

Dear MMA Student,

The purpose of the datebook and directory is to provide members of the Maine Maritime Academy community with general information about Academy departments as well as a directory for easy access to phone numbers.

As a member of the Maine Maritime Academy community, you will interact with your roommate, your hall section, your fellow students on and off campus, and the staff & faculty, administrators and the local and surrounding communities. Admission to the Academy carries with it the assumption of both a sense of responsibility for the welfare of our community and an obligation as a responsible citizen to make a positive contribution to the community as a whole. Also assumed are obligations on the part of each individual to respect the rights of others and to protect the Academy as a forum for the free expression of ideas.

For your convenience, all Maine Maritime Academy policies are posted on the MMA portal at mymma.mma.edu. One of your responsibilities as a member of the MMA community is to familiarize yourself with and follow these policies. Additionally, the college catalog, your housing contract, and the Academy website also contain information, policies and procedures designed to help guide you through your experiences here. Please take a few moments to locate and review these items at the start of each academic year.

We look forward to a successful relationship with you and wish you the best as you pursue your educational goals at Maine Maritime Academy.

Please consider me a resource if you have questions or concerns. If I am not able to assist you directly, I will help you identify the appropriate person who can assist you.

Respectfully,

Deidra Davis

Dean of Student Services

207-326-2138

deidra.davis@mma.edu

MAINE MARITIME ACADEMY VISION AND MISSION

OUR VISION

The vision of Maine Maritime Academy is to provide the best marine and related education of any small college.

OUR MISSION

The mission of Maine Maritime Academy is to provide a quality education focused on marine and related programs. The curriculum will empower students to take on leadership roles, encourage rigorous self-discipline, promote curiosity, and provide graduates with the skills, ethics, and knowledge needed to succeed in the global economy.

NON-DISCRIMINATION, EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

MAINE MARITIME ACADEMY, GENERAL ADMINISTRATION, SECTION 200

PURPOSE:

To establish a policy prohibiting discrimination throughout the Maine Maritime Academy

A. Statement of Intent

Maine Maritime Academy recognizes that discrimination in educational programs and employment based upon race, color, religion, sex, gender identity, sexual orientation, national origin, disability, age, genetic information or veteran status can foreclose economic opportunity to a significant number of persons. In order to avoid this inequity and to afford all persons the opportunity to achieve their personal and professional goals, the Academy pledges to eliminate discrimination upon any person protected by state or federal laws and, in addition, to take affirmative action to recruit, employ and educate qualified members of under-represented groups.

B. Policy Statement

Maine Maritime Academy provides equal opportunity regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, disability, age, genetic information or veteran status pursuant to (for example) Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Executive Order 11246 as amended by Executive Order 11375; the Age Discrimination in Employment Act of 1975; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; the Genetic Information Nondiscrimination Act of 2008; and the Maine Human Rights Act (5 M.R.S.A., §4551, et. seq.). In addition, pursuant to (again, for example) the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Maine Human Rights Act, the Academy does not discriminate on the basis of disability in its programs and activities. This policy governs employment policies and actions, as well as the delivery of educational services, at all levels and facilities of the Academy.

In addition, federal and/or state laws permit in some, and require in other, instances the Academy to engage in affirmative action in its educational and employment activities. The Academy's objective of equal opportunity will be met by making goal-oriented efforts to increase through affirmative action, i.e. the number of women and minority groups in positions where their representation has been less than proportionate to their availability.

C. Implementation

Authority and responsibility for implementing, maintaining and monitoring non-discrimination, affirmative action and equal opportunity at the Academy shall lie primarily with the directors of human resources and student affairs. All directors, department heads and equivalent officers shall share responsibility within their areas of authority. The Academy President shall work to help ensure that all units of the Academy use best efforts to comply with this policy, as well as pertinent state and federal laws and regulations.

D. Long-Form Notice of Non-Discrimination

The long form notice set forth below shall be posted in a prominent place in each building (such as bulletin boards) and all Academy publications including, but not limited to, student and employee handbooks, catalogs, websites and other relatively lengthy sources shall contain the notice at the top or bottom of the inside front cover. For websites, the bottom of the homepage should contain a link to the long form notice.

LONG FORM: NOTICE OF NON-DISCRIMINATION

Maine Maritime Academy does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, disability, age, genetic information, or veteran status in specified programs and activities. Inquiries about the Academy's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Non-Discrimination/Affirmative Action Officers:

Deidra Davis, Dean of Student Services

Maine Maritime Academy

Curtis Hall

Box C-2

Castine, ME 04420

Telephone: 207-326-2138

E-mail: deidra.davis@mma.edu

Internet: <http://mainemaritime.edu/>

and/or

Heidi Pugliese, Director of Human Resources

Maine Maritime Academy

Leavitt Hall

Box C-2

Castine, ME 04420

Telephone: 207-326-2665

E-mail: carrie.margrave@mma.edu

Internet: <http://mainemaritime.edu/>

and/or

United States Department of Education

Office for Civil Rights

8th Floor

5 Post Office Square

Boston, MA 02109-3921

Telephone: 617-289-0111

TTY/TDD: 800-877-8339

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: Phone: 207.624.6290

TTY/TDD: Maine relay 711

Fax: 207-624-8729

Internet: <https://www.maine.gov/mhrc/>

and/or

Equal Employment Opportunity Commission

475 Government Center

Boston, MA 02203

Telephone: 617-565-3200 1-800-669-4000

TTY: 617-565-3204 1-800-669-6820

Fax: 617-565-3196

Internet: <http://www.eeoc.gov/>

E. Short-Form Notice

The short form of the notice set forth below shall be placed in publications that have more limited space, such as flyers, brochures, and advertisements in newspapers. Advertisements for employment in newspapers, journals and other sources shall also contain position title, closing date and contact information.

