Student Handbook
2014-2015

The Onward Program
Granting the tool of opportunity
to the individual with a dream

207.581.2320
www.umaine.edu/onward
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Introduction

Welcome to the Onward Program. Congratulations for taking a great step in your education! This handbook will provide many of the answers to questions you will have as you enter the University. You will have other questions, of course, and we will answer those during Orientation Class or individually with a staff member.

The Onward Program began in 1970 as a way to make the University of Maine more accessible to students who, for academic and economic reasons, might not otherwise attend college. Jerry Herlihy, our first director, recruited fifteen students and provided them with support services. In 1970 there were two staff members to serve fifteen students. Currently we admit approximately thirty-five students and support them with three faculty members, two counselors, a director, assistant director, and an administrative assistant. Most students will complete the Onward Program and go on to successful careers in the University and beyond. We expect you to join that group of hard-working, determined students who have earned their degrees!

Onward is more than academics. It is a community of support for our students. We are committed to your education. In the same sense, we expect as much from you. We expect that you will work very hard. We expect that you will always handle yourself in a way that supports your fellow students and that reflects well on the Program. And we expect that you will grow intellectually and personally.

We look forward to getting to know you as you begin your University career. We know you are full of plans as you look toward your goals. We hope this Onward Student Handbook provides some of the information that will help as you begin.

The Onward Program is a unit of College Success Programs (CSP), which reports to the Office of the Provost. CSP includes the Onward Program, TRIO-Student Support Services Program and Tutor Program.
Program Staff

Director: Alan Parks  118 East Annex
Assistant Director/Orientation Class Instructor: Eric Chapman  127 East Annex
Counselor: Ceci Adams  111 East Annex
Counselor: Catherine Athay  109 East Annex
Administrative Assistant: Beth Rote  125 East Annex

Faculty

Instructor, English Composition & Reading: Sara Sheppard  107 East Annex
Instructor, Science: Molly MacLean  110 East Annex
Instructor, Mathematics: Todd Zoroya  113 East Annex

E-mail addresses for all Staff, Faculty and Peer Advisors: firstname.lastname@umit.maine.edu

Contact telephone number for College Success Programs: 581-2320

Onward Program Web page: http://www.umaine.edu/onward/


Student Peer Advisors
(Fall Semester - subject to change in Spring)

Alexis Dunham  Angela Masse
Kayla Harriman  Jason Seymour
Ruth-Ann Little  Keith Stuart

Student Instructor Aides
(Fall Semester - subject to change in Spring)

Brandy Dunn (Math)  Adam Stamp (English)
Brandon Fletcher (Math)  Diane Dunham (Science)
Maks Grover (Math)  TBD (Science)
Cara Olesky (English)  William Cassinelli (Technology)
Onward Course Descriptions

Onward courses in reading, writing, mathematics and sciences will prepare you for degree-credit courses. Although only some of these courses earn degree credit, they are all essential for your college education. They are serious academic courses, and the faculty have high standards for your performance. Each of your instructors will let you know more about their goals and grading policies when they give you the syllabus for each course.

Full-time students in the Onward Program will earn between 7 and 28 university degree credits during their first year. See the Onward website for complete details.

Based on the placement tests you took, you will be assigned to the course level that best suits your level of skill. Some students may be exempt from one or more courses, and this decision is based on the scores of the Onward Placement Tests. Otherwise, and with the exception of MAT 111, the courses listed below are required of all Onward students.

You must pass all Onward courses and earn fifteen degree credits before you can transfer into a major of your choice. Since all Onward students enter with different educational backgrounds, the time spent in Onward courses varies. However, most Onward students will spend two semesters taking Onward courses.

Onward Writing Courses

ONE 12: Onward Composition
Students will learn to write an academic essay by using the process of assessing the writing situation; developing and shaping ideas; drafting and revising; and designing MLA documents. At least four essays will be assigned based on your readings and experience, including a comparison/contrast essay and a longer argument essay that will go through many revisions. A substantial emphasis will be on grammatical skills, sentence structure, spelling, and punctuation. 3 non-degree credits.

