



# Maine Maritime Academy

## 2024-2025

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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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. Also included is the Honor Code of Conduct and Responsibilities.

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](http://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. The Code of Conduct is located immediately prior to the calendar.

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.

Respectfully,

Deidra Davis  
Dean of Student Services  
207-326-2138

[deidra.davis@mma.edu](mailto:deidra.davis@mma.edu)

Office Location: Curtis Hall (Door C)



# **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](mailto: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: [Heidi.pugliese@mma.edu](mailto:Heidi.pugliese@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](mailto: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.

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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 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.

### ACADEMIC SUPPORT SERVICES

Support services at MMA provide academic assistance, available to all students, and accommodations, available to students with documented disabilities. The Academy's Center for Student Success, also known as the Buoy House, coordinates both. All students can select from several free academic support services, including open-door faculty office hours and course help sessions, a [Writing Center](#), a Navigation Lab, a Math/Physics Center, and individualized peer tutoring. Connect to information about accommodations by visiting [accessibility.mma.edu](#). Connect to all tutoring options through by visiting [tutoring.mma.edu](#).

### ATHLETICS

The Director of Athletics is responsible for intercollegiate athletics and intramural programming/activities. Approximately 30 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

Football

Golf

Basketball

Lacrosse

Swimming& Diving

Sailing

Wrestling

## ***Women's***

Cross Country

Soccer

Volleyball

Basketball

Lacrosse

Swimming & Diving

Sailing

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, tennis and pickleball.

\*Turf & Grass Fields – football, soccer, lacrosse, 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 9:00 am – 4:00 pm, Monday - Friday. We offer additional hours for special events.

## **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](http://CareerCenter.mma.edu)).



## **COMMANDANT OF MIDSHIPMEN AND VICE PRESIDENT FOR STUDENT AFFAIRS**

The Commandant of Midshipman and Vice President for Student Affairs reports directly to the president and oversees the Regiment of Midshipmen, Student Life and Athletics. As Commandant, he has oversight for the professional development of those students who are studying to be licensed by the Coast Guard to work in the maritime industry. He 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. The Commandant of Midshipman and Vice President for Student Affairs is also responsible for the oversight of the Dean of Student Services and the Director of Athletics, and all aspects of co-curricular and extra-curricular activities, including student character development. The Commandant and Vice President for Student Affairs works collaboratively at the strategic level with the other senior members of the administration.

## **CONFERENCE SERVICES**

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

## **COUNSELING SERVICES**

The mission of Counseling Services is to enhance the educational mission by providing quality counseling services to the students at Maine Maritime Academy in a caring and convenient manner. Services are coordinated with other departments on campus as well as with local resources in our external community. The counseling staff hold office hours 8:00 am – 4:00 pm (Mon. – Fri.) and is available by phone, e-mail, telehealth or stopping by the office. Appointments are encouraged but walk-in appointments are also welcomed. Counseling services are confidential and provided at no cost to all students.

## **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](mailto: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.

## **ENROLLMENT MANAGEMENT & 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.

## 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](mailto: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 Name  
MMA Central Receiving  
70 Pleasant St. 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

The Financial Aid office at Maine Maritime Academy is your go-to resource for financial assistance throughout your academic journey. Their team is here to help you explore and access the financial support you need to succeed. Whether you're seeking information on scholarships, grants, federal work-study, other employment opportunities, or student loans, they've got you covered. They offer personalized advising and assistance with navigating forms and deadlines, to ensure that every student can access the resources they need to achieve their educational goals. Schedule a meeting or contact them via phone or email.

## HEALTH 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. Health services are provided at no additional cost. Some common medications (antibiotics, for example) may be charged directly to a student's bill at minimal 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. Information 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 ADVANCEMENT & COLLEGE RELATIONS

The Vice President for Advancement & College Relations reports directly to the President and is responsible for the oversight of Alumni Relations, Development and Institutional Communications. Advancement and College Relations serves the Academy by building and strengthening relationships with diverse constituencies to promote networking opportunities for alumni, greater philanthropic engagement in and support of the Academy as well as maintaining the Academy's brand.

- **Alumni Relations** supports relationships with and among Alumni.
- **Development** raises money to help meet Academy needs.
- **College Relations** handles all media and communications needs both internal and external.

## 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, book stipend, monthly stipend, and room and board during their four to five (MSE 5) years at MMA. Four-year scholarship applications are available at <https://www.netc.navy.mil/NSTC/NROTC/>.

College Program students (sideload scholarship) have the opportunity to apply for a Sideload NROTC scholarship during the fall semester, which covers full tuition, fees book stipend, monthly stipend, and room and board during for their remaining years at MMA. This can be as much as four and half years (MSE 5 sideload) to three and a half years and a little as two years. 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>.

NROTC Preparatory Program (NPP) is a partnership between Maine Maritime Academy and the Navy, which allows a future student to attend MMA for a preparatory year. Upon successful completion of the preparatory year a student is then awarded a four-year national NROTC scholarship. IBL is the only degree program that is not allowed for NPP. For more information, please contact the Unit of visit the following website at <https://mainemaritime.edu/nrotc/nrotc-preparatory-program/>.

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 (managed by MMA) each semester which can provide up to \$64,000 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 (fall of 1/C year, case by case basis) and still be eligible to receive the full \$64,000. To be eligible for this program, applicants are required to pursue degrees leading to a U.S. Coast Guard unlimited tonnage license, pass an age-appropriate Physical Readiness Assessment 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/prospective-students/strategic-sealift-midshipman-program/>

## **NUTTING MEMORIAL LIBRARY**

The Library's services for students include:

- Expert help with finding, using, and citing information for papers and projects
- Over 60,000 books and hundreds of thousands of electronic resources to support academic work in all majors
- Off-campus access to electronic resources
- Access to a shared catalog of items from over 60 Maine libraries through [Minerva.maine.edu](http://Minerva.maine.edu)
- Interlibrary loan services
- Leisure reading materials
- Space for group study on our "noise friendly" main level
- Quiet study space on our upper level
- Three reservable 4-seat "study pods" and a reservable 8-seat meeting space
- 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 Academy 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 & Campus Safety, Director of Human Resources, Purchasing, Institutional Research, Conferences 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.

## **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 Residential Life and Student Activities Team consists of the three professional staff members, **the Director of Residential Life & Student Activities, the Assistant Director of Residential Life, and 13 Resident Assistants (RAs)**, who are paraprofessional student staff. 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 and also follow up on maintenance concerns. 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 who 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 an Administrative Assistant, Resident Assistants, and Desk Assistants 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.

### **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, ping-pong, 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 actions and decisions, and how those impact the greater residential community and their peers. If you have any questions concerning how a policy may apply to you, please see your Resident Assistant (RA) or the Assistant Director of Residential Life. 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. SGA represents the student body regarding any student 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. To learn more, please visit the SGA website <https://mainemaritime.edu/student-life/student-government-association/> or visit the SGA Canvas Course page where all SGA and Club & Organization resources are kept.

#### 2024-2025 SGA Executive Board

<b>President:</b>	Mackenzie Morin
<b>Vice President:</b>	Lydia Lancina
<b>Treasurer:</b>	Isaac Jurson
<b>Secretary:</b>	Jacob Lalumandier
<b>PR &amp; Communications Director:</b>	Patrick Williamson
<b>Student Trustee:</b>	Anthony Hall

#### 2024-2025 SGA Senate

<b>Engineering Senator:</b>	Spencer Glass
<b>Non-Traditional Senator:</b>	Zachariah McLaughlin
<b>Deck Senator:</b>	<i>Seat Open</i>
<b>Ocean Studies Senator:</b>	Alexandrine Lacasse
<b>International Business Senator:</b>	Taylor Webster\
<b>Athletics Senator:</b>	Rodger Hawkins
<b>Regimental Senator:</b>	Sawyer Carson
<b>Independent Senator:</b>	<i>Seat Open</i>
<b>Off-Campus Senator:</b>	<i>Seat Open</i>
<b>Residential Senator:</b>	<i>Seat Open</i>
<b>Class Representatives:</b>	One of the 4 class officers from each class to represent the class 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 2025:

<b>President:</b>	Emma White
<b>Vice President:</b>	Patrick Tardie
<b>Secretary:</b>	Nicholas Been
<b>Treasurer:</b>	<i>Seat Open</i>

### Class of 2026:

<b>President:</b>	John “Jack” Alexander
<b>Vice President:</b>	Lillian “Lily” Verrill
<b>Secretary:</b>	Gabriella Bowes
<b>Treasurer:</b>	<i>Seat Open</i>

### Class of 2027:

<b>President:</b>	Preston Smoak
<b>Vice President:</b>	<i>Seat Open</i>
<b>Secretary:</b>	Max Page
<b>Treasurer:</b>	<i>Seat Open</i>

## 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 comprised of a group of students who are responsible for planning, promoting, and implementing a wide variety of activities on and off campus for all Maine Maritime Academy students. CAB 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 Meetings are open to all students. Contact the Assistant Director of Student Activities for more information.

## CLUBS AND ORGANIZATIONS

Student Clubs and Organizations 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 about clubs and organizations in general, please contact SGA or the Assistant Director of Student Activities for guidance. For more information about club and organization operations, please review the Club & Organization handbook found on the SGA Canvas course.

## 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/>.

## 2024-2025 Regimental Wedge

<b>Regimental Commander:</b>	<b>MIDN 1/C Christian Cabrera</b>
<b>Regimental Executive Officer:</b>	<b>MIDN 1/C Brody Hathorne</b>
<b>Regimental Operations Officer:</b>	<b>MIDN 1/C Collin Cacciatore</b>
<b>Cadet Master:</b>	<b>MIDN 1/C Vincent Riccardi</b>
<b>Cadet Chief Engineer:</b>	<b>MIDN 1/C Matthew Eckert</b>
<b>Regimental Adjutant:</b>	<b>MIDN 1/C Evan Kowalski</b>
<b>Regimental Master at Arms:</b>	<b>MIDN 1/C Duane Tibbetts</b>
<b>Cadet Chief Mate:</b>	<b>MIDN 1/C Emma Brondum</b>
<b>Cadet First Assistant Engineer:</b>	<b>MIDN 1/C Emma White</b>
<b>Regimental Morale Officer:</b>	<b>MIDN 1/C Myles Bracy</b>
<b>Regimental Senator:</b>	<b>MIDN 1/C Sawyer Carson</b>
<b>Regimental Public Affairs Officer:</b>	<b>MIDN 1/C Lincoln Graf</b>
<b>Regimental Senior Stryker:</b>	<b>MIDN 1/C Shail Leszkowicz</b>
<b>Regimental Academics Officer:</b>	<b>MIDN 1/C Owen Tyler</b>
<b>Alpha Company Commander:</b>	<b>MIDN 1/C Payton Thomas</b>
	<b>MIDN 1/C Zachary McCarthy</b>
<b>Bravo Company Commander:</b>	<b>MIDN 1/C Ethan Dorval</b>
<b>Charlie Company Commander:</b>	<b>MIDN 1/C Ahren Myers</b>
<b>Delta Company Commander:</b>	<b>MIDN 1/C Zayna Dickson</b>
<b>Drill Team Commander:</b>	<b>MIDN 1/C Zachary Hammel</b>
<b>Band Master:</b>	<b>MIDN 1/C Isaiah McGann</b>





# 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

Candice Shorey, Admin Assistant to Faculty ..... 326-2225

Office: Dismukes 116, Faculty Office

## ACADEMICS

Laurie Flood, Dean of Faculty ..... 326-2344

David Avery, PhD, Chair of Arts & Sciences ..... 326-2169

Richard Reed, PhD, Chair of Engineering ..... 326-2327

David Sorich, PhD, Chair of International Business and Logistics..... 326-2488

CAPT Ender Asyali, PhD, Chair of Marine Transportation..... 326-2648

Jessica Muhlin, PhD, Chair of Ocean Studies ..... 326-2403

CAPT Gary Chase, Commanding Officer/Professor of Naval Science..... 326-2352

Web: <http://mainemaritime.edu/academics/>

## ACADEMIC SUPPORT SERVICES

Sally Chadbourne, Accessibility & Academic Support Coordinator ..... 326-2489

Testing Center & Tutoring Assistant ..... 326-2511

## ADVANCEMENT

Kate Noel, Vice President for Advancement & College Relations\* ..... 326-2232

## ALUMNI RELATIONS

Tim Leach, Acting Director of Alumni Relations\* ..... 326-2253

Karen Cukierski, Administrative Associate for Alumni Relations\* ..... 326-2337/2253

## COLLEGE RELATIONS

Bryan Wolf, Director of Digital Communications\* ..... 326-2737

Michael Dickerson, Director of Communications\* ..... 326-2224

Rhonda Varney, Advancement & College Relations Coordinator\* ..... 326-2453

## DEVELOPMENT

Seth Brown, Major Gifts Officer\* ..... 326-2182

Susan Jones, Major Gifts Officer\* ..... 326-2716

Brockett Muir, Director of Advancement Services & Stewardship\* ..... 326-2223

Craig Dagan, Women's Basketball Coach & Major Gifts Officer\*\*\* ..... 326-2372

Sara Kneisel, Annual Fund Manager\* ..... 326-2177

TBD, Database & Stewardship Assistant\* ..... 326-2470

Offices:

