

# What's Left For Me To Do?

1. Complete class registration - if not already completed, you will need to work directly with the Registrar's Office as online registration has now closed
2. Ensure financial aid process is complete
3. Send the Financial Aid Office copies of any scholarship(s) you may have received from high school or other private sources
4. Send completed medical forms (physical and immunization) to MMA Health Services
5. Ensure housing application is complete
6. Complete medical insurance choice to purchase or waive (student-athletes must do this and additional paperwork for Athletics) – deadline is July 1
7. Review tuition bill which will be available online around July 1
8. Pay tuition bill by August 1



# Important Fall 2025 Dates

**Monday, August 25:** Academic Orientation and Convocation

**Tuesday, August 26:** Classes begin

**Monday, September 1:** Labor Day, classes are in session

**Friday & Saturday, October 3 & 4:** Homecoming Weekend

**Saturday, October 11:** Regimental Induction Ceremony (RIC) - Regimental students get to leave campus

**Monday, October 13:** No classes (Indigenous People's Day)

**Friday, November 21:** Curtis Hall closes at 5:00PM for Thanksgiving Break

**Sunday, November 30:** Curtis Hall reopens at 1:00PM

**December 8-11:** Final Exams

**December 12:** Curtis Hall closes at 5:00PM for Winter Break





## Finance & Billing Office

Fall semester bill is due August 1, and Spring/Summer semesters are due December 15, based on current registration and housing information.

All students are required to check their bills on the MyMMA portal to arrange for payment.

Sign onto [mymma.mma.edu](http://mymma.mma.edu), Students, Billing, Finances, Statement or Balance (Balance click on details and the Current Semester). Statement will be published to the portal about a month prior to the due date.

**Students with unpaid balances are placed on STOP and are unable to see grades or register for the next semester until paid.**

### Methods of Payment

- Check: Make Payable to Maine Maritime Academy. Addressed to MMA Cashier's Office. Please provide the student's ID number in the memo section of the check.
- Online Payments: Made through Cashnet whereby payments can be made using an electronic check (ACH or direct debit) or by Credit/Debit Card (subject to a 2.85% processing fee). Pay online by signing on to the MyMMA Portal, Students, Billing, Make a Payment.
- Nelnet Campus Commerce: Offer an option for a monthly payment plan to pay all or a portion of the bill. Visit [www.mycollegepaymentplan.com](http://www.mycollegepaymentplan.com) to learn more about this plan.

### Regimental Student Uniforms

Students in an unlimited license program or electing to enter the Regiment, must pay approximately \$660.00 directly to the MMA Bookstore, due by August 1. Please note that students will not see the \$660.00 payment as a credit on their billing statement. The remaining balance of the approximately \$2840.00 in uniform fees will appear on the fall statement and will be due directly to MMA.

### Scholarships

All scholarships from outside organizations for Fall and/or Spring semester must be reported to the Financial Aid office prior to July 1. These will then be reflected as anticipated payments when bills are generated.

### Health Insurance

All MMA students are required to have health insurance and are also required to complete the Health Insurance information on the portal annually. MMA does offer a policy for those who do not already have coverage or want to purchase a supplement. This 2025-2026 policy premium is \$2277.00. All students **MUST** complete the Health Insurance information regardless of their choice of coverage. To complete your required choice, sign on to the MyMMA portal, Students, Resources & Forms, Medical Insurance Info, then complete all the required fields and submit. All students (new and returning) must complete this requirement annually by July 1.

Questions specific to student billing can be directed to the Finance/Billing Office:

Phone: 207-326-2450, 207-326-2236, or 207-326-2243

Casey.Littlefield@mma.edu or Diane.Harmon@mma.edu



# Nutting Memorial Library

## Semester Hours

Mon.-Thu. 8 a.m. to 10 p.m.  
Fri. 8 a.m. to 4 p.m.  
Sat. Closed  
Sun. Noon to 10 p.m.

Nutting Memorial Library is dedicated to supporting the teaching, learning, and research activities of the Maine Maritime Academy community. We empower patrons to access, evaluate, apply, and create information by maintaining quality collections, a welcoming environment, and a knowledgeable staff.



