

# KVCC

KENNEBEC VALLEY  
COMMUNITY COLLEGE

M A I N E



## STUDENT HANDBOOK AND PLANNER

**2020-2021**

# WELCOME KVCC STUDENTS!



---

*Dear KVCC students,*

March 13, 2020. A day I will remember for a very long time. A couple of weeks prior to this date, the College received word that we would be heading home because of the pandemic. Our students would move to a completely remote environment and we would work from home for an uncertain amount of time. There was a great deal of apprehension in the air as we worked toward being ready to leave.

Since that date, so much has happened in the world. We have endured the impact of the pandemic on our ability to do almost everything! Going to school, to church, to the store, out to eat...and the list continues. Living with uncertainty from month to month and phase to phase, we wondered if life would ever return to 'normal'. During this pandemic, this country has also witnessed the Black Lives Matter movement, a contentious Presidential Election in November, voting process concerns, record high unemployment, businesses closing, homelessness and the return of our children to school this fall. This list is just a highlight of what the world has faced in the past few months.

I grew up believing that behind every challenge, every hardship or crisis faced, I could learn something. Maybe something about myself? Maybe something about how I approached the next challenge? Maybe something about the world around me?

Take a moment and think about what you have learned during these months. Did you find an inner strength to help you through these months and the months that are ahead of us? Did you find comfort & support in unexpected places and people?

Our hope for you as you enter this semester with classes online and life remaining a little uncertain is that you remember what you learned during this time — where your strength & support came from — and use that to guide you through the times ahead.

Be kind to yourselves. Take care of yourselves, And, remember that we are here to walk this road with you. Raise your hand. Reach out. Call someone.

*We are here.*

Karen Normandin, *Dean of Student Affairs*

---

## The KVCC Student Success Team:

Michelle Bardsley, TRiO Program  
Lisa Black, TRiO Director  
Kathy Blair, Financial Aid  
Melissa Clement, Counselor  
Carrie Dionne, Student Navigator  
Jannie Durr, Director of Student Life  
Brian Holtz, Student Navigator  
Christy Johnson, Learning Commons  
CJ McKenna, Enrollment

Karen Normandin, Dean of Students  
Jessica Rodrigue, JMG Specialist  
Sarah Sirois, Math Learning Specialist  
Teresa Smith, Advising & Enrollment  
Flora Stack, Academic Affairs  
Pauline Stevens, EMBARK  
Jordan Sullivan,  
Alexander Walz, TRiO  
Landi Wright, TRiO Program

# 2020-21 ACADEMIC CALENDAR

---

## FALL SEMESTER 2020

### AUGUST

August 31	Fall semester begins
-----------	----------------------

### SEPTEMBER

September 7	Labor Day – No classes
September 8	End of add/drop period
September 21	Flex Start begins
September 29	End of Add/Drop Period for Flex Start

### OCTOBER

October 12-13	October break – No classes
October 23	Midterm grades due
October 30	Flex Midterm grades due

### NOVEMBER

November 2-13	Spring registration begins
November 11	Veterans Day
November 13	Last day to withdraw from classes
November 25	No classes after 5 p.m.
November 26-28	Thanksgiving break

### DECEMBER

December 12	Fall semester ends
December 16	Final grades due

## SPRING SEMESTER 2021

### JANUARY

January 11	Spring semester begins
January 18	Martin Luther King Day
January 19	End of add/drop period

### FEBRUARY

February 1	Spring Flex Start begins
February 9	End of Add/Drop Period for Flex Start
February 15	President's Day

### MARCH

March 5	Midterm grades due
March 8-13	Spring break

### APRIL

April 1-2	Fall/Summer registration
April 2	Last day to withdraw from classes
April 19	Patriot's Day

### MAY

May 1	Last day of classes
May 6	Final grades due
May 10	Summer sessions 1, 2 and 3 begin
May 18	End of Summer Sessions 1, 2 and 3 Add/Drop
May 31	Memorial Day

### JUNE

June 4	Summer session 1 ends
June 21	Summer session 4 begins
June 29	End of Summer sessions 4 Add/Drop

### JULY

July 2	Summer session 2 ends
July 5	Fourth of July observed

### AUGUST

August 14	Summer sessions 3 and 4 ends
-----------	------------------------------

# CONTENTS

---

Welcome Letter.....	3
Academic Calendar .....	4
Enrollment Testing Calendar .....	6
KVCC Contact Information.....	8
Campus Resources and Services:	
• Advising and Enrollment Services .....	10
• Academic Support Services.....	11
• Campus Amenities.....	13
• Campus Communication Systems .....	14
• Campus Safety and Security: General Information .....	15
• Campus Technology .....	16
• Enrollment Services Center .....	17
• Get Involved! Office of Student Life.....	18
• Learning Commons.....	19
Library Services.....	19
• Other Campus Resources.....	21
Yearly Student Planner.....	24
College Policies .....	106
Student Code of Conduct.....	112
Four MCCC Policies:	
• Student Sexual Misconduct and Assault, Stalking, and Relationship Violence (501.1) .....	116
• Sexual Harassment (202) .....	116
• College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints (202.1) .....	116
• Title IX Sexual Harassment Procedure (201.1/202.1) .....	117
Non-Discrimination and Notice to Students with Disabilities.....	118

The success of Kennebec Valley Community College is based on a commitment from all members of the community to abide by policies of the College, to respect each other, to act ethically, and to take responsibility for our own behavior. Each student is responsible for knowing and understanding College policies because observance of rules and regulations is a shared responsibility. The College community expects each member to act in a manner that ensures the rights, welfare, and security of all members. The Student Handbook is published every year as a reference guide. While this information is accurate at the time of publication, the College may make necessary changes from time to time. College Policies and Procedures may be found on the College's website. This handbook is provided to students for their general guidance only. It does not constitute a contract, either expressed or implied, and is subject to change at the College's discretion.

# ENROLLMENT TESTING CALENDAR

---

## TEAS Schedule for the 2020-2021 Academic Year

TEST	DATE	DAY	TIME
TEAS	Nov 6	Friday	1 p.m.
TEAS	Nov 13	Friday	1 p.m.
TEAS	Dec 4	Friday	1 p.m.
TEAS	Dec 11	Friday	1 p.m.
TEAS	Jan 8	Friday	1 p.m.
TEAS	Jan 15	Friday	1 p.m.
TEAS	Feb 5	Friday	1 p.m.
TEAS	Feb 12	Friday	1 p.m.
TEAS	Mar 5	Friday	1 p.m.
TEAS	Mar 12	Friday	1 p.m.
TEAS	Apr 2	Friday	1 p.m.
TEAS	Apr 9	Friday	1 p.m.
TEAS	May 7	Friday	1 p.m.
TEAS	May 14	Friday	1 p.m.
TEAS	June 4	Friday	1 p.m.
TEAS	June 11	Friday	1 p.m.
TEAS	July 2	Friday	1 p.m.
TEAS	July 9	Friday	1 p.m.

## Accuplacer

This assessment indicates readiness for college level course placement and includes reading comprehension, sentence skills, and quantitative reasoning. It is a multiple choice format and is untimed. Registration is completed in the MYKV Student Portal — Admissions tab.

- The assessment is completed remotely (comfort of your home). Students will receive an email (personal account) on the date they register. With a voucher and instructions on completing the assessment. The voucher is valid for 14 days

## ATI-TEAS

The Test of Essential Academic Skills is a timed, 3 hour, multiple choice exam that measures the student's ability in Reading, Math, Science, English and Language Skills. It is required for the Nursing and Allied Health programs — Physical Therapist Assistant, Occupational Therapy Assistant, Radiologic Technology and Respiratory Therapy.

Required exam scores may be found on the Entrance Requirements sheet for each specific program. Registration and payment is completed in the MYKV Student Portal — Admissions tab.

- The TEAS exam is offered remotely (comfort of your home).
- The TEAS may be taken three (3) times in total. In addition, the TEAS may only be taken twice in the same academic year with a minimum of 45 days between exam sessions.
- Students will receive an email (personal account) the week they are registered for the TEAS that will include the exam instructions and technology requirements.



## GENERAL TESTING INFORMATION

- Pre-registration is required for the Accuplacer and TEAS.
- The Accuplacer and TEAS are both offered remotely (comfort of your home). There will be no on-campus assessments/exams
- Students may inquire with the Enrollment Office about changing their scheduled exam date. Changes will be subject to availability.
- TEAS—Students who do not attend their scheduled exam date will not receive a refund or the ability to transfer their exam fee.
- For disability accommodations please contact the Disability Counselor [disability@kvcc.me.edu](mailto:disability@kvcc.me.edu) or 453-5150
- Information about preparatory workshops contact the Learning Commons [lc@kvcc.me.edu](mailto:lc@kvcc.me.edu) or 453-5084

**[enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu)**



# KVCC CONTACT INFORMATION

## Fairfield Campus

92 Western Avenue  
Fairfield, Maine 04937  
Central Phone Line for  
both campuses:  
(207) 453-5822  
FAX: (207) 453-5010

