



Handbook for Onboarding Faculty, Staff, and Students

University of Maine

School of Marine Sciences

This document has been prepared with collaborative effort from the SMS Committee for Diversity, Equity, Inclusion, and Climate. It is very much incomplete, and we consider this to be a “living” document. Please get in touch if you want to help complete or improve the document.

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1. Welcome Message

Welcome to the School of Marine Sciences! We are a broad group with diverse academic interests all focused on the ocean and the relationship between Maine and its marine environment. Within SMS you will find people who study policy, aquaculture, fisheries, marine ecology, biology of organisms, biology of ocean systems, and ocean chemistry and circulation. In addition, we have close relationships with faculty and staff in Earth and Climate Sciences, Civil Engineering, and Ecology & Environmental Sciences. Our faculty, staff, and students can be found in Orono, at the Darling Marine Center in Walpole, the Gulf of Maine Research Institute in Portland, and Bigelow Laboratory for Ocean Sciences in East Boothbay. We also have ties to marine scientists at UMaine Machias.

This guide is meant to give you important information in a compact format. You'll notice that we've included information for graduate students, staff, and faculty all in the same document. In part, this is to give everyone an idea of what is going on in other groups. The same is true for the different campuses where you'll find SMS representatives.

2. UMaine and UMaine System Information

The University of Maine is part of the University of Maine System, which includes campuses in Augusta, Farmington, Fort Kent, Machias, Orono, Presque Isle, and Portland. UMaine Machias is administered as a regional campus of UMaine. In web pages and elsewhere you'll see "UM", which refers to the Orono campus (and its subsidiaries like the Darling Marine Center), and you'll see "UMS", which refers to the entire system.

On the web, your first place to look for things will often be the UMaine Portal: <https://umaine.edu/portal/>. From the portal the many places that you can go include MaineStreet, which has HR and benefits pages and course information; and Marketplace, for university-related purchasing.

You can get your ID card (MaineCard) at Hilltop Hall on campus, and more information is here: <https://umaine.edu/mainecard/>. Your MaineCard will facilitate access to certain facilities, such as the New Balance Student Recreation Center, can be loaded as a debit card to purchase food in dining facilities, and will act as your library card (which gives you access to a wide network of collections across the state). To activate your MaineCard for library use, visit one of the circulation desks during normal business hours.

Permits are required for all parking on campus. Permits are purchased for the year and restricted to the corresponding lot type (color coded signs are placed in each parking lot). Winter closures are issued when snow removal and plowing needs to occur. You can get your permit here: <https://umaine.edu/parking/> Note: Orono and surrounding towns have bans on street parking during the winter. Pay attention to signage for exact dates.

Most employees at UMaine are represented by a union. More information on UMaine unions can be found here: <https://www.maine.edu/human-resources/labor-relations/>

3. SMS Administration

Director

Heather Hamlin, Ph.D.
heather.hamlin@maine.edu
207-581-2563

Responsibilities: Coordination with university administrators, personnel, budget, outreach, and planning

Associate Director

William Ellis, Ph.D.
william.ellis@maine.edu
207-581-4360

Responsibilities: Undergraduate education, TAs, RAs, scheduling

Associate Director for Research and Graduate Studies

Damian Brady, Ph.D.
damian.brady@maine.edu
207-312-8752

Responsibilities: Research and Graduate programs

Administrative Staff

Jodie Feero, Student Academic Services Coordinator
jodief@maine.edu
207-581-4385

Responsibilities: Undergraduate and Graduate student support and records.

Laura Brissette, Administrative Specialist
laura.brissette@maine.edu
207-581-4383

Responsibilities: Webmaster, administrative support, communications

Chris Hathaway, Accounting Support Specialist
christopher.s.hathaway@maine.edu
207-581-4381

Responsibilities: Procurement, expense reporting

Jessie Gunning, Grants Manager & Fiscal Officer
gunning@maine.edu
207-581-4366

Responsibilities: Extramural awards; SMS account management; PARS; Cost Share; Faculty, graduate student, professional, and staff payroll.

4. Communication and Information

Department communications are primarily sent through email. There are separate email lists for each category of personnel (faculty, staff, graduate student, general, etc.). If you aren't receiving regular email announcements, get in touch with [Carrie Love](#) to be added to the appropriate email lists. You are able to send to a list if you are a member of that list, but if you want to send to a different list (like a grad student writing to faculty), Carrie will have to do it for you.