\* Wyman House

\*\*\* Athletics

## ATHLETICS

Steve Peed, Director of Athletics .....	326-2451
Tricia Carver, Associate Director of Athletics / SWA .....	326-2653
TBA, Asst. AD for Communications .....	326-2713
TBA, Asst. AD for Sports Medicine.....	326-2459
Keenan Schaeffer, Head Women's Soccer Coach & Athletic Contest Coordinator.....	326-2484
Billy Shannon, Head Men's Soccer Coach & Equipment Operations.....	326-2114
Bryan Wolfe, Head Men's & Women's Cross-Country Coach.....	326-2737
Daniel McNeely, Head Men's Basketball Coach / Golf Coach .....	326-2452
Craig Dagan, Head Women's Basketball Coach.....	326-2372
Tony DeMuro, Head Swimming & Diving Coach.....	326-2717
Lance Moore, Head Men's Wrestling Coach .....	326-2733
Ashley Keenan, Head Women's Wrestling Coach .....	326-2476
Calvin Powell, Head Football Coach .....	326-2780
Nick Sheehan, Offensive Coordinator .....	326-2328
Dan McKenna, Defensive Coordinator.....	326-2141
Brandon Melville, Head Men's Lacrosse Coach.....	326-2221
TBA, Head Women's Lacrosse Coach .....	326-2371
TBA, Head Women's Volleyball Coach	
Patrick DiLalla, Head Sailing Coach .....	326-2254
Delaney Brown, Assistant Sailing Coach .....	326-2784
Offices: Athletic Complex	
Web: <a href="http://www.marinersports.org">http://www.marinersports.org</a>	

## BOOKSTORE

Therese Biggie, Manager.....	326-9333
Cassie Vogell, Assistant Manager .....	326-9333
Office: Bookstore, Curtis Hall Bottom Floor	
Web: <a href="http://www.mainemaritimeshop.com">http://www.mainemaritimeshop.com</a>	

## BUSINESS DEPARTMENT

Janet Waldron, Vice President for Financial & Institutional Services .....	326-2241
Alice Herrick, Director of Fiscal Operations .....	326-2245
Diane Harmon, Student Account Manager .....	326-2243
Casey Littlefield, Senior Fiscal Operations Technician.....	326-2236
Shayna Glick, Cashier .....	326-2236
Wendy Haslam, Director of Institutional Research & Financial Analyst....	326-2450
Meagan Cloutier, Accounts Payable.....	326-2237
Linda Simpson, Financial Accountant, Grant Administrator .....	326-2692
Office: Leavitt Hall 2nd Floor	

## CAMPUS SAFETY

In case of EMERGENCY.....	326-2479 (or 2479 from a Campus Phone)
Peter Stewart, Director of Facilities & Campus Safety .....	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: <a href="mailto:campussafety@mma.edu">campussafety@mma.edu</a>	
Office: Windlass House	
Web: <a href="http://mainemaritime.edu/campus-safety/">http://mainemaritime.edu/campus-safety/</a>	

## CAREER SERVICES

Deborah Harman, Director of Career Services and Cooperative Education.....	326-2650
Kathryn MacArthur, Field Experience Coordinator Afloat (Commercial Shipping).....	326-2625
Jeff Wheeler, Field Experience Coordinator Ashore .....	326-2652
Jan Leach, Administrative Assistant.....	326-2649

Office: Quick Hall

## COMMANDANT AND VICE PRESIDENT FOR STUDENT AFFAIRS

CAPT Mark Winter, Commandant of Midshipmen.....	326-2293
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 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 Events & Conference Services .....	326-2283
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## COUNSELING SERVICES

Tonya Murray, LCPC, Director of Counseling Services .....	326-2644
Paul Ferreira, LCSW, Counselor .....	326-2419

Office: 1st Floor Curtis Hall through Courtyard Door B  
E-mail: [counseling@mma.edu](mailto:counseling@mma.edu)  
Web: <https://mainemaritime.edu/student-life/health-and-counseling-services/mma-counseling-services/>

## DEAN OF STUDENT SERVICES

Deidra Davis, Dean of Student Services .....	326-2138
Laura Nason-Moulton, 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
Operations Manager.....	326-2462
Sodexo Admin.....	326-2657
Sodexo Spare .....	326-2464

Offices: Alford Student Center  
Web: <https://mainemaritime.sodexomyway.com/>

## ENROLLMENT MANAGEMENT & ADMISSIONS

Office of Admissions.....	326-2207
David Markow, VP of Enrollment Management.....	326-2649
Kate Kana, Director of Admissions.....	326-2373
Marc Gousse, Assistant Director of Admissions.....	326-2376
Zach Sawyer, Assistant Director of Admissions.....	326-2664
Ross Cottrell, Assistant Director of Admissions.....	326-2366
Jeff Cockburn, Transfer Enrollment Specialist.....	326-2348
Beth Sims, Graduate Enrollment Specialist.....	326-2620
Mary Fairweather, Administrative Assistant for Admissions & Enrollment Management.....	326-2207/2206
Val Mason, Receptionist.....	326-2618 or 326-4311, select 0

Offices: Quick Hall, First Floor

Web: <https://mainemaritime.edu/admissions/>

## FACILITIES MANAGEMENT

Peter Stewart, Director of Facilities & Campus Safety.....	326-2181
Carl Olson, Facilities Operations Manager.....	326-2136
Lori Dodge, Purchasing Coordinator for Plant Operations.....	326-2440
Jim Stinson, Postal and Shipping Clerks.....	326-2444
Dan Wentworth, Student Mailroom Clerk.....	326-2473
Brad Gomm, Custodian Supervisor.....	326-2418

Office: Alexander Fieldhouse – on the lower level, rear of Fieldhouse

(enter off of the rear parking area by the overhead door)

E-mail: [publicworks@mma.edu](mailto:publicworks@mma.edu)

## FINANCIAL AID

Ryan French, Director of Financial Aid.....	326-2682
Angela Wiley, Assistant Director of Financial Aid.....	326-2683
Jeff Walls, Financial Aid Planner.....	326-2205

E-mail: [financialaid@mma.edu](mailto:financialaid@mma.edu)

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

E-mail: [healthservices@mma.edu](mailto:healthservices@mma.edu)

Web: <http://mainemaritime.edu/student-life/health-and-counseling-services/>

Office: Sick Bay (1st Floor Curtis Hall through Courtyard Door B)

## HUMAN RESOURCES

Heidi Pugliese, Director of Human Resources & Title IX Coordinator.....	326-2761
Deborah “Deb” Grindle, Human Resources Specialist.....	326-2334
Traci Clair, Payroll Specialist.....	326-2231
Ferry Foster, Human Resource Generalist.....	326-2614
Nicole Dyer, Human Resource Generalist.....	326-2665

Office: Leavitt Hall 1st Floor

Web: <http://hr.mma.edu>

## INFORMATION TECHNOLOGY

<b>HELP DESK</b> .....	326-2240
Will “Juicebox” Martell, Chief Technology Officer .....	326-2167
Dynnise Littlefield, Applications Systems Manager .....	326-2490
Jake Adams, Systems Integration Specialist .....	326-2758
Christian Crane, System Support Specialist.....	326-2773
Nate Zmek, Systems Integration Specialist.....	326-2792
Matthew Hebert, User Support Manager .....	326-2761
Kyle Brown, User Support Technician .....	326-2669
Calista Forsythe, User Support Technician.....	326-2277
Zachary Thostensen, User Support Technician .....	326-2687
Norm Yates, Network Manager.....	326-2111
Dakota Gramour, Cruise & Network Support Technician .....	326-2133
Chris Brinn, Simulation Specialist.....	326-2330
John “Skip” Fendl, Simulation Technician .....	326-2336
Dallas Towle, Systems Administrator .....	326-4716
Bryan Wolf, Emerging Technologies Coordinator & Webmaster.....	326-2737
Office: Leavitt Hall Basement	
Web: <a href="http://it.mma.edu">http://it.mma.edu</a>	

## NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC)

<b>CAPT Gary Chase SWO Nuke, Commanding Officer/ Professor of Naval Science .....</b>	<b>326-2325</b>
<b>CDR Michel Short AVIATOR, Executive Officer/ Associate Professor of Naval Science .....</b>	<b>326-2324</b>
<b>LT Joseph Miller SWO/OIC, Asst. Professor of Naval Science/ Student Advisor .....</b>	<b>326-2296</b>
<b>LT Henry Oberman SUBS, Asst. Professor of Naval Science/ Student Advisor .....</b>	<b>326-2320</b>
<b>LT Sara Ellenberger SSO, Asst. Professor of Naval Science/ Student Advisor .....</b>	<b>326-2287</b>
<b>USMC Capt. Joseph Hendron, Asst Professor of Naval Science/ Marine Officer Instructor.....</b>	<b>581-1551</b>
<b>GySgt Patrick Armstrong, Instructor of Naval Science/ Assistant Marine Officer Instructor.....</b>	<b>326-2357</b>
<b>QMC (SW/AW) Chadwick King, Instructor of Naval Science.....</b>	<b>326-2322</b>
<b>Mrs. Elisabeth McNeely, Human Resource Assistant .....</b>	<b>326-2465</b>
Office: NROTC House, 44 Pleasant Street	
Web: <a href="http://mainemaritime.edu/nrotc/">http://mainemaritime.edu/nrotc/</a>	

## NUTTING MEMORIAL LIBRARY

<b>FRONT DESK .....</b>	<b>326-2263</b>
<b>Lauren Starbird, Director of Academic Support and Library Services.....</b>	<b>326-2260</b>
<b>Jane McCamant, Research &amp; Instruction Librarian.....</b>	<b>326-2262</b>
<b>Megan Sherfield, Library &amp; Academic Support Services Technician.....</b>	<b>326-2265</b>
Office: Nutting Memorial Library, Platz Hall	
Web: <a href="http://library.mma.edu">http://library.mma.edu</a>	

**PRESIDENT**

- Jerald Paul, President..... 326-2220
  - Rachael Cotoni, Executive Assistant ..... 326-2220
  - Craig Johnson, Chief Operating Officer ..... 326-2125
- Offices: Leavitt Hall, Second Floor

**PURCHASING**

- Hildy Lowell, Purchasing Manager ..... 326-2447
  - Kathy Heath, Fiscal Operations/Purchasing Specialist..... 326-2643
  - Lori Dodge, Admin Assistant II, Facilities..... 326-2440
  - Jim Stinson, Postal and Shipping Clerk ..... 326-2444
- Offices: Central Receiving, Smith Alexander

**REGISTRAR**

- Amy Gutow, Registrar..... 326-2441
  - Misty Bowman, Assistant Registrar..... 326-2441
  - Misty Bowman, Office Coordinator and License Program Assistant..... 326-2441
  - Christine Spratt, USCG-STCW License Coordinator ..... 326-2384
- Office: Dismukes 118
- E-mail: [registrar@mma.edu](mailto:registrar@mma.edu)
- Web: <http://mainemaritime.edu/academics/academic-services/registrars-office>

**RESIDENTIAL LIFE & STUDENT ACTIVITIES**

- Blossom Thao, Director of Residential Life & Student Activities ..... 326-2280
  - Daniel Gardner, Assistant Director of Residential Life..... 326-2264
  - Jessica Shively, Assistant Director of Student Activities ..... 326-2117
- Offices: Curtis Hall, First Floor
- E-mail: [housing@mma.edu](mailto:housing@mma.edu)
- Web: <http://mainemaritime.edu/student-life/residential-life/>

**Resident Assistants (RAs)\***

<b>Curtis Hall</b>	<b>Room</b>	<b>Section</b>
Basement & First Floor – Blue	011	001-112, 101-116
Second Floor- Yellow	206	201-216, 289-294
Second Floor- Red	230	217-240
Second Floor- Green	254	241-264
Second Floor- Blue	277	265-288
Third Floor- Yellow	306	301-316, 389-394
Third Floor- Red	330	317-340
Third Floor- Green	354	341-364
Third Floor- Blue	377	365-388
Fourth Floor- Yellow	406	401-416, 489-494
Fourth Floor- Red	430	417-440
Fourth Floor- Green	454	441-464
Fourth Floor- Blue	477	465-488

**\*During the renovation of Curtis Hall this information may not be 100% accurate. Contact the Assistant Director of Residential Life if you need to locate an RA.**

**WATERFRONT/MARINE OPERATIONS**

**Dana Willis, Marine Operations Manager & Waterfront Director..... 326-2400**  
**Will McLean, Sailing Master ..... 326-0210**  
**Patrick DiLalla, Head Sailing Coach ..... 326-2254**  
**Alexander Peacock, Master Schooner Bowdoin..... 326-2695**  
**Tina Pitchford, Waterfront Administrative Assistant ..... 326-2364**  
**Office: Payson Hall/Waterfront**



# MAINE MARITIME ACADEMY

## STUDENT HONOR CODE OF CONDUCT AND RESPONSIBILITIES

### INTRODUCTION

All societies place restraints, both formal and informal, upon their members in order to function as intended. An academic community such as Maine Maritime Academy (MMA) is no exception. The purpose of our Honor Code is to provide and apply a unified and consistent standard of student self-governance and to give the student body ownership of their own behavior. Within our Honor Code are the guidelines students must meet in order to be successful here. Community life and a successful experience depend upon a commitment to be responsible for oneself and care for other people. Members of our community are expected to act with honesty and integrity, and treat others (including their property) with respect. Our expectations, as expressed through the policies, rules and procedures encompassed within this Code, the Student Handbook, the Academy policies published on the MMA portal, the Regimental Manual and the MMA Catalog, are designed to support our community values of respect, self-discipline, accountability and responsibility to the college, local and state communities. Every member of the MMA student body shall be called upon to uphold the codes of honor and conduct as set forth in this Student Handbook and by the principles below:

**I. Respect the Rights and Privacy of Others**

**II. Ensure that Honor and Conduct Code Violations are Reported**

**III. Respond to All Requests from the Administration and Faculty**

All students enrolled at Maine Maritime Academy are required to affirm by pledge to comply with our Honor System. This pledge traditionally occurs at Fall Convocation.

