

The University of Maine Graduate Student Government Presents:

THE INSIDER'S GUIDE

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University of Maine Graduate Student Government

This guide was written and revised by graduate students in conjunction with the Graduate Student Government (GSG) and supported, in part, by the Graduate School. The opinions and ideas expressed are those shared by the contributors and are not those necessarily held by the entire AGS, the Graduate School, or the University of Maine.

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Welcome

Welcome from the GSG President

On behalf of the Graduate Student Government (GSG), I would like to welcome all the new graduate students to the University of Maine.

As a graduate student, you will benefit in many ways from the service of the Graduate Student Government. The GSG provides funding for graduate students in the form of grants for conference travel and degree related expenses. We offer short-term loans of laptops to graduate students who find themselves in need of one. Our Graduate Research Exposition offers an opportunity to be recognized for research efforts. We work with a variety of University Committees and Administrators to advocate for the improvement of the Graduate Experience in meaningful ways including lower fees, higher stipends for Graduate Assistants, and better accommodations for living and working on campus. Perhaps most importantly, we provide a network of graduate students from a variety of disciplines and with a variety of experiences. Issues that you encounter as a Graduate Student are often not new, and the GSG may already have found a solution, or be working toward one.

I would strongly encourage you to become involved with the GSG. At a minimum, find out who represents your department at our Senate meetings. Find our First Class folder, and check it periodically for information on GSG happenings and opportunities relevant to graduate students. Stop by our office in room 159 of the Memorial Union if you have issues, concerns, questions, suggestions, or just want to say hello. If your department is among the few that are not represented in the GSG Senate (all departments are eligible, but a few do not send representatives), consider taking on the position yourself. The time commitment is small, but the potential benefits are great!

I wish you all much success in your graduate studies here at the University of Maine.

Jeremy Logan

President, Graduate Student Government

Welcome from the Graduate School

The staff of the Graduate School extend their best wishes to all University of Maine graduate students for the upcoming academic year. Please drop by and visit us.

Graduate School Office 2 Winslow Hall

Dan Sandweiss – x3217

Dean and Associate Provost for Graduate Studies

Scott Delcourt – x3219

Associate Dean of the Graduate School

Amaranta Ruiz-Nelson – x3222

Coordinator of Graduate Studies

Dottie Poisson – x3217

Administrative issues, graduation requirements

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Admissions, programs of study

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Student applications, credentials

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Academic registration

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Website Maintenance, Secretary for the Alliance for Graduate Education, Professoriate

Ashleigh Deschenes

Graduate Assistant

Lindsay Utley – x3214

Graduate Assistant – New student orientation

Graduate Student Center 1st Floor, Estabrooke Hall

Julie-Ann Scott – x3278

Graduate Assistant – Graduate Center Coordinator

Introduction

Welcome to graduate school at the University of Maine! Right now you may feel overwhelmed by your new surroundings and the new routine you need to learn. This insider's guide is designed to help you learn the lay of the land and take those first few steps on the road to a happy and productive graduate career. Why is there a need for this guide? We have found that even the most comprehensive orientations offered by academic departments tend to leave out lots of essential information on how to live, work, and perhaps even play in the greater Orono region. We hope that this guide will fill in the gaps by providing pieces of information, helpful hints, and sage advice from your fellow graduate students. It should serve as an excellent reference document for beginning your career at UMaine.

Other Sources of Information

No concise guide can cover everything you need to know about graduate school. It helps to know where to turn when you have more questions. Your advisor and fellow students are excellent resources for hints on what courses to take and how to follow departmental procedures. Your department should also have a Graduate Coordinator who can answer your questions. And remember that no one knows more about how to get things done than your departmental administrative assistant. For concerns outside your department, turn to the knowledgeable Graduate School staff. From the processing of your application to the printing of your diploma, the Graduate School oversees all aspects of your graduate education. They are located in the basement of Winslow Hall and can be reached by calling 581-3218. They maintain a folder for news and announcements on *FirstClass* and a web site at www.umaine.edu/graduate. The Graduate Student Government (GSG), your graduate student government organization, is another important source of information and resources. The GSG provides a number of services you can read about in this guide. Both their *FirstClass* folder and web site (www2.umaine.edu/gsg) contain information and contacts. Their office is on the first floor of the Memorial Union and their telephone number is 581-4548.

Adventures in Administration

Obtaining a MaineCard

Your MaineCard is your primary means of identification on campus. It has many uses, including checking books out of the library, purchasing food on campus (*hint: you do not have to pay tax at the Union if you pay from funds on your card!*), accessing the Recreation and Fitness Center, and entering certain buildings. You can obtain your MaineCard in the Student Service Center in room 143 on the ground floor of the Memorial Union.

You need to bring a picture ID in order to confirm your identity. Save yourself some time by filling out the application online and bringing it with you – the web site is www.umaine.edu/mainecard. The MaineCard office can be reached at 581-2273. Funds can be added to your MaineCard at machines in the Union and library (cash only), at the Student Service Center, or online at the MaineCard web site.

Registering for Classes

The first step in registering for classes is to talk to your advisor and discuss classes that are required or highly recommended for your degree. Your advisor will work with you in designing your official program of study. Your advisor also needs to sign your registration form. There are a number of means of registering for classes. Some departments can register their own graduate students using the registration form – check with your departmental administrative assistant to see if this is an option for you. For everyone else, registration for classes involves providing a signed registration form to **Dianne Knight** in the Graduate School office (basement of Winslow Hall). You may mail, fax, or deliver the form in person. After you are registered, you will receive a confirmation form, listing the courses for which you are signed up, in the mail. Otherwise, check the confirmation to make sure you got the classes you wanted, especially if there is limited seating in one or more of them.

Here are some general tips regarding class registration:

- An easy way to find out what courses are being offered is to search through Mainstreet <https://portal.maine.edu/>.
- Be sure to talk to other graduate students in your program for recommendations on the classes and professors to take, and how to survive the classes once you are in them.
- Many classes are offered every other year or on an irregular basis. Before deciding to wait on taking a class, make sure it will be offered again in the near future.
- If the course catalog says that permission is required to take a class, you must have the instructor (or your advisor) sign your registration form. You will not be able to sign up for the class using a R.A.N.
- Graduate classes typically do not fill up quickly but it is recommended that you sign up early for your classes. Sometimes classes may be canceled before the beginning of the semester if the registration is too low. If this happens, talk to the instructor teaching the class for options. If you register too late, there is a \$100 late registration fee so make sure register on time.