The University of Maine has an emergency alert system that sends out notifications related to public safety (examples include snow closures, power outages, etc.). Notifications are sent via email and/or text. You should automatically receive email alerts to your @maine.edu account and can sign up for text alerts at this link: <https://umaine.edu/emergency/>

At the [Darling Marine Center](#), Heather Leslie maintains a community email list for announcements and updates related specifically to the DMC and affiliated personnel. The DMC has an additional emergency alert system for DMC-affiliated personnel. Contact Matt to be added to this list for text message alerts.

On the web

The SMS website is here: <https://umaine.edu/marine/>

And, if you'd like, you can be listed here (contact Laura Brissette):
<https://umaine.edu/marine/smspeople/>

Staff at the Darling Marine Center are listed here: <https://dmc.umaine.edu/welcome/directory/>

The SMS website is currently maintained by Laura Brissette,
and the DMC website is maintained by Hattie Stiles

The college of Earth, Life, and Health Sciences has a useful set of resources:
<https://elh.umaine.edu/resources/>
(Go to the SharePoint Hub or the Library of policies and procedures.)

SMS on Instagram (administered by ...): <https://www.instagram.com/umainemarinesciences/>

DMC on twitter (administered by Hattie Stiles)
<https://twitter.com/umainedmc>

DMC on Instagram (administered by Hattie Stiles)
<https://www.instagram.com/darlingmarinecenter/>

DMC on Facebook (administered by Hattie Stiles)
<https://www.facebook.com/DarlingMarineCenter/>

5. Safety Training

The University of Maine, and associated facilities, require annual safety training to ensure a safe working environment for all employees and students. Many of these trainings are required annually. Each person is responsible for keeping records of their training completion certificate (online) or form (in-person). A copy should be provided to your supervisor and/or lab manager.

UMS required trainings are available online:

<https://mycampus.maine.edu/group/mycampus/sm-training>

- University of Maine, Safety Management: Annual Basic Safety Training (online via UMS Academy, required annually)
- University of Maine, Safety Management: UMS Compliance Pathway for Employees and Student Employees (online via UMS Academy, required annually). The topics include: Conflicts of Interest, FERPA, Accessibility Awareness, Information Security, Sexual Harassment Prevention, and Title IX.
- University of Maine, Safety Management: Elective Safety Compliance Specialized Training (online via UMS Academy, required annually).

You should also check the [SM Safety Training list](#) to see if there are other offerings that relate to your work tasks.

If you are located at, or plan to do work at, the Darling Marine Center you are also required to do DMC specific trainings which may include:

- Darling Marine Center: Site-specific training (facilities manager, required annually)
- Darling Marine Center: Vessel Use/Boat Safety (boat captain, required before using vessels, renew every ~3 years or at discretion of boat captain)
- Lab specific safety training (project supervisor or lab manager)
- Standard Operating Procedures relevant to your project/work (project supervisor or lab manager)

Reporting injuries

This gets missed in some of the safety training, so we include it here. If you have a work-related injury (including ergonomic injuries) it should get reported to the UMS Risk Management office, and you should also tell your supervisor. With a little bit of effort, the links to Incident Reporting can be found by going to Risk Management in the UMS Quick Links from the UMS Portal. Reporting is important to protect you against future injury complications and provides data for new or emerging workplace risks.

6. Orono Information

SMS Offices and Lab Locations

In Orono, SMS is spread across several buildings on campus. Administrative staff are in Aubert. Most of the oceanographers are in Aubert and Libby, with additional buoy facilities near Libby. Libby also houses Marine Policy faculty and Maine Sea Grant. You'll find marine biologists mainly in Murray and Hitchner.

[Link to UMaine Orono Campus Map](#)

Living in Orono, and surrounding areas

Shopping

You will be able to find most of your essential items at stores in Orono and Old Town. A short drive to Bangor will provide access to almost everything else that you will need.