[Students with an “A” in ONE 12 have the opportunity to test out of the Onward ENG 101 and receive transfer credits for ENG 101. They are required to compile a portfolio of writing that passes the English Department Review and have a session with the instructor about writing research papers.]

ENG 101: College Composition
Students practice the ways in which writing serves to expand, clarify, and order experience and knowledge, with particular attention to persuasive writing. Satisfactory completion of the course depends upon quality of weekly writing assignments as well as demonstration of proficiency in college-level writing.

Onward Mathematics Courses

ONM 11: Pre-Algebra
Operations, including addition, subtraction, multiplication and division, are reviewed and applied to fractions, decimals, percents and basic geometry. Briefly introduces signed numbers and simple linear equations. 3 non-degree credits. Prerequisite: Onward Placement Test. 3 non-degree credits.
ONM 12: Introductory Algebra
Topics include: graphing, writing and solving linear equations (including fractional equations), solving quadratic equations by factoring and by the quadratic formula, as well as practical applications. Prerequisite: ONM 11 or permission. 3 non-degree credits.

MAT 111: Algebra for College Mathematics
This course covers the basic topics in algebra needed to enter a mathematics course at the precalculus level. The covered topics include a brief review of the real number system (including absolute value, exponents, roots, and radicals), linear equations and inequalities, quadratic equations, graphs, functions (primarily linear and other polynomial), factoring, rational and radical expressions. Note: This course counts for 3 degree credits, but it does not satisfy UM’s General Education Mathematics Requirement. Prerequisite: ONM 12 or permission. 3 degree credits.

Onward Orientation Courses

ONO 11: Onward Orientation (fall semester)
Assists the transition of students entering the University of Maine through the Onward Program. Topics include: Academic Requirements of the Onward Program and the University of Maine, Goal Setting, Learning Styles, Time Management, Note Taking, Test Taking, Stress Management, Self-esteem, Communication and Relationship Skills, Career Information. (Pass/Fail Grade Only.) 1 non-degree credit.

ONO 100: Onward Orientation II (spring semester)
Exploration of campus resources relevant to academic course work, majors and career choices. Builds strategies of achieving success at UMaine including study skills, basic computer skills, and self-awareness as it relates to academic competency. Prerequisite: ONO 11 or permission of instructor. (Pass/Fail Grade Only.) 1 degree credit.

Onward Reading Courses

ONR 12: Introduction to Academic Reading (fall semester)
This course is designed to help you become better at analytical reading, as well as to prepare you for the CLEP History exam should you choose to take it. Many of the readings, exercises and assignments will offer you the opportunity to develop new reading strategies, improve reading comprehension as well as develop a deeper understanding of history and maximize your college learning experience. 3 non-degree credits. [ONR 12 explores readings in U.S. History up to 1877 (the Reconstruction Era). Students with excellent mastery of the material may choose to take the CLEP test for University History 103. A passing grade on the CLEP exam will earn 3 University degree credits. Note: a fee is required for CLEP testing.]

ENG 131: Nature of Story (spring semester)
Explores the fundamental activity of why and how we create, tell and read/listen to stories. Readings may include selections from folk tale and myth, saga and epic, drama and novel, film and song, poetry and essay–from the ancient world to the modern, from the western cultural tradition and from a variety of other cultures. 3 degree credits.
Onward Science Courses

ONS 11: Onward Biology (fall semester)
Understanding life begins with ecological relationships, including energy, nutrients, animal behavior and the ecology of populations. Then attention shifts to the unity of life, involving basic cell chemistry, the genetic basis of life and evolution. Permission to register required. 3 non-degree credits.

ONS 12: Onward Chemistry (spring semester)
Topics include measurements and calculations, matter and energy, chemical foundations and composition, nomenclature, reactions, quantities, modern atomic theory, bonding, gases, liquids and solids, solutions, acids and bases, equilibrium and oxidation-reduction. Prerequisite: ONS 11 or permission. 3 non-degree credits.

or

ONS 14: Onward Zoology (spring semester)
Introduces biological diversity and classification of living things. Plant systems are studied as a key part of the living fabric of the earth. Much emphasis is placed on animal systems, including anatomy and physiology, embryology and reproduction. Prerequisite: ONS 11 or permission. 3 non-degree credits.