Note that this Code is neither a contract nor a complete account of every Academy rule. The Academy reserves the right to adopt and amend academic and disciplinary rules as needed at any time. Electronic versions of this Code, the Academy's other Handbooks, and the Academy's Policies and Procedures are available on Academy's website or portal, and those electronic versions constitute the most current versions. In the event of a conflict between this Code and a provision of the Academy's Policy and Procedure Manual, that Manual controls. If you have a question about the most current and complete policy, procedure or other rule, please contact the Vice President for Student Affairs, Vice President for Academic Affairs, or other pertinent Academy administrators.





# MAINE MARITIME ACADEMY

## STUDENT AFFAIRS

### Section 501

**SUBJECT:** STUDENT HONOR CODE OF CONDUCT AND RESPONSIBILITIES

**PURPOSE:** To establish a Student Honor Code of Conduct and Responsibilities

Maine Maritime Academy applies the following Student Honor Code of Conduct and Responsibilities.

#### ARTICLE I PREAMBLE

Students at Maine Maritime Academy are expected and required to act with honesty and integrity, and treat others and their property with respect. These expectations and requirements are designed to support the Academy's values of community respect, self-discipline, accountability and responsibility to the Academy and their local, regional and broader communities. Every Academy student is required to abide by and uphold the rules of honor and conduct set forth in this Code.

#### ARTICLE II PURPOSES

The primary purposes of this Code are to a) encourage responsible social conduct that reflects credit upon the Academy community and models sound community citizenship; b) ensure the orderly operation of the Academy's academic, administrative, athletic and social activities; c) enable students to pursue peacefully their educational objectives; d) protect the health, safety and welfare of the Academy and all members of the Academy community; and e) maintain and protect the real and personal property of the Academy and its community members.

#### ARTICLE III DEFINITIONS

- A. "Academy" means Maine Maritime Academy.
- B. "Academy official" includes any person employed by the Academy, performing assigned administrative or professional responsibilities.
- C. "Academy premises" includes all land, buildings, facilities, vessels, vehicles and other property in the possession of or owned, occupied, used or otherwise controlled by the Academy (including adjacent lots, streets and sidewalks).
- D. "Accused Student" means any student alleged to have violated this Code.
- E. "Chair" means, as appropriate, the Chair of a Conduct Panel or the Honor Board.
- F. "Code" means this Maine Maritime Academy Student Honor Code of Conduct and Responsibilities.
- G. "Commandant" means the person performing the duties of the Commandant of the Regiment of Midshipmen or that person's designee.
- H. "Complainant" means any person who alleges that a student violated this Code, and includes any other student who was a victim of the alleged misconduct.
- I. "Dean" means the person performing the duties of Dean of Student Services or that person's designee.
- J. "Director" means the person performing the duties of the Director of Residential Life and Student Activities or that person's designee.
- K. "Member of the Academy community" means any student, employee, guest, neighbor or other person performing authorized services for the Academy.
- L. "President" means the person performing the duties of the Academy President or that person's designee.

- M. “Student” means any person who a) has been notified of their admission; b) is either on a full-time or part-time basis taking courses or otherwise pursuing undergraduate, graduate or professional studies at the Academy; c) has a continuing relationship with the Academy even if the person is not officially enrolled for a particular term; or d) has withdrawn from the Academy while a disciplinary matter is pending.
- N. “Student Conduct Board” means any Conduct Panel, Honor Board or Regimental Board that adjudicates student disciplinary matters.
- O. “Student Organization” means any recognized group of students, such as student clubs.
- P. “Vice President” means the person performing the duties of the Vice President for Student Affairs or the President’s designee.

## **ARTICLE IV JURISDICTION**

- A. This Code applies to all students and student organizations.
- B. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree (even if the conduct is not discovered until after a degree is awarded), and during periods between classes or periods of actual enrollment.
- C. Students and student organizations are responsible for the conduct of their guests whose conduct is of the type proscribed by this Code.
- D. This Code applies at all locations of the Academy and its activities, including both within and beyond the campus, when the student conduct adversely affects the Academy Community and the values set forth in this Code. This includes ship cruises, cadet shipping experiences, student co-ops, athletics, field trips and other off-campus Academy activities. For clarity, this also includes, but is not limited to, conduct that occurs in Castine, neighboring towns and at private student off-campus housing locations.
- E. This Code applies in addition to other Academy policies and regulations (such as those set forth in the Academy’s publications and on the Academy’s website and portal). This Code also applies to local ordinances and state and federal laws, and students whose conduct violates these laws may be subject to prosecution or penalties in addition to sanctions under this Code. The Residence Hall Agreement between a student and the Academy may impose similar but additional responsibilities and obligations, and students whose conduct violates both that Agreement and this Code may be disciplined by the Academy under either or both.

## **ARTICLE V PROSCRIBED CONDUCT**

Any student found to have committed or to have attempted to commit misconduct such as the following is subject to disciplinary sanctions under this Code:

- A. **ACTS OF DISHONESTY**, which includes but is not limited to:
  - 1. Cheating, such as a) use of any unauthorized assistance in taking quizzes, tests, or examinations; b) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c) the acquisition, without permission, of tests or other academic material belonging to a member of the Academy faculty or staff; or d) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
  - 2. Plagiarism, such as the a) use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; or b) unacknowledged use of materials prepared by another person or entity, such as the use of term papers or other academic work that was purchased.
  - 3. Furnishing false information to any Academy employee or office.
  - 4. Forgery, alteration or misuse of any Academy document, record or instrument of identification.

**B. ALCOHOL AND/OR DRUG MISCONDUCT**, which includes but is not limited to:

1. Use, possession, manufacturing, or distribution of any unlawful drug, such as marijuana, medical marijuana, heroin, narcotics, or other controlled substances prohibited by state or federal law, or as otherwise prohibited by Academy policy.
2. Use, possession, manufacturing, or distribution of alcohol in violation of Academy policy, state or federal law.
3. Being under the influence of an unlawful drug, under the influence of alcohol or intoxicated in violation of Academy policy.

**C. SEXUAL MISCONDUCT**, which includes but is not limited to engaging in:

1. **Sexual misconduct and sexual assault**, as defined in and governed by Procedure 201.2 and MMA Policy 604.
2. **Sexual harassment**, as defined in MMA Policy 201 and governed by MMA Procedures 201.1 and 201.2.
3. **Dating violence, domestic violence and stalking**, as defined in and governed by MMA Procedure 201.2 and MMA Policy 604.

Acts of sexual harassment, sexual assault, dating violence, domestic violence and stalking within the scope of Title IX's prohibitions are governed by MMA Procedure 201.2. All other such conduct, excluding sexual harassment, is governed by MMA Policy 604 and Procedure 201.1. Sexual harassment outside the scope of Title IX is governed by MMA Procedure 201.1. The Academy will determine the applicable procedure after review of the alleged conduct.

**D. CONDUCT THAT DISREGARDS THE WELFARE, HEALTH OR SAFETY OF THE ACADEMY COMMUNITY**, which includes but is not limited to:

1. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, or other conduct, in person, in writing or delivered via any electronic device through any platform, including but not limited to current or future forms of social media, which threatens or endangers the physical or mental health or safety of any person.
2. Hazing, which means a) any action or situation on or off Academy property that recklessly or intentionally endangers the mental or physical health of any such student, employee, group or entity affiliated with the Academy; or b) apathy or acquiescence in the presence of hazing. See also the Academy policy on Hazing.
3. Illegal or unauthorized possession of firearms, explosives, other weapons, dangerous chemicals, or fireworks on Academy premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
4. Offenses against public order, which include any violation of Maine's civil and criminal laws, such as those laws located in 17-A MRSA §§501-516 that prohibit disorderly conduct, failure to disperse, unlawful assembly, obstructing public ways, harassment, harassment by telephone, violation of a protective order, desecration and defacement, false public alarm or report, and certain violations of privacy. See also the Academy policy on Maintenance of Public Order.
5. Leaving the scene of an automobile accident, except as necessary to secure immediate emergency medical or police attention, when the student was a driver or a passenger and the student did not promptly report the accident to Academy Safety or local authorities.
6. Failing to immediately report to the Dean of Students the name(s) of the person(s) who operated and occupied an automobile for which the student has an Academy registration or parking permit when the student learns that such automobile, with or without the student as a driver or passenger, was involved in an accident.
7. Acts of unlawful discrimination.

**E. IMPROPER USE OF PROPERTY**, which includes but is not limited to:

1. Attempted or actual theft of, or damage to, property of the Academy or a member of the Academy community, or other personal or public property, on or off campus.
2. Unauthorized possession, duplication or use of keys to any Academy premises, or unauthorized entry to or use of Academy premises.
3. Gambling for money or stakes representing money.

**F. CONDUCT THAT INTERFERES WITH THE ORDERLY BUSINESS OF THE ACADEMY**, which includes but is not limited to:

1. Disrupting or obstructing teaching, research, administration, disciplinary proceedings or other Academy activities, including its public service functions on or off campus, or other authorized non-Academy activities when the conduct occurs on Academy premises.
2. Failing to comply with directions of Academy officials or law enforcement officers acting in performance of their duties, or failure to identify oneself to these persons when requested to do so.
3. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the Academy or infringes on the rights of other members of the Academy community; or leading or inciting others to disrupt scheduled or normal activities within any campus building or area.
4. Obstructing the free flow of pedestrian or vehicular traffic on Academy premises or at Academy sponsored or supervised functions.
5. Obstructing any administrative investigation;

**G. ABUSE OF COMPUTER RESOURCES**, which includes but is not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Use of another individual's identification or password.
4. Use of computing resources that a) interferes with the work of another student, faculty member or Academy Official; b) sends obscene or abusive messages; c) interferes with regular operation of the Academy computing system; d) violates copyright laws; or e) violates the Academy policy on Computer Use.

**H. ABUSE OF ACADEMY DISCIPLINARY PROCEDURES**, which includes but is not limited to:

1. Failing to obey the notice from an Academy official or a Student Conduct Board to appear for a meeting or hearing.
2. Falsifying, distorting or misrepresenting any matter before a Student Conduct Board.
3. Disrupting or interfering with the orderly conduct of a Student Conduct Board proceeding.
4. Alleging a Code violation in bad faith.
5. Attempting to discourage or retaliate against an individual's proper participating in, or use of, this Code.
6. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, any such Board proceeding.
7. Harassing (verbal or physical) or intimidating a member of a Student Conduct Board prior to, during, or after a Board proceeding.
8. Failing to comply with the sanction(s) imposed under this Code.
9. Influencing or attempting to influence another person to commit an abuse of this Code.

- I. **CONDUCT UNACCEPTABLE**, which means engaging in irresponsible social conduct that reflects discredit upon the student and the Academy community, and does not model good citizenship to any community. Such conduct includes but is not limited to a:
  1. Serious breach of conduct regarding personal integrity.
  2. Blatant disregard or disrespect for authority, the rights of others, or the safety of self or others.
  3. Violation of any Academy policy, rule, or regulation, including but not limited to those governing smoking and use of tobacco products.
  4. Violation of any federal, state or local law.
  5. A pattern of lesser conduct that collectively constitutes a major breach of the same.