Student Bills

Your financial account is maintained by the Bursar in the Business Office of Alumni Hall. If you are a Graduate Assistant, you typically receive a tuition waiver, but must still pay fees. The Unified fee covers miscellaneous university services and admission to athletic events. The RRC1 fee is a credit based fee that allows all students to use the new recreational facility. The Graduate Activity Fee is handled and dispersed entirely by the GSG – another good reason to get involved with GSG. Be careful to ensure that your bill is paid on time, as the deadline seems to creep up fast and the **\$100 late fee is no joke**. If you have financial support that has not been applied by time your bill is due, you need to inform the Bursar's office to avoid the late fee. Go to <https://portal.maine.edu/> and select Student Center under Student Self-Service. Next, select the Self Service link from the left-hand menu and choose Campus Finances from the expanded menu. Next, select Anticipated Resources on the right hand side. Choose the University of Maine by clicking on the Select button. Follow the instructions on the next page to update your expected resources for each semester.

Grades and Course Schedule

MaineStreet (<https://peportal.maine.edu/>) offers more than just online course registration. It provides instant access to your schedule, grades, financial information, academic history, student bill, and more. Like everything else, you need an ID and PASSWORD to access MaineStreet. Your User ID is typically your name (firstname.lastname) while new students should have received letters detailing how to setup passwords. If you have any problems with your MaineStreet account, drop by the IT Help Center in the basement of Shibles Hall.

Parking

Parking permits can be purchased at the Student Service Center on the ground floor of the Memorial Union. If you are a Graduate Assistant or are on the university payroll, you may purchase a Staff permit that is valid for one calendar year and allows you to park in any lot except for red (Residents) lots. Otherwise, you must purchase a Commuter or Resident permit and park in the designated lots. Parking is a major headache on campus, so either live close to campus or get here early in the morning (*before 8 am at least!*) if you want to park close to your building. Otherwise there are always free spots down by the Steam Plant on College Avenue and sometimes at the extreme end of the MCA lot. Check out the Parking Services web site at www.umaine.edu/parking/ for lots of useful information, including current permit prices, announcements about parking changes, and to download a map of campus parking lots. There is a parking committee with one graduate student representative, who advocates for our interests in parking decisions. Ask your department's GSG representative or stop by GSG meetings to keep up on the latest news.

Payroll Issues

All graduate students who are paid by the university must go to the payroll office in 134 Corbett Hall (581-3700) to fill out a stack of paperwork. Residents of the U.S. need to bring either a picture ID and either a social security card or birth certificate; alternatively, you can bring your current passport in place of all of these. The paperwork for international students is even greater. You should bring your passport, visa, I20, social security card, and pretty much any paperwork you have related to your stay in this country.

Buying Your Books

The bookstore is located on the ground floor of the Memorial Union, and has a wide range of merchandise in addition to textbooks. The bookstore usually opens up the textbook section a few weeks before classes start.

The earlier you purchase your books, the better chance you have of finding used books at a reduced price and avoiding long lines. Do some comparison shopping before you buy – many of your books may be less expensive if ordered through a local area bookstore or the Internet, but you need to plan in advance.

If you want to return your books, you may receive a full refund during the first 15 days of the semester. Otherwise you may attempt to sell them back at the end of the semester. If your book will be used the following semester, the bookstore will pay you half the price you paid. Books no longer in use at UM are bought back at the current wholesaler's price (which can be as low as a few dollars for an expensive textbook). If your class will be offered again

but not until next year, you may want to hold on to the book for a semester so you can get half-price for it.

Graduate Student Health Care

The GSG created the Health Insurance Committee in response to rising health insurance premiums and the needs of the large number of graduate students who were without health coverage. After considerable research and deliberation, the committee recommended a mandatory, waiver-based plan for graduate students. In the spring of 2003, the general GSG board voted to adopt such a plan provided that the university pays for at least 50% of the premium. The University of Maine included funding for this initiative in its budget starting in the fiscal year 2004-05 and each successive year.

Health Insurance

Our health insurance plan is underwritten by the Nationwide Life Insurance Company of Columbus, OH. If you are a Graduate Assistant, the university will pay for half of your annual premium and you are responsible for the other half, refer to the GSG website for specific details. Healthcare services obtained at Cutler Health Center are provided with no out of pocket expenses. Services from other providers require a co-pay, coinsurance, and meeting the deductible for reimbursement. There is no need for a referral from Cutler to see another provider. The maximum benefit is \$100,000/year with a deductible of \$250/year per person. The co-pay for prescription drugs is \$12 for generic and \$25 for brand name. The maximum prescription drug benefit is \$2500/year. Also covered in the plan is an annual dental cleaning of up to \$150, which does not require meeting a deductible. Our current health insurance plan makes use of a preferred provider network. For a directory of providers within the network, you can visit www.hcvm.com/medicalEd/logon.do . Dependents can be added to your policy for an increase in premium. They will not, however, have access to care at Cutler and the University of Maine will not cover 50% of their premium cost. New for this year, is a wellness benefit for up to \$100 to cover a yearly physical, immunizations etc. We recommend having these services done at Cutler because of the fact that another hospital/doctors office could potentially exceed the \$100 limit. Also, keep in mind that Cutler is closed over many breaks and holidays. In these situations the administration will often post notes on the GSG folder of another medical facility that will not require co-pays for the duration of Cutler being closed.

Enrollment in this plan is mandatory for Graduate Assistants. The university provides a paycheck deduction option for splitting up the cost over the academic year; ask about this at the Bursar's office if you are interested. If you already have comparable health insurance, you may waive participation in the plan provided that you supply proof of your other insurance. For specifics of the plans, you can check the GSG web site or FirstClass folder to view current copies of the Schedule of Benefits and the Policy Brochure. Graduate students who are not supported by the University are not eligible for this plan. They have the option of enrolling in the Grad/Undergrad plan for the premium of \$1895/year. Any questions or problems you may have with filing insurance claims can be referred to our insurance advocate Lisa Farrington or Michael Parkin (1-800-537-6444; www.crossagency.com).

Other Options

NAGPS (National Association of Graduate and Professional Students) offers several fairly low-premium plans with options to pay extra for major medical coverage. Yearly premiums for a single person under 35 range from \$516 – \$794 with a yearly \$200 - \$1000 deductible. Check out this website for a brochure and application:

www.studentresources.net.

MaineCare: Some graduate students with low incomes may qualify for free or practically free healthcare from the state of Maine. The MaineCare program covers eligible families with children, pregnant women, and elderly and disabled individuals. You must be a resident of Maine, a U.S. citizen or permanent resident, and have an income between 150-185% of the Federal Poverty Level, which is around what a TA is paid. Also, if you are diagnosed with breast or cervical cancer and have no health insurance, you might qualify for MaineCare regardless of your income level. You can read about MaineCare services at www.maine.gov/dhhs/bfi/MaineCare.htm. It can be tricky to determine on your own if you qualify; your best bet is to visit the Office of MaineCare Services online at www.maine.gov/dhhs/bms/ for instructions on contacting an eligibility specialist who can help.

Free Care: There is a program at Eastern Maine Medical Center in Bangor that enables folks whose annual income is less than \$9,570 gross (\$12,830 for two people) to receive some emergency and hospital care for free, if you sign up in advance. It can apply to you in some cases even if your income is slightly above that listed.