## Executive Leadership Team

**President**  
Richard Hopper  
Carter Hall  
453-5129

### Dean of Finance

Russ Begin  
Carter Hall  
453-5123

### Dean of Students

Karen Normandin  
Enrollment Center  
453-5019

### Dean of Technology

Kevin Casey  
Enrollment Center  
453-5141

### Academic Dean

Kathy Englehart  
Enrollment Center  
453-5117

### Dean of Workforce Training

Elizabeth Fortin  
Carter Hall  
453-5858

## Offices & Primary Services

DEPARTMENT	CONTACT	LOCATION	PHONE
Admissions	CJ McKenna	Enrollment Center	453-5155
Director of Advising and Enrollment	Teresa Smith	Enrollment Center	453-5082
Financial Aid	Jill MacLean	Enrollment Center	453-5121
College Store		131 King	453-5135
Counselor	Melissa Clement	130 Lunder	453-5150
Disability	Melissa Clement	130 Lunder	453-5084
EMBARK	Pauline Stevens	115A King Hall	453-5009
Enrollment Student Navigator	Carrie Dionne	103 Frye	453-5126
Enrollment Services Center		Frye Building	453-5822
Institutional Research	Karen Glew	302 Carter	453-5820
Jobs for Maine's Graduates (JMG)	Jessica Rodrigue	125 Lunder	453-5839
Learning Commons	Christy Johnson	129 Lunder	453-5084
Lunder Library	Stephen LaRochele	114 Lunder	453-5162
Math Port@L	Sarah Sirois	118 Lunder	453-5186
Registrar	Chris Hansen	Enrollment Center	453-5128
Safety & Security	Timothy McDonald	113 A King	453-5116
Student Accounts	Greg Reed	120 Carter Hall	453-5130
Student Life	Jannie Durr	107 Averill, Alfond	453-3540
Student Navigator	Brian Holtz	104 Averill, Alfond	453-3539
TRiO Student Support Services	Lisa Black	126B King	453-5013
Veterans Affairs (Certifies)	Kathy Blair	Enrollment Center	453-5126
Veterans Affairs (Services)	Brian Holtz	104 Averill, Alfond	453-3539

## Faculty Members

NAME	ACADEMIC PROGRAM	LOCATION	PHONE
Beane, Lauren	Biological Science	3821 Averill	453-3821
Cordwell, Stephanie	Advanced Emergency Care/EMS	236 King	453-5025
Davis, Ann	Nursing	151 King	453-5193
Davis, Paul (Skip)	Industrial Electrical	107W Frye	453-5112
Day, Michael	Energy Services Technology	108E Whitney	453-5817
Dolan, William (Bill)	Applied Electronics	108 Frye	453-5111
Edwards, Michelle	Health Information Management	209 King	453-5148
Enjaian, Stephanie	Culinary Arts	109 Averill (Alfond)	453-3681
Fredette, Toni	Math	117 Lunder	453-5185
Gleason, Jessica	Physical Therapist Assistant	246 King	453-5142
Godin, Jeff	Precision Machine	100 Whitney	453-5151
Gristeo, April	Nursing	151 King	453-5024
Guillemette, Jim	Science	205 Averill (Alfond)	453-3605
Guilmette, Juliette	English/Humanities	134 Averill (Alfond)	453-3591
Hall, Carrie	Humanities	225 Averill (Alfond)	453-5139
Harris, Judy	Biological Sciences	205 Science Bldg (Alfond)	453-3685
Harvey, Jared	Math	118 Lunder	453-5145
Harvey, Rhonda	Health Information Management	209 King	453-5156
Jonah, Brian	Welding	108 Whitney	453-5819
Kavanaugh, Mark	Psychology/Social Sciences	208 Averill	453-3689
Krasnavage, John	Occupational Therapy Assistant		453-5172
Larouche, Julie	Occupational Therapy	130 Lunder	453-5023
McCafferty, Mark	Communication	225 Averill (Alfond)	453-3638
McCafferty, Therese	Nursing	120 King	453-5174
Newby, Brittany	Medical Assisting	203 King	453-5851
Parker, Marcia	Nursing	119 King	453-5167
Peck, JaNeal	Nursing	217 King	453-5168
Powell, Jessica	Education	216 Averill (Alfond)	453-3670
Provost, Leah	Nursing	217 King	453-5173
Reale, Jessica	Culinary	109 Averill	453-3706
Rines, Jennifer	Radiologic Technology	126A King	453-5043
Schryver, Danielle	Respiratory Therapy	207 King	453-5175
Soule, Andrew	Sustainable Carpentry	105B Nutter	453-3813
Spaulding, Danielle	Radiology	126A King	453-5143
Tardiff, Michael	English	117 Lunder	453-5133
Ubert, Verla	Physical Therapy	129 Lunder	453-5147
Walker, Anne	Medical Assisting	203 King	453-5005
Willette, Eric	Lineworker	107B Frye	453-5812
Worster, Charles	Electrical	107 AW	453-5115
York, Marjorie (Marge)	Business	222 Carter	453-5104
Young, Shawn	Mental Health	228 Averill (Alfond)	453-3661

*To contact an adjunct faculty member, please check your course syllabus for contact information. Adjunct faculty have voice mail that may be reached by dialing the main line for the College, 453-5000 and entering the four (4) digit extension number.*



# Advising and Enrollment Services

**Contact:** Teresa Smith, *Director*  
453-5082, [tsmith@kvcc.me.edu](mailto:tsmith@kvcc.me.edu)

Office, 107 Frye, Fairfield Campus  
Office, 107 Averill, Alford Campus

---

## Advising Services

This office can assist with course selection and creation of plan for completion of your degree. During the academic year, there are times when a student's academic advisor may be unavailable. Students may contact this office with questions or advising concerns.

## Transfer Services

We can help you create a plan to continue your education after KVCC. Services include: identifying colleges, navigating the application process, and connecting with transfer personnel at 4 year institutions.

Students may also want to consider two transfer programs that are unique to the Community College System:

**Advantage U** is a statewide program that guarantees admission to schools in the University of Maine System for students who graduate from the Liberal Studies major at one of Maine's Community Colleges. With advising from staff at both the community college and the university, students are offered a seamless pathway to a baccalaureate degree.

**Exploring Transfer** is a five-week summer program held at Vassar College in New York. The program offers a limited number of full scholarship to eligible students from Maine's Community Colleges. Students earn transferable college credits while experiencing on-campus living in a stimulating environment with other community college students!



For many students, KVCC is just the first step in their educational journey. Students who plan to continue their education at another institution after attending KVCC may want to take advantage of the transfer assistance available from Advising and Enrollment Services.

# Academic Support Services

At KVCC, we strive to help every student achieve their personal and academic goals. Below is a list of services that will help you to achieve success, both in and out of the classroom!

---

## Disability Services

**Contact:** Melissa Clement, *Counselor*  
453-5150, [mclements@kvcc.me.edu](mailto:mclements@kvcc.me.edu)

Office, 130 Lunder, Fairfield Campus  
Office, 105 Averill, Alford Campus

Students may request accommodations to the Director of the Learning Commons at the beginning of each semester. Access the Student with Disabilities brochure on the KVCC website for more information about this process.

## EMBARK

**Contact:** Pauline Stevens, *Regional Director*  
453-5009, [pstevens@kvcc.me.edu](mailto:pstevens@kvcc.me.edu)

Office, 105 Enrollment Center,  
Fairfield Campus

Maine's community colleges have a program to help high school students go to college. Early College for ME is a college transition program offered in 74 high schools in Maine. Pauline works with those who are students at KVCC.

## Jobs for Maine's Graduates (JMG)

**Contact:** Jessica Rodrigue, *JMG Specialist*  
453-5839, [jrodrigue@kvcc.me.edu](mailto:jrodrigue@kvcc.me.edu)

Office, 125 Lunder, Fairfield Campus

Description: JMG at KVCC is focused on working with students that were in JMG in a high school setting and helping them to transition to a college campus. Our College Transition Specialist works with each identified student on their grades, goals and future plans.

## Learning Commons

**Contact:** Christy Johnson, *Director*  
453-5084, [cjohnson2@kvcc.me.edu](mailto:cjohnson2@kvcc.me.edu)  
453-3584

Office, 126 Lunder, Fairfield Campus  
Office, 204 Averill, Alford Campus

The Learning Commons provides a one-stop for academic support services ranging from peer tutoring in most subject areas, library services, to technology assistance. The Commons provides access to laptops and Ipads as well.

## Math Port@L

**Contact:** Sarah Sirois, *Math Learning Specialist*  
453-5186, [ssirois@kvcc.me.edu](mailto:ssirois@kvcc.me.edu)

Office, 118 Lunder Library,  
Fairfield Campus

Got math? Whether or not your confidence in doing math is strong, the math port welcomes you. Stop by this stress-free environment to receive academic support through drop-in tutoring, quiz and test preparation, help with making connections in mathematics; and to share your own ideas and strategies. In addition to the regular hours, students may contact the math specialist by phone or email to make appointments. Tutoring via Skype or Face Time is also available by appointment.

# Academic Support Services

Continued

---

## Student Navigator

**Contact:** Brian Holtz  
453-3539, [bholtz@kvcc.me.edu](mailto:bholtz@kvcc.me.edu)

Office, 104 Averill, Alford Campus

The work of our student navigator is to assist students with academic planning and to address concerns that may impact the student's ability to complete their program.

## Support Services

**Contact:** Christy Johnson, *Director of the Learning Commons*  
453-5084, [cjohnson2@kvcc.me.edu](mailto:cjohnson2@kvcc.me.edu)

Office, 126 Lunder, Fairfield Campus  
Office, 204 Averill, Alford Campus

The College offers small group tutorial assistance in Science, Math and the Arts! This space is located on the second floor in Averill on the Alford Campus and the Learning Commons in Lunder on the main Campus. Check your email for the schedule of tutor groups available.

## TRiO Student Support Services

**Contact:** Lisa Black, *TRiO Director*  
453-5013, [lblack@kvcc.me.edu](mailto:lblack@kvcc.me.edu)

Office, 130 King Hall,  
Fairfield Campus

The TRiO program is a federally funded program serving students who are the first in their family to attend college, are income eligible, or who have a documented disability. The program is designed to help participants remain in college, maintain good academic standing, and graduate and/or transfer to a 4-year college.



# Campus Amenities

We want you to be comfortable while you are on our campuses. Listed below are some of the amenities that we offer you while you are with us.