## ARTICLE VI PROCEDURES

### A. PROCESS TRACKS

Any allegation that a student has violated this Code should be directed to the Dean as soon as possible. Based on the apparent nature and severity of the allegations, the Dean shall determine which of the following tracks to apply:

1. **INFORMAL PROCESS.** For an Accused Student who agrees to handle the matter promptly and informally, the Dean shall apply the Informal Process set forth below;
2. **CONDUCT PANEL.** For allegations that, if true, would not warrant a Level One Sanction under *Section VII (B) (2)* of this Code, and if the Accused Student does not request at the outset adjudication of the case by the Honor Board, the Dean shall refer the case to a Conduct Panel for adjudication as set forth below;
3. **HONOR BOARD.** For allegations that, if true, could warrant a Level One Sanction under *Section VII (B) (2)* of this Code, the Dean shall refer the case to the Honor Board for adjudication as set forth below; or
4. **REGIMENTAL BOARD.** For an Accused Student covered by the Regiment of Midshipmen Manual, the Dean shall confer with the Commandant to determine whether to refer the case to a Conduct Panel or Honor Board for adjudication under this Code, or refer the case to a Regimental Board under the Regimental Manual. In making this determination, the Dean and Commandant shall consider the Accused Student's prior record and whether the location, character, nature, witnesses, victims, precedence, consequences and/or effects of the alleged misconduct implicate the interests of the Regiment in a manner that renders reference to a Regimental Board more appropriate.
5. **EXPEDITED PROCEEDINGS.** Notwithstanding any other provision of this Code, the Academy may adjust the form and timing of any notice, meeting, hearing, appeal or other disciplinary related proceeding provided by this Code when exigent circumstances (such as when an allegation of misconduct arises at the end of a semester, or shortly before the start of a cruise, co-op, internship or other activity) require an expedited assessment of the allegation and a determination of the findings and sanctions, if any (including whether, and if so how, the student's participation in, for example, a cruise, co-op, internship or other imminent activity may be affected). Such expedited proceedings shall provide the student with basic notice, a reasonable opportunity to be heard, and a reasonable opportunity to appeal.

### B. INFORMAL PROCESS

For cases handled by the Informal Process, the following process shall apply.

1. The Dean or Director shall meet as soon as practicable and in private with the Accused Student; present the allegations, charges and the nature of the evidence; and provide the Accused Student with an opportunity to be heard.
2. If the Accused Student does not request a Conduct Panel Meeting or an Honor Board Hearing, and accepts responsibility and agreed-upon sanction(s), the Dean or Director shall promptly record the finding(s) and impose the sanction(s) without further action.
3. If an Accused Student does not accept responsibility and/or agreed-upon sanction(s), the Dean shall promptly refer the case to a Conduct Panel or Honor Board as appropriate.

### **C. CONDUCT PANEL MEETINGS**

For cases referred to a Conduct Panel, the following process shall apply.

1. A Conduct Panel shall consist of the Director and two trained and impartial students selected by the Dean.
2. The Panel shall meet as soon as practicable and in private with the Accused Student; present the Accused Student with the charges and the nature of the evidence; and provide the Accused Student with an opportunity to be heard.
3. Formal rules of process, procedure, and technical or legal rules of evidence, such as are applied in criminal or civil court, are not used in a Conduct Panel Meeting. An audio recording or written summary of the Meeting shall be made. Deliberations shall not be recorded.
4. After conferring with the two Panel students, the Director shall determine based on substantial evidence (a standard of “whether it is more likely than not”) that the Accused Student violated the Code as charged; and, if so, 2) what Level Two Sanction(s), if any, should be imposed.
5. An Accused Student may appeal to the Dean the decision(s) of the Director. The Dean’s decision shall on any such appeal be final.
6. If the Director determines during this Conduct Panel process that there could be misconduct warranting Level One Sanction(s), the Director shall confer with Dean. If the Dean agrees, the Dean shall refer the case for de novo hearing before the Honor Board. Such decisions to refer cases shall not be subject to appeal.
7. If the Director determines during this Conduct Panel process that there could be misconduct warranting action by the Regimental process, the Director shall confer with the Dean and Commandant. If the Dean and Commandant agree, the Dean shall refer the case for a de novo review in the Regimental process. Any such reference decision shall not be subject to appeal.
8. If an Accused Student, with notice, does not appear without a meritorious excuse for a Conduct Panel Meeting, the information in support of the charges shall be presented and a determination made despite the Accused Student’s absence.

### **D. REGIMENTAL BOARD HEARINGS**

For cases referred to the Regimental Board, the process set forth in the Regimental Manual shall apply.

### **E. HONOR BOARD HEARINGS**

For cases referred to the Honor Board, the following process shall apply.

1. The Honor Board shall consist of at least three and not more than five impartial and trained members. A Board with three or four members may have one member who is a student, and a Board with five members may have two students who are members; provided that there shall be no members who are students in cases involving allegations for which privacy is particularly important. The Vice President, or their designee, shall determine the members and Chair of the Honor Board.
2. The typical Honor Board hearing shall proceed as follows:
  - a) The Dean shall schedule an Honor Board hearing as soon as practicable after the Dean has determined that an Honor Board hearing is required, but not fewer than five (5) school days after notice of the date is provided to both the Accused Student and the Complainant(s).
  - b) The Chair shall preside; the Dean will present the charges, information and findings against the Accused Student; the Accused Student will respond to the case presented by the Dean; and the Dean and Accused Student may then each summarize orally their position. An audio recording or written summary of the Hearing shall be made.



- c) The Accused Student and Complainant(s) who appear as witness(es) have the right to be assisted at the hearing by an advisor they choose. Such advisors:
  - (1) May privately counsel, but may not speak to the Honor Board or otherwise participate on behalf of, their advisee;
  - (2) Must be an employee of the Academy or, in cases where dismissal or substantial suspension is likely or criminal charges are pending, an attorney not affiliated with the Academy, provided that any such attorney shall not be at the Academy's expense;
  - (3) Are allowed to attend the entire portion of the Honor Board hearing at which information is received (excluding deliberations).

Admission of any other person to the Honor Board hearing shall be at the discretion of the Chair.

- d) In matters involving more than one Accused Student, the Dean, in the Dean's discretion, may permit the hearings to be conducted either separately or jointly.
- e) The Accused Student and Dean may arrange with the Chair for witnesses to present pertinent information to the Board. The Academy will try to arrange the attendance of possible witnesses who are members of the Academy community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two school days prior to the hearing. Witnesses will provide information to, and answer questions from, the Honor Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. In order to preserve the educational tone of the hearing and to minimize the creation of an adversarial environment, any such questions shall be directed to the Chair rather than to the witness directly. Questions of whether, and if so how, such questions of witnesses should be asked shall be resolved in the discretion of the Chair.
- f) Pertinent records, exhibits, and written statements (including student impact statements) may be accepted for consideration by the Honor Board at the discretion of the Chair.
- g) All procedural questions are subject to the final decision of the Chair.
- h) After the Honor Board determines that it has received all pertinent information, the Honor Board shall convene in private session to:
  - (1) Determine whether the Accused Student has violated the section(s) of this Code that the Accused Student is charged with violating. This determination shall be made by majority vote based on substantial evidence; that is, whether it is "more likely than not" that the Accused Student violated the Code as charged; and
  - (2) If violation(s) are found, impose by majority vote the sanction(s) that the Board deems appropriate.

Such deliberations shall not be recorded.

- 3. The Chair shall inform in writing the Accused Student, and the Complainant(s) to the extent permitted by law, of Honor Board's decisions.
- 4. Formal rules of process, procedure, and technical or legal rules of evidence, such as are applied in criminal or civil court, are not used in proceedings in Honor Board hearings.
- 5. There shall be a record of Honor Board hearings and that record shall be the property of the Academy. Honor Board deliberations shall not be tape recorded.
- 6. If an Accused Student who has been given notice does not without meritorious excuse appear for an Honor Board hearing, the information in support of the charges shall be presented and the matter determined despite such absence.
- 7. The Honor Board may accommodate concerns for the personal safety, well-being or fears of confrontation that the Complainant, Accused Student or any other witness may have during the hearing by providing separate facilities, by using a visual screen, or by permitting participation by telephone, video conferencing, videotape, audio tape, written statement or other means as determined in the sole judgment of the Dean to be appropriate.

## ARTICLE VII SANCTIONS

### A. AUTHORITY

Sanctions for Code violations may be imposed as follows. For cases adjudicated in the:

1. Informal Process, the Director may impose any of the sanctions set forth below that the Director deems appropriate and the Accused Student agrees to accept.
2. Conduct Panel Process, the Director may impose all but the Level One Sanctions that the Director deems, with the Dean's approval, appropriate.
3. Regimental Board Process, the Commandant may impose any of the sanctions set forth below that the Commandant deems appropriate.
4. Honor Board Process, the Honor Board may impose any of the sanctions set forth below that the Honor Board deems appropriate.

### B. EXAMPLES AND LEVELS OF SANCTIONS

Examples and levels of sanctions authorized by this Code are as follows.

#### 1. LEVEL TWO SANCTIONS

Level Two Sanctions include but are not limited to the following:

- a) **Warning:** Written notice to the Accused Student that the Accused Student is violating or has violated this Code.
- b) **Probation:** Written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the Accused Student is found to violate any Academy rules or regulation(s) during the probationary period.
- c) **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- d) **Restitution:** Compensation for some or all of the loss, damage or injury that the Accused Student caused. This may take the form of money payment, property replacement or work service requirement.
- e) **Fines:** Payment of a reasonable specified amount.
- f) **Education:** Complete an educational assignment.
- g) **Other Sanctions:** Work assignments, service to the Academy, or other discretionary assignments.

#### 2. LEVEL ONE SANCTIONS

Level One Sanctions include but are not limited to the following:

- a) **Residence Hall Suspension:** Separation of the Accused Student from the residence halls for a definite period of time, at the end of which the Accused Student may petition the Dean to return to a residence hall. A timely petition shall be granted provided that (1) there is adequate space available; (2) the student has adequately satisfied all conditions of return previously set by the Academy; and (3) the student has not engaged in other misconduct since the suspension.
- b) **Residence Hall Dismissal:** Permanent separation of the Accused Student from the residence halls without an opportunity to petition for return without written permission of the Vice President.
- c) **Academy Suspension:** Separation of the Accused Student from the Academy for a definite period of time, at the end of which the Accused Student may petition the Academy's Readmission Board to return to the Academy. A timely petition shall be granted provided that (1) there is adequate space available; (2) the student has adequately satisfied all conditions of return previously set by the Academy; and (3) the student has not engaged in other misconduct since the suspension.



- d) **Academy Dismissal:** Permanent separation of the Accused Student from the Academy without an opportunity to petition for return without written permission of the Vice President.
- e) **Revocation of Admission:** Admission to the Academy may be revoked for fraud, misrepresentation.
- f) **Withholding Degree:** The Academy may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.
- g) **Revocation of Degree:** A degree awarded from the Academy may be revoked for fraud, misrepresentation, or other violation of Academy standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

### 3. SANCTIONS FOR STUDENT ORGANIZATIONS

Student Organizations may be subject to all of the pertinent sanctions listed in *Section VII (B)* above, as well as loss of certain or all group rights and/or privileges for a definite or permanent period of time.

### C. OTHER

The following applies to all sanctions imposed under this Code:

1. All sanctions shall be communicated in writing to the Accused Student(s) and Student Organization(s).
2. More than one sanction may be imposed for any single violation.
3. All decisions on sanctions shall take effect when noted; provided that sanctions, other than interim suspension, may, in the discretion of the Dean, be stayed during any appeal.

## ARTICLE VIII INTERIM SUSPENSION

- A. Notwithstanding any other provision of this Code, the Vice President may, in the Vice President's sole discretion, impose an Academy or residence hall interim suspension prior to initiating any disciplinary process. An interim suspension does not replace the regular disciplinary process, which shall proceed on the typical schedule.
- B. An interim suspension may be imposed when the Vice President determines that the student's physical presence at the Academy poses an imminent and substantial threat of harm to a) the student's own physical or emotional safety or well-being; b) other persons' physical or emotional safety or well-being; c) the orderly operations of the Academy; or d) the property of the Academy or its community members. These determinations shall be based upon the nature of the alleged misconduct and other direct factors such as the student's prior conduct, disciplinary record, written or oral statements and/or mental health disclosures.
- C. An interim suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the Academy President. During an interim suspension, a student may be denied access to the residence halls, campus, and/or all other Academy activities or privileges as the Vice President deems appropriate. A student may, as the Vice President deems appropriate, be permitted to contact faculty for the sole purposes of continuing academic work and/or arranging for an Honor Board advisor.

## ARTICLE IX APPEALS

### A. APPEALS FROM THE INFORMAL PROCESS OR CONDUCT PANEL

Consistent with *Section VI (B)* of this Code, there are no appeals from the Informal Process. Appeals from a Conduct Panel are governed by *Section VI (C) (5)* of this Code.

### B. APPEALS FROM AN HONOR OR REGIMENTAL BOARD

An Accused Student may appeal to the Vice President for Student Affairs, or the President's designee, the decision of the Honor Board or Regimental Board. Such appeals shall be limited to claims: a) of a procedural error that substantially affects the rights of the appellant; b) of new relevant information that would directly affect a material finding; c) that a material finding is incompatible with the weight of information presented; or d) that the penalty is excessive. A Complainant may appeal to the Vice President an Honor or Regimental Board's a) findings of no Code violation(s); and/or b) decision to impose no, or a relatively low, sanction.