SHORT FORM: NOTICE OF NON-DISCRIMINATION

Maine Maritime Academy is an equal opportunity/affirmative action institution and employer. For more information, please call 207-326-2138 or 207-326-2265.

REFERENCES: P. & S.L. 1941, ch. 37, §2 as amended; 5 M.R.S.A. §4551, et seq.; 42 U.S.C. §1971, §1975a-d, §2000a; §2000h-g; 42 U.S.C. §6101-§6107; 29 U.S.C. §621-§634; Pub. L. 110-233, 122 Stat. 881; 5 U.S.C. §8335-§8339; 38 U.S.C. §219, et seq.; 8 U.S.C. §1101, et seq.; 29 U.S.C. §701, et seq.

DATE ADOPTED: April 9, 2014

DATE(S) AMENDED: January 16, 2018

DIVERSITY AND RESPECT

MMA recognizes that “diversity” encompasses the recognition of an entire spectrum of self- and group-identities. It includes an understanding and appreciation of differences in race, color, religion, sex, sexual orientation, national origin, disability, age, genetic information, class, physical ability, and learning ability.

Bystander Intervention

As part of the Academy’s commitment to reduce incidents of sexual violence, Bystander Intervention trainings are conducted during the First Year Experience (FY100) and PD classes and for student leaders during the academic year.

Safe Zone Magnets and Training

The mission of the Safe Zone Ally Program is to provide a network of safe and supportive allies to the LGBTQIA+ community at Maine Maritime Academy. The goal of this program is to provide a welcoming environment for LGBTQIA+ persons by establishing an identifiable network of individuals who can provide support, information, and a safe place for LGBTQIA+ persons within our campus community. Members of the Maine Maritime Academy community who have completed Safe Zone training have Safe Zone magnets to indicate their Ally status and a place where members of the LGBTQIA+ community are welcomed and accepted.

Mariners’ Motto

The Student Government Association (SGA) wanted a way to make the concepts of diversity, respect, and the tenets of the Honor Code, more meaningful and impactful for the entire MMA community. The Mariners’ Motto encompasses everything that we believe in and aspire to be – we live the Mariners’ Motto!

Mature

Accepting

Responsible

Industrious

Nautical

Ethical

Respectful

Shipmates

DEPARTMENTAL INFORMATION

VICE PRESIDENT OF ACADEMIC AFFAIRS/ PROVOST

The Office of the Provost is responsible for the academic program and various academic support offices. The Dean of Faculty is responsible to the Provost, as are the Academic Department Chairs, Registrar, Commanding Officer of the NROTC unit, and the Directors of Accessibility Services, Career Services, and Library Services. Academic Policies appear in the college catalog and can be found at <http://mainemaritime.edu/undergraduate-catalog>.

ACADEMIC POLICIES

The full statement of all academic policies is in your college catalog, found online at <http://mainemaritime.edu/undergraduate-catalog>, which is published by the Office of the Provost and revised annually. If you have any questions concerning your academic standing or how a policy may apply to you, please see your Academic Advisor or the Registrar. If they cannot help you, make an appointment to see the Dean of Faculty.

ADMISSIONS

The mission of MMA's Office of Admissions is to enroll a diverse class of outstanding people each year who are motivated towards completion of the educational program at MMA and focused on a career supporting the maritime industry and related fields. We provide prospective students and their families with accurate and timely information regarding every aspect of the admissions process and the educational program. In support of our mission, the Admissions Office hosts a number of information programs, both on- and off-campus. We rely heavily on student participation and use students as ambassadors to coordinate student staffing for all events. There are many opportunities to assist Admissions, which include escorting guests and high school groups, providing campus tours, serving as day and overnight hosts, representation at Open Houses, and working as office support staff. On occasion opportunities to represent MMA may include travel.

ATHLETICS

The Director of Athletics is responsible for intercollegiate athletics and intramural programming/activities. Approximately 25 percent of MMA students are chosen each year for the privilege of participating in varsity athletics. These students commit a great deal of their time and energy to preparing for and participating in the sport(s) of their choice and they are expected to adhere to high standards of performance academically, athletically, and personally. All home athletic contests are free to attend.

School Colors

Royal Blue, Gold, and White

School Nickname

Mariners

Varsity Sports

Full time students (minimum of 12 credits) can try out for the following varsity sports teams:

Men's

Cross Country

Soccer

Golf

Basketball

Lacrosse

Swimming & Diving

Sailing

Women's

Cross Country

Soccer

Volleyball

Basketball

Lacrosse

Swimming & Diving

Sailing

Club Sports

Wrestling

Recreational Facilities

The cardio fitness room and Ken and Lynn Brown Weight Room in the athletic complex are open to students 24 hours a day to students and staff with an active Maine Maritime Academy ID card.

Fieldhouse – basketball, weight rooms, aerobic machines, swimming, volleyball, and tennis.

*Turf & Grass Fields – Frisbee, football, soccer, lacrosse, softball, sun tanning, general recreation, intramural, clubs, varsity teams, etc.

Each area has general rules concerning safety and times available, and you should check in advance. It is the student's responsibility to be aware and to respect schedules and closing times.

Please check with MarinerSports.org for times, reservation of facilities, restrictions, and costs that might be associated with use.