<i>Category:</i>	<i>Store:</i>	<i>Location:</i>
Groceries	IGA	Orono
Groceries, Specialty	Ampersand	Orono
Pharmacy	Orono Pharmacy	Orono
Groceries & Pharmacy	Hannaford	Old Town
Pharmacy	Walgreens	Old Town
Hardware & Home Supplies	Aubuchon	Old Town
Groceries, Specialty & Bulk	Natural Living Center	Bangor
Books	The Briar Patch	Bangor

Recreation

Locations within ~20 minutes of Orono campus:

- UMaine Forest
- Bangor City Forest
- Sunhaze Meadows National Wildlife Refuge

- Hirundo Wildlife Refuge
- Hermon Mountain

7. Darling Marine Center Information

Mail is distributed in the Horse Barn, which also houses administrative staff (Director Heather Leslie, Programs & Communications Manager (currently vacant position) , Administrative Assistant Lisa Oullette).

Be sure to ensure your lab supervisor adds you to your working group roster to ensure you are added to DMC directories, are given a mailbox, and added to mailing lists(DMC E-Currents, etc.). If you have questions about this process please let Matt know.

To receive emergency communications specific to the Darling Marine Center Campus please complete the form here:

<https://dmc.umaine.edu/welcome/safety/dmc-emergency-communications-form/>

As the DMC is a more remote campus we ask that you complete the emergency contact form here: [Emergency contact form](#)

DMC Community Resources: <https://dmc.umaine.edu/welcome/dmc-community-resources/>

Teaching spaces can be found in the Horse Barn (small classroom~20), library (large classroom ~30), Marine Culture Lab (McAlice classroom, large ~25), Mitchell classroom (medium~20), and the picnic tables in the pines. Larger public events and presentations take place in Brooke Hall (70-100). If you need to schedule a space, contact the Programming and Communications Manager.

If you have facilities needs or issues talk to your supervisor or to the DMC Laboratory Manager Alan Spinney).

Near the commercial pier you will see a rack of kayaks. A few of these are for use by the community. Personal Flotation Devices are REQUIRED to be properly worn even if using your personal vessel, and are found in the shed near the Lowes Cove Pier on the other side of the fire pit, where you will also need to fill out a float plan. Prior to launching any vessel at the Darling Maine Center you must receive the appropriate training from DMC Administration.

The library collection is currently in flux, and currently for library use only. We anticipate that in 2022 new procedures will be identified to increase access to the resources in this space. The Library is a great place to study, work with small groups, and watch some wildlife.

The Darling Center has a network of trails open to the community. You can find a campus map and a trail map here: <https://dmc.umaine.edu/welcome/campusmap/>. (Updates expected in 2022).

Darling Marine Center users are required to undergo site-specific safety training each year. There will usually be general announcements about this, and there will be sessions available when groups of people join campus (generally summer and fall). Everyone must complete this training before beginning work at the Darling Marine Center, please contact temiller@maine.edu to schedule, or discuss with your working group supervisor.

News & Classifieds: Lincoln County News

Groceries: Hannaford, Main Street Grocery, and Rising Tide, all in Damariscotta.

Hardware: Damariscotta Hardware, Louis Doe's (Newcastle), Hammond Lumber, NC Hunt Lumber, Hancock Lumber.

Books: Sherman's Maine Coast Book Shop, Skidompha Second-hand Book Shop.

Kitchen Supplies: Weatherbird, Reny's, Dollar Tree

General Merchandise and Clothing: Reny's

Here is a link to a community-created list of [Midcoast Food Sources](#). This was originally developed during the early onset of the COVID-19 Pandemic.

8. Affiliated Institutions and Organizations

SMS interacts and has ties with many other organizations inside and outside UMaine. These include (but are not limited to) the following

Gulf of Maine Research Institute (GMRI, <https://www.gmri.org/>)

SMS has faculty members and graduate students based at GMRI in Portland. GMRI is an independent nonprofit organization that studies the ocean and human interactions with the ocean.

Bigelow Laboratory for Ocean Science (<https://www.bigelow.org>)

Bigelow is also an independent nonprofit organization focused on ocean sciences. Several UMaine graduate students work with Bigelow faculty and are based there.