### C. APPEALS FROM THE VICE PRESIDENT

An Accused Student may appeal to the Academy President the issue of whether a Vice President's decision to impose a Level One Sanction was excessive. A Complainant may appeal to the Academy President a Vice President's a) findings of no Code violation(s); and/or b) decision to impose no, or a relatively low, sanction.

### D. OTHER

The following applies to all appeals filed under this Code:

1. An appeal must be submitted in writing within two (2) school days following the day when the Accused Student and/or Complainant receives the written decision stating the violations found and the sanction imposed.
2. An appeal must state specifically its reasons or grounds, and be limited to the issues identified in *Subsections B* and *C* above.
3. A person who fails to file a proper and timely appeal may be deemed to have waived the right to appeal.
4. The Dean, Vice President and President are not bound by the decision(s) being appealed.
5. The Dean, Vice President and President shall review the appeal in the manner deemed appropriate, and shall issue a written decision as soon as practical.

## ARTICLE X OTHER

**A. NOTICE.** The Academy may provide a notice under this Code to a student either in person or to the student's most recent electronic, campus or U.S. mail address on file at the Academy. A student will be deemed to have received such notice 1) immediately when informed in person; 2) within 24 hours when notified by electronic or campus mail; or 3) within 72 hours of the date of mailing when notified by U.S. mail. In all instances a student has an affirmative duty to remain in contact with the Academy while a matter is pending under this Code.

**B. ATHLETICS.** The provisions of this Code apply to misconduct related to participation in athletics. The procedures of this Code do not, however, apply determinations of whether a student may be a member of, or receive playing time for, an Academy athletic team because the student has engaged in conduct detrimental to the team. Those determinations shall be made by the coach, provided that the affected student may appeal the coach's decision to the Director of Athletics. For purposes of this provision, "conduct detrimental to the team" includes, but is not limited to, conduct that is unsportsmanlike to fans, officials or opposing coaches or players; disruptive to practices and other team events; brings disruption or disrepute to the team through misconduct or violations of law or Academy policy; or is otherwise contrary to the principles taught through athletic competition, such as reliability, diligence, commitment, teamwork and the willingness to take seriously the duty to represent the Academy honorably during competition.

- C. PARKING.** A student violation of a rule governing a moving, parked or standing vehicle on property owned, operated or under the control the Academy shall be processed under this Code only if the sanction sought by the Academy is suspension or dismissal from the Academy for the violation(s). In all other cases, the Department of Campus Safety and Security shall provide an informal process that permits a student an opportunity to contest the alleged violation before a person designated by the Department to hear such contests.
- D. RECORDS.** Other than Academy expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may upon application to the Vice President be expunged of disciplinary actions other than residence hall dismissal, Academy suspension, Academy dismissal, or revocation or withholding of a degree. Cases involving the imposition of sanctions other than these sanctions may be expunged from the student's confidential record in accordance with the Academy's records retention schedule.
- E. RELATED LEGAL PROCEEDINGS.** Academy disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.
- When a student is charged by federal, state, or local authorities with a violation of law, the Academy will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Code, the Academy may advise off-campus authorities of the existence of this Code and of how such matters are typically handled within the Academy community. The Academy will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the Academy community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

REFERENCES: P. & S.L. 1941, ch. 37 as amended; 13-B M.R.S.A. §202-E and §202-S; 46 USC §51506(2); 46 CFR §310.3(b)(5), §310.3(c)(2) and §310.10.

DATE ADOPTED: Approved September 9, 2014

DATE(S) AMENDED: June 9, 2016; August 20, 2020; February 9, 2022, July 19, 2022, April 17, 2023

# JULY 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4 <i>Independence Day</i>
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7 <i>Muharram begins at sundown</i>	
12	13	14	
19	20	21	
26	27	28	
2	3	4	

## WEEKLY QUOTE

"The only way to enjoy anything in this life is to earn it first." – Ginger Rogers

## NOTES


**MONDAY** / **29**  
JULY

**TUESDAY** / **30**  
JULY

**WEDNESDAY** / **31**  
JULY

7:00	↓	↓	↓
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7:00			
8:00			
DAILY EVENTS			

-viv- (life, to live) – vivid, vivisection, vivacious, convivial, viva, revive, survive



# AUGUST 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	31	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29



REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
2	3	4	<hr/> <hr/> <hr/> <hr/> <hr/>
9	10	11	<hr/> <hr/> <hr/> <hr/> <hr/>
16	17	18	<hr/> <hr/> <hr/> <hr/> <hr/>
23	24	25	<hr/> <hr/> <hr/> <hr/> <hr/>
30	31	1	<hr/> <hr/> <hr/> <hr/> <hr/>

## WEEKLY QUOTE

"There are no secrets to success. It is the result of preparation, hard work, and learning from failure." – Colin Powell

## NOTES


**MONDAY** / **5**  
AUG.

**TUESDAY** / **6**  
AUG.

**WEDNESDAY** / **7**  
AUG.

7:00	↓	↓	↓
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7:00			
8:00			
DAILY EVENTS			

-man- (hand) – manual, manage, manicure, manifest, maneuver, manufacture, manuscript, emancipate



## WEEKLY QUOTE

"It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow." – Robert H. Goddard

## NOTES


**MONDAY** / **12**  
AUG.

**TUESDAY** / **13**  
AUG.

**WEDNESDAY** / **14**  
AUG.

7:00	↓	↓	↓
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8:00			
DAILY EVENTS			

-flex-, -flect- (bend) – flex, reflex, flexible, flexor, inflexibility, deflect, reflect, inflection



## WEEKLY QUOTE

"Don't wait for extraordinary opportunities. Seize common occasions and make them great." – Orison Swett Marden

## NOTES


**MONDAY** / **19**  
AUG.

**TUESDAY** / **20**  
AUG.

**WEDNESDAY** / **21**  
AUG.

7:00	↓	↓	↓
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8:00			
DAILY EVENTS			

-mar-, -mer- (sea) – maritime, mariner, submarine, aquamarine, marsh, mermaid



## WEEKLY QUOTE

"The more I traveled, the more I realized that fear makes strangers of people who should be friends." – Shirley MacLaine

## NOTES


**MONDAY** / **26**  
AUG.

**TUESDAY** / **27**  
AUG.

**WEDNESDAY** / **28**  
AUG.

7:00	↓	↓	↓
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DAILY EVENTS			

-mitt-, -miss- (to send, let go) – transmit, remit, omit, admittance, mission, dismiss, missile, missive



NOTES


AUGUST

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

THURSDAY / 29  
AUG.

FRIDAY / 30  
AUG.

SATURDAY / 31  
AUG.

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SUNDAY / 1  
SEP.


DAILY EVENTS

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indefatigable adj. - tireless. She was indefatigable on the basketball court.

# SEPTEMBER 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
<i>Labor Day</i> 2	3	4	5
9	10	<i>Patriot Day</i> 11	12
16	17	18	19
23	24	25	26
30			

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
30	31	1	
6	7	8	
13	14	15 <i>Mawlid al-Nabi begins at sundown</i>	
20	21	22 <i>First day of autumn</i>	
27	28	29	

### WEEKLY QUOTE

"The mind is not a vessel to be filled but a fire to be kindled." – Plutarch


**MONDAY** / 2  
SEP.

**TUESDAY** / 3  
SEP.

**WEDNESDAY** / 4  
SEP.

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8:00			
<b>DAILY EVENTS</b>	Labor Day		

-cle, -cule (small) – follicle, particle, corpuscle, molecule, capsule

**NOTES**


**SEPTEMBER**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER**

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**THURSDAY 5 SEP.**

**FRIDAY 6 SEP.**

**SATURDAY 7 SEP.**

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**SUNDAY 8 SEP.**


**DAILY EVENTS**

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precedence n. – priority. The critical patient took precedence over others with minor injuries.

### WEEKLY QUOTE

"Go confidently in the direction of your dreams. Live the life you have imagined." – Henry David Thoreau


**MONDAY** / **9**  
SEP.

**TUESDAY** / **10**  
SEP.

**WEDNESDAY** / **11**  
SEP.

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8:00			
DAILY EVENTS			Patriot Day

*nov-* (new) – novel, nova, novice, novitate, Nova Scotia, innovation, renovate

**NOTES**


**SEPTEMBER**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER**

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**THURSDAY** / **12**  
SEP.

**FRIDAY** / **13**  
SEP.

**SATURDAY** / **14**  
SEP.

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**SUNDAY** / **15**  
SEP.


**DAILY EVENTS**

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Mawlid al-Nabi begins at sundown

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verbatim adv. – word for word. She knew the Declaration of Independence verbatim.

### WEEKLY QUOTE

"Nothing in life is to be feared. It is only to be understood." – Marie Curie


**MONDAY** / **16**  
SEP.

**TUESDAY** / **17**  
SEP.

**WEDNESDAY** / **18**  
SEP.

7:00	↓	↓	↓
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8:00			
DAILY EVENTS			

-nav-, -naus- (ship) – navigate, circumnavigate, naval, navy, nautical



NOTES

Blank notes area with horizontal lines.

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

THURSDAY / 19 SEP.

Vertical time slots for Thursday from 7:00 to 8:00.

FRIDAY / 20 SEP.

Vertical time slots for Friday from 7:00 to 8:00.

SATURDAY / 21 SEP.

Vertical time slots for Saturday from 7:00 to 12:00, with a larger block from 12:00 to 1:00.

SUNDAY / 22 SEP.

Vertical time slots for Sunday from 7:00 to 8:00.

DAILY EVENTS

Large horizontal area for daily events, with 'First day of autumn' written in the Saturday/Sunday section.

exasperate v. – irritate. Lucy exasperates her teacher with her pranks.

### WEEKLY QUOTE

"Small opportunities are often the beginning of great enterprises." – Demosthenes


**MONDAY** / **23**  
SEP.

**TUESDAY** / **24**  
SEP.

**WEDNESDAY** / **25**  
SEP.

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8:00			
DAILY EVENTS			

octa- (eight) – octameter, octagon, octet, octave, octopus, octahedron, octogenarian

**NOTES**


**SEPTEMBER**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER**

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**THURSDAY / 26 SEP.****FRIDAY / 27 SEP.****SATURDAY / 28 SEP.**

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**SUNDAY / 29 SEP.**


DAILY EVENTS	
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lucrative adj. – profitable. Starting your own business can be very lucrative.

# OCTOBER 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	1	2 <i>Rosh Hashanah begins at sundown</i>	3
7	8	9	10
14 <i>Indigenous People's Day</i>	15	16	17
21	22	23	24
28	29	30	31 <i>Halloween</i>

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
4	5	6	
Yom Kippur begins at sundown 11	12	13	
18	19	20	
25	26	27	
1	2	3	

# 2024 | OCTOBER

## WEEKLY QUOTE

"Luck is what happens when preparation meets opportunity." – Elmer Letterman

## NOTES


**MONDAY** / **30**  
SEP.

**TUESDAY** / **1**  
OCT.

**WEDNESDAY** / **2**  
OCT.

7:00	↓	↓	↓
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8:00			
DAILY EVENTS			Rosh Hashanah begins at sundown

omni- (all, every) – omniscient, omnipotent, omnivorous, omnipresent, omnificent

**NOTES**

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OCTOBER						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
	1	2				
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**THURSDAY / 3**  
OCT.

**FRIDAY / 4**  
OCT.

**SATURDAY / 5**  
OCT.

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**SUNDAY / 6**  
OCT.


<b>DAILY EVENTS</b>			
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generic adj. – without a trademark. The generic macaroni costs less than the name brand.

## WEEKLY QUOTE

"Your future depends on many things, but mostly on you." – Frank Tyger

## NOTES


**MONDAY** / **7**  
OCT.

**TUESDAY** / **8**  
OCT.

**WEDNESDAY** / **9**  
OCT.

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DAILY EVENTS			

-rog-, -rogat- (to ask) – arrogance, interrogate, prerogative, derogatory



**NOTES**


**OCTOBER**

**NOVEMBER**

S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5				1	2			
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

**THURSDAY / 10 OCT.**

**FRIDAY / 11 OCT.**

**SATURDAY / 12 OCT.**

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**SUNDAY / 13 OCT.**

**DAILY EVENTS**

*Yom Kippur begins at sundown*


*intrinsic adj. – belonging naturally; inherent. The intrinsic value of the trophy is small, but the award is cherished.*

## WEEKLY QUOTE

"I am the master of my fate; I am the captain of my soul." – William Ernest Henley

## NOTES


**MONDAY** / **14**  
OCT.

**TUESDAY** / **15**  
OCT.

**WEDNESDAY** / **16**  
OCT.

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<b>DAILY EVENTS</b>	<i>Indigenous People's Day</i>		

-oper- (to work) – operate, operative, operant, operose, cooperation, opera, opus, operable



## WEEKLY QUOTE

"Life isn't a matter of milestones but of moments." – Rose Kennedy

## NOTES


**MONDAY** / **21**  
OCT.

**TUESDAY** / **22**  
OCT.

**WEDNESDAY** / **23**  
OCT.

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DAILY EVENTS			

-pac- (peace) – pacify, pacific, pacifist, pacifier, appease, peace



## WEEKLY QUOTE

"I can accept failure; everyone fails at something. But I can't accept not trying."  
– Michael Jordan

## NOTES


**MONDAY** / **28**  
OCT.

**TUESDAY** / **29**  
OCT.

**WEDNESDAY** / **30**  
OCT.

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DAILY EVENTS			

-cap-, -cip-, -cep- (to take) – capture, captive, capacious, capable, participate, incipient, precept, intercept

NOTES


OCTOBER

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**THURSDAY** / **31**  
OCT.