CAMPUS AMENITY	FAIRFIELD CAMPUS	ALFOND CAMPUS
<b>College Store, 453-5135</b> Flexible hours, variety of services including textbook selling & buyback, mail services , faxing & College apparel and gifts.	King Hall	Contact the college store if you need to have your books mailed to you or dropped by the Alford Campus.
<b>KV Café, 453-5181</b> Offering hot and cold food items, homemade selections, a full breakfast menu and daily specials. Accept debit & credit cards	KV Café	Science Building
<b>Outdoor Facilities</b> Students may use the outdoor basketball court and the tennis court.		Located on the Means campus across Green Street (Alford campus)
<b>Phones</b> To call a campus number, dial the 4 digit extension. For a local call, dial 9 & then the 7 digit number. Other various locations	There is a campus phone located in each building on both campuses.	Averill and Science Building
<b>Strength &amp; Cardio Fitness Equipment</b> Students must complete an online waiver form which can be found in the MyKV Student Information Portal under the Campus Life tab > My Technology page.		Alford Recreation Center Be sure to check out the racquetball courts and full size wood floor basketball court!
<b>Student Lounge Spaces</b> Spaces to catch up, eat, relax with friends, read the newspaper or do some studying. A refrigerator, toaster, and microwave are available to use.	Campus Center, King Hall	Student Lounge, Averill, 2nd floor "Chill Space," Lower Level in Ag Science Building
<b>Vending Machines</b>	Campus Center, King Hall	119 Averill
<b>Veterans Lounge</b> A dedicated space is available for students.		Recreation Center, Alford Campus

# Campus Communications Systems

**Contact:** Information Technology (I.T.) Help Desk    Office, 103 King, Fairfield Campus  
453-5079, helpdesk@kvcc.me.edu    Office, 215 Averill, Alford Campus

---

## Brightspace

Brightspace is a learning management system used in online courses and as a means for enhancing course content. It is used in many courses to conduct quizzing, supply course information and to submit course work. Brightspace has a communication system (course messages) which is a separate system from the official KVCC email system.

## Email Address

All students are issued a KVCC email account. If you need assistance with your email account, contact the Technology Department at 453-5079 or email the help desk at helpdesk@kvcc.me.edu

## Email User Policy

The KVCC email account is the official means of communication. All community members are responsible for all information sent to their KVCC email including policy announcements, emergency notifications and event notifications, and correspondence between faculty, staff, and students. Such correspondence is mailed only to KVCC official email addresses.

Faculty, staff, and students are expected to check their email on a frequent and consistent basis in order to stay current with KVCC-related communications. Faculty, staff, and students have the responsibility to recognize that certain communications may be time-critical.

## Paging Students

Please note that KVCC does not have a public address system. If there is a need to reach someone for an emergency, contact the Enrollment Center at 453-5822.

## My KVCC Student Information Portal

The Portal provides access to grades, class schedules, financial information, student activities, and other important student information. Students may access the portal by logging in with their KV email username and password. If you have trouble logging into the Portal, contact the IT Helpdesk at 453-5079 or itsupport@kvcc.me.edu

## School Cancellation & Text Blasting

A text messaging component for sending school cancellations, individual course cancellations and College emergency messages is available to all students. In addition to text blasting, school cancellation information is posted on the College's website. Students may also call the main number and listen for the school cancellation message. Sign up for the text messaging service in your *My KV Student Information Portal >Campus Life> My Technology*.

## Texting

The College has the ability to text students. Students are asked to provide cell phone information in order to provide important notifications. It is important to keep cell numbers and carriers current. Changes may be made in the Student Portal.

## TV Monitors and Digital Sign

Information on upcoming events and dates are displayed on the monitors. In addition to the TV monitors, a new digital sign can be found at the main entrance to the Campus in Fairfield.

# Campus Safety and Security: General Information

**Contact:** Timothy McDonald, Manager  
Campus Safety and Security  
453-5811, [tmcdonald@kvcc.me.edu](mailto:tmcdonald@kvcc.me.edu)

Office, 113A King Hall, Fairfield Campus  
Office, 1st Floor Averill, Alford Campus

---

## Campus Emergency Notification System

In the event of a campus emergency, a variety of resources will be managed as one system in order to reach the largest collegiate and community audience concerning the nature of the event and the action required. Procedures for emergency notification, lockdown and evacuation are posted in every classroom and in open spaces on campus. This information may also be found on our website under Campus Safety and Security.

These policies and procedures can be found posted in classrooms and on our website at [www.kvcc.me.edu](http://www.kvcc.me.edu)

## Campus Crime Reporting

All employees and students of KVCC are asked to report to a representative of the College any knowledge of crimes occurring on College property or property controlled (or used) by the College and/or student and employee organizations. Specific crimes covered by this policy include murder, rape, robbery, aggravated assault, sexual assault, domestic violence, hate crimes, stalking, burglary, motor vehicle theft, liquor law violations, drug abuse violations, and weapons possession. The College representative and/or student will report the crime to the Fairfield Police Department. The crimes listed above will be reported to and dealt with through standard police channels.

## Campus Safety, Security & Crime Information

The annual safety, security, and crime information that complies with the Jeanne Clery Act is published each year on October 1 and is available to view online at [www.kvcc.me.edu](http://www.kvcc.me.edu). This document contains information about statistics of reported crimes that occurred on campus and on public property immediately adjacent and accessible to campus for the three previous calendar years. It also has information about crime prevention, services, the Violence against Women's Act, disciplinary procedures, and reporting policies and procedures. If you wish to receive a copy of the report, you may contact the Dean of Students at 453-5019.

## Emergency (911)

In an emergency, dial 911 from a campus phone or 911 from your own phone. **453-5700 activates the College's Emergency Response Team.**

## General Assistance/Security Officer 453-5811

If you are in need of general assistance, would like an escort to your vehicle during evening hours, or need to report an unsafe situation, contact Campus Safety and Security at 453-5811. An evening security officer is available during evening hours throughout the school year (September through May).

## Security Cameras

Security cameras are located on both campuses.

**KVCC Emergency Response Team number 453-5700**

To report an emergency or a suspicious event or person, please contact.

# Campus Technology

**Contact:** Information Technology Help Desk (I.T.) Office, 103 King, Fairfield Campus  
453-5079, [helpdesk@kvcc.me.edu](mailto:helpdesk@kvcc.me.edu) Office, 215 Averill, Alford Campus

---

## Computer Labs

KVCC has one open computer lab located in Room 104, King. There are also instructional labs located in each building for specific programs of study; these classroom labs are only available for use during your scheduled course periods.

## Help Desk

Technology assistance with College email accounts, online courses (Blackboard) or accessing information through the My KV Student Information Portal is available. Visit [www.kvcc.me.edu/helpdesk](http://www.kvcc.me.edu/helpdesk) for the hours of the Technology Department or email us at [helpdesk@kvcc.me.edu](mailto:helpdesk@kvcc.me.edu)

## ID Card

KVCC students are issued a picture ID through the Technology Department at the beginning of their educational experience. Cost of ID card is \$5. Students will submit photos for the creation of their ID. An email with guidelines will be sent from IT.

- A student ID is required to gain access to all computer labs, to borrow library materials, and to purchase select software from the College Store.
- There are discounts at local businesses for students with a valid ID.
- A student ID may be used to make photocopies which will be charged to the student's account.
- Lost, stolen and/or damaged IDs require a \$5. replacement fee be paid at the Enrollment Services Center, in the Frye Building, prior to a new student ID being issued.

## Photocopying

There is a photocopier in the Campus Center in King Hall and also in Lunder Library for students to access with their ID card (\$0.10 per copy). Charges are billed to your student account which you can access in your MyKV Portal.

## Printing

### Effective Spring Semester 2020

To reduce waste and encourage a more sustainable approach to printing, KVCC has adopted an automated solution to manage student printing.

Each student is provided a \$30 credit for printing for each semester—Fall, Spring, and Summer. When a student's \$30 credit is expended during a given semester, his or her College account is charged at a rate of \$.10 per black & white page, and \$.45 per color page.

It is every student's responsibility to monitor his or her printing account, and ration their quota appropriately.

Parking decals are required this year for all vehicles on campus. For safety purposes, students are asked to register their vehicles in the Portal, pick up a decal from Campus Safety and Security or the Enrollment Services Center and display the decal on the windshield of their vehicle.



# Enrollment Services Center

**Contact:** 453-5822

Office, Frye, Fairfield Campus  
Office, 104 Averill, Alford Campus

---

The Enrollment Services Center offers a one-stop for students to access services or departments noted below. These services are available at both campuses: in the Frye Building on the Fairfield Campus and on the first floor in Averill on the Alford Campus.

## **Academic Affairs**

- Request official copies of academic transcripts
- Have transfer credits from another institution evaluated
- Register for non-credit courses
- Undeclared students may add or drop courses with this office

## **Advising and Enrollment**

- Drop off your Immunization records
- Inquire about pre-requisites for admission to academic programs
- Inquire about dates for Accuplacer, TEAS testing
- Access assistance with course selection and academic career plans
- Contact this office with advising questions or concerns during times when your academic advisor is unavailable
- Transfer Services

## **Financial Aid**

- Pick up and/or drop off necessary Financial Aid documents
- Ask Financial Aid related questions including those related to Veterans benefits
- Make an appointment to meet with a staff member to review loan options

## **Student Accounts**

- Pay your student account balance
- Pick up your student refund check
- Inquire about programs costs and/or tuition and fees

### **Unable to find what you're looking for?**

Send us a suggestion to the Enrollment Center, [enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu). We'd be happy to do our best to refer you the service you need!

# Get Involved! Stay Connected!

**Contact:** Jannie Durr, *Director of Student Life*  
453-3540, jdurr@kvcc.me.edu

Office, Alford, 107 Averrill

---

## Student Senate

Student Senate provides a forum for students who want to voice their opinions, questions or concerns about aspects of student life at Kennebec Valley Community College. Senate has officer positions including President, Vice-President, Secretary and Treasurer. These officers work with the student body and other senate members to promote student centered activities, clubs and organizations. Senate holds regular officer and general student body meetings throughout the course of the semester. Student Senate also brings student concerns and questions about policies, procedures and services at KVCC to the executive team of the college.

## Student Clubs

Kennebec Valley Community College offers a variety of different academic and general interest clubs for students to get involved with. Students can find existing clubs filled with others that have a shared interest or hobby. You can see a list, including description and contact information, for existing clubs on the KVCC website. If you do not see a club that you wish the college had then why not start one yourself? New club requests are reviewed by the Office of Student Development and Student Senate.