UMaine Machias (UMM, <https://machias.edu/>)

Downeast Institute (DEI, <https://downeastinstitute.org/>)

University of New England (UNE, <https://www.une.edu/>)

Maine Sea Grant (<https://seagrant.umaine.edu/>)

Aquaculture Research Institute (ARI, <https://umaine.edu/aquaculture/>)

Lobster Institute (<https://umaine.edu/lobsterinstitute/>)

UMaine Scientific Diving Program (<https://umaine.edu/scientificdiving/>)

Maine Aquaculture Innovation Center (<https://www.maineaquaculture.org/>)

UMaine Center for Cooperative Aquaculture Research

(<https://umaine.edu/cooperative-aquaculture/>)

9. Faculty Information

This section is to be thought of as a living document, with new faculty members adding to it as they go through the process of getting settled within SMS. We've tried to organize it in a similar manner to the HR onboarding process, with different sections related to the times you might want to complete these different tasks. We recommend, however, that you read through this section in its entirety to ensure you don't miss anything that may be helpful or relevant as everyone's onboarding experience is different.

BEFORE YOU START AT UMAINE

Governance

You'll find links to governance documents (College of Earth, Life, and Health Sciences [ELH] and the School of Marine Sciences [SMS]) here:

<https://nsfa.umaine.edu/faculty-staff-resources-governance/>

SMS committees and membership are here:

Faculty at UMaine are unionized, and you can find information on our union here:

<https://afum.info/>

Tenure and Promotion

General University Info can be found here

<https://umaine.edu/hr/promotion-and-tenure/>

SMS specific guidelines can be found here, although these may be revised in the future.

<https://umaine.edu/provost/wp-content/uploads/sites/14/2017/05/School-of-Marine-Sciences-Retention-Promotion-and-Evaluati.pdf>

It is suggested that you download the forms when you officially start at UMaine and keep them updated as you go to make pulling together your actual tenure package easier. Ask others in the department for their packages for ideas on what kinds of activities can be included in the different categories

We also suggest reaching out to the chair of the peer committee and setting up a meeting to review your timeline for submitting your annual reviews. If you start in the Fall, this will come up very quickly.

YOUR FIRST WEEK

How to Verify your I-9 Documents

Contact Kelly Hoovler or Angela Emerson to set up a time to bring your documents over to the HR office in Corbett Hall.

Moving Expenses Reimbursement

Fill out this form and forward it to Jessie (cc Heather) and include pdf's of all of your receipts

<https://www.maine.edu/apls/wp-content/uploads/sites/42/2020/07/Moving-Expense-Reimbursement-Mar-2019-Accessible.pdf>

- Note: May be helpful to do this as a zip file with an excel sheet listing each item category according to the sheet
 - This will be taxed! So keep that in mind for your planning

Other things to note about becoming a new maine resident:

- [How to register to vote](#)
- Need to register your car within 30 day
 - Go to City Hall to pay FIRST before BMV
 - You can make appointments at the BMV to reduce waiting times
- Separate from car registration, you'll need to get an annual vehicle inspection. Most car shops will do this for less than \$15.
- Ticks are bad in Maine. If you find one embedded, you can have it identified and tested for diseases through the [UMaine Cooperative Extension Tick Lab](#)
- You can use the Cutler Health Center on campus as it is a Northern Light facility and is in-network for UMaine Health Insurance.

How to access WIFI on campus

- On your devices, "Forget" eduroam
- Use your @maine.edu email for the username and your password for the password
- <http://wifi.maine.edu/eduroam/>

How to get an ID card:

- Go to Parking Services during normal business hours
- <https://umaine.edu/mainecard/>
- To add Bear Bucks, go to MyCampus and in "Launchpad" click on "eaccounts" (Red arrows)

How to Set up your Office Phone

The easiest way to do this is contact IT directly by emailing help@maine.edu

If you have a phone and it is working, you can consult [this site](#) for general information on how to use the cisco phones.

How to Set up Printing

The university has switched to using Papercut and xerox printers in summer 2023. How to go about setting up printing depends on if you are using a university owned machine or a personal computer. More information on how to do this can be found at <https://umaine.edu/it/managed-print-services/>

How to Set up a faculty profile on the [UMaine SMS Website](#)

This can be done by reaching out to [Mike Kirby](#) who will have someone on his team set you up with a site. They'll likely request a googledoc of the info you want listed and a photo. There isn't a standard way to present yourself, so take a look at others' profiles and do what works best for you.

If you are interested in getting a personal lab website made, this group can also help with that. See [Heather Leslie's profile/site](#) for an example.