**FRIDAY** / **1**  
NOV.

**SATURDAY** / **2**  
NOV.

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		↓

**SUNDAY** / **3**  
NOV.

		↓

*Halloween*

**DAILY EVENTS**

*Standard time begins*

**ludicrous** adj. – laughable; foolish. Many thought the Wright brothers' attempts to build a flying machine were ludicrous.

# NOVEMBER 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	31
4	5 <i>Election Day</i>	6	7
<i>Veterans Day</i>	12	13	14
18	19	20	21
25	26	27	28 <i>Thanksgiving</i>



REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
1	2	3 <i>Standard time begins</i>	
8	9	10	
15	16	17	
22	23	24	
29	30	1	

### WEEKLY QUOTE

"From what we get, we can make a living; what we give, however, makes a life." – Arthur Ashe


**MONDAY** / **4**  
NOV.

**TUESDAY** / **5**  
NOV.

**WEDNESDAY** / **6**  
NOV.

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DAILY EVENTS		Election Day	

**-pet-, -petit-** (to seek) – compete, impetuous, impetus, petulant, appetite, petition



### WEEKLY QUOTE

"A bird does not sing because it has an answer; it sings because it has a song." – Maya Angelou


**MONDAY** / **11**  
NOV.

**TUESDAY** / **12**  
NOV.

**WEDNESDAY** / **13**  
NOV.

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8:00			
<b>DAILY EVENTS</b>	Veterans Day		

-able, -ible (able to be) – capable, agreeable, portable, likable, edible, visible, legible, flexible, interminable



# 2024 | NOVEMBER

## WEEKLY QUOTE

"Nurture your mind with great thoughts, for you will never go any higher than you think." – Benjamin Disraeli

## NOTES


**MONDAY** / **18**  
NOV.

**TUESDAY** / **19**  
NOV.

**WEDNESDAY** / **20**  
NOV.

7:00	↓	↓	↓
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DAILY EVENTS			

**-pon-, -pos-** (to place, put) – component, opponent, postpone, preposition, positive, deposit, posture, impose, position



### WEEKLY QUOTE

"In the confrontation between the stream and the rock, the stream always wins – not through strength but by perseverance." – H. Jackson Brown Jr.


**MONDAY** / **25**  
NOV.

**TUESDAY** / **26**  
NOV.

**WEDNESDAY** / **27**  
NOV.

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DAILY EVENTS			

**-ject-** (to throw) – projectile, trajectory, reject, deject, inject, eject





# DECEMBER 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
25	26	27	28
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31	<i>Christmas Hanukkah begins at sundown</i>	<i>Kwanzaa begins</i>

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
29	30	1	
6	7	8	
13	14	15	
20	21 <i>First day of winter</i>	22	
27	28	29	





## WEEKLY QUOTE

"Without discipline, there is no life at all." – Katharine Hepburn

## NOTES


**MONDAY** / **9**  
DEC.

**TUESDAY** / **10**  
DEC.

**WEDNESDAY** / **11**  
DEC.

7:00	↓	↓	↓
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DAILY EVENTS			

**-cogn-** (know) – recognize, cognizant, incognito, cognoscenti, precognition



## WEEKLY QUOTE

"Truth is generally the best vindication against slander." – Abraham Lincoln

### NOTES


**MONDAY** / **16**  
DEC.

**TUESDAY** / **17**  
DEC.

**WEDNESDAY** / **18**  
DEC.

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8:00			
DAILY EVENTS			

-altus- (high) – altitude, altimeter, exaltation, alto, altocumulus, altostratus





## WEEKLY QUOTE

“Character – the willingness to accept responsibility for one’s own life – is the source from which self-respect springs.”  
– Joan Didion

## NOTES


**MONDAY** / **23**  
DEC.

**TUESDAY** / **24**  
DEC.

**WEDNESDAY** / **25**  
DEC.

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DAILY EVENTS			<p>Christmas Hanukkah begins at sundown</p>

tele- (far) – telescope, telekenesis, telemetry, telegraph, television



# JANUARY 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	31	<i>New Year's Day</i> 1	2
6	7	8	9
13	14	15	16
<i>Martin Luther King Jr. Day</i> 20	21	22	23
27	28	<i>Lunar New Year</i> 29	30

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
3	4	5	<hr/> <hr/> <hr/> <hr/> <hr/>
10	11	12	<hr/> <hr/> <hr/> <hr/> <hr/>
17	18	19	<hr/> <hr/> <hr/> <hr/> <hr/>
24	25	26	<hr/> <hr/> <hr/> <hr/> <hr/>
31	1	2	<hr/> <hr/> <hr/> <hr/> <hr/>

# 2024 | JANUARY

## WEEKLY QUOTE

"The only limit to our realization of tomorrow will be our doubts of today." – Franklin D. Roosevelt

## NOTES


**MONDAY** / **30**  
DEC.

**TUESDAY** / **31**  
DEC.

**WEDNESDAY** / **1**  
JAN.

7:00	↓	↓	↓
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8:00			
DAILY EVENTS			New Year's Day

-derm- (skin) – hypodermic, epidermis, pachyderm, dermatology

**NOTES**


**JANUARY**

S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4								1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

**FEBRUARY****THURSDAY 2 JAN.**

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8:00		
DAILY EVENTS		

**FRIDAY 3 JAN.**


**SATURDAY 4 JAN.**


**SUNDAY 5 JAN.**


broach v. – bring up. He did not want to broach the subject with her because he knew she would object.

# 2025 | JANUARY

## WEEKLY QUOTE

"Don't be afraid to give up the good to go for the great." – John D. Rockefeller

## NOTES


**MONDAY** / **6**  
JAN.

**TUESDAY** / **7**  
JAN.

**WEDNESDAY** / **8**  
JAN.

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DAILY EVENTS			

-err- (to wander, go astray) – err, error, erratic, aberration, knight errant





# 2025 | JANUARY

## WEEKLY QUOTE

"The poor man is not he who is without a cent, but he who is without a dream."  
– Harry Kemp

## NOTES


**MONDAY** / **13**  
JAN.

**TUESDAY** / **14**  
JAN.

**WEDNESDAY** / **15**  
JAN.

7:00	↓	↓	↓
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DAILY EVENTS			

eu- (good, well, beautiful) – eulogize, euphemism, euthanize, euphoric, eucalyptus, eupeptic, eudemon



# 2025 | JANUARY

## WEEKLY QUOTE

"Optimism is essential to achievement, and it is also the foundation of courage and of true progress." – Nicholas Murray Butler

## NOTES


**MONDAY** / **20**  
JAN.

**TUESDAY** / **21**  
JAN.

**WEDNESDAY** / **22**  
JAN.

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<b>DAILY EVENTS</b>	<i>Martin Luther King Jr. Day</i>		

**-cur-, -curs-** (to run) – occur, incur, recur, concurrent, excursion, cursor, cursive, cursory, precursor



# 2025 | JANUARY

## WEEKLY QUOTE

"Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish." – Cecile M. Springer

## NOTES


**MONDAY** / **27**  
JAN.

**TUESDAY** / **28**  
JAN.

**WEDNESDAY** / **29**  
JAN.

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8:00			
DAILY EVENTS			Lunar New Year

-it-, -itiner- (to go, journey) – exit, transit, transition, itinerary, itinerate



# FEBRUARY 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
3	4	5	6
10	11	12 <i>Lincoln's Birthday</i>	13
17 <i>Presidents' Day</i>	18	19	20
24	25	26	27



REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
31	1	Groundhog Day 2	
7	8	9	
Valentine's Day 14	15	16	
21	Washington's Birthday 22	23	
Ramadan begins at sundown 28	1	2	

# 2025 | FEBRUARY

## WEEKLY QUOTE

"If there is to be any peace, it will come through being, not having." – Henry Miller

## NOTES


**MONDAY** / **3**  
FEB.

**TUESDAY** / **4**  
FEB.

**WEDNESDAY** / **5**  
FEB.

7:00	↓	↓	↓
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DAILY EVENTS			

**ex-, exo-** (out of) – expel, exit, exhale, express, expulsion, exodus, exorbitant, exoskeleton



# 2025 | FEBRUARY

## WEEKLY QUOTE

"Ability is what you are capable of doing.  
 Motivation determines what you do.  
 Attitude determines how well you do it."  
 – Lou Holtz

## NOTES


**MONDAY** / **10**  
FEB.

**TUESDAY** / **11**  
FEB.

**WEDNESDAY** / **12**  
FEB.

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8:00			
DAILY EVENTS			Lincoln's Birthday

-exter-, -extra- (beyond, outside) – external, exterior, extraordinary, extracurricular, extrapolate



# 2025 | FEBRUARY

## WEEKLY QUOTE

"Success isn't about how much money you make. It's about the difference you make in people's lives." – Michelle Obama

## NOTES


**MONDAY** / **17**  
FEB.

**TUESDAY** / **18**  
FEB.

**WEDNESDAY** / **19**  
FEB.

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<b>DAILY EVENTS</b>			
<i>Presidents' Day</i>			

**-tend-, -tent-, -tens-** (to stretch, strain) – extend, intend, contend, pretend, tender, extent, pretentious, tension, pretense



# 2025 | FEBRUARY

## WEEKLY QUOTE

"No one can make you feel inferior without your consent." – Eleanor Roosevelt

## NOTES


**MONDAY** / **24**  
FEB.

**TUESDAY** / **25**  
FEB.

**WEDNESDAY** / **26**  
FEB.

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DAILY EVENTS			

**-fac-, -fec-** (to make, to do) – factory, manufacture, facsimile, affect, confection





# MARCH 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
24	25	26	27
3	4	Ash Wednesday 5	6
10	11	12	13
St. Patrick's Day 17	18	19	First day of spring 20
24	25	26	Laylat al-Qadr begins at sundown 27
31			

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
28	1	2	
7	8	9	<i>Daylight saving time begins</i>
14	15	16	
21	22	23	
28	29	30	<i>Eid al-Fitr begins at sundown</i>

## WEEKLY QUOTE

"I have found that if you love life, life will love you back." – Arthur Rubinstein

## NOTES


**MONDAY** / **3**  
MAR.

**TUESDAY** / **4**  
MAR.

**WEDNESDAY** / **5**  
MAR.

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DAILY EVENTS		Ash Wednesday	

-fall-, -fals- (to deceive) – fallacy, fallacious, infallible, falsify



## WEEKLY QUOTE

"Failure is only a temporary change in direction to set you straight for your next success." – Denis Waitley

## NOTES


**MONDAY** / **10**  
MAR.

**TUESDAY** / **11**  
MAR.

**WEDNESDAY** / **12**  
MAR.

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DAILY EVENTS			

**-gen-, -gener-** (*origin, race, species*) – *genus, gender, genesis, genetics, genealogy, genre, generic, generate*



## WEEKLY QUOTE

"The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty." – Winston Churchill

## NOTES


**MONDAY** / 17  
MAR.

**TUESDAY** / 18  
MAR.

**WEDNESDAY** / 19  
MAR.

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DAILY EVENTS	St. Patrick's Day		

-geo- (earth) – geography, geothermal, geology, geophysics, geometry, geosynchronous





## WEEKLY QUOTE

"The difficulties and struggles of today are the price we must pay for the accomplishments and victories of tomorrow." – William J.H. Boetcker

## NOTES


**MONDAY** / **24**  
MAR.

**TUESDAY** / **25**  
MAR.

**WEDNESDAY** / **26**  
MAR.

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DAILY EVENTS			

-serv- (save, serve) – servant, service, subservient, servitude, preserve, conserve, reservation, conservation

**NOTES**


**MARCH**

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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**THURSDAY / 27**  
MAR.

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**FRIDAY / 28**  
MAR.