Visit www.ptla.org/ptlasite/health/hospital.htm. For more information, visit <http://healthinsuranceinfo.net/me.pdf> to download a consumer guide to health insurance in the state of Maine and your rights as a health insurance consumer.

Other Helpful Organizations & Services

Graduate Student Government

The Graduate Student Government (GSG) is a council of graduate students representing all graduate academic departments on campus. The GSG serves as the liaison between the University of Maine administration and the Graduate Student body. The council meets twice a month to discuss graduate-related issues and update students about upcoming changes and events.

Grants

Every semester the GSG sponsors a grant writing competition, allowing students to earn money for research or traveling to academic conferences. Last year a total of \$46,000 was awarded. Students can apply for up to \$800 for research or travel to present at a conference, or \$450 for general travel to a conference. Contact this year's grants officer, Julie-Ann Scott for more information at JulieAnn.Scott@umit.maine.edu.

Research Exposition

The GSG sponsors an Exposition of Graduate Research every spring semester. Students present work as posters or as oral presentations. Awards are presented for the best poster or

oral presentation in each research area. Contact the Vice President of Graduate Student Government, Patrick Devanney of more information at Patrick.Devanney@umit.maine.edu

Laptop Loan Program

Laptops are available for loan through the GSG office for up to one week. Zip drives and CD-RW drives are also available. To borrow a computer or related equipment, a Computer Loan Request Form must be submitted to the GSG Secretary, Beth Peters (Beth.Peters@umit.maine.edu). The form and GSG Computer Loan Policy can be found on the GSG website. More information about these GSG programs can be found on the GSG website (www2.umaine.edu/gsg/) or in the GSG *FirstClass* folder. You can also call the GSG office (581-4548) or stop by during open office hours.

Equal Opportunity Office

The Office of Equal Opportunity is responsible for ensuring that the university complies with relevant federal and state equal opportunity laws and regulations and with University of Maine non-discrimination policies.

Upon request, the university will provide reasonable accommodations to qualified individuals with disabilities.

Questions, concerns, and complaints about discrimination in any area of the university, or about the application of laws and regulations related to equal opportunity and affirmative action should be directed to the Director of

Equal Opportunity, 101 North Stevens Hall, 581-1226. You can obtain more information at www.umaine.edu/eo.

Cutler Health Services

Cutler provides numerous medical and health promotion services to students. Students may visit Cutler for treatment of acute medical problems or injuries, assistance in dealing with chronic illness, or to use one of the many health service clinics. The nurses' clinic sees walk-in patients and covers topics such as international travel, nutrition, health education, or consultation. The specialty clinic encompasses podiatry, orthopedics, specialized eye care, women's fitness, massage therapy, and physical therapy by certified athletic trainers and sports medicine physicians. The women's health clinic provides a range of gynecological services and consultations. The lab handles x-rays, blood tests, and minor surgeries (such as wart removal and ingrown toenails). Cutler has a full-service pharmacy that offers prescription medication at a very competitive price. The lab and pharmacy accept orders from outside clinicians. Prescriptions may be filled and lab orders completed on a walk-in basis.

The clinical staff includes physicians and physician assistants, nurses and nurse practitioners, pharmacists, athletic trainers, and a registered radiology technologist. Support staff can provide assistance with making appointments and directing students to the appropriate services. The Unified fee covers most of the cost of the healthcare visit for full-time students, but a \$10 charge is assessed for a visit. Be aware that other services involving the specialty clinic, lab, or women's clinic also have some cost, so ask for pricing before the work/tests are performed.

Visit <http://www.umecut.maine.edu/> to check Cutler's hours during the semester and breaks. There are limited summer and holiday hours so make sure to check before you stop by. Cutler accepts walk-ins and the wait is usually only 5-15 minutes, though appointments are usually required for the specialty or women's clinics. To schedule an appointment for an evaluation or any services, call 581-4197.

Counseling Center

The Counseling Center offers a range of mental health services to University of Maine students, including psychological evaluation, psychotherapy, and psychiatric consults. The Center is staffed by a number of psychologists and psychological interns with experience in helping students deal with such issues as depression, anxiety, and substance abuse. Psychological services are provided without charge to students registered for at least six credits, but there is a charge for psychiatric consultation (which is covered by the student insurance plan). Call 581-1392 to request an appointment or visit www.umaine.edu/counseling for more information.

Computing Resources

Computer Clusters

There are two primary computer clusters on campus that are open to all students: one on the first floor of Fogler Library and two on the first floor of the Memorial Union. The Graduate Center in Estabrooke Hall has computers that are available for only graduate students.

E-Mail

There are several places to obtain e-mail addresses. UNET (561-3857; www.unet.maine.edu) provides every student with an e-mail address and access to the modem pool, making available 50 hours of free dial-up internet service a month; refer to the UNET web site for the phone numbers. UMaine IT (Information Technologies) manages the *FirstClass* service, which provides e-mail, a calendaring system, online conference and discussion groups, and online chatting with other users. Visit www.umaine.edu/it/ for information on setting up your account and to download the *FirstClass* client to your personal computer.

Computing Help

UNET will assist students with issues related to UNET accounts and UM system-wide networking, such as dialup access. Visit www.maine.edu/unet/user_serv/ for online help documentation and instructions for contacting UNET consultants. IT maintains a Help Center in 17 Shibles Hall that provides walk-in and telephone technical support for IT services such as *FirstClass*, software applications IT maintains in its clusters, and disk recovery and anti-virus utilities. Visit www.umaine.edu/it/, call 581-2506, or e-mail ithelp@umit.maine.edu.

Purchasing a Computer

The Computer Connection is an on-campus store located on the first floor of the Memorial Union that sells personal computers, peripherals, upgrades, software, and supplies

at discounted educational prices. Visit their web site at ccweb.umecit.maine.edu or call 581-2580 to learn about their inventory and current deals.

Other Useful Stuff

If you have audio-visual needs, IT can supply a wide range of A/V equipment for use on campus. Call 581-2500 if you have questions or want to schedule equipment use. IT also makes available the use of slide shooting and scanning equipment if you need to prepare digital or film slides for a presentation. Contact the IT Help Center for details.

The Collaborative Media Lab, located next to the IT cluster in Fogler Library, has equipment for high-end graphic, video, and audio production, including multimedia, web design, and CD/DVD production. Plan to make an appointment (581-4641) if you need to use this equipment. When it comes time to print your posters, the Collaborative Media Lab and Printing Services (581-3765) have large printers for the job, but again make an appointment and anticipate a 1-2 day wait for the printing.