Onward and University Attendance Policies

Attendance is mandatory in Onward courses and there is no such thing as an "excused absence." If an illness, family emergency, or bad weather prevents you from attending a class or meeting with your Advisor, PA or IA, you are expected to communicate in advance and reschedule. Homework is due when it is due. It is up to your Instructor to determine if an extension is warranted.

Each instructor has her/his own attendance policy. In most cases multiple absences affect your grade. Your instructors' attendance policies are outlined on the course syllabus. If you have questions, please ask.

Grading Policies

Instructors have clear grading standards by which they determine each grade and your course grade. Course grades are most often an average of individual assignments, quizzes, tests, and final exams. Course grades can be negatively influenced by repeated absences and/or by lack of participation in the class.

Academic Policies

Requests for waiver of a required Onward course
Onward students are well advised prior to admission to the Program as to the course requirements necessary to bring each student into readiness for regular university coursework. Although Onward students can show completion of a course in high school or other setting, they must demonstrate current competency level by examination. It is not our intention to create
barriers for students to advance to college level courses. Students who feel their competency level is higher than the course in which they are placed, or who request a waiver for an Onward course, must demonstrate through a competency examination their level of academic skill in the contested area. With passage of the competency examination the Onward course may be waived.

**Onward Course Progress Policies**
Initial Placement in Onward Courses is determined by a review of our placement test scores and previous college academic work. Onward courses are designed to build academic skills needed to succeed at UMaine. In most cases students will follow the sequence of Onward courses before advancing to University degree classes.

It is the Director's decision, after reviewing the Onward placement test scores and student's academic history, to determine how transfer credits will affect placement in Onward classes. College credits from another institution may not guarantee an exemption from Onward classes. Each such situation will be considered on a case-by-case basis.

**Advancing through Onward Mathematics Courses**
Onward students in ONM 11 and ONM 12 must earn a "C" grade or higher to advance to the next math level.

Students are expected to successfully complete Onward’s mathematics courses (ONM 11 and ONM 12 with a grade of C or better) or complete Onward’s MAT 111 course, whichever happens first. Students who test higher than MAT 111 on the math placement test, will be enrolled in an appropriate University of Maine mathematics course indicated by their test result.

Students who have successfully completed ONM 12 will advance to Onward’s MAT 111, or, if they have already completed two semesters of Onward Math courses, to another University math course approved by their academic advisor in consultation with the Onward Math instructors.

**Advancing through Onward Reading and Composition**
Students enrolled in ONE 12 in the fall who wish to be exempt from taking ENG 101 in the spring may test out of ENG 101 by meeting the following criteria:

- Must have an "A" average in ONE 12, and
- Must create a writing portfolio that is passed by the ENG 101 reviewers.

Students who do not test out of ENG 101 the fall semester must take Onward ENG 101 in the spring semester.

**Advancing through Onward Science**
Students are required to pass two of the Onward Program's three science classes. Students earning a "C" or better grade in Biology and who do not need Zoology or Chemistry for their intended major, may request a review by the course Instructor, and the Program Director for permission to register in a University science course appropriate to their academic major.

**When can I Take University Degree Credit Classes?**
Onward students who complete the highest level of Onward's Reading, Composition, Mathematics and who meet the Science requirement may enroll in UMaine degree granting
courses in that content area. Example: Completion of Onward math courses = student may enroll in a University degree credit math course.

In order to take a sixth course in the Spring semester, an Onward student must have at least a "B" in every course the previous semester and a 3.33 GPA or greater. This option is available only to Onward students who do not test out of ENG 101 or Science at the end of the Fall Semester. In each case a review with the Director and appropriate faculty member is required.

**Onward Services and Activities**

**Orientation Week**
Orientation Week begins a week prior to the start of the fall semester. During this week, you will meet other incoming Onward students, the counseling staff, the program staff, the faculty members, and the peer advisors. You will go on a tour of the campus to help you become familiar with buildings, important offices, and classroom locations. You will meet your academic advisor and receive your schedule of classes for the semester. Orientation Week includes a mandatory two-night camping trip. The focus of the camping trip is to develop a learning community through sharing tasks, team-building and communication activities.