↓	

**SATURDAY / 29**  
MAR.

↓	

**SUNDAY / 30**  
MAR.

↓	

<b>DAILY EVENTS</b>	<i>Laylat al-Qadr begins at sundown</i>	<i>Eid al-Fitr begins at sundown</i>
---------------------	---	--------------------------------------

# APRIL 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
31	1 <i>April Fools' Day</i>	2	3
7	8	9	10
14	15	16	17
21	22 <i>Earth Day</i>	23	24
28	29	30	1

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
4	5	6	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
11	<i>Passover begins at sundown</i> 12	<i>Palm Sunday</i> 13	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<i>Good Friday</i> 18	19	<i>Easter</i> 20	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
25	26	27	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2	3	4	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

## WEEKLY QUOTE

"The only way to discover the limits of the possible is to go beyond them into the impossible." – Arthur C. Clarke

### NOTES


**MONDAY** / **31**  
MAR.

**TUESDAY** / **1**  
APR.

**WEDNESDAY** / **2**  
APR.

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8:00			
DAILY EVENTS		April Fools' Day	

**-greg-** (flock, herd) – gregarious, congregation, segregate, aggregate



## WEEKLY QUOTE

"The ladder of success is best climbed by stepping on the rungs of opportunity." – Ayn Rand

## NOTES


**MONDAY** / **7**  
APR.

**TUESDAY** / **8**  
APR.

**WEDNESDAY** / **9**  
APR.

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DAILY EVENTS			

-gyro- (turn) – gyration, gyroscope, gyre, gyrate, gyromagnetic, gyrocompass



**NOTES**


**APRIL**

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**MAY**

S	M	T	W	T	F	S
	1	2	3			
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**THURSDAY / 10 APR.**

**FRIDAY / 11 APR.**

**SATURDAY / 12 APR.**

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*Passover begins at sundown*

**SUNDAY / 13 APR.**


**DAILY EVENTS**

*Palm Sunday*

*satiate v. – satisfy fully. It's hard for him to satiate his appetite.*

## WEEKLY QUOTE

"Things turn out the best for the people who make the best of the way things turn out." – John Wooden

## NOTES


**MONDAY** / 14  
APR.

**TUESDAY** / 15  
APR.

**WEDNESDAY** / 16  
APR.

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DAILY EVENTS			

-helio- (sun) – heliotrope, heliocentric, heliograph, perihelion, aphelion



## WEEKLY QUOTE

"Failures are divided into two classes – those who thought and never did, and those who did and never thought." – John Charles Salak

## NOTES


**MONDAY** / **21**  
APR.

**TUESDAY** / **22**  
APR.

**WEDNESDAY** / **23**  
APR.

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DAILY EVENTS		Earth Day	

-ist (one who, that which) – humorist, specialist, optimist, artist, dentist, flautist







# MAY 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	1
<i>Cinco de Mayo</i> 5	6	7	8
12	13	14	15
19	20	21	22
<i>Memorial Day</i> 26	27	28	29



REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
2	3	4	
9	10	<i>Mother's Day</i> 11	
16	17	18	
23	24	25	
30	31	1	

## WEEKLY QUOTE

"There is no way to peace; peace is the way." – A.J. Muste

## NOTES


**MONDAY** / **5**  
MAY

**TUESDAY** / **6**  
MAY

**WEDNESDAY** / **7**  
MAY

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8:00			
<b>DAILY EVENTS</b>	<i>Cinco de Mayo</i>		

**-cit-, -citat-** (to call out, to rouse) – *incite, excite, cite, recitation*



## WEEKLY QUOTE

"Only those who dare to fail greatly can ever achieve greatly." – Robert F. Kennedy

## NOTES


**MONDAY** / 12  
MAY

**TUESDAY** / 13  
MAY

**WEDNESDAY** / 14  
MAY

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DAILY EVENTS			

**-stru-, -struct-** (to build) – construe, structure, construct, instruct, obstruct, destruction



## WEEKLY QUOTE

"One of the secrets of life is to make steppingstones out of stumbling blocks." – Jack Penn

## NOTES


**MONDAY** / **19**  
MAY

**TUESDAY** / **20**  
MAY

**WEDNESDAY** / **21**  
MAY

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DAILY EVENTS			

**-corp-** (body) – corporate, incorporate, corporeal, corpse, corporation, corpulent, corpuscle, corporal punishment



## WEEKLY QUOTE

"It's easy to make a buck. It's a lot tougher to make a difference." – Tom Brokaw

## NOTES


**MONDAY** / **26**  
MAY

**TUESDAY** / **27**  
MAY

**WEDNESDAY** / **28**  
MAY

7:00	↓	↓	↓
8:00			
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7:00			
8:00			
<b>DAILY EVENTS</b>	Memorial Day		

-cred- (to believe) – creed, credo, credence, credibility, credentials, incredible, incredulous





# JUNE 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
2	3	4	5
9	10	11	12
16	17	18	19 <i>Juneteenth</i>
23	24	25	26 <i>Muharram begins at sundown</i>
30			

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
30	31	1	
<i>Eid al-Adha begins at sundown</i> 6	7	8	
13	<i>Flag Day</i> 14	<i>Father's Day</i> 15	
<i>First day of summer</i> 20	21	22	
27	28	29	

## WEEKLY QUOTE

"Great spirits have often encountered violent opposition from mediocre minds." – Albert Einstein

## NOTES


### MONDAY / 2 JUNE

### TUESDAY / 3 JUNE

### WEDNESDAY / 4 JUNE

7:00	↓	↓	↓
8:00			
9:00			
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3:00			
4:00			
5:00			
6:00			
7:00			
8:00			
DAILY EVENTS			

-quir-, -quer- (to ask, seek) – inquiry, inquisition, exquisite, query, conquer, question, quest



## WEEKLY QUOTE

"You may have to fight a battle more than once to win it." – Margaret Thatcher

## NOTES


**MONDAY** / **9**  
JUNE

**TUESDAY** / **10**  
JUNE

**WEDNESDAY** / **11**  
JUNE

7:00	↓	↓	↓
8:00			
9:00			
10:00			
11:00			
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3:00			
4:00			
5:00			
6:00			
7:00			
8:00			
DAILY EVENTS			

-rupt- (to break) – interrupt, bankrupt, rupture, abrupt, disrupt



## WEEKLY QUOTE

"Your success and happiness lie in you."  
– Helen Keller

## NOTES


**MONDAY** / **16**  
JUNE

**TUESDAY** / **17**  
JUNE

**WEDNESDAY** / **18**  
JUNE

7:00	↓	↓	↓
8:00			
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6:00			
7:00			
8:00			
DAILY EVENTS			

**inter-** (between, among) – *intervene, international, interjection, interact, interrupt, internet*





## WEEKLY QUOTE

"If you look at what you have in life, you'll always have more. If you look at what you don't have in life, you'll never have enough." – Oprah Winfrey

## NOTES


**MONDAY** / **23**  
JUNE

**TUESDAY** / **24**  
JUNE

**WEDNESDAY** / **25**  
JUNE

7:00	↓	↓	↓
8:00			
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5:00			
6:00			
7:00			
8:00			
DAILY EVENTS			

**-ven-, -vent-** (to come) – *intervene, venue, prevent, convention, circumvent, invent, venture, event, advent*



# JULY 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
<i>Independence Day</i> 4	5	6	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
11	12	13	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
18	19	20	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
25	26	27	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
1	2	3	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

## WEEKLY QUOTE

"In three words, I can sum up everything I've learned about life: It goes on." – Robert Frost

## NOTES


**MONDAY** / 30  
JUNE

**TUESDAY** / 1  
JULY

**WEDNESDAY** / 2  
JULY

7:00	↓	↓	↓
8:00			
9:00			
10:00			
11:00			
12:00			
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3:00			
4:00			
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6:00			
7:00			
8:00			
DAILY EVENTS			

**-labor-** (to work) – laboratory, collaborate, elaborate, laborious



## WEEKLY QUOTE

"Kind words can be short and easy to speak, but their echoes are truly endless." – Mother Teresa

## NOTES


**MONDAY** / **7**  
JULY

**TUESDAY** / **8**  
JULY

**WEDNESDAY** / **9**  
JULY

7:00	↓	↓	↓
8:00			
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8:00			
DAILY EVENTS			

-legis-, -leg- (law) – legislature, legit, legitimize, legitimate, legal, privilege





## WEEKLY QUOTE

"Happiness is a direction, not a place." – Sydney J. Harris

## NOTES


**MONDAY** / 14  
JULY

**TUESDAY** / 15  
JULY

**WEDNESDAY** / 16  
JULY

7:00	↓	↓	↓
8:00			
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6:00			
7:00			
8:00			
DAILY EVENTS			

-sume-, -sump- (take, use, waste) – consume, assume, presume, sump pump



## WEEKLY QUOTE

"No great thing is created suddenly." – Epictetus

## NOTES


**MONDAY** / **21**  
JULY

**TUESDAY** / **22**  
JULY

**WEDNESDAY** / **23**  
JULY

7:00	↓	↓	↓
8:00			
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4:00			
5:00			
6:00			
7:00			
8:00			
DAILY EVENTS			

-luna- (moon) – lunar, lunatic, lunette, sublunary, lunular



# LANGUAGE ARTS *MLA style of documentation*

<b>YOUR WORKS-CITED LIST</b>	Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.
------------------------------	---

According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles, and titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase, "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

<b>ANY CITATION</b> (GENERAL GUIDELINES)	Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs, URL, or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).
<b>PAGE ON A WEBSITE</b>	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.ehow.com/how_2018_how-oil.html. Accessed 5 Jan. 2019.
<b>ARTICLE IN A JOURNAL FROM A WEBSITE</b> (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb. 2017.
<b>ARTICLE IN A PERIODICAL</b> (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
<b>BYLINED ARTICLE FROM A DAILY NEWSPAPER</b>	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
<b>UNBYLINED ARTICLE FROM A DAILY NEWSPAPER</b>	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2018, p. A12.
<b>ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE</b>	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
<b>ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE</b>	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
<b>EDITORIAL</b>	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

# LANGUAGE ARTS *MLA style of documentation*

<b>BOOK</b> (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
<b>BOOK BY ONE AUTHOR</b>	Wheelen, Richard. <i>Sherman's March</i> . Crowell, 1978.
<b>TWO OR MORE BOOKS BY THE SAME AUTHOR</b>	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
<b>BOOK BY TWO OR THREE AUTHORS</b>	Purves, Alan C., and Victoria Ripperre. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
<b>BOOK BY FOUR OR MORE AUTHORS</b>	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
<b>BOOK BY A CORPORATE AUTHOR</b>	The Rockefeller Panel Reports. <i>Prospect for America</i> . Doubleday, 1961.
<b>BOOK BY AN ANONYMOUS AUTHOR</b>	<i>Literary Market Place: The Directory of the Book Publishing Industry</i> . 2003 ed., Bowker, 2002.
<b>BOOK WITH AN AUTHOR AND AN EDITOR</b>	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
<b>A WORK IN AN ANTHOLOGY</b>	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
<b>AN EDITION OTHER THAN THE FIRST</b>	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson. 3rd ed., Houghton, 1987.
<b>SIGNED ARTICLE IN A REFERENCE BOOK</b>	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed., vol. 2, Macmillan, 2019.



# LANGUAGE ARTS *APA style of documentation*

## YOUR REFERENCE LIST

YOUR REFERENCE LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR REFERENCE LIST. LIKEWISE, EACH ENTRY IN THE REFERENCE LIST MUST BE CITED IN THE TEXT.

## BASIC RULES

According to the seventh edition of the *Publication Manual of the American Psychological Association*:

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- Invert authors' names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors). Alphabetize by authors' last names letter by letter. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2014 article would appear before a 2015 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened version of the title for parenthetical citations within the text.
- Use "&" instead of "and" before the last author's name when listing multiple authors of a single work.

## BASIC FORMS FOR SOURCES IN PRINT

**An article in a periodical (such as a journal, newspaper, or magazine)**

- Author, A. A., Author, B. B., & Author, C. C. (publication year, month day). Title of article.  
*Title of Periodical, volume number* (issue number), pages.

*You need to list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well* → *Title of Periodical, volume number* (issue number), pages.

**A nonperiodical (such as a book, report, brochure or audiovisual media)**

- Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (Edition). Publisher.  
*Do not include the location of the publisher in the citation.*

**Part of a nonperiodical (such as a book chapter or an article in a collection)**

- Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Publisher.

*When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.*

## BASIC FORMS FOR ELECTRONIC SOURCES

**A web page**

- Author, A. A. (Date of publication or revision). *Title of page*. Site name. URL

**An online journal or magazine**

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number* (issue number), page range. doi:0000000/000000000000

*Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.*

**An online journal or magazine (with no DOI assigned)**

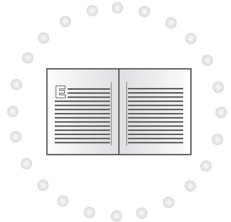
- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number* (issue number), page range. URL

**E-mail**

*Because e-mail is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator's name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 2015).*



# LANGUAGE ARTS *APA style of documentation*



## EXAMPLES

### Journal article, one author

- Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles.

*Journal of Comparative and Physiological Psychology*, 55, 893-896.

### Journal article, more than one author

- Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

### Work discussed in a secondary source

- Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

*Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in your reference list. In the text, use the following citation:*

- In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

### Magazine article, one author

- Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

### Book

- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. American Psychological Association.

### An article or chapter of a book

- O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). Springer.

### A government publication

- National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). U.S. Government Printing Office.

