

## STUDENT LIFE POLICIES

### Academy Officials

Students are advised that all Academy staff, including Residential Life (professional staff and Resident Assistants), Student Services, and Campus Safety, are duly appointed officers of the Academy. As such they represent the Board of Trustees and the President. In the normal performance of their assigned tasks, they have the authority to give instructions and/or directives that are appropriate within the Academy rules, regulations, and state laws. Such instructions may include a request for your identification or directing a guest to leave campus. If there is a question concerning an official's use of their authority, or other performance issues, the student should not make this an issue on the spot, but comply with appropriate requests or directives so the immediate issue can be resolved. The student may then choose to contact that official afterward to discuss any question of procedures, or contact their supervisor for a review of the matter.

### Airport/Bus Transportation

At the beginning and end of vacation periods and the end of the academic year, Student Services helps coordinate transportation to and from the airport and bus stations in Bangor for students. Due to insurance regulations the Academy does not have vans available for this type of shuttle transportation, but Residential Life can help students arrange for rides using local limo/van transportation businesses. The costs will vary depending on how many students are willing to share the expenses. Students should contact Residential Life for advice and assistance with transportation needs. Also see "Travel Plans" below.

### Backshore Beach

The Backshore Beach is located on the Wadsworth Cove Road and is a protected area owned and regulated by the town of Castine. This beautiful, small cove serves as the town's public beach in the summer and fall so it is important for its beauty, and the safety of its users, to keep it clean. The Board of Selectmen and town residents are pleased to allow people access to the beach as long as they respect the rules and take care of the area. A permit is required for any fires. This may be obtained from the Castine Fire Chief or their assistant. There is no overnight camping, and noise must be kept at a minimum. Please note that in Maine it is illegal to possess or consume alcohol in public areas.

### Bicycles, Roller Blade, Scooters, Skateboards and Hoverboards

Bicycles, roller blades, scooters (non-motorized), and skateboards represent an efficient and environmentally kind way to travel. Many of these types of transportation can be very expensive. One way to protect your property is to register it at the Campus Safety Office and engrave it for identification in case of theft. (See section on Campus Safety for details on this service). Due to a concern for pedestrian safety, you are asked to exercise extreme caution when riding on the inner campus, especially during the academic day. You are expected to remain on walks and roadways, and at no time should you ride across the grass. Such traffic, particularly in wet conditions, causes hard to repair damage to the grounds. Student Senate has placed bike racks in front of the major campus buildings for your convenience. Please do not ride/use any of these in any building, including the Fieldhouse, as such use may damage surfaces. Storage of bicycles in rooms is permitted as long as they do not interfere with passage into and out of the room/suite. Prudent and safe operation for the safety of pedestrians as well as oneself is a priority. If it is deemed you are operating in an imprudent, dangerous or reckless manner, your privileges may be revoked and you may be charged with a violation of the community honor code. It is highly recommended that you wear appropriate safety gear. Maine Maritime Academy is not responsible for injuries. Students are reminded that they must maintain health insurance. **Effective Jan 17, 2016 Hoverboards (and similar devices including, but not limited to, battery-operated scooters and hands-free segways) are prohibited in all campus buildings and on campus property.**

### Bulletin Boards

The various bulletin boards around campus are intended to provide students with up-to-date information on a variety of topics such as "items for sale," rides needed, apartments for rent, "students who need work," student activities/entertainment, and so on. Items posted on bulletin boards or walls around campus should have the date of posting written in one corner. It is the student's responsibility to, on a regular basis, clear any expired postings from these areas. **The college reserves the right to remove any posting that it deems inappropriate.**

### Business and Commercial Activity

Business and commercial activities on campus, or in the residence hall, can be disruptive or raise issues with the local merchant community. The Academy reserves the right to monitor and/or limit this type of activity on the campus. No commercial/business agents of any kind, or for any purpose, shall be permitted on Academy property or on the training vessel to arrange sales or subscriptions to students without the express permission of the Vice President for Financial & Institutional Services. Commercial/business agents, who have legitimate business with individual students or groups of students, may be permitted to conduct business with such in accordance with the following provisions:

1. Insurance agents may visit students providing the agent has an appointment with a specific student and has a letter of authorization from the Vice President for Financial & Institutional Services. Under no circumstances shall an insurance agent be present at any group meeting of students, regardless of the subject of the meeting, without the express permission of the Dean of Student Services.
2. Duly authorized visits by commercial/business agents normally shall be confined to timeframes, and conducted in such spaces, as the Dean of Student Services may prescribe.

3. Official telephones shall not be used to make appointments or otherwise conduct business.

Students are prohibited from acting as agents for commercial/business or e-commerce enterprises or for soliciting orders of any kind, and from engaging in any business for their personal gain or profit on campus, without express permission of the Dean of Student Services. The provisions of this prohibitive action include the unauthorized disclosures of Academy rosters of students to agents or commercial/business enterprises. Students shall not incur any bills in the name of Maine Maritime Academy, except as authorized by the President or as contracted for legally by the Vice President for Financial & Institutional Services for the execution of official business.