**Counseling Services**
The Onward Program offers counseling to its students. Students not only have academic challenges; but may also face personal, social, and emotional challenges during their college career. The Onward counselors provide transitional counseling, individual and group counseling, financial aid counseling, and career counseling to students. The counselors are advocates for students and can refer students to external resources as appropriate. These services are confidential and are provided at no cost to Onward students.

**Peer Advisors**
Peer Advising is the cornerstone of the support system that helps Onward students successfully adjust to the University community. Peer Advisors (PAs) are upper-class students who have completed their Onward courses. They have experienced the challenges of first year students. Each new Onward student will have his/her own PA and will meet with that PA at least once a week. During these weekly meetings students can receive academic help, discuss general concerns, and learn how to navigate the university environment. PAs are selected, trained and supervised by the counseling staff.

**Onward Academic Support and Assisted Study Labs**
Onward students will find a great deal of academic support within the Program. Faculty are available to meet with students outside of class, either during office hours or by appointment. In addition, Onward provides a Reading/Writing Lab, Math Lab and Science study groups, and weekly structured study sessions. Under the supervision of Onward faculty, study labs are staffed by student Instructor Aides (IAs). Usually these students have had the course themselves, so they are familiar with both the curricula and instructional styles of the faculty. Peer advisors are also able to assist students with academics and provide support in the structured study sessions.

**Annual Activities**
Members of the Onward Program gather several times a year for events that help foster a strong sense of community. These annual events historically have included a potluck picnic lunch on Friends and Family Day, a Holiday Party in December, a spring clean-up event on Maine Day,
and the Graduate Recognition Reception at the end of the spring semester. Events and gatherings may vary from year to year.

Scholarships
The Onward Program awards several scholarships each year. While many of the scholarships are designated for upperclass students, the Dawn Allenwood Scholarship, the MaryAnn Devoe/Fern Stearns Mathematics Prize and the Lee Davis Science Prize are awarded to first year students. Information about applying for a scholarship is announced during the spring semester. Information about Onward and other scholarships is posted in a FirstClass conference for all Onward students.

Disability Services
Disability Support Services (DSS) is co-located with the Onward Program in East Annex. DSS provides accommodations and services for all students with disabilities at the University including Onward students. The students served may have a range of physical, psychiatric, and/or learning disabilities.

DSS staff are available to talk with students who do not have a formal disability diagnosis but have concerns about barriers to their learning. The University of Maine and the Onward Program do not provide psycho-educational testing to diagnose learning disabilities, although referrals for these evaluations can be made. This testing is done at the student’s expense.

Onward students who need accommodations and services are encouraged to make an appointment with Sue Spaulding (581-2319) for either Ann Smith or Sara Henry.

Tutoring
The Tutor Program is part of the College Success Programs, as is Onward. The Tutor Program provides small group tutoring in certain 100- and 200-level courses. It does not provide tutors for Onward classes because academic support is available through the individual Instructors, the IAs and the Reading, Writing, Math labs and our Science study groups.

Academic Honors
The University recognizes outstanding academic achievement in several ways. Two of the most prestigious are the Presidential Scholar and the Dean's List.

Presidential Scholar
To be recognized as a Presidential Scholar, a student must be degree-seeking, have completed 12 or more calculable credits in the semester, and have earned a 4.0 semester GPA.

Full-time Dean’s List
To be eligible for the Full-time Dean’s List a student must have completed 12 or more calculable credits in the semester and have earned a 3.50 semester GPA.
Part-time Dean’s List
Students who have part-time status during both the fall and spring semesters of a given academic year are eligible for Part-time Dean’s List. They must have completed 12 or more calculable credits over both terms and have earned a combined GPA in those terms of 3.50.

Academic Standing

A student’s academic standing depends upon the number of degree credits completed and the cumulative Grade Point Average (GPA). Degree credits are the number of course credits completed in courses numbered 100 and above in which a passing grade was earned. The GPA is the overall numerical grade, which may range from 0.00 to 4.00. This is calculated for each semester (the semester GPA) and overall for all courses taken (the cumulative GPA).