MAINE MARITIME ACADEMY BOOKSTORE

Maine Maritime Academy Bookstore, operated through an agreement with Follett Higher Education, offers textbooks, regimental clothing and supplies, school supplies, health and beauty items, convenience foods, academically discounted software (online only), clothing, and gift items. You may order your books online at <http://www.mainemaritimeshop.com> to have them waiting for you when you arrive for the new semester. We also offer Text Rental for many of our titles. Our regular hours during the academic year are 8:00 am – 4:00 pm, Monday - Friday. We offer additional hours for special events. Please check the Maine Maritime website for any updates.

BUSINESS DEPARTMENT

The Finance and Business Department (different from the Financial Aid Office) are responsible for student billing and financial accounts. The office is open Monday-Friday from 7:30 am – 4:00 pm. The Business Department is responsible for maintenance of student accounts (generating bills, collecting monies owed, etc.), paying bills on behalf of MMA, budget maintenance and reporting, travel advances and reconciliations, administration of Academy issued student loans, and many other financial functions.

CAMPUS SAFETY

Campus Safety is located within the administrative framework of the Academy reporting to the Vice President of Financial and Institutional Services. Campus Safety personnel work closely with faculty, staff, and outside agencies as they carry out their mission to provide a safe and secure environment for the campus community through respect, integrity, and professional conduct. The Director of Campus Safety oversees the personnel and operations to provide year-round security and emergency services for the campus. The

department is also responsible for parking management, the motor pool, and access control. Campus Safety is available 24/7/365 by calling x2479 from a campus phone or 207-326-2479 from an external line.

CAREER SERVICES AND COOPERATIVE EDUCATION

Career Services coordinates the cadet shipping and co-op/field experience programs and provides students with assistance with resumes and professional skills training. They offer essential resources and knowledge to assist in preparation for your internship and employment searches either in person or through the online MMA Career Center (CareerCenter.mma.edu).

CONFERENCE SERVICES

Conference services coordinates external conferences, catering, banquets, events, meeting spaces and hotel accommodations on campus.

COMMANDANT OF MIDSHIPMEN

The Commandant of Midshipman has oversight for the professional training of those students who are studying to be licensed by the Coast Guard to work in the maritime industry. The Commandant provides oversight to the Waterfront Operations Manager, Training Ship *State of Maine*, and the Commandant's Division, to include the Deputy Commandants, three Company Officers, and an Administrative Coordinator. Together, the Commandant's Division provides leadership, guidance, and direction to the student leaders who manage the Regiment of Midshipmen, as well as classroom instruction, mentorship, and support to all Regiment members.

DEAN OF STUDENT SERVICES

The Dean of Student Services reports to the Vice President for Student Affairs and is responsible for the majority of a student's co-curricular life at the Academy. The departments of Residential Life, Student Activities, Health and Counseling Services are responsible to the Dean of Student Services for the various functions of their offices. The Dean also functions as a student advocate. Students should feel free to bring any questions about the college or their personal situations for guidance and possible assistance in their resolution. Such inquiries are handled with privacy. Student Services policies appear in the college catalog and online at the MMA Policies page.

DINING SERVICES

Sodexo provides dining services and catering services for our students, employees, and visitors. Sodexo's management team and staff are committed to providing Exceptional Customer Experiences. Campus Dining Offices are located in the Alford Student Center. For questions or additional information, please feel free to visit our office, call 207-326-2460 or email diningservices@mma.edu. In addition, our website at <http://mainmaritime.sodexomyway.com> contains helpful information including hours of operation, weekly menus, upcoming events, and links to social media and applications.

FACILITIES MANAGEMENT

The Director of Facilities Management reports to the Vice President for Financial & Institutional Services and handles a wide variety of functions. The Department of Facilities Management coordinates all services related to power, water, heat, transportation, roads/walks, maintenance, repair of buildings and grounds, housekeeping, and campus mail. If you need assistance or general information, you are always welcome to call us at 326-2440 or visit during business hours, 7:00 am – 3:30 pm. Students can report maintenance issues by emailing publicworks@mma.edu.

Student Mail Room and Packages

Mail and packages may be picked up at the student mailroom, 24 hours a day. It is recommended that all student packages be sent via registered mail as the Academy cannot

take responsibility for any damaged, lost, or misdirected mailings. Stamps may be purchased at the Student Mailroom, the bookstore, or the local post office. The correct mail format is:

Student's First and Last Names

MMA

Student Mailroom

Castine, ME 04420

Forwarding Addresses

During the summer break, a forwarding address is required. Without a forwarding address on-file, mail will be returned to sender. Students should also send a change of address notice to all correspondents (including magazines, monthly recurring membership programs, bills, etc.) during this time.

FINANCIAL AID

Financial Aid is the student's resource for information regarding the availability of financial aid from local, state, and federal sources. They issue federal work study through the financial aid process. For a list of job opportunities for students both on & off-campus visit the MMA Jobs Website (<http://careercenter.mma.edu>). Work study is a federal program based on financial need. It allows undergraduate and graduate students to work part-time to help pay for the cost of their education. Federal work study is awarded to currently enrolled students with financial need.

HEALTH & COUNSELING SERVICES

The mission of Student Health Services is to enhance the educational mission by providing quality healthcare and educational services to the students at Maine Maritime Academy in a caring and convenient manner. We provide clinic type services, basic first aid, physicals and short-term minor illness treatment. Services are coordinated with other departments on campus as well as with local resources in our external community. Health services is staffed from 6:30 AM to 3:30 PM Monday through Friday. When classes are in session, our medical provider is available from 7:30 AM to 11:30 AM Monday through Friday. No appointments are necessary. The school counselor holds office hours 8:00 am – 4:00 pm (Mon. – Fri.) and is available by phone, e-mail, or stopping by the office. Appointments are encouraged but walk-in appointments are also welcomed. Both health services and counseling services are provided at no additional cost.