Career Center

The Career Center assists graduate students in planning for professional careers. Services available include individual career counseling, career information for exploring your options, assistance in identifying potential employers, resume and vita critiques, job search workshops, mock interviews using videotape equipment, job listings, employer information, and assistance with establishing, maintaining, and mailing credential files to potential employers. There is no charge to students for these services, except for a minimal postage and handling fee for credential requests. The Career Center is located on the third floor of the Memorial Union.

Visit their web site at www.umaine.edu/career or call 581-1359 for more information.

Office of International Programs

The Office of International Programs (OIP) represents the University of Maine in matters relating to international affairs. The OIP coordinates international program activities, makes recommendations for establishing new programs and initiatives, and maintains liaisons with external public and private institutions, organizations, and agencies to promote the international work of colleges, departments and faculty. The OIP has university responsibility for all student immigration work, and sponsors the J-1 Exchange Visitors program. The OIP advises students on immigration matters and assists international students with personal, academic, and social concerns to ensure a smooth transition to University of Maine life. OIP staff work with the International Student Association to sponsor activities and a weekly coffee hour for international students. The office is located in Winslow Hall, Room 100. Contact them at 581-2905 or visit their web site at www.umaine.edu/international for more information.

Living in and Around Orono

Once you have mastered the ropes of being a graduate student, you are ready to focus on your day-to-day needs. The greater Orono area is like many other university towns in a predominantly rural setting – housing is plentiful, restaurants can be found, and cultural events do go on, but it takes some time, luck, and investigation to discover the best of these.

Those of you coming from outside Maine or the United States may experience some culture shock, but it's good for you. Those of you from big cities may experience lack-of-culture shock. But with a little bit of help you should be able to find enough to keep you occupied during those few moments you free yourself from your studies.

Housing

On-Campus Options

There are two options for graduate students who wish to live on campus. Stodder Hall is a co-educational residence hall with both single and double rooms for graduate students and non-traditional undergraduate students. Stodder houses the Graduate Center, which provides computers, printers, and a resource room for all graduate students. A choice of meal plans for use in any of the dining commons on campus is part of the residence package for Stodder residents.

The other facility is University Park caters to students, staff and faculty with family members. This housing option does not require any meal plan, as the apartments have kitchens. To obtain information on housing in either Stodder or University Park, contact Housing Services at 581-4580 or visit their web site at <http://www.umaine.edu/housing/>

Off-Campus Living – how to find it and where to live

Most graduate students live in the Orono / Old Town region, although many prefer the city of Bangor or the small nearby towns of Veazie and Milford. Graduate students with families will often find cheap houses in any of the small communities that surround this region. As with any university town, the competition for cheap apartments or houses in good locations is fierce. There are a number of places you can begin your search for a place to live. The Commuter/Non-traditional Student Program maintains a list of available off-campus housing. You can receive a copy of this list at the information desk in the Memorial Union, by calling 581-1405, or online at <http://www.umaine.edu/cntsp/housing.html>

You may also find housing notices on the bulletin boards in the union and the library.

If you already have a *FirstClass* account, roommate posting and apartment listings can be found in the “Student Resources” folder on your desktop (then to “Housing” then “Roommates and Apartments”). This is by far the best place to look for current listings, especially for rentals.

Finally, the Bangor Daily News (www.bangordailynews.com) and The Weekly, a Bangor-area paper distributed free of charge, are other sources of potential leads.

Here are some general tips regarding your search for housing:

- Apartments in Bangor tend to be cheaper than ones in Orono, but many people prefer the convenience of a short commute. If your car is unreliable, it is even more important for you to live within biking or walking distance of campus for those frozen Maine winter days.
- Many rentals in the area come with amenities that make your life easier, but not all, so it helps to ask in advance. Some nice features to look for are: heat and hot water included in the rent; driveway or off-street parking; and snow plowing and removal.

- Fellow students and staff can be great sources of leads, because many of the best places only get passed on by word of mouth. Check with students in your department who are finished and leaving the area to see if they are vacating a prime location.
- It is worth your while to determine who your neighbors will be. If you choose to live near campus, you may find yourself surrounded by undergraduates with slightly less work ethic than you. Consider whether you can handle the loud parties, beer cans in the yard, and music before you move in.

Options for Out-of-Town Visitors

For the weekend visitor, there are a number of motels and hotels in the area. **The University Inn** (866-4921) and the **Black Bear Inn** (866-7120) are both located nearby to the campus. **The Lucerne Inn** (843-5123) offers a nice old world experience a bit farther away across the river. There are also many other hotels and motels surrounding the Bangor Mall (exit 187 [formerly exit 49]). For big weekends, especially graduation weekend, make reservations exceptionally early. The University also rents out rooms in dorms for a very reasonable rate, but this service is based on availability.

Dining

Below we list many options, but we would especially recommend **Ichiban** (Japanese), **Captain Nick's** (classic Maine seafood), and **Opus**, **Thistles**, and **New Moon Café** for fine dining. If you need New York pizza in Maine, you will drive to **Finelli's** in Ellsworth. Information for select restaurants can be found at:

http://www.cmj.umaine.edu/NCA2007Summer_files/Page664.htm.

Angelo's Pizzeria 499 Hammond St Bangor (942-5553)

Bagel Central 33 Central St Bangor (947-1654)

Bangor Wine & Cheese 84 Hammond St Bangor (942-3336)

Bear Brew Pub 36 Main St Orono (866-2739)

Brother's Pizzeria 167 Center St Old Town (827-8711)

Café Nouveau 84 Hammond St Bangor (942-3336)

Dysart's Truck Stop Cold Brook Rd Hermon (942-4878)

Frank's Bake Shop 199 State St Bangor (947-4594)

Geaghan's Restaurant and Pub 570 Maine Street Bangor (945-3730)

Harvest Moon Deli 18 Mill Street Orono (866-3354)

Ichiban 226 Union St Bangor (262-9308)

Margarita's 15 Mill St Orono (866-4863)

Muddy Rudder 5 South Main St Brewer (989-5389)

Market Café 827 Stillwater Ave Old Town (827-3663)

New Moon Café 47 Park St Bangor (990-2233)
Opus 193 Broad St Bangor (945-5100)
Orono House of Piz̥za 154 Park St Orono (866-5505)
Pepino's 570 Stillwater Ave Bangor (947-1233)
Paddy Murphy's 26 Maine Street Bangor (945-6800)
Pat's Piz̥za 11 Mill St Orono (866-2111)
Piz̥za Dome 752 Stillwater Ave Orono (827-6867)
Sea Dog Brewery 26 Front St Bangor (947-8004)
Spanky's Piz̥za 4 Walter Ct Bangor (941-8626)
Sport's Café 19 Mill St Orono (866-4061)
Taste of India 68 Main St Bangor (945-6865)
Thai Orchid 28 Mill St Bangor (866-4200)
The City Park Grille 170 Main St Old Town (827-3030)
Thistles 175 Exchange St Bangor (945-5480)
Tri-City Piz̥za 422 Center St Bangor (942-2933)
Whig and Courier 18 Broad St Bangor (947-4095)
Woodman's Bar & Grill 31 Main St Orono (866-4040)

A Real Experience (or a favorite that we thought we should mention)

If good BBQ is your thing, a short drive to Monson (Route 15 towards Greenville and Moosehead Lake) is worth the trip for the best BBBQ this side of the Rio Grande (the extra B is for BYOB). Hardly new to the barbecue community, owners Mike and Kim have recently opened **Spring Creek BBQ**, which is bound to emerge as a Maine State landmark. Although originally from Maine, Mike is a Texas-trained and Kansas City approved smoker; he even uses Maine wood in the smoker. The hours may vary, but you can count on them being open summers from Thursday through Sunday, 8am – 8pm, or until the food runs out.