## Student Leadership Opportunities

### *Paid Positions:*

Students looking for employment at Kennebec Valley Community College have a variety of student leadership positions to apply for. KVCC hires students all academic year for a range of positions that may be up to 30 hours a week or for a one-time event. By checking off that you are interested in a paid position on the Student Leadership Application, you put your name into a pool of students that may be contacted to apply for specific positions. Paid positions include but are not limited to:

- Student Orientation Leader
- Enrollment Services Center
- Recreation Center
- Learning Commons Assistant
- Peer Tutors
- Admit in a Day Leader

### *Volunteer Positions:*

Students looking to volunteer for Service for Credit or just to give back to the community have multiple leadership opportunities to choose from. By checking off that you are interested in volunteer leadership positions at KVCC you put your name into a pool of students that may be contacted to volunteer at specific events. Volunteer opportunities include but are not limited to:

- Campus Events
- Spring-fest
- Community Day Leaders
- Blood Drives
- Community Service Projects
- Center for the Civic Engagement
- Trivia Night
- Movie Night
- Campus Tour Leaders
- Welcome Week
- Thanksgiving Drive
- Holiday Tree Gift Collection

# Learning Commons

**Contact:** Christy Johnson, *Director of the Learning Commons*  
453-5084, [cjohnson2@kvcc.me.edu](mailto:cjohnson2@kvcc.me.edu)

Stephen LaRochelle, *Director of Library Services*  
453-5162, [slarochelle@kvcc.me.edu](mailto:slarochelle@kvcc.me.edu)

Office, 129 Lunder, Fairfield Campus  
Office, 204 Averill, Alford Campus

Office, 114 Lunder, Fairfield Campus

---

The mission of the Learning Commons at KVCC is to provide an inviting and supportive environment that facilitates student centered learning and creates community. The learning commons vision centers on the creation of a dynamic learning environment that provides the KVCC Community a flexible and collaborating space that responds to individual learning styles and promotes lifelong learning.

## Academic Support Services

- Peer Tutoring — free peer tutoring is available in many subjects with by appointment or walk-in availability. Check your KV email for the most current tutoring schedule!
- Thinking Storm — free online tutoring available for many subject areas. Students may access this service through Brightspace.
- Writing Center — KVCC's Writing Center is to help students of all abilities grow into stronger, more effective writers by providing individualized support at all stages of the writing process. The Writing Center also aims to promote writing as a means of learning by supporting faculty and staff in writing across the curriculum efforts, and one-on-one tutoring by appointment or walk-in, which includes collaborative discussions about student writing in any discipline.
- Academic coaching
  - Time management skills
  - Test taking skills
  - Note taking skills
  - Study skills
- Accuplacer Testing
- Math and science labs — professional and peer tutorial services are available for math and science classes by appointment or walk-in
- Free TEAS and Accuplacer Preparatory Workshops in Science, Numerical Math/Algebra and Reading

## Library Services

- Research and reference
- Interlibrary Loan
- Archives
- Circulation and reserves
- Orientation
- Research Mentors — make an appointment with a mentor to get a great start on that research project
- Lunchtime workshops

# Learning Commons

Continued

Lunder Library offers access to information resources and services in support of student academic work. Research assistance, online resources, and interlibrary loan services are available to all students. In addition to the physical collection housed on-site, students also have access via online requesting and courier van delivery service to virtually any books or videos in the state. Upon presenting a valid KVCC ID, students may borrow materials from the three Colby College libraries, the Thomas College library, the Waterville Public Library, and the MaineGeneral Hospital library. Dozens of online databases offer access to millions of journal articles, ebooks, streaming videos, and more.

## IT Services

- Assistive technology
  - Dragon Naturally Speaking — voice to text
  - Inspiration — brainstorm ideas, organize thoughts, and create outlines
  - Kurzweil 3000 — reads printed materials
- Free computer workshops
  - Basic computer skills
  - Blackboard
  - Email/calendar
  - Microsoft Word
- Technology to check out
  - Graphing calculator
  - Dell laptop
  - iPad
  - Calculator
- Student computer lab
- Printer
- Student ID operated photocopy machine



### Visit our two Learning Commons locations!

**Alfond Campus**  
2nd floor, Averill Building

**Fairfield Campus**  
Lunder

# Other Campus Resources and Services

Below you will find a variety of other campus resources and services that are intended to ease your transition into KVCC and into your life as a college student!

---

## Center for Civic Engagement

**Contact:** Mark Kavanaugh, mkavanaugh@kvcc.me.edu, 453-3689

The Center for Civic Engagement promotes and supports the development of Community Service through volunteerism and Service-Learning opportunities on and off campus. The center maintains a database of community agencies, and serves as a clearinghouse for volunteer opportunities both on and off campus.

## Child Care

**Contact:** Financial Aid for more information or applications, jmaclean@kvcc.me.edu, 453-5121

- Educare Central Maine Center

The center is located less than 3 miles from the KVCC campus and is open Monday through Friday, 6:00 a.m. to 6:00 p.m. and offers child care for children ages 6 weeks to 5 years for students who are in need of full time, full year care. The center also collaborates with family child care providers in the area. Part-day programming is available for preschool aged children. For further information, contact 680-7211.

- Child Care Assistance

Scholarships are available to assist with childcare expenses. The awards are based on financial need. For further information, visit the KVCC Foundation site on our webpage.

## College Store

**Contact:** 453-5135

Located in King Hall on the Fairfield Campus, The College Store remains open for extended evening hours at the beginning of each new semester. In addition to textbooks, study guides, and reference materials, the College Store offers clothing, computer software, school supplies, and gift items. Other services available include UPS, FedEx, U.S. outgoing mail, and faxing.

- Book Buy Back: A continuous service, which is accessible online. A daily in-store buyback is also available. To get the best return for your money spent on textbooks, sell your textbooks back at the end of the Spring and Fall semesters when the College Store may purchase textbooks to be re-used for the following semester at half of the new book price.
- Mail Services: Purchase postage stamps and send outgoing mail. Mail leaves the campus daily. The College Store also processes inter-campus mail going to staff and faculty members.
- Rentals and ebooks
- Textbook Information: Textbook information is available on our website. You may access textbook titles, cost, and ISBN information.

## Emergency Loans

Financial assistance is available for eligible students. Contact the Enrollment Center at enrollment@kvcc.me.edu.

# Other Campus Resources and Services

Continued

---

## **Emergency Medical Care**

Twenty-four hour emergency medical care is available at MaineGeneral Medical Center and Inland Hospital in Waterville. These facilities are located within five miles of the campus.

## **Housing Information**

The KVCC website contains helpful information on housing and a list of area apartments and room rentals available (as provided by local landlords). For further information, contact Admissions at 453-5155. Students can review apartment rentals in the Classifieds found in their web email. Simply log into the KVCC email, click on the public folder icon at the bottom of the screen. The Classified section will appear. There is also ride share information available.

## **KVCC Food Pantry**

Located in King Hall on the Fairfield Campus, our Food Pantry provides lots of resources and all KVCC students are welcome to use the Pantry. All it takes is your KV ID Badge to scan into the space. The Pantry lives in the space near the refrigerators and microwave oven in the Campus Center.

Interested in getting involve? Email Landi at [pwright@kvcc.me.edu](mailto:pwright@kvcc.me.edu)

## **Lost & Found**

**Fairfield Campus:** 103 King

**Alfond Campus:** Student & Academic Services, first floor, Averill

If you have lost an item, contact Maintenance in the building involved. If you are not able to locate the item, contact the appropriate office above to send out a campus wide email.

## **Personal Counseling**

Personal counseling is available. Contact Melissa Clement at 453-5150 or [mclement@kvcc.me.edu](mailto:mclement@kvcc.me.edu) for an appointment.

## **Student App**

The KVCC App provides access to important student information and a neat way to communicate with other students, staff, and faculty. Students can sell textbooks, find rides, share apartment opportunities and so much more. There is no cost for the app. All it takes is a download of the App from Google Play or Apple and your KVCC login information! Stay informed. Be connected. Download the app today!

## **TalkCampus**

Talk Campus is an online global mental health peer support network allowing students access to instant, online support at any time of day, for as long as needed and wherever they are. TalkCampus utilizes peer support who are recruited and trained by the TalkCampus team and backed by a 24/7 safety team. TalkCampus harnesses the value of social connection, talking openly and exploring feelings while offering campus specific resources.

Our TalkCampus app provides free instant online support for your mental health any time of day and night.

It is a safe space where you can choose to be anonymous and get support from your peers. Talk to other students around the world who are experiencing the same worries as you.

#### *How to use it*

- Use your KVCC email to sign up. This will enable you to use the app free of charge.
- Start by searching for the TalkCampus App using a device or smartphone or use the links below.
- <https://apps.apple.com/us/app/talkcampus/id1458337209>
- [https://play.google.com/store/apps/details?id=com.bearpty.talkcampus&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.bearpty.talkcampus&hl=en_GB)

### **Transportation Assistance**

**Waterville Contact:** 877-5677, website: [kennebecexplorer.com](http://kennebecexplorer.com)

KVCAP Transportation Program has a fixed route public transportation program and the KV Van door-to-door program. Each service is designed to address the transportation needs of many community members and operates on a small fee basis.

### **Transportation Subsidy**

Students may apply for assistance with transportation expenses. Contact [enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu) for an application

### **Veterans Services and Lounge**

**Contact:** Brian Holtz, [bholtz@kvcc.me.edu](mailto:bholtz@kvcc.me.edu), 453-3539

Veterans are encouraged to contact Brian Holtz on the Alford Campus, to learn more about services and resources that KVCC can provide to both those who served and those who are recipients of veteran's benefits. A Veterans Lounge is located in the Alford Recreation Center.







