requested from the Academic Affairs Office in the Frye Building. There is a \$3.00 fee for a transcript. Same day service or faxed transcripts cost \$10.00. Students can also print or view unofficial transcripts online through the SAS.

Undeclared Student

An undeclared student is one who is taking a class or classes but is not matriculated into any college program.

Work Study

Work study positions are available both on and off campus for students who are eligible as defined by Financial Aid. Students may earn money by performing job responsibilities and must be enrolled and attending College.

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You have brains in
your head.
You have feet in your
shoes.
You can steer
yourself in any
direction you choose.
You're on your own.
And you know what
you know.
You are the guy who'll
decide where to go.

~Dr. Seuss

Campus Phone Directory

Administrative Offices

Academic Affairs.....	103 Frye.....	453-5119
Academic Dean.....	102 Frye.....	453-5117
Assistant Academic Dean.....	103 Frye.....	453-5127
Assistant Dean of Students.....	126B King.....	453-5019
Admissions.....	219 Carter.....	453-5131
Advising & Career Center.....	119 Carter.....	453-5118
Bookstore.....	131 King.....	453-5135
Buker Center.....	Augusta.....	453-5800
Business Office/Cashier.....	106 Frye.....	453-5140
Career Placement.....	103 Frye.....	453-5169
Childcare Center.....	Frye Annex.....	453-5183
Computer Help Desk.....	106 King.....	453-5079
Computer Help Desk Toll Free.....	King.....	1-888-528-5822
Dean of Finance and Administration.....	Frye.....	453-5123
Early College for ME.....	204 King.....	453-5031
Financial Aid.....	222 Carter.....	453-5160
Food for Thought Café.....	Frye Annex.....	453-5181
Loan Counselor.....	119 Carter.....	453-5149
Lunder Library.....		453-5004
Mickey Marden Center.....	130 King.....	453-5174
Pulp & Paper.....	Teague.....	453-5805
President.....	104Frye.....	453-5129
Registrar.....	103 Frye.....	453-5119
Student Development.....	123 Carter.....	453-5040
Teague Building.....	Off Campus.....	453-5804
Technology Department.....	106 King.....	453-5001
TRIO Student Support Services.....	128 King.....	453-5013
Faculty Members		
Bolduc, Marie.....	Education.....	453-5170
Clifford, Alex.....	Business.....	453-5159
Coombs, Earl.....	Science.....	453-5105
Davis, Paul (Skip).....	Industrial Electrical.....	453-5112
Davis, Ann.....	Nursing.....	453-5193
Davis, Steve.....	Precision Machine.....	453-5151
Dolan, William (Bill).....	Applied Electronics.....	453-5111
Duren, Steve.....	English/Humanities.....	453-5022
Elias, Jody.....	Nursing.....	453-5173
Englehart, Kathy*.....	Math/Science.....	453-5192

Finlay, Lila.....	Nursing.....	120 King.....	453-5190
Fletcher, Greg*.....	Trades & Technology.....	111 Frye.....	453-5115
Fredette, Toni.....	Math.....	236 King.....	453-5185
Greene, Jacquie.....	Respiratory Therapy.....	207 King.....	453-5006
Guilmette, Juliette*.....	English/Humanities.....	307 Carter.....	453-5091
Hamilton, Karen.....	Nursing.....	217 King.....	453-5024
Harris, Judy.....	Biological Sciences.....	236 King.....	453-5158
Harvey, Jared.....	Math.....	151 King.....	453-5145
Heikinen, Greg.....	Electrical Lineworker.....	108 Frye.....	453-5109
Henderson, Monty.....	Pulp & Paper.....	Teague.....	453-5805
Hepfner, Linda.....	Physical Therapist.....	129 Lunder.....	453-5142
Hickman, Ann.....	Medical Assisting.....	207 King.....	453-5005
Hirschfeld, Evie.....	Nursing.....	217 King.....	453-5168
Holden, Nicole.....	Math.....	151 King.....	453-5186
Hood, Scott.....	Computer Science.....	117 Lunder.....	453-5002
Joy, Suzanne (Sue).....	English/Humanities.....	308 Carter.....	453-5139
Kavanaugh, Mark*.....	Social Sciences.....	306 Carter.....	453-5189
Larouche, Julie.....	Occupational Therapy.....	130 Lunder.....	453-5023
Larsson, Barbara *.....	Respiratory Therapy.....	108 King.....	453-5161
Luciano, Michelle.....	Radiologic Technology.....	126 King.....	453-5043
McCafferty, Mark.....	Communication.....	307 Carter.....	453-5138
Mullins, Tara.....	Mental Health.....	118 Lunder.....	453-5092
Naber, Martha.....	Education.....	244 King.....	453-5198
Parker, Marcia*.....	Nursing.....	119 King.....	453-5167
Perez, Jesus (Ruben).....	Sonography.....	209 King.....	453-5148
Poulin, Elizabeth (Liz).....	Education.....	244 King.....	453-5125
Priest, Betsy.....	Radiologic Technology.....	126 King.....	453-5143
Sauter-Davis, Diane.....	Occupational Therapy.....	130 Lunder.....	453-5172
Shelley, Suzanne.....	Respiratory Therapy.....	207 King.....	453-5175
Stevens, Gary.....	Business.....	303 Carter.....	453-5102
Thompson, Annie.....	Nursing.....	120 King.....	453-5133
Ubert, Verla.....	Physical Therapy.....	129 Lunder.....	453-5147
York, Marjorie (Marge)*.....	Business.....	305 Carter.....	453-5104

*Department Chairpersons

Adjunct Faculty

To contact an adjunct faculty member students will need to check their course syllabus for the voicemail number. Dial the main line for the College, 453-5000 or 1-800-528-5882, and enter the four (4) digit extension number listed on the course syllabus.

Notice of Non-Discrimination

The Non-Discrimination policy and procedures is available on the KVCC website under Student Resources.

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

Affirmative Action Officer

John Delile, Dean of Finance and Administration, Frye Building
Kennebec Valley Community College, 92 Western Avenue, Fairfield, Maine 04937-1367
Telephone: 207-453-5123
Fax: 207-453-5010
E-mail: jdelile@kvcc.me.edu
Internet: www.kvcc.me.edu

and/or

United States Department of Education

Office for Civil Rights

33 Arch Street, Suite 900
Boston, MA 02110
Telephone: 617-289-0111
TTY/TDD: 617-289-0063,
Fax: 617-289-0150,
E-mail: OCR.Boston@ed.gov
Internet: <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>

and/or

Maine Human Rights Commission (MHRC)

51 State House Station, Augusta, ME 04333-0051
Telephone: 207-624-6050
TTY/TDD: 207-624-6064
Fax: 207-624-6063
Internet: <http://www.state.me.us/mhrc/index.shtml>

and/ or

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/>

Notice to Students with Disabilities

*The policy and procedures for Students with Disabilities
Is available on the KVCC website under Student Resources.*

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 helping qualified students with disabilities achieve their individual educational goals. Upon receipt of documentation and a request for accommodation, the College provides to qualified students reasonable accommodations. Students with disabilities who are entitled to and are requesting reasonable accommodations must contact the Coordinator of Disability Services at (207) 453-5084 or the Disability Service Coordinator, TRiO Program, at (207) 453-5017, in accordance with College Policy and Procedure.