How about Breakfast?

Here we take a quick moment to offer you a couple of things that give you a local experience. We offer these without additional explanation and suggest you not miss a one: **Dysart's Truck Stop**, **Pat's Pizza**, **Stonehouse Café**, **The Store Ampersand**, and **The Eagle's Nest** on the river in Eddington.

Food Shopping

Don't miss these additional options when shopping for food:

The Steam Plant Parking lot across from campus on College Ave. hosts the **Orono Farmers' Market** on Saturday mornings (8-1) and Tuesday afternoons (2-5:30) from May

till November & from June to October, respectively. Many local organic farms sell their goods here.

The Natural Living Center on Stillwater Ave in Bangor (near Home Depot) features organic and health foods.

The Store Ampersand is a great place to pick up baked goods, coffee (by the cup or by the pound), some healthy food, wine, and fancy random beers.

Laundry

There are at least four self-service laundries frequented by UMaine sorts. The large and clean **Gold Star Cleaners** (480 Stillwater Ave; 827-3349) is located on Stillwater Ave next to Spotlight Cinemas and IGA. **Pare's Fuel & Laundromat** (2 Maine St; 866-2680) is the closest to campus and is quite functional for laundry needs. There's also **Bangor Dry Cleaning and Laundry** (36 Springer Dr; 942-6157) adjacent Shaw's on Springer Drive in Bangor. And the *crème de la crème*, the **Garden Island Laundry** on Stillwater Ave in Old Town is clean, large, and offers as an added convenience...a tanning salon. No word yet on a bar though.

Entertainment

On Campus

The Maine Center for the Arts (MCA) hosts a variety of shows from around the world throughout the year, and is a true gem. With your new MaineCard you get two free tickets that can be used for any show that isn't sold out. Student-rate tickets are sold the day of the show at the MCA box office. The upcoming events at the

MCA can be found online at www.ume.maine.edu/mca/. The School of Performing Arts offers music, theater and dance performances as well. **The Hudson Museum**, which celebrates Native American culture, is housed within the MCA.

The Page Farm and Home Museum is located on campus near the MCA and is worth a visit. Occasionally Page Farm hosts lectures, and at the very least can be a small haven if you need to get away from your desk.

Visit <http://www.umaine.edu/pagefarm/> for more information.

The Maynard F. Jordan Planetarium and Observatory in Wingate Hall hosts multiple shows, geared towards different audiences during the year. Call 581-1341 or visit their web site at <http://www.galaxymaine.com/> for more information and a show schedule.

The recently opened **University of Maine Museum of Art** (UMMA), located at 40 Harlow St in Bangor, is definitely worth a night on the town and is free to students with their MaineCard. Call 561-3350 or visit their web site at www.umma.umaine.edu for more information.

The Campus Activities Board puts on tons of free events during the school year, including movies, karaoke, game nights, and fun things during finals. Look for fliers in the union or check out their website at www.umaine.edu/campusevents/index2.asp.

The Research Café runs a lecture series at 4pm on Thursdays in the University Club on the second floor of Fogler Library. The seminars focus on a wide variety of topics, and if that's not enough to entice you, they offer free refreshments. Visit the Research Café web site at www.umaine.edu/research/cafe.htm to read about upcoming talks.

Music and Nightlife

If you're into dancing and grinding with drunken undergrads, **Ultra Lounge 103** is the place to go. If you're not, the Old Town, Orono, and Bangor area has many bars, only some of which are populated by undergrads during the school year (in the summer, grad students have the places to themselves). In Old Town, check out the **Number 10** and the **Riverfront Pub**, within walking distance of each other. In Orono, there's the **Bear Brew**, **Margarita's**, **Pat's**, the **Sport's Café** and **Woodman's Bar & Grill**.

If you are looking for live music around town, it's out there. The Riverfront Pub, Sports Café & Woodman's Bar and Grill hosts live music on occasion.

During the fall and spring semester, the Bear Brew Pub hosts live music regularly throughout the week. **The Whig and Courier**, **The Waterfront Tavern**, **the Seadog**, and **Café Nouveau** are all located in Bangor and host live music. There is a *Summer Concerts in the Park* series at the Old Town Riverfront Park, in the park in Orono by the bridge, and also in Bangor at the waterfront.

Festivals

Bangor hosts the **Bangor State Fair** in late July and the **American Folk Festival** in late August. There are also a number of small Bluegrass festivals tucked away in small towns throughout Maine. If you are willing to drive to Rockland, you can choose from the **Lobster Festival** in early July, the **North Atlantic Blues Festival** in late July, or the **North Atlantic Folk Festival** in August. A can't miss is the **Common Ground Country Fair** held in Unity in late September. The fair is supported by the Maine Organic Farmers and Gardeners Association, MOFGA, and emphasizes sustainable agriculturally based rural communities. The fair is a blast and features organic foods, a wide variety of crafts, and many performances. **The Piscataquis Heritage Festival** hosts the Annual Maine State Barbecue Championship in Dover at the end of September – bring your chili boots.

Movies

There are two reliable but average cinemas in the Bangor area: **Hoyts Bangor Mall Cinemas 10** at the Bangor Mall and **Spotlight Cinemas** in Orono both offer mainstream releases. If you are a fan of indie films, challenging content, and diversity, you will need to explore further. **Railroad Square Cinema** in Waterville is the most solid option for all indie and otherwise interesting cinema. Check out their listings at www.railroadsquarecinema.com. Go often...don't wait until you are ready to pull your hair out due to the lack of decent movies offered in the Bangor area. There is some great food to be had down in Waterville, including awesome soul food, family style at the Freedom Café.

The Grand Auditorium in Ellsworth (www.grandonline.org) also frequently offers foreign films and others not carried by the more mainstream theaters.

Reel Pizza Cinerama in Bar Harbor regularly offers indies and foreign films in addition to mainstream releases, and also features the option to dine on gourmet pizza during the show. Call 288-3811 for their information line.

There are also many showings on campus. (MPAC) Maine Peace Action Committee holds a film series to promote peace.