HUMAN RESOURCES

The Director of Human Resources oversees the Academy's Human Resources department and student payroll. **Before students may begin work in any student job on campus, they must fill out employment paperwork with Human Resources. All students are paid via direct deposit, so they must bring identification (usually a passport) and a voided check with them to complete the paperwork. Students who fail to complete the paperwork will not be permitted to work.** Students who work on-campus must complete an electronic timesheet to be approved by their supervisor every two weeks. Any questions concerning pay should be directed to their supervisor first. Student time sheets and paychecks are processed bi-weekly.

INFORMATION TECHNOLOGY

Information Technology (IT) is responsible for all aspects of computing campus wide, including network, application, and systems support. Maine Maritime Academy provides access to the internet and internal network facilities for its faculty, staff, and students to support the educational functions of the institution. Since this resource is finite and must be shared by all users, Maine Maritime Academy reserves the right to limit individual access and/or use in order to maximize its availability to the entire user community. In-

formation Technology staff and student technicians are available in the Shop area of the IT department, located in the basement of Leavitt Hall. A computer lab, with printing services, is available at the library. Printing is available in other selected areas of campus. Reference the IT Services website for more details. All appropriate documents and policies are available at <http://it.mma.edu>. The Student Computing policy can be found at: <https://mainemaritime.edu/it-department/wp-content/uploads/sites/8/2014/09/StudentComputingPolicy.pdf>. Faculty, staff, and students are encouraged to contact the Help Desk first when assistance is required.

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President for Institutional Advancement reports directly to the President and is responsible for the oversight of Alumni Affairs, Development, and Editor of the alumni magazine. Institutional Advancement serves the Academy by building and strengthening relationships with diverse constituencies to promote networking opportunities for alumni and to encourage investment in and support of the Academy.

- **Alumni Relations** supports relationships with and among Alumni.
- **Editor Mariner Magazine** oversees the production of the alumni magazine..
- **Development** raises money to help meet Academy needs.

NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC)

The mission of the Naval Reserve Officers Training Corps (NROTC) program is to train and educate highly qualified students for commissioning and active service as unrestricted line officers in the U.S. Navy and the U.S. Marine Corps. Students can pursue a commission through the NROTC scholarship or college programs. Students who enter the NROTC program with a four-year scholarship receive full tuition, fees, room and board during their four years at MMA. Four-year scholarship applications are available at <https://www.nrotc.navy.mil>. First year college program students have the opportunity to apply for a national NROTC scholarship during the fall semester, which covers full tuition and fees for their final three years at MMA.

If a national scholarship is not awarded, first and second year college program students also have the opportunity to apply for a side-load NROTC scholarship during the summer after each academic year, which covers tuition for their remaining years at MMA. For more information about NROTC programs, interested students are highly encouraged to contact the NROTC unit directly, visit the NROTC website previously mentioned, or the MMA NROTC website at <http://mainemaritime.edu/nrotc>.

The NROTC unit also administers the Strategic Sealift Midshipman Program (SSMP). This program is designed to prepare highly qualified students for commissioning as Ensigns in the U.S. Navy Reserve as Strategic Sealift Officers (SSO). SSOs provide the Navy with subject matter expertise on the maritime industry, logistics, navigation and engineering support. The SSMP offers a stipend each semester which can provide up to \$32,000 over 4 years to defray the costs of tuition, books, and uniforms at MMA. Students may join the SSMP up to the fall of their 2/C year and still be eligible to receive the full \$32,000. To be eligible for this program, applicants are required to pursue degrees leading to a U.S. Coast Guard unlimited tonnage license and meet Navy medical screening requirements. Interested students should contact the NROTC unit directly or visit the SSOP website for more information at <https://mainemaritime.edu/nrotc/reserve-commission/>

NUTTING MEMORIAL LIBRARY

The Library's services for students include:

- Help with finding, using, and citing information for papers and projects (available in person, via Zoom, by phone, or by e-mail to library@mma.edu)
- Over 60,000 books and hundreds of thousands of online resources to support aca-

demic work in all majors

- Off-campus access to online resources
- Access to items from over 60 Maine libraries through Minerva.maine.edu
- Leisure materials, including circulating collections of DVDs and audiobooks
- Space for group study on our “noise friendly” main level
- Quiet study space on our upper level
- All required course texts available on Reserve at our front desk for use in the Library

Library Hours

Current Library hours may be found at: <http://library.mma.edu>

24-hour study lounge and computer lab open year-round (accessed via mma id card)

PRESIDENT

The President is ultimately responsible to the Board of Trustees for the everyday operation of the Academy, providing institutional leadership and vision to ensure institutional prosperity, and for following the policies and guidelines set by the Board. Besides oversight of the daily college activities, the President and his staff also manage functions occurring outside of the college’s day-to-day activity. The President and staff meet with State and Federal government officials, interact with community officials, and participate in a variety of fund-raising activities. Accordingly, the President is not always on campus to the extent that other administrators are. Students who wish to see the President about issues should ensure that they have first attempted to resolve them using the existing procedures and personnel. If you wish to send a message to, or speak with the President, please contact his assistant.

PURCHASING

Purchasing is charged with fulfilling all of MMA’s purchasing needs for campus, including purchases made for student clubs. Purchasing procures the best possible items at the best possible prices and will work with departments or individuals to meet their purchasing needs in a timely manner.

REGISTRAR

The Registrar supports the educational goals of the institution by communicating and administering academic policies and procedures related to student enrollment, academic curricula, and academic record maintenance. The office provides related services to students, faculty, staff, alumni, military veterans, and the United States Coast Guard in a timely, accurate, confidential, and helpful manner in accordance with institutional policies and federal laws.