## Research and Writing Support

The library employs a full-time Research Librarian who is available to help you with any stage of any research project: choosing a topic, finding sources, integrating those sources into your writing, employing correct citations, and more.



## Library Resources

In addition to tens of thousands of books on every topic, the library has every assigned course book on reserve, reference books, Coast Guard exam study materials, phone chargers, databases with access to millions of ebooks and scholarly articles...



## Study and Meeting Space

Quiet study on the upper level, noise-friendly main level, reservable group spaces, armchairs with a view of the harbor, single desks in a cozy corner, whatever study or group space you need, we've got it!

207-326-2263  
[library@mma.edu](mailto:library@mma.edu)  
[library.mma.edu](http://library.mma.edu)





Dear Member of the Class of 2029:

Congratulations on your acceptance to Maine Maritime Academy!

The Accessibility Services staff are eager to help you achieve your college goals. We oversee the Academy's free academic support services, including: peer tutoring; centers for math, physics, nautical science, and writing support; as well as accommodations for disabilities. Our offices are in the Center for Student Success building on Pleasant Street -- better known as the "Buoy House" -- that you will pass often on your way to class.

**[ALL students are required to complete the form linked here](#), also available via the Academy's New Student Information webpage.**



***If you have a condition or disability requiring accommodation, please read on.***

You may disclose a disability now, or at any time as a student, by completing this confidential online form, or a paper form, or by contacting us at [accessibility@mma.edu](mailto:accessibility@mma.edu). If you elect to do so now, please provide preliminary information on this form; we will then contact you to confirm receipt, to request further information if needed, and to set up a time to meet in person, by phone, or via Zoom.

To obtain accommodations, you must document your condition. One or more of these items can serve as documentation: a high school 504 plan or IEP; a summary of performance; a neuropsychological evaluation; or a letter from a licensed medical or mental health professional. If you do not have any of these, call or email us to discuss. We will also need to meet (by Zoom, or in person) this summer or fall; these initial meetings typically take approximately 45 minutes. If meeting on campus is more convenient, we may have some availability around New Student Orientation events this June and July.

For more about the Academy's accommodations policies, please visit [accessibility.mma.edu](http://accessibility.mma.edu).

With best wishes for a wonderful summer,

*Sally Chadbourne*

Accessibility and Academic Support Coordinator

Buoy House/Center for Student Success

[sally.chadbourne@mma.edu](mailto:sally.chadbourne@mma.edu)

(207) 326-2489



# **FAQs – MMA Accessibility/Request for Accommodations Form**

## **Why do I have to complete and sign this form if I don't need academic accommodations?**

Just to check that you are paying attention! Seriously, we want ALL new students (1) to be aware of the process and (2) to make informed decisions on seeking academic, dietary and/or housing accommodations for a disability (physical, learning disorder, medical or mental health condition, etc.). Plus, MMA has data reporting requirements that rely on an accurate count.

## **But I want to see how my first semester goes before I decide whether I want to use academic accommodations – why do I have to submit a response now?**

We encourage students who may be eligible for accommodations to start the process as early as possible. Once classes and regimental training start, there are no “do-overs” for exams and assignments if you request accommodations later.

If you check “yes” now, MMA's Accessibility Coordinator will reach out to set up a meeting (by phone, Zoom or in person) over the summer to discuss with you (and parents, if you chose to include them) your specific needs. If you decide not to continue the accommodations process, no other campus personnel will see your records.

## **If I check “no” now, does that mean I can never get accommodations at MMA?**

No! Students may request accommodations for a disability at any time during their college career, even if they have previously signed and submitted a form indicating they did not want accommodations at that time. We understand – things can change.

## **What if I have a food allergy/dietary condition – do I need to get formal accommodations for that?**

While dietary conditions can be accommodated informally through Sodexo, the Academy's food service provider, formal accommodations through the MMA Accessibility Office may offer protections to the student in situations beyond the dining hall. Let's talk!