The film series is listed at: <http://www.umaine.edu/mpac/films.htm>

Sports

In Maine the lack of professional sports allows collegiate and high school level sports to enjoy the spotlight. It will be necessary to drive to Portland or Boston to see a pro team play, but don't worry if your car won't make it because the UMaine sports teams are very competitive. One of the largest draws around during the winter is the men's hockey team, there is also women's hockey team too that draws smaller crowds but should not be missed. Don't forget to check out both men's and women's basketball as well.

All students can attend all sporting events at the university for free as long as you've paid your fees for the semester. Be sure to get to Alford early enough for games against big rivals or you won't get in. Check out <http://goblackbears.cstv.com/> for game times and info for all the teams. Also check out other Division 1 football and baseball games. Local game coverage and Boston's professional action can be heard on the Sports Zone, WZON AM 620.

Recreation – On Campus/Local

UMaine Campus Recreation is the primary facilitator for on-campus fitness, sport, and recreational offerings. You can check out their web site at:

www.umaine.edu/campusrecreation. Links to the hours and membership fees (if applicable) of the Student Recreation and Fitness Center, MaineBound Adventure Center, Mahaney Dome, Wallace Pool, and Alford Arena are listed. The Student Recreation and Fitness Center is a new 83,000+ sq. ft. facility that all students are being charged a fee to use. We recommend you take advantage of this and use this impressive facility. Various aerobics classes are offered, including aquacize classes, and the Fitness Center is well equipped with free weights, nautilus-style machines, and aerobic equipment. Early morning and during dinnertime are the best times to avoid the largest crowds. Racquetball courts and volleyball courts are available, but may require reservations.

There are various club, intramural, and tournament-style teams forming throughout the year, as well as events you can compete in as an individual. For more information, see the Campus Recreation web site or stop by their office in the Memorial Gym.

There is a well maintained trail system in the University Forest for biking, hiking, jogging, and cross-country skiing. Trail maps are available at:

<http://www.umaine.edu/campusrecreation/facilities/trails.html>.

There are other trail systems throughout the area, including the Bangor City Forest (<http://cityforest.bangorinfo.com>), Brown Woods and Essex Woods Trails in Bangor, and the Orono Bog Boardwalk (www.oronobogwalk.org).

Maine*Bound* Outdoor Adventure Center is located in the big barn by the Memorial Union and rents out an array of outdoor gear for personal use, including kayaks, tents, snowshoes, and skis (be sure to get the student rates). Additionally Maine*Bound* houses an interior climbing wall (and free gear to borrow) and offers a variety of instructional classes and trips for all skill levels.

Recreation – Off Campus

For those who enjoy off-campus fitness facilities, there is a YMCA in Old Town and a YMCA and YWCA in Bangor. They are both reasonably priced and offer a range of programs. A little known and conveniently unadvertised fact is that the Bangor YMCA (and maybe the other two) offers a subsidized membership fee to qualifying applicants with modest incomes (i.e. grad students on stipends).

UMaine is conveniently located just over an hour from Acadia National Park on Mount Desert Island, one of the most popular parks in the nation. One benefit of residing in the area is the ability to enjoy the park in every season. The park features over forty miles of carriage roads that are fabulous for hiking, biking, and crosscountry skiing. The well maintained hiking trails allow access to the highest points on the Eastern seaboard. Maps and information can be obtained at the Park Service Visitors Center and at www.nps.gov/acad/home.htm.

There are a number of downhill skiing resorts, including Sunday River and Sugarloaf, within a few hours drive of Orono for the snow bunnies. Maine*Bound* offers discount student passes in the fall for those who frequent the slopes. Mud Pond and Alford Arena are sites used for ice skating. Cross-country skiing or snowshoeing on trail systems previously mentioned is a great way to enjoy a Maine winter (and you might as well because it is long).

Canoeing and kayaking are extremely popular in Maine, with the endless supply of freshwater lakes, rivers, and the coastline. The Stillwater River, Mud Pond, Pushaw Lake, and Sunkhaze Meadow National Wildlife Refuge are all enjoyable paddles with close proximity to campus. Be sure not to miss the Kenduskeag Stream Race held every spring. The fishing and paddling opportunities are virtually endless so just ask around or explore – we don't want to give all our secrets away. (The same goes for the swimming holes.)

The area surrounding the university offers a good deal of rock climbing. The town of Clifton, across the river and down Route 9, has several crags that have climbs for every skill level, including Eagle's Bluff Practice Wall– a good place to set up a top rope if you are a beginner. Acadia National Park has several spots, including the South Wall of the Precipice and Otter Cliffs, and Baxter State Park has some climbing. Don't limit yourself to the well-known areas – get yourself a DeLorme Maine Atlas & Gazetteer (the best \$20 investment you can make) and go somewhere. Don't leave Maine without exploring the Downeast coast (anywhere east of Ellsworth including Canada), Aroostook – “The County”, Gulf Hagas, and the western Maine Mountains. Also, be sure to check out the Maine Tourism website for other road trip ideas <http://www.visitmaine.com/>.

Getting What You Came For

For some of you, coming to the University of Maine is just a continuation of your graduate education, but for the majority this represents the first stages of your graduate

career. In order to help you on your way, we polled a small group of graduate students to try to accumulate a collection of advice on how to have a happy and productive time at UMaine. We hope to expand this collection with future suggestions, so feel free to send us your nuggets of wisdom. The attached Appendix supplies the official rules and regulations provided by the Graduate School, but here is our advice.

Dealing With Your Advisor

- Be straightforward with your advisor and let him or her know what you want out of your graduate education. He or she may not be able to fulfill all of your expectations, but at least everyone knows your goals.
- Do what your advisor says or at least look like you are. They have the ultimate control over you and eventually you will need their reference to get a job somewhere.
- Make sure you and your advisor are clear on what is your research and what is their research. You don't want to work for two years only to find out that you haven't completed any of your own thesis work.
- Insist on a time-management plan of some sort. This may include deadlines, weekly meetings, detailed timelines or any other tool that keeps both of you honest on what you are suppose to accomplish by when.

Dealing With Your Committee

- Decide your committee members early on and get to know their particular research interests. It never hurts to read some articles written by each of the members of your committee.
- Talk to other graduate students about a particular faculty member before inviting them on your committee.
- Certain professors have reputations and you would be wise to make sure you know what you are getting into.
- Your advisor is in charge of your committee. If you are having problems with a committee member that you can't work out on your own, you should set up a meeting with your advisor to work things out.
- Make sure your committee reads and approves your research proposal. It is not enough to just assume that they read it. A lesson to the wise: you can never have too many committee meetings or repeat the basic research steps you will be taking too many times.
- You may find that you have difficulties with one committee member more so than the others. Talk to your advisor about the problems you are having and try to work out a solution. You do have the option of replacing the committee member if it is something that you and your advisor agree would be beneficial to your situation.
- If you have difficulties working with your advisor, try talking to another faculty member in the department that you trust. If you are uncomfortable talking to

someone in your department, contact Scott Delcourt in the Graduate School office for a confidential advisory meeting.