# 09/SEPTEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
August 30	August 31 Fall semester begins Week of Welcome Aug. 1-Sept. 5	1 Week of Welcome	2 Week of Welcome KV Night at Gifford's Join us for some ice cream!, 4-8 pm
6	7 Labor Day No classes	8 End of Add/Drop Period	9
13	14	15	16
20	21 Flex Start begins Need to add another class?	22	23
27	28	29 End of Add/Drop Period for Flex Start	30 Blood Drive, American Red Cross, 10 am-3 pm, Carter Hall, Multipurpose Center, Fairfield campus

**WEEK OF WELCOME** In addition to the table in King hall and Sus. Ag. Student leaders will be in the Learning commons, ARC, and other locations to help students find what they need.

**HOURS:** Monday-Thursday 7:30 am-5 pm and Friday 7:30 am-noon.

THURSDAY	FRIDAY	SATURDAY																																																																																												
<div>3</div> <div>Week of Welcome KV Night at Gifford's Join us for some ice cream!, 4-8 pm</div>	<div>4</div> <div>Week of Welcome</div>	<div>5</div> <div>Week of Welcome</div>	<div><div>AUGUST 2020</div><table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table><div><div>OCTOBER 2020</div><table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table></div></div>	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						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
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																																																																																													
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																																																																																								
<div>10</div>	<div>11</div>	<div>12</div>	<div></div>																																																																																											
<div>17</div> <div>Constitution Day Watch the Student APP for activities</div>	<div>18</div>	<div>19</div>																																																																																												
<div>24</div>	<div>25</div>	<div>26</div>	<div><div>IMPORTANT CAMPUS DATES:</div><div><div>• Aug. 31</div>Fall Semester Begins</div><div><div>• Sept. 8</div>End of Add/Drop period</div><div><div>• Sept. 21</div>Flex Start begins</div><div><div>• Sept. 21</div>End of Add/Drop Period for Flex Start</div></div>																																																																																											
<div>The Learning Commons is open! Monday-Thursday 9 am-4 pm Friday 9 am-1 pm</div>																																																																																														



**IMPORTANT CAMPUS DATES:**

- **Aug. 31**  
Fall Semester Begins
- **Sept. 8**  
End of Add/Drop period
- **Sept. 21**  
Flex Start begins
- **Sept. 21**  
End of Add/Drop Period for Flex Start

# AUGUST 31, 2020

**MONDAY, AUGUST 31**

---

---

---

**TUESDAY, SEPTEMBER 1**

---

---

---

**WEDNESDAY, SEPTEMBER 2**

---

---

---

**THURSDAY, SEPTEMBER 3**

---

---

---

**FRIDAY, SEPTEMBER 4**

---

---

---

**SATURDAY, SEPTEMBER 5**

---

---

---

**SUNDAY, SEPTEMBER 6**

---

---

---

# WEEK OF SEPTEMBER 7, 2020

**MONDAY, SEPTEMBER 7**

---

---

---

**TUESDAY, SEPTEMBER 8**

---

---

---

**WEDNESDAY, SEPTEMBER 9**

---

---

---

**THURSDAY, SEPTEMBER 10**

---

---

---

**FRIDAY, SEPTEMBER 11**

---

---

---

**SATURDAY, SEPTEMBER 12**

---

---

---

**SUNDAY, SEPTEMBER 13**

---

---

---

# WEEK OF SEPTEMBER 14, 2020

**MONDAY, SEPTEMBER 14**

---

---

---

**TUESDAY, SEPTEMBER 15**

---

---

---

**WEDNESDAY, SEPTEMBER 16**

---

---

---

**THURSDAY, SEPTEMBER 17**

---

---

---

**FRIDAY, SEPTEMBER 18**

---

---

---

**SATURDAY, SEPTEMBER 19**

---

---

---

**SUNDAY, SEPTEMBER 20**

---

---

---

# WEEK OF SEPTEMBER 21, 2020

**MONDAY, SEPTEMBER 21**

---

---

---

**TUESDAY, SEPTEMBER 22**

---

---

---

**WEDNESDAY, SEPTEMBER 23**

---

---

---

**THURSDAY, SEPTEMBER 24**

---

---

---

**FRIDAY, SEPTEMBER 25**

---

---

---

**SATURDAY, SEPTEMBER 26**

---

---

---

**SUNDAY, SEPTEMBER 27**

---

---

---

# WEEK OF SEPTEMBER 28, 2020

**MONDAY, SEPTEMBER 28**

---

---

---

**TUESDAY, SEPTEMBER 29**

---

---

---

**WEDNESDAY, SEPTEMBER 30**

---

---

---

**THURSDAY, OCTOBER 1**

---

---

---

**FRIDAY, OCTOBER 2**

---

---

---

**SATURDAY, OCTOBER 3**

---

---

---

**SUNDAY, OCTOBER 4**

---

---

---





— “ —

*Just because you haven't found your talent yet  
doesn't mean you don't have one."*

*— Kermit the Frog*



# 10/OCTOBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
11	12 October break 12-13	13	14
18	19	20	21
25	26	27	28

**HOW ARE YOU DOING?** This is a great time to think about how things are going. Are you looking for help with a certain class or help navigating Brightspace? Stop by the Learning Commons!

**WE HAVE 2 LOCATIONS:** On the Fairfield Campus, you will find the Commons in Lunder Library and on the Alford Campus, it is located on the 2nd floor in Averill

THURSDAY	FRIDAY	SATURDAY																																																																																					
1	2	3	<div><div>SEPTEMBER 2020</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr></table></div> <div><div>NOVEMBER 2020</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table></div>	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				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					
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																																																																																				
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																																																																																						
8	9	10																																																																																					
15	16	17																																																																																					
22	23 Midterm grades due	24	<div>IMPORTANT CAMPUS DATES:</div> <div><div>• Oct. 12-13</div>October break no classes</div> <div><div>• Oct. 23</div>Midterm grades due</div> <div><div>• Oct. 21</div>Flex Midterm grades due</div>																																																																																				
29	30 Flex Midterm grades due	31																																																																																					



# WEEK OF OCTOBER 5, 2020

**MONDAY, OCTOBER 5**

---

---

---

**TUESDAY, OCTOBER 6**

---

---

---

**WEDNESDAY, OCTOBER 7**

---

---

---

**THURSDAY, OCTOBER 8**

---

---

---

**FRIDAY, OCTOBER 9**

---

---

---

**SATURDAY, OCTOBER 10**

---

---

---

**SUNDAY, OCTOBER 11**

---

---

---

# WEEK OF OCTOBER 12, 2020

**MONDAY, OCTOBER 12**

---

---

---

**TUESDAY, OCTOBER 13**

---

---

---

**WEDNESDAY, OCTOBER 14**

---

---

---

**THURSDAY, OCTOBER 15**

---

---

---

**FRIDAY, OCTOBER 16**

---

---

---

**SATURDAY, OCTOBER 17**

---

---

---

**SUNDAY, OCTOBER 18**

---

---

---

# WEEK OF OCTOBER 19, 2020

**MONDAY, OCTOBER 19**

---

---

---

**TUESDAY, OCTOBER 20**

---

---

---

**WEDNESDAY, OCTOBER 21**

---

---

---

**THURSDAY, OCTOBER 22**

---

---

---

**FRIDAY, OCTOBER 23**

---

---

---

**SATURDAY, OCTOBER 24**

---

---

---

**SUNDAY, OCTOBER 25**

---

---

---

# WEEK OF OCTOBER 26, 2020

**MONDAY, OCTOBER 26**

---

---

---

**TUESDAY, OCTOBER 27**

---

---

---

**WEDNESDAY, OCTOBER 28**

---

---

---

**THURSDAY, OCTOBER 29**

---

---

---

**FRIDAY, OCTOBER 30**

---

---

---

**SATURDAY, OCTOBER 31**

---

---

---

**SUNDAY, NOVEMBER 1**

---

---

---

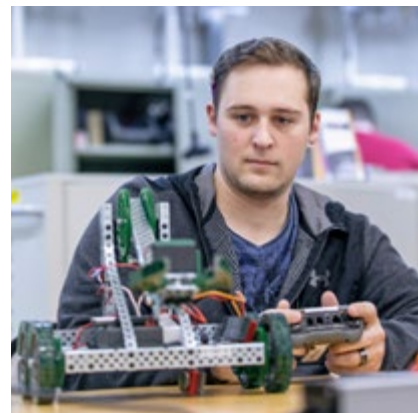




# 11/NOVEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<b>1</b> Daylight Saving Time ends	<b>2</b> Spring Registration begins Nov. 2-13	<b>3</b> DON'T FORGET TO VOTE!	<b>4</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Veteran's Day No classes
<b>15</b>	<b>16</b>	<b>17</b> Late Start Mid-Terms Due	<b>18</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Thanksgiving recess No classes after 5 pm
<b>29</b>	<b>30</b>		

THURSDAY	FRIDAY	SATURDAY																																																																																					
5	6 TEAS, 1 pm, for more information, see page 6	7	<div><div>OCTOBER 2020</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table></div> <div><div>DECEMBER 2020</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table></div>	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	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		
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																																																																																	
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																																																																																			
12	13 TEAS, 1 pm, for more information, see page 6  Last day to withdraw from classes	14																																																																																					
19	20	21																																																																																					
26 Thanksgiving recess, Nov. 26-28	27	28	<div>IMPORTANT CAMPUS DATES:</div> <ul style="list-style-type: none"><li>• Nov. 2-13 Spring Registration begins</li><li>• Nov. 11 Veterans Day (no classes)</li><li>• Nov. 13 Last day to withdraw from classes</li><li>• Nov. 25 No classes after 5 pm</li><li>• Nov. 26-28 Thanksgiving break</li></ul>																																																																																				



#### IMPORTANT CAMPUS DATES:

- **Nov. 2-13**  
Spring Registration begins
- **Nov. 11**  
Veterans Day (no classes)
- **Nov. 13**  
Last day to withdraw from classes
- **Nov. 25**  
No classes after 5 pm
- **Nov. 26-28**  
Thanksgiving break