The university calculates the GPA by multiplying the number of credits for each course by the numerical equivalent of the letter grade earned for that course (See “grading system.”) This calculation yields the number of quality points earned for that course. The semester GPA is obtained by dividing the total quality points earned in a semester by the total number of credits for which the student was registered that semester, not counting courses from which the student withdrew with a passing grade or courses taken Pass/Fail. The cumulative GPA is the total number of quality points earned at UMaine divided by the total number of credits taken at UMaine. These calculations are carried to two decimal places.

Academic Actions (Probation, Suspension, Dismissal)

Degree seeking students who fail to meet the minimum academic standards for making satisfactory progress toward their degree, both in a single semester and overall are subject to an academic action.

A university-wide academic standing committee administers the academic standing policy by placing students on probation, suspension or dismissal.

A limited number of students are reviewed for suspension after the fall semester, including students in the Onward program, the Foundations program, and those operating under a fall-only contract in one of the degree granting colleges. All others not making satisfactory progress are placed on probation, often on a contract and subject to a thorough review at the end of the academic year.

Academic Probation

The minimum acceptable cumulative grade point average needed for graduation is 2.0. Therefore any GPA below 2.0 is a warning to a student that such work will not permit graduation. Students are placed on probation following a semester in which her or his cumulative grade point average falls below 2.0. Further a student may be placed on probation following a semester in which he or she receives a semester grade point average less than 2.0, even though their cumulative grade point average remains at a 2.0 or higher.

A student on probation who does not improve her or his cumulative grade point average to a 2.0 may be continued on probation, suspended, or dismissed. A student on academic probation may be required to meet certain academic conditions defined by his or her college dean, such as level of coursework, academic achievement, etc. These conditions must be met for the student to be
removed from probation and not suspended or dismissed. The action is posted to the official academic record.

Academic Suspension
Students who fail to meet certain minimum academic standards may be subject to Academic Suspension (The Onward Program and Foundations Program students will need to meet specific requirements that are clearly outlined and mutually agreed upon).

Situations that lead to academic suspension are any one of the following:

1. Students receive a semester grade-point average at or below 1.0.
2. Students continued on academic probation fail to meet conditions as defined by the college dean, program director or school director.
3. First-year students acquire a cumulative average less than 1.5 at the end of the first two semesters; Sophomores (24-53 credits) acquire a cumulative average of 1.7 or less; Juniors (54-83 credits) acquire a cumulative average of 1.8 or less; Seniors (84+ credits) acquire a cumulative average of 1.9 or less.

Exceptions to suspension may be made for degree seeking students who have met any of the following conditions:

1. Earned a semester average of at least 2.0 while on probation, but who have not achieved a 2.0 cumulative grade point average.
2. Taken only one course in a semester and receive a semester average of 1.0 or below.
3. Been in good academic standing for three full-time semesters prior to a semester average at or below 1.0.

A student on suspension is separated from the University for a minimum of one semester. A suspended student must file an application for readmission. The action is posted to the official academic record. Students may request permission from their associate dean or program or school director or coordinator to take one or two courses as a non-degree student while they are under suspension. However, students are ineligible for financial aid in this circumstance.

Academic Dismissal
Dismissal is the final action taken when students are not making satisfactory progress toward a degree or when students readmitted after suspension show no improvement in their cumulative average or otherwise fail to meet conditions set by the college.

A student who has been dismissed is considered separated from the University permanently and is not normally allowed readmission. The action is posted to the official academic records.

Program Dismissal
Due to accreditation, licensure and career standards, some academic programs have more stringent academic and ethical standards than the University academic guidelines. Failure to meet program requirements will lead to dismissal from the program. Since this is a program dismissal and not a dismissal from the University, the student may seek other opportunities in another academic program at the university. The decision to dismiss a student from their program is considered to be a permanent action. Students who are dismissed from a program have the opportunity to appeal the decision to the Academic Standing Appeals Committee.
process, as well as the timing of such an appeal, is outlined in the notification of dismissal correspondence. The decision of the committee is final.

**Academic Activity during Suspension/Dismissal**
Students under dismissal or suspension may not be admitted as matriculated students within the University of Maine System. Students may request permission from their associate dean or program or school director or coordinator to take one or two courses as a non-degree candidate at any UMS institution while they are under suspension.