Things We Wish Others Had Told Us Early On

- Start writing your thesis right away. You can write the introduction, literature review, and methods sections long before you have any new information or data. As you complete drafts, have a fellow graduate student or your advisor review and edit these sections.
- Find out all the steps you need to take before you can graduate. There are fees to pay, formats to follow and deadlines to meet if you want to graduate at a specific time. It is probably in some book somewhere, but confirm things with a real human. Start with your departmental administrative assistant, then check with the Graduate School.
- The individual project you work on is not as important as showing that you followed a clear path of inquiry. As Picasso said, art is process not product.
- If you have a summer research or teaching assignment, you must have a registered course load to be eligible for an assistantship and to get paid – so take one Graduate Thesis credit.
- If you are from out of state and want to be able to access or use a University vehicle through the facilities management motor pool department, be sure to visit them at least two weeks early. Out of state licenses take longer to perform a background check than in state licenses. Forms and information for renting a vehicle can be found at: <http://www.umaine.edu/ofm/motor-pool/index.shtml>.

Appendix: General Policies and Financial Information from the Graduate School

The Graduate School maintains a website with extensive information detailing general policies and financial information for graduate students. For information on programs of study, residence requirements, and much more, consult <http://gradcatalog.umaine.edu>, including general information about tuition and fees, and student financial aid.

Some important information to remember:

- A \$100.00 late payment fee will be assessed to students who pay their bills after the due date. To avoid being charged the late fee, students who have not received a bill should contact the Bursar's Office (<http://www.umaine.edu/bursar/>).
- A late registration fee of \$100.00 is assessed when the initial section enrollment occurs more than seven days after the section start date.
- All graduate assistants, fellows, and trainees who are appointed the equivalent of half-time receive 50% of their University of Maine health insurance costs paid by the University.

General Policies

Course Levels

In general, any graduate student working toward a master's degree will be required to present a minimum of 12 hours (exclusive of thesis) of 500- and 600-level course work to partially satisfy requirements for that degree. However, certain degrees have established additional requirements. The same requirement applies to the Certificate of Advanced Study. Only courses at the 400-level and above may be used for graduate credit.

Grades and Credits

Graduate degree credit will be granted routinely only to students admitted to graduate programs. Only those courses listed in the graduate catalog may be counted for graduate credit, and then, only if given by an instructor approved to teach courses for graduate credit.

Normally, only a grade of "A" or "B" is acceptable for course work on a student's program of study. A grade of "C" may carry graduate degree credit if a student's advisory committee so recommends and if the Graduate School approves such an exception. No student, however, will be allowed to accumulate more than six hours of "C" grades on a program of study for a master's degree, nor more than 12 hours of "C" grades on a program of study for a Ph.D. or Ed.D. Since prerequisite and elective courses, as well as required courses, are part of the program of study, the 6- and 12-hour limits apply to all course work for which a student registers while in a particular degree program. Students receiving hours of "C" (or lower) in excess of these numbers will be considered as not having made satisfactory progress toward completing degree requirements. Audited and Pass-Fail Courses are normally not accepted for graduate degree credit.

Incomplete Grades. Incomplete grades, unless made up during the period before the degree is awarded, will remain as I's on the student's transcript. Each department offering a course may establish additional requirements for alteration of an incomplete grade. A student may not carry more than three incomplete grades in all enrolled degree programs without permission of the graduate program coordinator(s) and the Graduate School.

Registration

Full-time registration for a graduate student is normally defined as six or more degree hours per semester or summer session; part-time status is five hours or less per year. Doctoral students who have been admitted to candidacy, psychology and human nutrition students on approved internships, and students in their **final** semester of study may maintain full-time enrollment status by registering for a minimum of one thesis or internship credit. **Registration for a minimum of one thesis credit during the summer session also satisfies the requirement for a full-time registration.**

Transfer Credit

When courses taken at other institutions, outside the UM System, have been accepted toward partial fulfillment of requirements for an advanced degree, only the credit hours (not grades) will be transferred. Evaluation of performance levels and satisfaction of quality standards shall be based entirely on grades earned at The University of Maine.

A maximum of 6 hours of credit in the case of a master's candidate, and 30 hours beyond the bachelor's degree in the case of a doctoral candidate (45 hours in the case of an Ed.D. candidate), may be accepted in transfer (subject to the approval of the candidate's advisory committee) for appropriate courses completed in residence at other institutions prior to matriculation in the Graduate School at The University of Maine. Courses to be accepted must have been taken at a fully accredited college or university which offers a graduate program, and must be acceptable at that institution in partial fulfillment of its requirements for an advanced degree. In no case may the number of credit hours transferred into a graduate degree program exceed 50 percent of the student's entire course work for the degree.

Credit cannot be transferred for courses which would not, if taken at UMaine, have received graduate credit, courses in which a grade lower than "B" was received, correspondence courses, courses which are inappropriate for inclusion in the student's degree program, and courses completed at such a date as to exceed time limits prescribed for a particular degree program.

Up to twelve credit hours may be transferred from appropriate course work taken at UMaine before matriculation in a graduate degree program if no other work is being transferred.

Time Limit

All work for a master's degree and for the Certificate of Advanced Study must be completed within six years of matriculation.

All work for a doctoral degree must be completed within eight years of matriculation. Students must be admitted to candidacy within four years of registration as a doctoral student; the dissertation must be completed within four years of admission to candidacy.

If requirements for an advanced degree or certificate are not completed within the time specified, he/she must file a petition for "Exception to Regulation" requesting an extension which must first be approved by his/her department and then by the Graduate School. If the student has broken enrollment and exceeded the time limit of his/her program, he/she must apply for readmission before being allowed to continue working toward the degree. Courses exceeding the time limit for the degree may be counted only if revalidated by the instructor. If the application for readmission is approved, the student's program of study will be revised in view of the work completed and/or revalidated.

Residence Requirement

In the Master's degree and Certificate of Advanced Study programs, at least 50 percent of course work applied toward the degree must be taken through The University of Maine. An institutional unit graduate committee may increase this minimum residence requirement. Residence requirements for doctoral students may be found in the descriptions of the degree of Doctor of Philosophy and Doctor of Education elsewhere in this catalog.

Advisory Committee

The graduate student, in conjunction with his or her advisor, is responsible for initiating activities to establish the student's advisory committee, which is appointed by the Dean of the Graduate School, as early as possible in the student's course of study. The student's

major advisor or thesis advisor normally acts as chairperson of this advisory committee. The committee for a master's candidate is composed of a minimum of three members of the Graduate Faculty; a five member committee is required for a doctoral student. It is highly recommended that one committee member be selected from the Graduate Faculty of a department other than that of the student's intended major. The advisory committee guides the student on course work and the thesis, and often serves as the examining committee for the master's final examination and as the core of the examining committee for the doctoral final examination. Advisory committees may not be required for students in professional degree programs. Graduate students should consult with their advisors to clarify this requirement in relation to the degree being pursued.