## **I filled out the Housing Application – why are you asking me to fill out another form for “accommodations”?**

The accommodations referred to here are for accessibility, and are reasonable modifications to MMA policies or procedures, designed to minimize or eliminate barriers caused by disabilities. Registering with Accessibility Services is the official channel for MMA students to be approved for accommodations.

## **I want to bring an emotional support animal to campus – do I need to get formal accommodations for that?**

Yes – students seeking housing accommodations, such as an ESA in the dorm, reduced number of roommates, etc., MUST register with the MMA Accessibility office, provide appropriate documentation, and go through the disability accommodations intake and approval process. ESAs require additional documentation, and all housing-related accommodations require additional review by, and approval from, the MMA Residential Life office.



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## The Center for Student Success

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### **MMA's Center for Student Success / "Buoy House" provides FREE academic support to ALL students:**

#### **Quiet, Individual and Group Study Areas:**

- 24-hour study center in a secure location (student ID card enables after-hours entry), with meeting tables for group work and carrels for evening study in a quiet environment.

#### **Regularly Scheduled Academic Help at Locations Around Campus, Mon-Thur:**

- Math and Physics Center at Buoy House; drop-in help sessions led by experienced peer tutors who can also assist with computer, chemistry and selected engineering courses.
- "The Draft Deck" Writing Center led by trained peer consultants, in the Library's 24-hour room.
- Nav Lab Center located in Dismukes room 220 for nautical science and navigation help.
- ✓ Check <http://tutoring.mma.edu> for scheduled help. Many courses have help sessions.

#### **Other Academic Assistance at the Center for Student Success:**

- Walk-in assistance with study skills, organization, note taking, and test taking strategies.
- Accessibility Services Office. Visit <http://accessibility.mma.edu> for information on accommodation for learning differences and disabilities.
- Assignment of peer tutors for virtually all subjects at no cost.
- Employment for qualified students as peer tutors, in many subjects.

#### **Our Advice for Academic Success in College:**

- Well before the first class, consider how *you* will take notes and organize course handouts.
- Organize course materials chronologically by course.
- Have a stapler, hole punch, and binder (or another organizing system) to file course handouts.
- Read course syllabi carefully, paying special attention to the grading system. A grade of 69 might be an "F" in one course, a "D" in a second course, and a "C" in third course!
- Scan the syllabus to find the course Canvas site ([mma.instructure.com](http://mma.instructure.com)) and online gradebook.
- Determine how you will keep track of assignments deadlines. Many good apps exist (iHomework 2 for iOS, and myHomework, for iOS and Android, are just two).
- Will you use paper notebooks or a laptop for taking notes, or will you experiment? Many notetaking apps exist (Evernote and OneNote are examples for iOS, Android, Mac, and PC).
- Review class notes soon after class, or by that evening. Studies show that the early, repeated review of class notes can boost exam scores.
- Summarize the main points of each lecture in your notes when you first review them. This will help you process the information and move it to long-term memory.
- As you review notes, write questions or make flash cards to use later when studying for tests; try the Quizlet app to make digital flashcards.
- Schedule your time, allotting enough to get homework and studying done (no staying up late!).
- See your instructors at office hours; faculty expect you to visit to clarify information and get help. Find instructor office hours in the class syllabus or at: <http://mainemaritime.edu/about-mma/campus-directory/>. Schedule an appointment if those hours don't work.
- Review your mid-semester grades. These are normally released in mid-October (fall semester) and late-February (spring semester) on the Academy portal, <https://mymma.mma.edu>
- Seek academic help as soon as needed – or even before! We are here to help!