### A book or article with no author or editor named

- *Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Merriam-Webster.
- New drug appears to cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12. *For parenthetical citations of sources in text with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster's, 2005) and ("New Drug," 1993).*

### A translated work and/or a republished work

- Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). Dover. (Original work published 1814).

### A review of a book, film, television program, etc.

- Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

### An entry in an encyclopedia

- Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia britannica* (Vol. 26, pp. 501-508). Encyclopaedia Britannica.

### An online journal article (no DOI assigned)

- Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. <http://www.buddhistethics.org/2/inada1>

### A web page

- Daly, B. (1997). *Writing argumentative essays*. <http://www.ltn.lv/~markir/essaywriting/frntpage.htm>

# SCIENCE *physics laws & formulas*

## Mass Density

$$\text{mass density} = \frac{\text{mass}}{\text{volume}}$$

## Speed

$$\text{average speed} = \frac{\text{distance covered}}{\text{elapsed time}}$$

## Acceleration

$$a = \frac{\Delta v}{\Delta t} \quad \text{or} \quad \frac{v_F - v_I}{t_F - t_I}$$

(a=average acceleration; v=velocity;  
t=time;  $v_F$ =final velocity;  $v_I$ =initial velocity;  
 $t_F$ =final time;  $t_I$ =initial time)

## Law of Universal Gravitation

$$F = G \frac{m_1 m_2}{d^2}$$

(F=force of attraction;  $m_1$  and  $m_2$ =the masses of the two bodies; d=distance between the centers of  $m_1$  and  $m_2$ ;  
G=gravitational constant)

## Work Done by a Force

$$\text{work} = (\text{force})(\text{distance})$$

## Power

$$\text{power} = \frac{\text{work}}{\text{time}} \quad (\text{see above formula for work})$$

## Kinetic Energy

$$KE = \frac{mv^2}{2}$$

(KE=kinetic energy; m=mass; v=velocity)

## Specific Heat

$$Q = cm\Delta t$$

(Q=quantity of heat; c=specific heat;  
m=mass;  $\Delta t$ =change in temperature)

## Electric Current - Strength

$$I = \frac{Q}{t}$$

(I=the current strength; Q=quantity of charge;  
t=time)

## Momentum

$$\text{momentum} = (\text{mass})(\text{velocity})$$

## Mass-Energy Equivalence

$$E = mc^2$$

(E=the energy [measured in ergs] equivalent to a mass m [measured in grams]; c=speed of light [measured in centimeters per second])

## Power Expended in an Electric Appliance

$$P = IV$$

(P=power in watts; I=current; V=voltage)

## Newton's Second Law of Motion

$$\text{force} = (\text{mass})(\text{acceleration})$$

## Torque

$$T = FR$$

(T=torque; F=force; R=radius)

## Boyle's Law when temperature constant:

$$p_1 V_1 = p_2 V_2$$

( $p_1$ =original pressure;  $p_2$ =new pressure;  
 $V_1$ =original volume;  $V_2$ =new volume)

## Wave Motion

$$V = n\lambda$$

(V=wave velocity; n=wave frequency;  
 $\lambda$ =wavelength)

## Illumination on a Surface Perpendicular to the Luminous Flux

$$E = \frac{I}{r^2}$$

(E=illumination; I=intensity of the source;  
r=distance from source to surface perpendicular to the beam)

## Focal Length of Mirrors and Lenses

$$\frac{1}{f} = \frac{1}{d_o} + \frac{1}{d_i}$$

(f=focal length;  $d_o$ =object distance;  
 $d_i$ =image distance)

## Images in Mirrors and Lenses

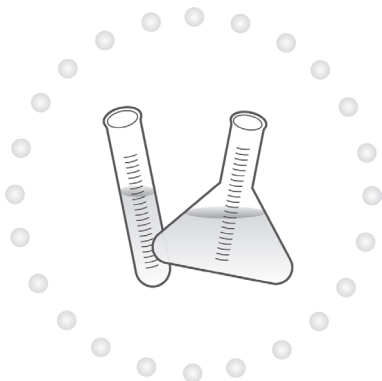
$$\frac{h_i}{h_o} = \frac{d_i}{d_o}$$

( $h_i$ =image height;  $h_o$ =object height;  
 $d_i$ =image distance;  $d_o$ =object distance)

## Ohm's Law

$$I = \frac{V}{R}$$

(I=strength of the current flowing in a conductor; V=the potential difference applied to its ends; R=its resistance)



# HEALTHY LIVING *hotlines & helplines*

<b>GENERAL CRISIS</b>		
<p><i>7 Cups of Tea</i></p> <p><i>Boys Town Hotline</i> (24 hrs.)</p> <p><i>Crisis Call Center (National Suicide Prevention Lifeline)</i> (24 hrs.)</p> <p><i>I'm Alive (Online Crisis Network)</i></p> <p><i>Lifeline Crisis Chat (National Suicide Prevention Lifeline)</i> (24 hrs.)</p> <p><i>National Center for Missing and Exploited Children</i> (24 hrs.)</p> <p><i>National Runaway Safeline</i> (24 hrs.)</p> <p><i>Teen Line</i></p> <p><i>Youth America Hotline   Your Life Counts</i></p>	<p>Online listeners</p> <p>800-448-3000</p> <p>800-273-8255</p> <p>Online chat</p> <p>Online chat</p> <p>800-843-5678</p> <p>800-RUNAWAY</p> <p>800-852-8336</p> <p>877-968-8454</p>	<p><a href="http://www.7cups.com">www.7cups.com</a></p> <p><a href="http://www.boystown.org">www.boystown.org</a></p> <p><a href="http://www.crisiscallcenter.org">www.crisiscallcenter.org</a></p> <p><a href="http://www.imalive.org">www.imalive.org</a></p> <p><a href="http://suicidepreventionlifeline.org">suicidepreventionlifeline.org</a></p> <p><a href="http://www.missingkids.com">www.missingkids.com</a></p> <p><a href="http://www.1800runaway.org">www.1800runaway.org</a></p> <p><a href="http://www.teenlineonline.org">www.teenlineonline.org</a></p> <p><a href="http://www.yourlifecounts.org">www.yourlifecounts.org</a></p>
<b>ALCOHOL/SUBSTANCE ABUSE</b>		
<p><i>Al-Anon/Alateen (For Families and Friends of Problem Drinkers)</i></p> <p><i>Alcoholics Anonymous</i></p> <p><i>American Council on Alcoholism</i></p> <p><i>Narcotics Anonymous</i></p> <p><i>National Institute on Alcohol Abuse and Alcoholism</i></p>	<p>888-4AL-ANON</p> <p>212-870-3400</p> <p>800-527-5344</p> <p>818-773-9999</p> <p><a href="mailto:niaaaweb-r@exchange.gov">niaaaweb-r@exchange.gov</a></p>	<p><a href="http://www.al-anon.alateen.org">www.al-anon.alateen.org</a></p> <p><a href="http://www.aa.org">www.aa.org</a></p> <p><a href="http://www.recoverymonth.gov">www.recoverymonth.gov</a></p> <p><a href="http://www.na.org">www.na.org</a></p> <p><a href="http://www.niaa.nih.gov">www.niaa.nih.gov</a></p>
<b>ABUSE/HEALTH INFO</b>		
<p><i>American Heart Association</i></p> <p><i>CDC National HIV/AIDS Contact Center</i></p> <p><i>CDC National STD Contact Center</i></p> <p><i>National Cancer Institute</i></p> <p><i>Childhelp National Child Abuse Hotline</i> (24 hrs.)</p> <p><i>National Organization for Rare Disorders</i></p> <p><i>Office on Women's Health</i></p> <p><i>Poison Control Center</i> (24 hrs.)</p> <p><i>Rape, Abuse and Incest National Network (RAINN)</i> (24 hrs.)</p> <p><i>Youth Violence Prevention</i></p>	<p>800-AHA-USA-1</p> <p>800-CDC-INFO</p> <p>800-CDC-INFO</p> <p>800-4-CANCER</p> <p>800-4-A-CHILD</p> <p>800-999-6673</p> <p>800-994-9662</p> <p>800-222-1222</p> <p>800-656-HOPE</p> <p>800-CDC-INFO</p>	<p><a href="http://www.heart.org">www.heart.org</a></p> <p><a href="http://www.cdc.gov/hiv">www.cdc.gov/hiv</a></p> <p><a href="http://www.cdc.gov/std">www.cdc.gov/std</a></p> <p><a href="http://www.cancer.gov">www.cancer.gov</a></p> <p><a href="http://www.childhelp.org">www.childhelp.org</a></p> <p><a href="http://www.rarediseases.org">www.rarediseases.org</a></p> <p><a href="http://www.womenshealth.gov">www.womenshealth.gov</a></p> <p><a href="http://www.aapcc.org">www.aapcc.org</a></p> <p><a href="http://www.rainn.org">www.rainn.org</a></p> <p><a href="http://www.cdc.gov/violenceprevention">www.cdc.gov/violenceprevention</a></p>
<b>MENTAL HEALTH</b>		
<p><i>Depression and Bipolar Support Alliance Helpline</i></p> <p><i>Mental Health America</i></p> <p><i>National Alliance on Mental Illness Information Helpline</i></p> <p><i>National Mental Health Consumers' Self-Help Clearinghouse</i></p> <p><i>National Eating Disorders Association Helpline</i></p> <p><i>SAFE Alternatives (Self Abuse Finally Ends)</i></p>	<p>800-826-3632</p> <p>800-969-6642</p> <p>800-950-NAMI</p> <p><a href="mailto:selfhelpclearinghouse@gmail.com">selfhelpclearinghouse@gmail.com</a></p> <p>800-931-2237</p> <p>800-DONT-CUT</p>	<p><a href="http://www.dbsalliance.org">www.dbsalliance.org</a></p> <p><a href="http://www.mentalhealthamerica.net">www.mentalhealthamerica.net</a></p> <p><a href="http://www.nami.org">www.nami.org</a></p> <p><a href="http://www.mhselfhelp.org">www.mhselfhelp.org</a></p> <p><a href="http://www.nationaleatingdisorders.org">www.nationaleatingdisorders.org</a></p> <p><a href="http://www.selfinjury.com">www.selfinjury.com</a></p>
<b>SEXUAL ORIENTATION/GENDER IDENTITY</b>		
<p><i>Lesbian, Gay, Bisexual and Transgender National Youth Talkline</i></p> <p><i>LYRIC (Center for LGBTQQ Youth)</i></p> <p><i>The Trevor Project Lifeline (LGBTQ Ages 13-24)</i> (24 hrs.)</p>	<p>800-246-7743</p> <p>415-703-6150</p> <p>866-488-7386</p>	<p><a href="http://www.glbthotline.org/talkline">www.glbthotline.org/talkline</a></p> <p><a href="http://www.lyric.org">www.lyric.org</a></p> <p><a href="http://www.thetrevorproject.org">www.thetrevorproject.org</a></p>

**ASKING FOR HELP IS A SIGN  
OF STRENGTH, NOT WEAKNESS.**



# SUCCESS SKILLS *successful notetaking*

## SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each instructor's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your instructor may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some instructors provide outlines that tell you how a series of lectures will be organized; other instructors will deliver their lectures and expect you to write the information in your notes. Most instructors will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the instructor specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
- Listen for key ideas. Write them down in your own words. Don't try to write down every word that your instructors say. Some instructors will use the chalkboard, an overhead projector, or a PowerPoint presentation to outline these key ideas. Others will simply stress them in their discussion.
- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
- Make sure your notes summarize, not duplicate, the material.
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.



# SUCCESS SKILLS *plan for success*

## PLAN FOR SUCCESS

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

{1} **Organization** – Getting organized is the first step to success.

- *Remember that you are responsible* for knowing about and completing your assignments and special projects.
- *Make sure you have a datebook* to write down your homework, extracurricular activities, community activities, and other responsibilities.
- *Make sure you have all the materials you need* when you go to class and when you do your homework.

{2} **Time Management** – Managing time wisely will help ensure that you have the opportunity to do both the things you *need* to do and the things you *want* to do.

- *Plan a definite time* to do your homework.
- *Plan time for extracurricular and social activities*, as well as home responsibilities.
- *Commit yourself to your time plan*, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

{3} **Set Priorities** – If you have lots to do, it is important to set priorities.

- *Rank each task* in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
- When doing homework, *start with the subject in which you need the most improvement*.
- *Check off* finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to *prioritize your optional activities* and eliminate some that are low on your priority list.

{4} **Set Goals** – Just wishing to get better grades or to excel in a sport accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:

- *Be specific*. List specific goals for each academic subject. Also list goals for other school and home activities.
- *Set time limits*. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
- *Set realistic goals*. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-". Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
- *Draw up a step-by-step plan* of action for reaching each goal; then go for it!
- *Write your goals down*, and put them in several places (your bedroom door, your datebook, your bulletin board) so you will see them several times a day.
- *Share your goals with others* – your parents, roommates, instructors, classmates, etc. They can give you encouragement.
- *Keep at it!* Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
- *Reward yourself* when you reach a goal.