# WEEK OF NOVEMBER 2, 2020

**MONDAY, NOVEMBER 2**

---

---

---

**TUESDAY, NOVEMBER 3**

---

---

---

**WEDNESDAY, NOVEMBER 4**

---

---

---

**THURSDAY, NOVEMBER 5**

---

---

---

**FRIDAY, NOVEMBER 6**

---

---

---

**SATURDAY, NOVEMBER 7**

---

---

---

**SUNDAY, NOVEMBER 8**

---

---

---

# WEEK OF NOVEMBER 9, 2020

**MONDAY, NOVEMBER 9**

---

---

---

**TUESDAY, NOVEMBER 10**

---

---

---

**WEDNESDAY, NOVEMBER 11**

---

---

---

**THURSDAY, NOVEMBER 12**

---

---

---

**FRIDAY, NOVEMBER 13**

---

---

---

**SATURDAY, NOVEMBER 14**

---

---

---

**SUNDAY, NOVEMBER 15**

---

---

---

# WEEK OF NOVEMBER 16, 2020

**MONDAY, NOVEMBER 16**

---

---

---

**TUESDAY, NOVEMBER 17**

---

---

---

**WEDNESDAY, NOVEMBER 18**

---

---

---

**THURSDAY, NOVEMBER 19**

---

---

---

**FRIDAY, NOVEMBER 20**

---

---

---

**SATURDAY, NOVEMBER 21**

---

---

---

**SUNDAY, NOVEMBER 22**

---

---

---

# WEEK OF NOVEMBER 23, 2020

**MONDAY, NOVEMBER 23**

---

---

---

**TUESDAY, NOVEMBER 24**

---

---

---

**WEDNESDAY, NOVEMBER 25**

---

---

---

**THURSDAY, NOVEMBER 26**

---

---

---

**FRIDAY, NOVEMBER 27**

---

---

---

**SATURDAY, NOVEMBER 28**

---

---

---

**SUNDAY, NOVEMBER 29**

---

---

---



# 12/DECEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7	8	9
13	14 Winter recess Dec. 14-Jan. 8	15	16 Final grades due
20	21	22	23
27	28	29 Admit in a Day, 1-5 pm, check FB for more information	30

THURSDAY	FRIDAY	SATURDAY																																																																																												
3	4 TEAS, 1 pm, for more information, see page 6	5	<div><div>NOVEMBER 2020</div><table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table><div>JANUARY 2021</div><table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>	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						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						
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																																																																																													
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																																																																																														
10	11 TEAS, 1 pm, for more information, see page 6	12 Fall semester ends																																																																																												
17	18	19																																																																																												
24	25	26																																																																																												
31			<div><div>IMPORTANT CAMPUS DATES:</div><div><div>• Dec. 12</div>Fall semester ends</div><div><div>• Dec. 14</div>Winter recess begins Dec. 14-Jan. 8</div><div><div>• Dec. 16</div>Final grades due</div></div>																																																																																											





# WEEK OF MONDAY 30, 2020

**MONDAY, NOVEMBER 30**

---

---

---

**TUESDAY, DECEMBER 1**

---

---

---

**WEDNESDAY, DECEMBER 2**

---

---

---

**THURSDAY, DECEMBER 3**

---

---

---

**FRIDAY, DECEMBER 4**

---

---

---

**SATURDAY, DECEMBER 5**

---

---

---

**SUNDAY, DECEMBER 6**

---

---

---

# WEEK OF DECEMBER 7, 2020

**MONDAY, DECEMBER 7**

---

---

---

**TUESDAY, DECEMBER 8**

---

---

---

**WEDNESDAY, DECEMBER 9**

---

---

---

**THURSDAY, DECEMBER 10**

---

---

---

**FRIDAY, DECEMBER 11**

---

---

---

**SATURDAY, DECEMBER 12**

---

---

---

**SUNDAY, DECEMBER 13**

---

---

---

# WEEK OF DECEMBER 14, 2020

**MONDAY, DECEMBER 14**

---

---

---

**TUESDAY, DECEMBER 15**

---

---

---

**WEDNESDAY, DECEMBER 16**

---

---

---

**THURSDAY, DECEMBER 17**

---

---

---

**FRIDAY, DECEMBER 18**

---

---

---

**SATURDAY, DECEMBER 19**

---

---

---

**SUNDAY, DECEMBER 20**

---

---

---

# WEEK OF DECEMBER 21, 2020

**MONDAY, DECEMBER 21**

---

---

---

**TUESDAY, DECEMBER 22**

---

---

---

**WEDNESDAY, DECEMBER 23**

---

---

---

**THURSDAY, DECEMBER 24**

---

---

---

**FRIDAY, DECEMBER 25**

---

---

---

**SATURDAY, DECEMBER 26**

---

---

---

**SUNDAY, DECEMBER 27**

---

---

---

# WEEK OF DECEMBER 28, 2020

**MONDAY, DECEMBER 28**

---

---

---

**TUESDAY, DECEMBER 29**

---

---

---

**WEDNESDAY, DECEMBER 30**

---

---

---

**THURSDAY, DECEMBER 31**

---

---

---

**FRIDAY, JANUARY 1**

---

---

---

**SATURDAY, JANUARY 2**

---

---

---

**SUNDAY, JANUARY 3**

---

---

---



— “ —

*You wanna fly, you got to give up the  
thing that weighs you down.”*

*— Toni Morrison*




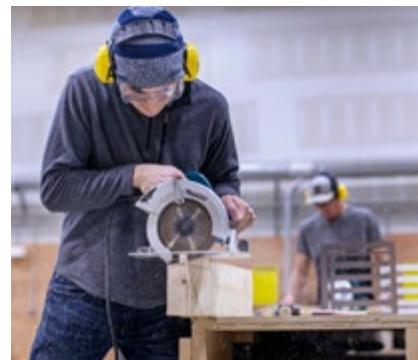
# 01/JANUARY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4	5	6
10	11 Spring semester begins	12 Week of Welcome	13 Week of Welcome
17	18 Martin Luther King Jr. Day	19 End of Add/Drop period	20
24	25	26	27
31			

**THE WELCOME TABLE IS LOCATED ON BOTH CAMPUSES:** King Hall Lobby on the Fairfield campus and the Averill Building on the Alford campus.

**HOURS:** Monday-Thursday 7:30 am-5 pm and Friday 7:30 am-noon.

THURSDAY	FRIDAY	SATURDAY																																																																																					
	1	2	<div>DECEMBER 2020</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table> <div>FEBRUARY 2021</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> 	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			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						
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																																																																																			
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																																																																																							
7	8 TEAS, 1 pm, for more information, see page 6	9																																																																																					
14 Week of Welcome	15 TEAS, 1 pm, for more information, see page 6 Week of Welcome	16																																																																																					
21	22	23	<div>IMPORTANT CAMPUS DATES:</div> <ul style="list-style-type: none"><li>• Jan. 11 Spring semester begins</li><li>• Jan. 19 End of Add/Drop Period</li></ul>																																																																																				
28	29	30																																																																																					



#### IMPORTANT CAMPUS DATES:

- **Jan. 11**  
Spring semester begins
- **Jan. 19**  
End of Add/Drop Period



# WEEK OF JANUARY 4, 2021

**MONDAY, JANUARY 4**

---

---

---

**TUESDAY, JANUARY 5**

---

---

---

**WEDNESDAY, JANUARY 6**

---

---

---

**THURSDAY, JANUARY 7**

---

---

---

**FRIDAY, JANUARY 8**

---

---

---

**SATURDAY, JANUARY 9**

---

---

---

**SUNDAY, JANUARY 10**

---

---

---

# WEEK OF JANUARY 11, 2021

**MONDAY, JANUARY 11**

---

---

---

**TUESDAY, JANUARY 12**

---

---

---

**WEDNESDAY, JANUARY 13**

---

---

---

**THURSDAY, JANUARY 14**

---

---

---

**FRIDAY, JANUARY 15**

---

---

---

**SATURDAY, JANUARY 16**

---

---

---

**SUNDAY, JANUARY 17**

---

---

---

# WEEK OF JANUARY 18, 2021

**MONDAY, JANUARY 18**

---

---

---

**TUESDAY, JANUARY 19**

---

---

---

**WEDNESDAY, JANUARY 20**

---

---

---

**THURSDAY, JANUARY 21**

---

---

---

**FRIDAY, JANUARY 22**

---

---

---

**SATURDAY, JANUARY 23**

---

---

---

**SUNDAY, JANUARY 24**

---

---

---

# WEEK OF JANUARY 25, 2021

**MONDAY, JANUARY 25**

---

---

---

**TUESDAY, JANUARY 26**

---

---

---

**WEDNESDAY, JANUARY 27**

---

---

---

**THURSDAY, JANUARY 28**

---

---

---

**FRIDAY, JANUARY 29**

---

---

---

**SATURDAY, JANUARY 30**

---

---

---

**SUNDAY, JANUARY 31**

---

---

---




# 02/FEBRUARY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1 Spring Flex Start begins	2	3
7	8	9 End of Add/Drop Period for Flex Start	10
14	15 President's Day No classes	16	17
21	22	23	24
28			

**Fitness Equipment Coaching:** 8:00 am-10:00 am, 4:00 pm-6:00 pm, hosted by KVCC Student Life, excluding holidays & breaks, Tues. (Carter Hall Gym) Wed. Alford Recreation Center

THURSDAY	FRIDAY	SATURDAY																																																																																												
4	5 TEAS, 1 pm, for more information, see page 6	6	<div><div>JANUARY 2021</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><div>MARCH 2021</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table></div>	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							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			
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																																																																																														
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																																																																																											
11	12 TEAS, 1 pm, for more information, see page 6	13																																																																																												
18	19	20																																																																																												
25	26	27	<div><div>IMPORTANT CAMPUS DATES:</div><div><div>• Feb. 1</div><div>Spring Flex Start begins</div></div><div><div>• Feb. 9</div><div>End of Add/Drop Period for Flex Start</div></div><div><div>• Feb. 15</div><div>President's Day (no classes)</div></div></div>																																																																																											