*Please turn page for our contact information ➤*

## **Center for Student Success/Buoy House Staff**

### **Sally A. Chadbourne**

Accessibility and Academic Support Coordinator

1<sup>st</sup> Floor Buoy House/Center for Student Success

[sally.chadbourne@mma.edu](mailto:sally.chadbourne@mma.edu)

(207) 326-2489

Email and phone availability: M-F, 8 AM – 5 PM

Office hours posted on office door and at:

<https://mainemaritime.edu/about-mma/campus-directory/>

General information about academic accommodation:

<http://accessibility.mma.edu/>

### **Hale Akin Asyali**

Testing Center and Tutoring Administrator

2<sup>nd</sup> Floor Buoy House/Center for Student Success

[exams@mma.edu](mailto:exams@mma.edu)

[tutoring@mma.edu](mailto:tutoring@mma.edu)

(207) 326-2511

**Request a Tutor or Other Help via Email:**

[tutoring@mma.edu](mailto:tutoring@mma.edu)

**Schedule at the MMA Testing Center:**

[exams@mma.edu](mailto:exams@mma.edu); 326-2511



# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Career Services

**Quick Hall (Next to the Library)**

**Office hours are 8-4 M-F**

**Call 207-326-2276**

Maine Maritime Academy is a career-oriented college known for its ability to provide “hands-on” real world experiences to accompany rigorous academic training.

- What is **Career Services’** role in that process?
  - We are the placement office, so we help with job placement
    - We host on-campus recruiting visits for companies interested in hiring our students
    - We organize a fall and a spring Career Fair
    - In years past, we have had a 90% job placement rate for program completed students within 6 months of graduation
  - We help students prepare for the professional world by providing:
    - Career counseling
    - Resume writing help
    - Cover letter writing assistance
    - Interviewing skill suggestions
    - Professional networking guidance
    - We help prepare students for national and international travel
  - We arrange for and assist with Cadet Shipping opportunities for Unlimited License majors – known as billets
    - We arrange for eligible students after their sophomore year to Cadet Ship aboard merchant vessels
    - We collect and process all required documents for shipping, typically more than 20 pages per student
    - We help coordinate and monitor field experiences (co-ops, internships) for all other majors that require them
  - We host an online student and alumni job board with College Central Network
    - Companies post jobs and internships exclusive to our school
    - There is access to a national job board (Indeed.com)
    - CareerCenter.mma.edu
    - We can provide industry connections

Career Services has a page on the school website, a page on the MMA Mobile App and an online job board, with announcements, jobs, company visit info, and internships listed. Freshmen should sign up as soon as they arrive on campus to start building their career paths.

<http://mainemaritime.edu/academics/academic-services/career-services/>

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

At Maine Maritime Academy Field Experience:

- Is usually a significant aspect of the curriculum
- Is usually required for graduation
- Must be directly related to student's field of study
- May require the student to qualify to participate
- Is a paid position
- May be required for licensure

The Career Services **Online Job Board** is your lifeline to what's going on in the career world. The online board will have announcements, jobs, company visit info, co-ops, internships, community jobs, and work study jobs. You can access it at [CareerCenter.mma.edu](http://CareerCenter.mma.edu)

In the lobby, we have pamphlets about companies, networking business cards, industry magazines and usually some company giveaway items all free for you to read or take home. In Quick Hall we have TV news and company visits scrolling or subsea videos playing. Drop in to meet the staff. Jan, Jeff, Kathy, and Deb.

Don't wait. Start your career path early. We can help.



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# Contact Information

Academic Support/Accommodations	207-326-2489	sally.chadbourne@mma.edu
Admissions	207-326-2207 / 2206	admissions@mma.edu
Athletics	207-326-2451	
Bookstore	207-326-9333 / 2430	
Business Office	207-326-2243	
Campus Safety Office (24/7/365)	207-326-2479	
Conferences	207-326-2283	conferences@mma.edu
Counseling Services	207-326-2644	counseling@mma.edu
Curtis Hall Front Desk	207-326-2137	
Dean of Students	207-326-2138	blossom.thao@mma.edu
Dining Services	207-326-2460	
Financial Aid	207-326-2205 / 2339	
Health Services	207-326-2305	dorothea.woods@mma.edu
IT (Computer) Help Desk	207-326-2240	helpdesk@mma.edu
Navy ROTC / SSOP	207-326-2143	
Registrar	207-326-2441	registrar@mma.edu
Regiment	207-326-2245	kelly.gualtieri@mma.edu
Residential Life	207-326-2280	housing@mma.edu

