

Campus Policies, Services, Accommodations and Dining Arrangements

Target Audience Summer Institutes are specifically designed only for practicing PreK-12 teachers, early childhood educators, and paraprofessionals who hold a baccalaureate degree. **They are designed specifically to meet the Maine State Department of Education's requirements for certification or re-certification of practicing teachers or classroom-based paraprofessionals who hold a baccalaureate degree.**

UNDER-GRADUATE STUDENTS

PLEASE NOTE: THESE COURSES ARE NOT DESIGNED FOR UNDER-GRADUATE STUDENTS. These institutes WILL NOT BE ACCEPTED toward any UMF undergraduate degree. Even if you receive permission to take an institute from a UMF faculty member, the institute cannot count toward a UMF undergraduate degree.

General Policies and Information

Prerequisites All courses carry a Bachelor's degree prerequisite. Additional prerequisites are noted in course descriptions.

Course Details All courses are offered for three academic credits, unless otherwise noted.

Course Rigor Participants in the Summer Institutes should recognize that these courses are rigorous and will demand significant time outside of class to accomplish the work necessary. Most of the courses require special projects or papers and some have follow-up sessions. Grades are submitted after all course work has been completed. Deviation from this policy is at the discretion of the instructor.

Course Cancellation UMF reserves the right to cancel any course due to low enrollments or any other reason. Participants will be notified within one week of the beginning of the course and may either transfer their registration to another open course or request a refund from the Business Office. **Minimum enrollment for each course is 8.**

Grades and Transcripts Grades for Summer Institutes are processed within two weeks of the end of the session in which they are completed. Summer Session ends 7/28/08. For courses beginning after August 1, grades will be processed in September.

No printed grade report will be sent to you, but you will be able to obtain your grade report on-line (see directions in next section under Grades, Bills, and Classroom Assignments.)

Students who desire official transcripts must send a request in writing to the Registrar's Office. Call that office at 778-7237 for fees.

Textbooks and Syllabi Most courses will require the purchase of a textbook (see **University Store** on this page for more details). If pre-course work is required, you must be registered at least 2 weeks prior to the beginning of the course to receive the course syllabus in advance.

Campus Services

Grades, Bills, & Classroom Assignments

Room assignments for your class, grades, and a copy of your bill for school reimbursement can now all be found on an Internet site called **Web DSIS**. Since room assignments are not printed in this brochure, **YOU MUST LOCATE ROOM ASSIGNMENTS ON THIS SITE.**

To find the site, use the following instructions:

1. Log onto WebDSIS at <http://www.maine.edu/dsis>
2. Select a **USER TYPE (STUDENT)**.
3. Select **CAMPUS (UMF)**.
4. Enter the following information:
ID (your Social Security Number, no dashes)
PIN (your 6 digit birth date, using a zero before single digits)
5. Click **LOG ON**.
6. Select the appropriate **Term and Year**.
7. Choose the transaction (term schedule, term grades, student bill). To locate your room assignment, choose Term Schedule, Display Options, Show Time/Building. Choose Schedule (SCHED).

If you have any problems getting into this site, please call the Office of Records and Registration at 778-7237 for assistance.

Parking

Parking stickers are not required for Summer Institute participants. Parking lots designated for guests should be used. In the event that these lots are full, you may park in alternative lots without penalty.

University Store (formerly the Bookstore)

The University Store is located on the lower level of the Olsen Student Center, 111 South Street, and is open Monday through Friday, 8:00 a.m. - 4:30 p.m. Textbooks for Summer Institutes are available approximately two weeks prior to the beginning of the course. Many participants will buy their textbook when they arrive for the first day of class.

The bookstore will mail textbooks to any participant who is unable to obtain them within their regular business hours. There is a \$5.00 to \$8.00 handling charge for this service. Please call the Bookstore at 778-7325 to place an order and to obtain the correct price, tax, and shipping fee. Advance payment is required.

Fitness Center

For a small fee you may use the facilities of the UMF Health and Fitness Center. Daily passes are \$7.00 and weekly passes are also available for a fee of \$20.00.