VICE PRESIDENT FOR FINANCIAL & INSTITUTIONAL SERVICES

The Vice President for Financial & Institutional Services reports directly to the President and is responsible for the oversight of the Associate Vice President and Chief Information Officer, Director of Fiscal Operations, Director of Facilities Management, Director of Human Resources, Purchasing, Financial Analyst, and Contract Services and all who report to them. The Vice President works collaboratively at the strategic level with the senior administration while being responsible for various operational facets of the day to day operations of the Academy.

VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs and Enrollment Management reports directly to the President and is responsible for the oversight of the Dean of Student Services, Commandant of Midshipmen, and the Director of Athletics, and all who report to them. The Vice President works collaboratively at the strategic level with the senior administration while being responsible for student recruitment and retention and all aspects of co-curricular and extra-curricular activities, including student character development.

RESIDENTIAL LIFE & STUDENT ACTIVITIES

Residential Life & Student Activities supports the Academy's academic mission by fostering a welcoming living and learning environment through a holistic approach to education. We instill a culture of diverse and caring interactions, empowering students, and preparing them to be responsible members of the global community. The Department coordinates activities and programs that engage students in a positive and supportive co-curricular environment that encourages leadership, self-determination, personal responsibility, and community involvement. Through residential living, campus involvement, orientation, and transition programming, students are encouraged to take an active role in the Academy community to make a difference.

The Director of Residential Life & Student Activities, the **Assistant Director of Residential Life**, and the **Assistant Director of Student Activities** are professional staff members, while **Resident Assistants (RAs)** are paraprofessional student staff members who work in Residential Life and Student Activities. The Residential Life staff work with residents to create and develop an appropriate living and learning environment. Within this role, the staff plan and facilitate residential and campus events to engage students and to build a sense of community. They work with students to mediate roommate conflicts, cleanliness issues, and noise control. The Residential Life staff enforce Academy rules and policies when necessary and work closely with Campus Safety to respond to incidents in the residence hall.

Resident Assistants (RAs)

Resident Assistants are full time Curtis Hall residential students that act as liaisons between the students and administration, providing feedback to the residence hall professional staff on issues in the residence halls that need attention, student interests that should be addressed, and the general "state of residential students."

Curtis Hall Front Desk

The Curtis Hall Front Desk is located at the main entrance to Curtis Hall and it is staffed by Residential Life personnel to answer questions regarding student services and provide assistance to MMA residential students, visitors, and community members 7 days a week. The staff registers visitors and assists with student ID cards. The staff is charged with ensuring that only authorized persons (i.e. student, staff, & registered visitors) enter Curtis Hall through the main entrance. Desk personnel, as authorized to do so, may request identification from anyone entering Curtis Hall who they do not recognize. All members of the campus community are required to show ID upon request.

Desk Assistants (DAs)

DAs are student workers that serve at the Curtis Hall Front Desk. They are responsible for providing service to residents and visitors, answering the front desk telephone, issuing lock-out keys, and maintaining an awareness of anyone who enters the building for security purposes.

Bilge Recreation Center and Video Game Lounge

The Bilge Recreation Center and Gaming Lounge is located on the lower level of Curtis Hall. It is open 24/7 during the academic year and is accessible to all full-time undergraduate students with a student ID card. Services available include TVs, a pool table, foosball, ping-pong, air hockey, board games, gaming systems, and a kitchen.

RESIDENTIAL LIFE POLICIES

The full statement of all residential life policies is located on the academy website at <http://mainemaritime.edu/student-life/residential-life/policies-procedures/> which is published by the director of residential life and student activities and revised each year. The policies of the department of residential life are a comprehensive list of the various rules and expectations of students who reside in on-campus housing. All students are held to a

high moral standard of responsibility for their property and that of others. If you have any questions concerning how a policy may apply to you, please see your resident assistant (ra), the assistant director of residential life, or assistant director of student activities. If they cannot help you, make an appointment to see the director of residential life and student activities.

WATERFRONT/MARINE OPERATIONS

Student access to waterfront equipment is a unique characteristic of the Academy and is available to all students regardless of their major. Powerboats, sailing craft, yachts, and other floating equipment at the Academy must necessarily serve two functions: instruction and recreation. To do so safely, it is required that all persons embarking on such craft exercise proper diligence and care at all times in order to safeguard personnel and equipment. MMA’s Waterfront vessel qualification process must be completed for each type of vessel. Contact the Sailing Master for details. From time to time, the Marine Operations Manager and/or the designated Academy Sailing Master may also prescribe other instructions and procedures. The Waterfront is open for extra-curricular usage from 4:00 pm – 6:00 pm Monday through Thursday during the Fall semester until November 1st. The waterfront sponsors various weekend sailing trips through MMA clubs during the Fall semester. Contact the Sailing Master for details and signup. Other facility usage requires prior arrangement and permission of the Marine Operations Manager. All students and employees, who act as part of a crew of any Academy vessel, either documented or undocumented, shall be subject to the random drug testing policy.

CO-CURRICULAR OPPORTUNITIES

As a student at MMA, there are many avenues of exploration open to you. We encourage you to take a role in your co-curricular education and become a leader in making a difference in our community!