# WEEK OF FEBRUARY 1, 2021

**MONDAY, FEBRUARY 1**

---

---

---

**TUESDAY, FEBRUARY 2**

---

---

---

**WEDNESDAY, FEBRUARY 3**

---

---

---

**THURSDAY, FEBRUARY 4**

---

---

---

**FRIDAY, FEBRUARY 5**

---

---

---

**SATURDAY, FEBRUARY 6**

---

---

---

**SUNDAY, FEBRUARY 7**

---

---

---

# WEEK OF FEBRUARY 8, 2021

**MONDAY, FEBRUARY 8**

---

---

---

**TUESDAY, FEBRUARY 9**

---

---

---

**WEDNESDAY, FEBRUARY 10**

---

---

---

**THURSDAY, FEBRUARY 11**

---

---

---

**FRIDAY, FEBRUARY 12**

---

---

---

**SATURDAY, FEBRUARY 13**

---

---

---

**SUNDAY, FEBRUARY 14**

---

---

---



# WEEK OF FEBRUARY 15, 2021

**MONDAY, FEBRUARY 15**

---

---

---

**TUESDAY, FEBRUARY 16**

---

---

---

**WEDNESDAY, FEBRUARY 17**

---

---

---

**THURSDAY, FEBRUARY 18**

---

---

---

**FRIDAY, FEBRUARY 19**

---

---

---

**SATURDAY, FEBRUARY 20**

---

---

---

**SUNDAY, FEBRUARY 21**

---

---

---

# WEEK OF FEBRUARY 22, 2021

**MONDAY, FEBRUARY 22**

---

---

---

**TUESDAY, FEBRUARY 23**

---

---

---

**WEDNESDAY, FEBRUARY 24**

---

---

---

**THURSDAY, FEBRUARY 25**

---

---

---

**FRIDAY, FEBRUARY 26**

---

---

---

**SATURDAY, FEBRUARY 27**

---

---

---

**SUNDAY, FEBRUARY 28**

---

---

---



# 03/MARCH 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
7	8 Spring recess, Mar. 8-13	9	10
14 Daylight Saving Time starts	15	16	17
21	22 Student of the Year Celebration Dinner, 5 pm, Campus Center, Fairfield	23	24
28	29	30	31

THURSDAY	FRIDAY	SATURDAY																																																																																					
4	5 TEAS, 1 pm, for more information, see page 6  Midterm grades due	6	<div><div><div>FEBRUARY 2021</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div><div><div>APRIL 2021</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr></table></div></div> <div></div> <div><div>IMPORTANT CAMPUS DATES:</div><div><div>• Mar. 5</div>Midterm grades due</div><div><div>• Mar 8-13</div>Spring recess (no classes)</div></div>	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							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	
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																																																																																							
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																																																																																		
11	12 TEAS, 1 pm, for more information, see page 6	13																																																																																					
18	19	20																																																																																					
25	26	27																																																																																					
Email your advisor – registration is coming soon!																																																																																							



#### IMPORTANT CAMPUS DATES:

- **Mar. 5**  
Midterm grades due
- **Mar 8-13**  
Spring recess  
(no classes)

# WEEK OF MARCH 1, 2021

**MONDAY, MARCH 1**

---

---

---

**TUESDAY, MARCH 2**

---

---

---

**WEDNESDAY, MARCH 3**

---

---

---

**THURSDAY, MARCH 4**

---

---

---

**FRIDAY, MARCH 5**

---

---

---

**SATURDAY, MARCH 6**

---

---

---

**SUNDAY, MARCH 7**

---

---

---

# WEEK OF MARCH 8, 2021

**MONDAY, MARCH 8**

---

---

---

**TUESDAY, MARCH 9**

---

---

---

**WEDNESDAY, MARCH 10**

---

---

---

**THURSDAY, MARCH 11**

---

---

---

**FRIDAY, MARCH 12**

---

---

---

**SATURDAY, MARCH 13**

---

---

---

**SUNDAY, MARCH 14**

---

---

---

# WEEK OF MARCH 15, 2021

**MONDAY, MARCH 15**

---

---

---

**TUESDAY, MARCH 16**

---

---

---

**WEDNESDAY, MARCH 17**

---

---

---

**THURSDAY, MARCH 18**

---

---

---

**FRIDAY, MARCH 19**

---

---

---

**SATURDAY, MARCH 20**

---

---

---

**SUNDAY, MARCH 21**

---

---

---

# WEEK OF MARCH 22, 2021

**MONDAY, MARCH 22**

---

---

---

**TUESDAY, MARCH 23**

---

---

---

**WEDNESDAY, MARCH 24**

---

---

---

**THURSDAY, MARCH 25**

---

---

---

**FRIDAY, MARCH 26**

---

---

---

**SATURDAY, MARCH 27**

---

---

---

**SUNDAY, MARCH 28**

---

---

---



# WEEK OF MARCH 29, 2021

**MONDAY, MARCH 29**

---

---

---

**TUESDAY, MARCH 30**

---

---

---

**WEDNESDAY, MARCH 31**

---

---

---

**THURSDAY, APRIL 1**

---

---

---

**FRIDAY, APRIL 2**

---

---

---

**SATURDAY, APRIL 3**

---

---

---

**SUNDAY, APRIL 4**

---

---

---



— “ —

*Nothing is impossible.  
The word itself says I'm possible.”*

*— Audrey Hepburn*



# 04/APRIL 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<p>Did you know about summer Pell? Contact Financial Aid at 453-5130</p>			
4	5	6	7
11	12	13	14
18	19 Patriot's Day No classes	20	21
25	26	27	28 Admit in a Day, 1-5 pm, check FB for more information

## GET 'ER DONE BY MAY 1

[www.fafsa.gov](http://www.fafsa.gov)

Complete your FAFSA (Free application for Federal Student Aid) for next year (2021-2022 Academic Year) before May 1st and you may be eligible for State Grant Scholarships.

THURSDAY	FRIDAY	SATURDAY																																																																																												
1 Fall/Summer registration Apr. 1-2	2 TEAS, 1 pm, for more information, see page 6  Last day to withdraw from classes	3	<div>MARCH 2021</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table> <div>MAY 2021</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table> <div></div>	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				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					
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																																																																																											
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																																																																																													
8 Phi Theta Kappa Induction Ceremony, 6 pm, Moody Chapel, Alford campus	9 TEAS, 1 pm, for more information, see page 6	10																																																																																												
15	16	17																																																																																												
22	23	24																																																																																												
29 Student Leadership Dinner, 5 pm, Campus Center, Fairfield campus	30		<div>IMPORTANT CAMPUS DATES:</div> <ul style="list-style-type: none"><li>• Apr. 1-2 Fall/Summer registration</li><li>• Apr. 2 Last day to withdraw from classes</li><li>• Apr. 19 Patriot's Day (no classes)</li><li>• Apr. 28 Admit in a Day</li></ul>																																																																																											



### IMPORTANT CAMPUS DATES:

- **Apr. 1-2**  
Fall/Summer registration
- **Apr. 2**  
Last day to withdraw from classes
- **Apr. 19**  
Patriot's Day (no classes)
- **Apr. 28**  
Admit in a Day

# WEEK OF APRIL 5, 2021

**MONDAY, APRIL 5**

---

---

---

**TUESDAY, APRIL 6**

---

---

---

**WEDNESDAY, APRIL 7**

---

---

---

**THURSDAY, APRIL 8**

---

---

---

**FRIDAY, APRIL 9**

---

---

---

**SATURDAY, APRIL 10**

---

---

---

**SUNDAY, APRIL 11**

---

---

---

# WEEK OF APRIL 12, 2021

**MONDAY, APRIL 12**

---

---

---

**TUESDAY, APRIL 13**

---

---

---

**WEDNESDAY, APRIL 14**

---

---

---

**THURSDAY, APRIL 15**

---

---

---

**FRIDAY, APRIL 16**

---

---

---

**SATURDAY, APRIL 17**

---

---

---

**SUNDAY, APRIL 18**

---

---

---

# WEEK OF APRIL 19, 2021

**MONDAY, APRIL 19**

---

---

---

**TUESDAY, APRIL 20**

---

---

---

**WEDNESDAY, APRIL 21**

---

---

---

**THURSDAY, APRIL 22**

---

---

---

**FRIDAY, APRIL 23**

---

---

---

**SATURDAY, APRIL 24**

---

---

---

**SUNDAY, APRIL 25**

---

---

---

# WEEK OF APRIL 26, 2021

**MONDAY, APRIL 26**

---

---

---

**TUESDAY, APRIL 27**

---

---

---

**WEDNESDAY, APRIL 28**

---

---

---

**THURSDAY, APRIL 29**

---

---

---

**FRIDAY, APRIL 30**

---

---

---

**SATURDAY, MAY 1**

---

---

---

**SUNDAY, MAY 2**

---

---

---





# 05/MAY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	4	5
9	10 Summer sessions 1, 2 and 3 begin	11 TRiO Celebration, 6 pm, King Hall, Campus Center, Fairfield campus	12 Nursing Pinning, 6 pm, Moody Chapel, Alfond campus
16	17	18 End of Summer sessions 1, 2 and 3 Add/Drop	19
23	24	25	26
30	31 Memorial Day No classes		

**STRESS FREE FINALS WEEK** Watch your email for activities! 8 am-6 pm, Campus Center Fairfield Campus;  
Sustainable Ag Bld lobby Alfond Campus

THURSDAY	FRIDAY	SATURDAY																																																																																					
		1 Last day of classes Spring semester ends	<div>APRIL 2021</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr></table> <div>JUNE 2021</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr></table> <div></div> <div>IMPORTANT CAMPUS DATES:</div> <ul style="list-style-type: none"><li>• May 1 Last day of classes Spring semester ends</li><li>• May 6 Final grades due</li><li>• May 10 Summer sessions 1 and begin</li><li>• May 15 Commencement, 10 am</li><li>• May 18 End of Summer sessions 1, 2 and 3 Add/Drop</li><li>• May 25 Memorial Day (no classes)</li></ul>	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		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			
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																																																																																		
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																																																																																				
6 Final grades due	7 TEAS, 1 pm, for more information, see page 6 Commencement Rehearsal, 11 am, Carter Hall, Fairfield campus	8																																																																																					
13 Evening of Excellence, 5:30 pm, Carter Hall, Fairfield campus	14 TEAS, 1 pm, for more information, see page 6	15 Commencement, 10 am Augusta Civic Center																																																																																					
20	21	22																																																																																					
27	28	29																																																																																					