**Summer Session Courses for Suspended and Dismissed Students**
Students who receive notification of suspension or dismissal who are currently attending a summer session course will be allowed to complete that course for grade and credit. Students under suspension or dismissal will not be allowed to take any subsequent courses without the permission of the associate dean of their college.

**Academic Forgiveness**
Academic forgiveness refers to the exclusion of an entire fall or spring semester from the calculation of a student’s grade point average and earned credits. All grades remain on the transcript. When academic forgiveness occurs, the associate dean or designee may waive the retaking of selected courses for which the student has earned sufficient grades. Though the degree credit has been removed, these courses may be used to meet degree requirements and to meet pre-requisite requirements. Students must achieve program minimum requirements to graduate.

Students may receive academic forgiveness once during their association with the university following one of the actions listed below. In all cases, the semester to be forgiven is the one immediately prior to the qualifying action and is contingent on completion of their first 12 or more graded credits in the subsequent semester with a minimum semester GPA of 2.3 and no grades less than a C-. Students who regularly maintain less than a 12 credit hour load should check with their dean’s office regarding provisions for part-time students. Forgiveness must be requested in writing and once granted may not be revoked.

Actions eligible for academic forgiveness include the following:
- Readmission to the University after academic suspension
- Readmission to the University after a voluntary break in enrollment
- Changing academic majors within or between colleges, if this action represents a substantial change in curriculum as determined by the associate dean or designee.

Students receiving Academic Forgiveness are excluded for consideration of Valedictorian or Salutatorian awards. Academic Forgiveness may impact a student’s eligibility for financial aid due to the Satisfactory Academic Progress Policy. Information is available at [http://umaine.edu/stuaid/policies/sap/](http://umaine.edu/stuaid/policies/sap/).

**Conduct Policies**
The University of Maine has an extensive discussion of student behavior standards included in the University of Maine Student Handbook ([http://umaine.edu/handbook/](http://umaine.edu/handbook/)). The student conduct code may be viewed at [http://umaine.edu/handbook/policies-regulations/student-conduct-code/](http://umaine.edu/handbook/policies-regulations/student-conduct-code/). The Onward Program supports and abides by these standards.
In general, the Onward Program expects appropriate behavior from all students in the classroom, in and outside the Onward offices and elsewhere in the University. We expect that students will be civil to each other, to all the faculty and staff, and to all the other members of the University community. The Onward Program will not tolerate:

- sexual harassment
- rude behavior
- foul language
- inappropriate language based on race, color, religion, sex, sexual orientation, national origin, citizenship status, age, disability or veteran status
- verbal and/or physical violence
- any attempt to intimidate, harass or threaten others by verbal, emotional behaviors or assault.

These behaviors must be addressed in a healthy and constructive way before any continuance of normal class participation. In some cases, inappropriate behavior will be referred to the University Disciplinary Office or the Office of Public Safety. The Onward Program has ZERO tolerance for disruptive or abusive behavior.

**University's Non-Discrimination Notice**

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran’s status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, 581-1226.

This notice and the questions and complaints procedure can be found at: [http://www.umaine.edu/eo/non-discrimination-notice/](http://www.umaine.edu/eo/non-discrimination-notice/)

**University Health Services**

The University provides comprehensive health services at Cutler Health Center. For information about fees, services, and hours of operation, visit the Cutler Web page at: [http://www.emmc.org/cutler.aspx](http://www.emmc.org/cutler.aspx) There you will also be able to find a physician and will have access to a health library. To make an appointment call 581-4000 or visit the Website.

**Health Insurance**

In response to the new federal health insurance requirements for the college-age population, the University of Maine, in collaboration with the University of Maine System, is pleased to offer an affordable Student Health Insurance Plan (SHIP) for 2014. The insurance plan has an annual premium of $942, a tremendous value compared to the current student health insurance plan of $2,990.

All eligible University of Maine System students are required to provide proof of adequate health insurance as a condition of enrollment, via the online process described at: [http://umaine.edu/bursar/insurance/](http://umaine.edu/bursar/insurance/)
East Annex: Things You Might Find Helpful

Office/Lounge/Computer Cluster Hours
College Success Program offices are generally open 8:00-4:30, Monday through Friday. The student lounge (room 122) and computer cluster may also be open Monday through Thursday from 4:30-6:00 P.M. for studying, computer work, or socializing, if funding permits. These hours are subject to change.