STUDENT GOVERNMENT ASSOCIATION

Maine Maritime Academy’s Student Government Association (SGA) is an elected body that represents the students of MMA according to the SGA Constitution. SGA represents the student body regarding any issues or concerns and works to ensure the rights of the students are upheld in accordance with Maine Maritime’s mission statement and purpose. SGA strives to promote the social and personal growth, as well as the general welfare, of the student body. The Student Government is comprised of an executive board, senators that represent the various facets of the student body, and class officers. All full-time students at MMA are encouraged to attend open Student Government meetings and to participate fully in their proceedings. For more information about SGA, please contact the Assistant Director of Student Activities. <http://mainemaritime.edu/student-life/student-government-association/>

2022-2023 SGA Executive Board

- President:** TBD
- Vice President:** TBD
- Treasurer:** TBD
- Student Trustee:** Roxanna MacGregor
- Past President:**

2022-2023 SGA Senate

- Engineering Senator:** TBD
- Deck Senator:** TBD
- Ocean Studies Senator:** TBD

International Business Senator:	TBD
Athletics Senator:	TBD
Regimental Senator:	TBD
Independent Senator:	TBD
Off-Campus Senator:	TBD
Residential Senator:	TBD
Philanthropic Senator:	TBD
Senator at Large:	TBD
Class Representatives:	One of the 4 class officers

from
sent the class

each class to repre-
at all meetings.

Class Officers

Class officers are a component of the SGA and represent their class in that capacity. They will be elected by a majority vote of their class on dates set by the SGA and approved by the Director of Residential Life and Student Activities. Contact any SGA Officer and also refer to the Student Government Association Constitution for additional information.

Class of 2023:

President:	TBD
Vice President:	TBD
Secretary:	TBD
Treasurer:	TBD

Class of 2024:

President:	TBD
Vice President:	TBD
Secretary:	TBD
Treasurer:	TBD

Class of 2024:

President:	TBD
Vice President:	TBD
Secretary:	TBD
Treasurer:	TBD

Class of 2025: Elections to be held during the Fall 2022 semester.

SGA Committees

SGA committees give students a conduit to help shape their experience at mma. If you are interested in serving on a committee, please attend an sga meeting, contact the student government president, assistant director of student activities, or director of residential life and student activities.

CAMPUS ACTIVITIES BOARD

The Campus Activities Board (CAB) is responsible for planning, promoting, and implementing a wide variety of activities on campus for all Maine Maritime Academy students and offers paid and volunteer positions. CAB hosts a wide variety of social, educational, and large-scale events based on the interest of students each year. CAB works in conjunction with the Assistant Director of Student Activities and the Student Government Association. CAB Meetings are open to all students. Contact the Assistant Director of

Student Activities for more information.

CLUBS AND ORGANIZATIONS

Student clubs provide a way to meet new people, participate in co-curricular experiences, and provide opportunities to grow, socialize, and develop leadership skills. . The full listing of active student clubs and organizations can be found at

<http://mainemaritime.edu/student-life/student-activities/clubs-and-organizations/>. If you are interested in forming a new club, contact the assistant director of student activities. For more information, please contact sga or the assistant director of student activities for guidance. For more information, please review the club & organization handbook found at the link above.

THE WEDGE OF THE REGIMENT OF MIDSHIPMEN

Those students who participate in the Regiment of Midshipmen have additional opportunities to become involved on campus and to develop their management and leadership skills. Regimental, Company, and Ship-Rate leadership positions offer management experience and professional development opportunities. These and other hands-on billets are delineated in the Regimental Manual.

<http://mainemaritime.edu/student-life/regimental-program/>.

2022-2023 Regimental Wedge

Regimental Commander:	Natalie Samuels
Regimental Executive Officer:	William Procko
Regimental Operations Officer:	Sean Caulfield
Cadet Master:	Shannon Estus
Cadet Chief Mate:	Kevin Cokgormusler
Cadet Chief Engineer:	Logan Eckmann
Cadet First Assistant Engineer:	Amber Card
Regimental Morale Officer:	Marshall Joyce
Regimental PT Instructor:	Cole Eddins
Regimental Public Affairs Officer:	John Egger
Regimental Adjutant:	Tamra Miller
Regimental Master at Arms:	Julie Malcolm
Regimental Senior Stryker:	Colin Barry
Regimental Academics Officer:	Isaac Sewell
Alpha Company Commander:	Tate Cooper
Bravo Company Commander:	Tiegen Lindstedt
Charlie Company Commander:	Haley Kent
Delta Company Commander:	Patrick Amba
Drill Team Commander:	Wolfgang Redman
Band Master:	Roger Hawkins

CAMPUS DIRECTORY

VICE PRESIDENT OF ACADEMIC AFFAIRS

- Keith Williamson, PhD, Vice President for Academic Affairs & Provost..... 326-2485**
- Cindra Leeman, Executive Assistant 326-2485**
- Office: Leavitt Hall 213**

ACADEMICS

Rick Miller, Dean of Faculty..... 326-4779
David Avery, PhD, Chair of Arts & Sciences 326-2169
Paul Wlodkowski, PhD, Chair of Engineering..... 326-2368
Kirk Langford, Chair of International Business and Logistics 326-2454
CAPT Daniel Parrott, Chair of Marine Transportation 326-2382
Jessica Muhlin, PhD, Chair of Ocean Studies 326-2403
CAPT Sean Kearns, Chair & Commanding Officer - NROTC 326-2352
Sally Chadbourne, Accessibility & Academic Support Coordinator 326-2511
Web: <http://mainemaritime.edu/academics/>

ADMISSIONS

Office of Admissions..... 326-2207
Kimberly Reilly, VP of Enrollment Management & Marketing..... 326-2649
Kate Kana, Associate Director of Admissions 326-2373
Mary Fairweather, Administrative Assistant for Admissions &
Enrollment Management 326-2207/2206
Offices: Quick Hall, First Floor
Web: <https://mainemaritime.edu/admissions/>