YOUR FIRST MONTH

How to access your Start Up Funds (aka get a Chart Field Number)

Startup funds can come from a variety of sources, so make sure you know who to contact. The below information is relevant if your funds come from the VPR's office.

- Email Jodie
- If she doesn't have the info, contact Jessica Baker
- If she doesn't respond, contact Angela Rogers
- If you are having difficulty getting information, ask Chris Gerby for help

For MAFES Faculty

- The USDA website is often broken, so getting level 2 identity verification can be difficult
- Troubleshooting tips (Jan 2023)
 - If you can get the email link but can't log in to eauth, try clicking the link at the bottom of the page called "update account"
 - If you need to do the auth in person, follow the below instructions from the USDA office in Bangor
 - STEP 1: Online Self-Registration Form Completion
 - Go to <https://www.eauth.usda.gov>
 - Click the "Create an Account" Option.
 - Click the "Register for Level 2 Account" button.
(IMPORTANT--make sure you select the Level 2 button)
 - Complete online form.

- o All fields are required, except Middle Initial and Home Phone
- o User Name Requirements:
 - Length between 6-20 characters
 - No Spaces
 - Cannot begin or end with a period
 - The only special characters allowed are .-_[@](#)
- o Password Requirements:
 - Length between 12-24 characters
 - Must contain at least 1 number, 1 uppercase letter, 1 lowercase letter, and
 - 1 special character ! # \$ - % = + : ; ? ~ *
 - No spaces
 - Cannot be a dictionary word
- o User creates a four-digit PIN for future reference
- o User answers 4 security questions that can be used to reset password in the future.
 - After submitting form, and verifying the information, you will receive an email to validate email address and activate account.
- STEP 2: Validate Email and Activate eAuth Account
 - Watch for an email from eems.support with the subject, “eAuthentication: Action Required - Instructions to Activate Your USDA Account with Level 2 Access”.
 - Click the “ACTIVATE MY ACCOUNT” link in the email.
 - The USDA office will not be able to complete Step 3 until account has been activated.
- STEP 3: In-Person Identity Proofing
 - Visit a USDA office to verify identity. Remember to bring a government-issued photo ID.
 - You will receive a confirmation email after identity is confirmed and your account is ready to use.

Purchasing

Small purchases can be made with a UMaine credit card (PCard). Work through Carrie to apply for your PCard. This is a great thing to have for any travel, and for research purchases that are needed immediately.

Larger purchases should generally be made through Marketplace if possible

- You'll need to request access
<https://mycampus.maine.edu/group/mycampus/ms-marketplace>
- Heather may have to approve

Go to Strategic Procurement for complete information and training (<https://mycampus.maine.edu/group/mycampus/strategic-procurement>)

Computer Purchasing

Note that in the spring there is a call for university assistance with computer purchasing ([FLIP](#)). It requires a brief application and match from your startup, but can be a good opportunity for new faculty to get a new computer at half price. This program may be subject to budget cuts.

YOUR FIRST MONTH

Travel

- Travel-related purchases (including meeting registration) should be made with the same card as purchases
- All University travel authorizations, nearly all airfare bookings, all expense reporting, and paying off University Card transactions must be done using Concur (accessed through the UMaine portal).
- All tasks in Concur will take much longer than you expect, and it may not be clear how to complete them. The problem is not with you, but with Concur. Reach out to your department admin staff if you run into problems.
- Some of the resources here are also useful (requires UMaine login): <https://mycampus.maine.edu/group/mycampus/travel>
- You need an authorized travel request before you can get reimbursed or pay your TCard charges. (You are supposed to have it before you travel, too!)
- There are two options for domestic per-diem meals, with pros/cons tabulated below.

	UMaine per diem	Federal GSA per diem
Amount per day	\$50	\$74 (or more depending on location)
Receipts required?	No	Yes
Extra spreadsheet form required alongside travel authorization request?	No	Yes
Extra spreadsheet form with itemized receipts required alongside expense report?	No	Yes

- Make sure your hotel invoices itemize taxes, fees, and the room rate itself as you will have to break this out in Concur.