Computer Center

1. A **User ID (user-id) and password** are required to use the **Computer Center**. Participants will need to present the following at the Computer Center to obtain their user-id and password:

- a. Picture I.D. (i.e. driving license)
- b. Form of identification that includes SS# (i.e. Social Security Card, Health Card).

(If you complete these steps prior to the start of your course(s), before visiting the Computer Center, please call the Office of Educational Outreach (778-7502) to verify that your name is in the system.)

2. A **UNET Account User Name and Activation Key** are required to use **Blackboard** (see next section). Just prior to the start of class (a day or two before), stop by the Computer Center Help Desk to obtain your UNET Account User Name and Activation Key. Please present the same as above in steps a and b. After you have obtained your UNET account user name and activation key from the Help Desk, visit <http://www.maine.edu/activate.html> and perform the steps to activate your account. Please call the UMF Computer Center's Help Desk at 778-7300 if you run into any difficulties activating your account. (If you have requested confidentiality, your social security number may not work as your student identification number. You may need to contact the Registrar's office (778-7237) to request your student ID.) **If you took a course through UMF in the last year and have already activated your UNET account, you most likely will not need to do so again.**

BlackBoard

Your instructor may choose to use Blackboard as a tool for teaching a course. Blackboard is an online software tool which allows your instructor to teach part of your course on the Web. You can do some or all of the following, depending on how your instructor sets up the course:

- View important announcements and your instructor's biographical and contact information
- Participate in online discussions and in small group activities
- Access course materials and resources on the Web
- Submit your assignments, take on-line tests and quizzes, and check your grades

University Library

Mantor Library, which is located at the corner of South and High Streets, houses a collection of approximately 100,000 volumes, an extensive microfilm collection, and subscriptions to nearly 350 scholarly and general interest periodicals in hard copy, with online access to over 4,000 periodicals.

Summer hours for the library are as follows:

- *May 16 - July 25: Monday-Thursday 8 a.m. to 6 p.m.; Friday 8 a.m. to 4:30 p.m.; closed on weekends.*
- *After July 25: Monday through Friday 8 to 4:30.*
- *The library will be closed on Memorial Day (Monday, May 26) and Friday, July 4th.*

Library staff at the Access Services Desk can provide you with a library card which will allow you to check out books and access the URSUS on-line catalog and all library databases for as long as you are enrolled in a UMF course. Your user-id issued by the Computer Center will allow you to use the library computers located in

the first-floor Reference Area and in the Peter Mills Electronic Classroom located on the third floor.

The library computers provide access to the Internet and the World Wide Web. From the Mantor Library home page (located at <http://library.umf.maine.edu/>) you will be able to search URSUS, the University of Maine System's online catalog, as well as a variety of electronic resources such as indexes and databases. There are also a number of helpful tutorials and guides. Many of these resources can be accessed from remote locations; all that is needed is a computer with Internet access. For instructions on how to access these resources remotely, ask one of the librarians.

Accommodations and Dining

On-Campus Accommodations

For those Summer Institute participants who do not live within commuting distance, residence hall rooms may be available for rent on a nightly basis. Reservations are made through the Conferences and Events Office. For availability and rates, contact Doris Tutlis at doris.tutlis@maine.edu or 778-7344.

- Reservations and payment are required prior to your arrival.
- Since UMF provides housing to many outside organizations during the summer, residence hall rooms fill quickly. Plan to make your reservations early if you want to stay on campus during your course.

Dining

On Campus Meals and snacks are available for purchase in the UMF Snack Bar, located on the lower level of the Student Center. The Snack Bar is open Monday-Thursday, 8:00 am - 1:00 pm, through the last full week of July. It will be closed beginning July 30. Cafeteria meal plans are not available.

Off-Campus Your instructor will have copies of a Farmington Area Dining Guide to look at.

Other Since many institutes will run with only a short lunch break, you may wish to bring a brown bag lunch with you.

Non-discrimination Notice:

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities, upon request. Questions and complaints about discrimination in any area of the University should be directed to Valerie Heubner, Equal Opportunity/Affirmative Action Officer, University of Maine at Farmington, 224 Main Street, Farmington, ME 04938, telephone 207-778-7258, TYY/TDD 207-778-7000 (Revised by the University of Maine System Office of Human Resources, January 6, 1999).

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