ADVANCEMENT

Christopher Haley, Vice President for Institutional Advancement* 326-2232

ALUMNI RELATIONS

Jeff Wright, Director of Alumni Relations* 326-2253
Karen Cukierski, Administrative Associate for Alumni Relations* 326-2337/2253

EDITOR OF MARINER MAGAZINE

TBD, Editor of *Mariner Magazine** 326-2224

DEVELOPMENT

Pamela Dewell, Major Gifts Officer* 326-2232
TBD, Annual Fund Manager* 326-2182
Craig Dagan, Women’s Basketball Coach & Major Gifts Officer*** 326-2372
Meagan Cloutier, Advancement Data Coordinator* 326-2223
Emily Brodeur, Database Administrative Assistant* 326-2470
Offices:

- * Wyman House
- ** Leavitt Hall First Floor
- ***Athletics

ATHLETICS

Steve Peed, Director of Athletics 326-2451
Tricia Carver, Associate AD & Head Volleyball Coach 326-2653
Megan McLean, Athletic Communications Coordinator 326-2713
Jeremy Pease, Student-Athlete Affairs Coordinator &
Assistant Women’s Lacrosse Coach 326-2371

Keenan Schaeffer, Head Women's Soccer Coach &

Athletic Contest Coordinator..... 326-2484

Billy Shannon, Head Men's Soccer Coach &

Equipment Operations 326-2114

OJ Logue, Head Men's & Women's Cross-Country Coach..... 326-2636

Noah Tapley, Head Golf Coach 326-2451

Daniel McNeely, Head Men's Basketball Coach 326-2452

Craig Dagan, Head Women's Basketball Coach..... 326-2372

Brandon Melville, Head Men's Lacrosse Coach 326-2221

Steve Peed, Head Women's Lacrosse Coach 326-2655

Taylor Martin, Head Sailing Coach 326-2254

Tony DeMuro, Head Swimming & Diving Coach..... 326-2717

Haley Yager, Head Athletic Trainer & Health Care Administrator 326-2459

Offices: Athletic Complex

Web: <http://www.marinersports.org>

MAINE MARITIME ACADEMY BOOKSTORE

Kathy MacArthur, Manager 326-9333

Office: Bookstore, Curtis Hall Bottom Floor

Web: <http://www.mainemaritimeshop.com>

BUSINESS DEPARTMENT

Richard Rosen, Vice President for Financial & Institutional Services..... 326-2241

Alice Herrick, Director of Fiscal Operations..... 326-2245

Diane Harmon, Student Account Manager 326-2243

Amanda McGuire, Senior Fiscal Operations Technician..... 326-2236

Wendy Haslam, Director of Institutional Research & Financial Analyst..... 326-2636

Casey Littlefield, Accounts Payable 326-2237

Office: Leavitt Hall 2nd Floor

CAMPUS SAFETY

In case of EMERGENCY..... 326-2479 (or 2479 from a Campus Phone)

Peter Stewart, Director 326-2181

Michael Roi, Lead Security Officer..... 326-2691

Erin Frank, Environmental Health and Safety Manager..... 326-2179

Victoria Nickerson, Administrative Assistant 326-2479

E-mail: campussafety@mma.edu

Office: Windlass House

Web: <http://mainemaritime.edu/campus-safety/>

CAREER SERVICES

TBD, Director 326-2651

Charles "Chuck" Easley, Jr., Field Experience Coordinator 326-2652

Deborah Harman, Acting Director/Commercial Shipping Coordinator 326-2650

Jan Leach, Administrative Assistant 326-2649

Office: Quick Hall

COMMANDANT

CAPT John Cashman, Commandant of Midshipmen	326-2152
CDR Lonnie Christian, Deputy Commandant for Operations & Company Officer	326-2299
LCDR Kelly Gualtieri, Deputy Commandant for Leadership Development, SIP Coordinator, and Company Officer	326-2245
LT Kyle Willette, Company Officer	326-2153
LT Ryan Armstrong, Strategic Sealift Officer	326-2287
LT Anne Kowalski, Administrative Coordinator, Regimental Office, and Company Officer	326-2250

Offices: Curtis Hall, First Floor

Web: <http://mainemaritime.edu/student-life/regimental-program/>

CONFERENCE SERVICES

Rachael Cotoni, Director of Conference Services	326-2283
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DEAN OF STUDENT SERVICES

Deidra Davis, Dean of Student Services	326-2138
Victoria Blackwood, Administrative Assistant.....	326-2137

Office: Curtis Hall, First Floor

DINING SERVICES

Campus Dining	326-2460
The Waypoint	326-2468
General Manager	326-2461
Executive Chef	326-2417
Retail Manager	326-2464
Catering/Food Service Manager	326-2461
Sodexo Admin	326-2657

Offices: Alford Student Center

Web: <https://mainemaritime.sodexomyway.com/>

FACILITIES MANAGEMENT

Peter Stewart, Director of Facilities Management.....	326-4771
Carl Olson, Facilities Operations Manager	326-2136
Lori Dodge, Purchasing Coordinator for Plant Operations.....	326-2440
Jim Stinson, Postal and Shipping Clerk.....	326-2444
TBD, Student Mailroom Clerk	326-2473
Brad Gomm, Custodian Coordinator (AM)	326-2418

Office: Alexander Fieldhouse – on the lower level, rear of Fieldhouse
(enter off of the rear parking area by the overhead door)

FINANCIAL AID

Zach Sawyer, Financial Aid Planner	326-2651
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Office: Quick Hall, First Floor