Program of Study

The program of study is an outline of all academic work to be undertaken by a graduate student, and must include prerequisite and elective courses taken while enrolled in a graduate program. It is planned by the student and his or her advisory committee as early as possible in the course of study, and in order to continue to register for graduate courses, this program must be submitted to the Graduate School before the end of the first semester of study for students holding a master's degree. Those holding only a bachelor's degree must file this form by completion of 12 credit hours or by the third registration, whichever comes first. (A doctoral student with a master's degree should submit a program of study by the end of the first year of study.)

The entire program of study is to be presented on a form available from the Graduate School. When it is approved by the student's advisory committee and filed in the Graduate School it becomes the student's required curriculum. Changes in the program of study may be made by submitting a "Request for Change in Program" form approved by the student's advisory committee. It is the student's responsibility to obtain approval of major changes in the course of study at the time such changes are made. Minor changes may be made and the "Request for Change in Program" form filed at the Graduate School during the semester in which graduation occurs.

Certain non-thesis programs such as the M.Ed., C.A.S., M.B.A., and M.P.A. have prepared curricula in photocopied form which satisfy the requirements for a program of study. These are available from the appropriate departmental offices.

Foreign Language Requirement

Each institutional unit designates the foreign language requirement, if any, in its catalog description. There is no overall Graduate School language requirement.

Final Examination

A final examination is required of all students in thesis programs and in many non-thesis programs. Other members of the faculty may be invited to attend and participate in the questioning, but only members of the committee may evaluate the student's performance.

Application for Graduation

Candidates for degrees must submit an Application for Graduation Form to the Office of Student Records according to the following schedule: by November 15, for degrees to be

awarded at the end of fall semester; by July 15, for degrees to be awarded at the end of summer session; and March 15, for degrees to be awarded at the end of spring semester.

Forms are available in the Graduate School and in the Office of Student Records, at <http://studentrecords.umaine.edu/graduation/applygrad.htm>, or by Fax-to-Fax by dialing (207) 581-1285 and following the prompts. Note: A student completing requirements in May term, is an August degree candidate.

Graduation Timeline: Final certification of degree completion will be done within each college according to the following timetable.

- December graduation: January 30
- May graduation: June 30
- August graduation: September 30

Each department or college has the responsibility to notify any student who has applied for graduation but who is taken off the graduation list before the Office of Student Records notification is sent to that student.

Faculty as Candidates for Advanced Degrees

Members of the University faculty at the instructor level or above may become candidates for advanced degrees from any college or school of The University of Maine other than The University of Maine College or school in which they hold faculty appointments.

Requests for Exceptions to Regulations

Students may request exceptions to the Graduate School Policies and Regulations but must submit convincing evidence the exception is needed and is warranted. Forms for this purpose may be obtained from the Graduate School or from the web site www.umaine.edu/graduate/forms.htm.

Withdrawal Procedure

Students who withdraw from graduate study must notify the Graduate School in writing.

Graduate students are encouraged to secure a copy of the Student Handbook from the Office of Student Affairs or at www.umaine.edu/handbook. Although primarily for undergraduates, this publication contains many of the University's policies and regulations with which students should be familiar.

Grievance Procedure

Recognizing the highly individualized nature of graduate programs, a student filing an academic appeal is encouraged to request that his/her thesis advisor or other faculty member of his/her choice act as a counselor and/or representative at any level of the appeal process which is as follows: 1. The student should discuss the concern with the appropriate faculty member(s); 2. If the concern persists, the student should follow the department's written appeal procedures if they exist, or if not, consult with the graduate program coordinator or chairperson/school director, (or the college dean, if there is no department); 3. If the complaint remains unresolved, the student should write to the Dean of the Graduate School, outlining the situation, and requesting a review. The Dean of the Graduate School or his/her

designee will discuss the situation with the college dean and/or appropriate members of the department or graduate program. The Dean of the Graduate School or his/her designee will then meet with the student and attempt to resolve the problem; 4. If this resolution is not satisfactory, the Dean of the Graduate School will refer the appeal to the Executive Committee of the Graduate Board for one final review. After hearing from the student and the faculty member(s) involved, the Executive Committee will render its decision, which shall be considered binding. The decision will be communicated to the student by the Dean of the Graduate School.

Financial Support

Most graduate students support themselves through school with a graduate assistantship:

Graduate Assistantships. Awarded by individual departments or offices, graduate assistantships are generally available in most academic fields which offer a degree program, as well as in such areas as admissions, student aid, and residence life and programs. Some assistantships and fellowships are also awarded competitively through the Graduate School each spring for the following academic year. For most assistantships, up to nine hours of tuition per semester is paid, exclusive of audited and pass/fail courses, and courses numbered below 400-level, as well as 50% of the premium for the University's student health insurance. In some cases, a limited amount of tuition for the summer following the academic year in which the assistantship appointment is effective may also be paid by the sponsoring unit.

Graduate assistants normally devote half-time (20 hours per week) to work activities and are prohibited from working elsewhere in addition to the assistantship. Most graduate assistants are required to register for at least six hours of degree credit in the fall and spring semesters. Exceptions are doctoral students who have been admitted to candidacy, doctoral students in Psychology who are taking clinical internships, master's students in dietetic internships, and graduate students in their final semester. In these instances, one credit may be considered full-time. If an assistantship continues through the summer, the graduate assistant must register for at least one graduate credit hour.

Admission to the Graduate School is required before appointment to a graduate assistantship is made. Because these assistantships are awarded by the departments, the student should correspond directly with the department concerned regarding the availability of assistantships. Announcements of many graduate assistantships are available on the Graduate School's FirstClass conference.

Limited **summer funding** is available from a variety of sources on campus:

- Some Graduate Research Assistantships receive a tuition waiver during the summer following the academic year of the award.
- Some Graduate Research Assistantships continue through the summer. If this is the case, the graduate assistant must register for at least one graduate credit hour.
- To be eligible for Summer Session financial aid, students must have applied for federal financial aid for the previous year. For example, students applying for financial aid for Summer Session 2006 must complete the 2005-2006 FAFSA. Generally, financial aid is limited to any remaining Federal Stafford Loan eligibility (subsidized and/or unsubsidized). Federal Work-Study may also be available and requires a

separate application, which is available early in the Spring Semester and must be turned in prior to the deadline listed on the application. Students are encouraged to contact the Office of Student Financial Aid (<http://www.umaine.edu/stuaid/>) to request further information; the best time to discuss specific eligibility is midway through the Spring semester and after the student is pre-registered.

* All information is taken from The University of Maine Graduate School Catalogue website <http://gradcatalog.umaine.edu/apply/index.php>.