Research

To get started, you may want to set up an introductory meeting with Jason Charland . His office (ORD) also runs a Grants 101 info session, as well as a longer, Grants Academy, which can be helpful in terms of finding grants, collaborators, match, etc. This office also maintains several helpful links for finding funding

- <https://sites.google.com/a/maine.edu/funding-opportunities/>
- <https://umaine.infoready4.com/CompetitionSpace/#>
- Also a pivot subscription that you can activate with your UMaine credentials

The Office of Research Administration (ORA) will assist you with proposals using their Proposal Approval Routing System (PARS, <https://umgrants.maine.edu/pars/>).

When filling out routing information in PARS, include the SMS Director and the Dean of NSFA. If you're doing any of the work at the Darling Center, also include the DMC Director.

UMaine has many small internal funding opportunities that are listed in Infoready (<https://umaine.infoready4.com/CompetitionSpace/>)

EPSCOR has an email list, and you can find EPSCOR funding opportunities here: <https://umaine.edu/epscor/>

Sea Grant opportunities are listed here: <https://seagrants.umaine.edu/funding-opportunities/>

Research at the Darling Center schedules EARLY. Be in touch with the director in early January at the latest for the following summer.

Teaching

{something about reminder to fill out whatever those conflict scheduling forms are to block out friday faculty meetings and SMS seminar times}

If you are teaching an existing class

- Contact Wge to get added as an instructor of record
 - This should give you access to student rosters on MaineStreet Faculty Center and to the course in Brightspace
 - You must have already completed FERPA Training and the [MaineStreet Campus Solutions Student Data Access Request](#)
- Contact the CITL for group and one-on-one trainings on how to use these and other digital resources for teaching
- Get Keys for your teaching lab spaces from Lily (If in an SMS controlled space)

To teach a new class

This is done as a “temporary” class at first, so it will be listed as a 491 course number. After teaching this a few times, it can go through the formal review process and be given a different (i.e. “permanent”) number

How do you get your grant's account number?

Indirect Cost Return

Office of Industrial Cooperation

[Content in development. Please contact Greg Gerbi if you have suggestions or content for this section.]

10. Staff Information

[Content in development. Please contact Greg Gerbi if you have suggestions or content for this section.]

11. Graduate Student Information

Welcome to the School of Marine Sciences! For many people, the years that they spend as a graduate student are some of the most memorable and rewarding years of their career. Often, graduate students build life-long friendships with peers and mentors, engage in exciting research, and grow in their professional and personal life. But, pursuing a graduate degree can be challenging, demanding, and - for some- discouraging. We hope that this section will serve as a quick reference for important information so that you can focus your energy on your research and scholastic goals.

As a new student, we highly recommend that you thoroughly read the [School of Marine Sciences Handbook for Graduate Programs](#) (link is to January 2021 version). This document details the requirements and goals of each graduate program. Importantly, it defines the expectations of your participation in the program, summarizes required events and training, and lists helpful degree milestones. After reading for yourself, it may be helpful for you to review these expectations and requirements with your advisor and/or Program Coordinator.

Although not required, there are opportunities for you to gain teaching experience by applying to be a Teaching Assistant. Talk to your advisor and/or the SMS Associate Director. The UMaine Graduate School provides additional information about assistantships ([link to website](#)).

Graduate Student Government

The GSG helps to advocate for graduate students, provide professional development opportunities, student resources, project funding, and more. Meetings are open to the public and each department needs to have active student representatives in order to be eligible for club funding. [Learn more about the GSG on their website.](#)

Health Insurance

In the past, health insurance coverage for graduate students has changed on a year-to-year basis. Due to the current high cost of health care, we recommend that you pay close attention to what services are covered, which providers are in-network, and when policy changes take effect. The GSG is a good resource because they help to negotiate new policy/coverage.

Anticipated Resources

Each semester, you need to submit your "Anticipated Resources" which indicates that your tuition will be paid by a grant/project. If you do not complete this form by the deadline, you will be charged a late fee. [Here is the link to instructions for submitting this form on MaineStreet.](#) Remind your friends so that no one has to pay a late fee!

UMaine Student Resources

[\[Quick link to UMaine Student Resources webpage\]](#)

- [Northern Light Cutler Health Center](#)
- [Counseling Center](#)
- [New Balance Recreation Center](#)
- [UMaine Police Department](#)

12. For Supervisors

[Content in development. Please contact Greg Gerbi if you have suggestions or content for this section.]