HEALTH SERVICES

- Tammy Tyler, RN, ASN, Director of Student Health Services 326-2295
- Dorothea “Duffy” Woods, Administrative Assistant 326-2305
- Web: <http://mainemaritime.edu/student-life/health-and-counseling-services/>
- Office: Sick Bay (1st Floor Curtis Hall through Courtyard Door B)

COUNSELING

- TBD, Director of Counseling Services..... 326-2419
- Office: 1st Floor Curtis Hall through Courtyard Door B
- Web: <https://mainemaritime.edu/student-life/health-and-counseling-services/mma-counseling-services/>

HUMAN RESOURCES

- Heidi Pugliese, Director of Human Resources..... 326-2761
- Deborah “Deb” Grindle, Human Resources Specialist 326-2334
- Traci Clair, Payroll Specialist..... 326-2231
- Office: Leavitt Hall 1st Floor
- Web: <http://hr.mma.edu>

INFORMATION TECHNOLOGY

- HELP DESK** 326-2240
- Will “Juicebox” Martell, Chief Technology Officer 326-4715
- Norm Yates, Network Manager..... 326-2111
- Dynnise Littlefield, Applications Systems Manager 326-2490
- Matthew Hebert, User Support Manager 326-2761
- Jake Adams, Systems Integration Specialist 326-2758
- Bryan Wolf, Emerging Technologies Coordinator & Webmaster 326-2737
- Will “Juicebox” Martell, User Support Manager 326-2167
- Nate Zmek, Systems Integration Specialist 326-2792
- Dallas Towle, Systems Administrator 326-4716
- Chris Brinn, Simulation Specialist 326-2330
- John “Skip” Fendl, Simulation Technician 326-2336
- Office: Leavitt Hall Basement
- Web: <http://it.mma.edu>

NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC)

- CAPT Sean Kearns, Commanding Officer/Professor of Naval Science..... 326-2325
- CDR Michel Short, Executive Officer/Asst. Professor of Naval Science 326-2324
- CAPT Ken Motsay, Marine Officer Instructor 581-1551
- LT Timothy Grant, Asst. Professor of Naval Science/Student Advisor 326-2296
- LT Adam Dymit, Asst. Professor of Naval Science/Student Advisor 326-2320
- LT Ryan Armstrong, Asst. Professor of Naval Science/Student Advisor 326-2287
- GySgt Patrick Armstrong, Assistant Marine Officer Instructor 326-2357
- QM1 Chadwick King, Naval Instructor.....326-2465
- QM1 Marissa Espinosa, Naval Instructor/ Human Resource Assistant 326-2465

Kathy Libby, Supply Technician..... 326-2321
Office: NROTC House, 44 Pleasant Street
Web: <http://mainemaritime.edu/nrotc/>

NUTTING MEMORIAL LIBRARY

FRONT DESK 26-2263
Lauren Starbird, Head Librarian 326-2260
Vince Garin, Access & Collection Services Librarian 326-2262
Office: Nutting Memorial Library, Platz Hall
Web: <http://library.mma.edu>

PRESIDENT

Jerald Paul, President 326-2220
TBD, Executive Assistant 326-2220
TBD, Institutional Communications Manager 326-2662
Office: Leavitt Hall 201

PURCHASING

Hildy Lowell, Senior Purchasing Specialist 326-2447
Kathy Heath, Fiscal Operations/Purchasing Specialist 326-2643
Shayna Glick, Purchasing Clerk 326-2450
Offices: Leavitt Hall 2nd Floor

REGISTRAR

Amy Gutow, Registrar 326-2441
Christine Spratt, Assistant Registrar 326-2441
TBD, Registrar’s Office Coordinator..... 326-2441
Laura Nason-Moulton, STCW License Coordinator 326-2384
Nicole Dyer, Faculty Services Coordinator 326-2225
Office: Dismukes 118
Web: <http://mainemaritime.edu/academics/academic-services/registrars-office>

VICE PRESIDENT FOR STUDENT AFFAIRS

TBD Vice President & Title IX Coordinator 326-2659
TBD, Admin Asst Finance/Enrollment 326-2620
Office: Leavitt Hall 202

RESIDENTIAL LIFE & STUDENT ACTIVITIES

Blossom Thao, Director of Residential Life & Student Activities..... 326-2280
TBD, Assistant Director of Residential Life 326-2204
Jessica Shively, Assistant Director of Student Activi-
ties.....326-2117
Offices: Curtis Hall, First Floor
Web: <http://mainemaritime.edu/student-life/residential-life/>

Resident Assistants (RAs)

Curtis Hall	Room	Section	Phone
Basement – Blue	011	001-011	326-2185
Second Floor- Yellow	206	289-216	326-2407

Second Floor- Red	230	217-240	326-2401
Second Floor- Green	254	241-264	326-2402
Second Floor- Blue	277	265-288	326-2404
Third Floor- Yellow	306	389-316	326-2408
Third Floor- Red	330	317-340	326-2409
Third Floor- Green	354	341-364	326-2412
Third Floor- Blue	377	365-388	326-2413
Fourth Floor- Yellow	406	489-416	326-2405
Fourth Floor- Red	430	417-440	326-2414
Fourth Floor- Green	454	441-464	326-2415
Fourth Floor- Blue	477	465-488	326-2416

WATERFRONT/MARINE OPERATIONS

Dana Willis, Marine Operations Manager & Waterfront Director	326-2400
Will McLean, Sailing Master	326-2719
Taylor Martin, Head Sailing Coach	326-2254
TBD, Master Schooner Bowdoin	326-2695
Tina Pitchford, Waterfront Administrative Assistant	326-2364
Office: Payson Hall/Waterfront	