#### **Firearms**

Provision is made for hunters and other authorized students to store weapons in the armory. All such items must be labeled and placed into the armory upon arrival on campus. When transporting such items to, from, or on-campus, a trigger lock **MUST** be utilized. Contact the Office of Campus Safety for access and further information. No weapons (firearms, paintball guns, archery equipment, knives, and martial arts equipment) are allowed in student rooms.

#### **ID Cards**

Academy student identification (ID) cards provide official documentation that you are a member of the MMA student body. Students are expected to carry their cards with them at all times and to produce them upon request to any Academy official or any appropriate external official. Examples of use: to borrow library books, to gain access to the dining facilities, to use your declining balance account at the Main Dining Room or Waypoint. It is also used at the Fieldhouse and the Curtis Hall Front Desk. A student may also be asked by residence hall staff or Campus Safety to show their ID for either identification or verification of student status.

See the Curtis Hall Front Desk if you lose or damage your card. A \$10.00 fee is charged for a replacement and a \$5.00 fee is charge for a broken ID. Payment for your new ID must be made in advance via Cashnet or by visiting the Business Office.

#### **Independent Student Body**

Students who are not involved in the Regimental program are designated as members of the “independent” student body. This designation is separate from, and not to be confused with, financial “independent status” as determined by the Registrar, Financial Aid Office, and the governmental financial aid programs.

#### **Insurance of Personal Property and Motor Vehicles**

MMA and its officers, employees, and agents assume no responsibility for the loss, damage, or destruction of personal property kept or stored in the residential facilities or anywhere else on MMA grounds due to student misconduct or a failure to abide by Academy policies or guidelines. Insurance coverage for personal property, including motor vehicles, is the sole responsibility of each student. Coverage for personal property may be available under the parents’ homeowners or a personal property policy. This should be discussed with their agent. Some insurance companies now offer separate personal property coverage for students. Students are strongly advised not to keep any item of value in their room/suite that cannot be locked up in their closets or drawers. Whenever residents are away over vacation periods, they should remove all valuables from residential facilities or leave them at their own risk.

#### **Messages**

##### *Emergency*

Contact Campus Safety at 326-2479 (or ext. 2479 if dialing from an on-campus phone).

##### *Important Personal*

It is best to give family, friends and relatives your own room/suite/cell phone number.

Otherwise, Monday through Friday from 8AM to 4PM they may contact Student Services (326-2138, 326-2280, 326-2204, or 326-2117). Depending on schedules, these messages may not be delivered until after 7PM. After 4PM Monday through Friday and on weekends friends and family may contact the Campus Safety (326-2479).

#### **Official Communication**

It is important that a reliable and rapid means of communicating with all members of the MMA community be available. Maine Maritime Academy has invested heavily in our local area network and computers for staff and faculty. All students are required to have laptop computers with the capability to access our local network and e-mail. Access to MMA e-mail is also available worldwide via the internet and our home page. **In the interest of efficiency and economy, Maine Maritime Academy uses the local area network as our prime communications medium. Students are expected to check their FirstClass e-mail account every day.**

#### **Travel Plans**

Travel in and out of Castine can be a challenge. It is important to check school schedules and Curtis Hall opening and closing times – do not assume that early arrivals and late departures are allowed. Students are encouraged to carpool. Also see “Airport/Bus Transportation” above.

#### **Vending Machines**

Vending machines, for the convenience and use of students, have been installed on the first floor of Curtis Hall, the basement of the Commons Complex, and in various buildings around campus. These machines are not Academy property; they belong to a

private vendor. However, a percentage of the revenue from machines within Curtis Hall and the Commons is contributed to the Welfare and Recreation fund for student benefit. Any suggestions for offerings or problems with a machine should be reported to the Director of Residential Life & Student Services. Lost money can be refunded at the Cashier's Office (Leavitt Hall 2nd Floor). Abusive treatment of these machines will be cause for their removal. Physical damage to the machines will be billed to residents.

#### **Witherle Woods and the Forts**

Witherle Woods is a park-like area between Fort George and the "Backshore" side of Castine. It is a protected area owned by a combination of private citizens and the Maine Coast Heritage Trust (Forts George and Madison are state owned and town maintained. Permission from the town is required for use by groups.) There are many trails suitable for walking, jogging, bicycle riding, or cross-country skiing throughout the woods.

Please Note: consumption of alcohol is prohibited. As a Watershed Protection Area motor vehicles (including motorcycles, ATVs, and snowmobiles) are prohibited. Due to fire danger, camping and camp fires are prohibited. These restrictions apply to both the woods and the forts. The owners and overseer are pleased to allow people access so long as they respect the rules and take care of the area. Intramural coordinators or club sports officers, and other interested people need to apply to the Castine Board of Selectmen for permission to use the forts.