Meeting Rooms 103 & 105
College Success Programs recently acquired 103 and 105 East Annex for small group meetings and instructional purposes. One room has a large monitor for displaying content from your laptop or other device. These rooms will be especially useful for Peer Mentor, Peer Advisor, Instructor Aide meetings, study groups and collaborative projects. See Beth to reserve a room for your meeting.

Lounge Etiquette
The student lounge is for all students. It is a place to hang, socialize, and get to know one another. It is not a study lounge. You may choose to study there, but don't expect quiet. Remember that we do not have housekeeping staff so we expect you to clean up after yourself. If you spill, clean it up. If you use utensils or dishes, wash, dry and put them away. If you drink soda, juice or water, rinse and recycle your containers. Pick up after yourself in the lounges and computer cluster. No one else should have to pick up your mess. You are all adults and we expect you to act like adults.

Please help keep the lounges, floors and hallways clear for wheelchairs and for everyone's safety. Use the shelves in the student lounge to store your backpacks and books during the day. And please see Share the Space below.

Food and Drink
Coffee is available in the student lounge. Snacks are available for sale. Coffee and snack prices are posted in the lounge. The proceeds from the sale of the snacks and from returnable bottles (bin in student lounge) go to a fund for Onward students. Payment is on the honor system and we count on you to be honorable. But just to be sure, all transactions are monitored and recorded by a camera system. A refrigerator for student use is located in the photocopy room. Feel free to use this on a daily basis to keep your lunch cold. No overnight storage, please.

Student Folders
You will find a cart on wheels in the student lounge containing a folder with your name. Your instructors will periodically place materials in here for you. Be sure to check it regularly.

Share the Space
We share East Annex with other departments so please remember that all kinds of folks walk through our hallways and use this building. Please keep in mind that not everyone appreciates the same humor or uses the same types of language some of us do—including, perhaps, some of your fellow Onward students.

Academic activities and classes are held in the room right next to the student lounge. Please remember that and keep the noise level down – especially when others are present.
wing of the building is the QUIET wing. Room 104 is the staff conference room, but when we aren't using it, we let students use it for a "quiet study room." There should NOT be any socializing or talking in there or in the hallway. If you want to talk or use your phone, go to the lounge or take it outdoors. That wing also houses a Disability Support Services Testing space in Room 106. It is essential that we respect everyone’s right to work in privacy and quiet.

**CSP Resources are for CSP!**

Room 120 is the computer cluster. The cluster is provided for use by College Success Programs students only—not your friends, classmates, or family members. Other students whom you do not know may also be using the computers and printer. They may be upperclass Onward students or TRIO-Student Support Services students. If you have a concern that someone is using the cluster inappropriately or is not a CSP student (TRIO-SSS or Onward), please let a staff member know. We will sort it out.

Paper and toner are expensive and are paid for by our budget, so please print only your school work—not recipes, jokes, or pictures. You can make photocopies using the scanner in the computer cluster. While we do not charge a fee for printing, we limit the amount of printing you can do each semester.

Occasionally the cluster is filled to capacity. If you are NOT doing school work and are checking your e-mail, Facebook, or Twitter account, don't be offended when you are asked to give up your seat for a student who wants to do work school work. That's the way it is! Once in a while, people have to bring their children in. They will be asked to give up their space in the cluster for a student who needs a computer for school work. If you are found to be looking at inappropriate web sites in our cluster, you will lose your privileges to use this cluster.

**Smoke and Tobacco**

The University of Maine adopted a tobacco-free campus policy in 2011. In keeping with a growing trend at colleges and universities around the U.S., UMaine extended its long-time prohibition on smoking inside buildings to include campus grounds. The policy applies to all tobacco and smoking products. For more information and resources, see: [http://www.umaine.edu/tobaccofree/](http://www.umaine.edu/tobaccofree/)

Being mindful of the "house" rules will keep us all happy and respectful of each other.