#### IMPORTANT CAMPUS DATES:

- **May 1**  
Last day of classes  
Spring semester ends
- **May 6**  
Final grades due
- **May 10**  
Summer sessions 1 and 2 begin
- **May 15**  
Commencement, 10 am
- **May 18**  
End of Summer sessions 1, 2 and 3 Add/Drop
- **May 25**  
Memorial Day (no classes)

# WEEK OF MAY 3, 2021

**MONDAY, MAY 3**

---

---

---

**TUESDAY, MAY 4**

---

---

---

**WEDNESDAY, MAY 5**

---

---

---

**THURSDAY, MAY 6**

---

---

---

**FRIDAY, MAY 7**

---

---

---

**SATURDAY, MAY 8**

---

---

---

**SUNDAY, MAY 9**

---

---

---

# WEEK OF MAY 10, 2021

**MONDAY, MAY 10**

---

---

---

**TUESDAY, MAY 11**

---

---

---

**WEDNESDAY, MAY 12**

---

---

---

**THURSDAY, MAY 13**

---

---

---

**FRIDAY, MAY 14**

---

---

---

**SATURDAY, MAY 15**

---

---

---

**SUNDAY, MAY 16**

---

---

---

# WEEK OF MAY 17, 2021

**MONDAY, MAY 17**

---

---

---

**TUESDAY, MAY 18**

---

---

---

**WEDNESDAY, MAY 19**

---

---

---

**THURSDAY, MAY 20**

---

---

---

**FRIDAY, MAY 21**

---

---

---

**SATURDAY, MAY 22**

---

---

---

**SUNDAY, MAY 23**

---

---

---

# WEEK OF MAY 24, 2021

**MONDAY, MAY 24**

---

---

---

**TUESDAY, MAY 25**

---

---

---

**WEDNESDAY, MAY 26**

---

---

---

**THURSDAY, MAY 27**

---

---

---

**FRIDAY, MAY 28**

---

---

---

**SATURDAY, MAY 29**

---

---

---

**SUNDAY, MAY 30**

---

---

---



# 06/JUNE 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7	8	9
13	14	15	16
20	21 Summer Session 4 begins	22	23
27	28 End of Summer Session 4 Add/Drop	29	30 Accepted Student Night, 7 pm, more info to come!

THURSDAY	FRIDAY	SATURDAY																																																																																												
3	4 TEAS, 1 pm, for more information, see page 6 Summer session 1 ends	5	<div><div>MAY 2021</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table><div>JULY 2021</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table></div>	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						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
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																																																																																													
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																																																																																								
10	11 TEAS, 1 pm, for more information, see page 6	12																																																																																												
17	18	19																																																																																												
24	25	26	<div><div>IMPORTANT CAMPUS DATES:</div><div><div>• June 4</div><div>Summer session 1 ends</div></div><div><div>• June 21</div><div>Summer session 4 begins</div></div><div><div>• June 29</div><div>End of Summer session 4</div><div>Add/Drop</div></div></div>																																																																																											







# WEEK OF MAY 31, 2021

**MONDAY, MAY 31**

---

---

---

**TUESDAY, JUNE 1**

---

---

---

**WEDNESDAY, JUNE 2**

---

---

---

**THURSDAY, JUNE 3**

---

---

---

**FRIDAY, JUNE 4**

---

---

---

**SATURDAY, JUNE 5**

---

---

---

**SUNDAY, JUNE 6**

---

---

---

# WEEK OF JUNE 7, 2021

**MONDAY, JUNE 7**

---

---

---

**TUESDAY, JUNE 8**

---

---

---

**WEDNESDAY, JUNE 9**

---

---

---

**THURSDAY, JUNE 10**

---

---

---

**FRIDAY, JUNE 11**

---

---

---

**SATURDAY, JUNE 12**

---

---

---

**SUNDAY, JUNE 13**

---

---

---

# WEEK OF JUNE 14, 2021

**MONDAY, JUNE 14**

---

---

---

**TUESDAY, JUNE 15**

---

---

---

**WEDNESDAY, JUNE 16**

---

---

---

**THURSDAY, JUNE 17**

---

---

---

**FRIDAY, JUNE 18**

---

---

---

**SATURDAY, JUNE 19**

---

---

---

**SUNDAY, JUNE 20**

---

---

---

# WEEK OF JUNE 21, 2021

**MONDAY, JUNE 21**

---

---

---

**TUESDAY, JUNE 22**

---

---

---

**WEDNESDAY, JUNE 23**

---

---

---

**THURSDAY, JUNE 24**

---

---

---

**FRIDAY, JUNE 25**

---

---

---

**SATURDAY, JUNE 26**

---

---

---

**SUNDAY, JUNE 27**

---

---

---

# WEEK OF JUNE 28, 2021

**MONDAY, JUNE 28**

---

---

---

**TUESDAY, JUNE 29**

---

---

---

**WEDNESDAY, JUNE 30**

---

---

---

**THURSDAY, JULY 1**

---

---

---

**FRIDAY, JULY 2**

---

---

---

**SATURDAY, JULY 3**

---

---

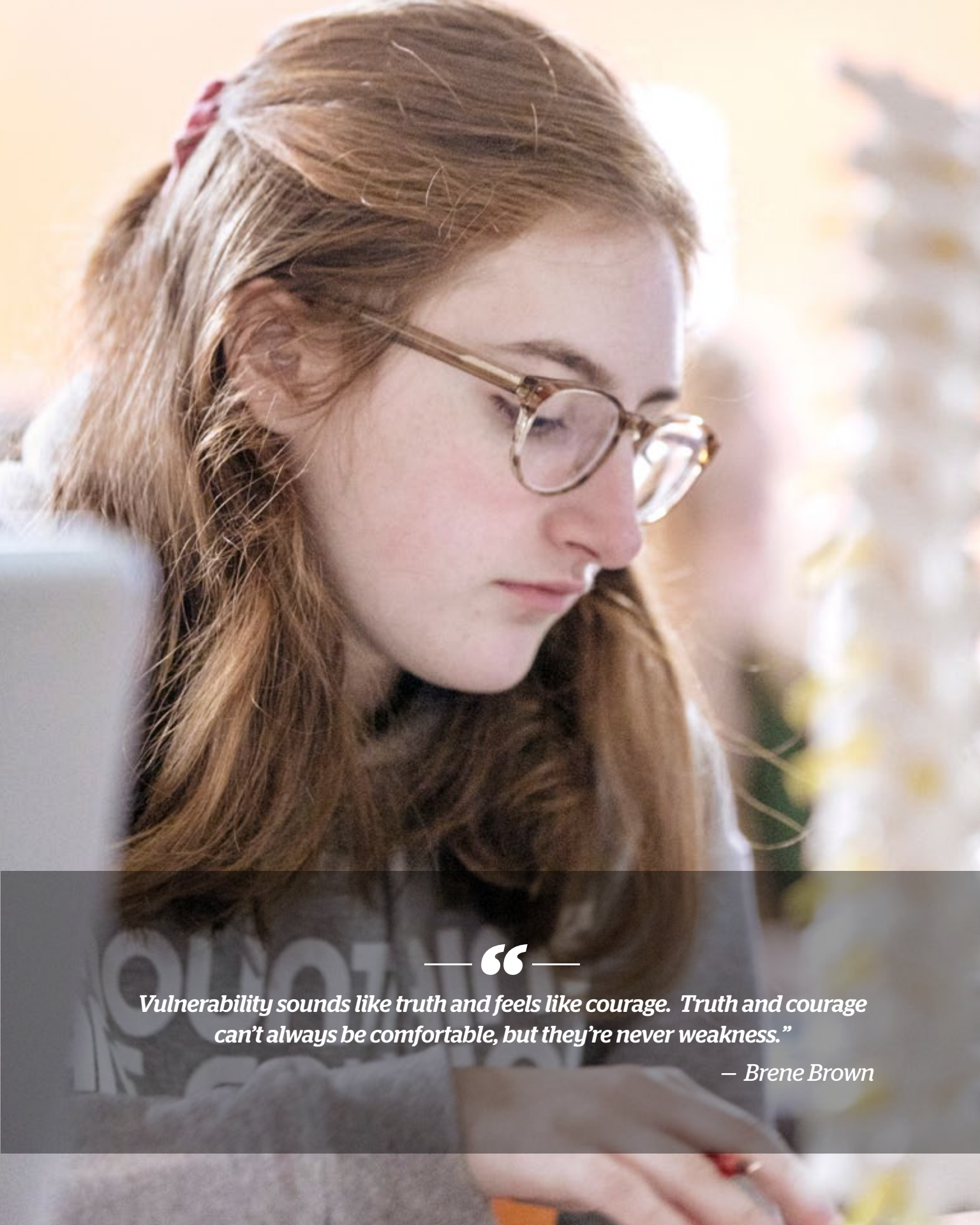
---

**SUNDAY, JULY 4**

---

---

---



— “ —

*Vulnerability sounds like truth and feels like courage. Truth and courage  
can't always be comfortable, but they're never weakness."*

— Brene Brown



# 07/JULY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5 Fourth of July observed No classes	6	7
11	12	13	14
18	19	20	21
25	26	27	28

THURSDAY	FRIDAY	SATURDAY
1	2 TEAS, 1 pm, for more information, see page 6 Summer session 2 ends	3
8	9 TEAS, 1 pm, for more information, see page 6	10
15	16	17
22	23	24
29	30	31

#### JUNE 2021

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			

#### AUGUST 2021

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				



#### IMPORTANT CAMPUS DATES:

- **July 2**  
Summer session 2 ends
- **July 5**  
Fourth of July observed (no classes)



# WEEK OF JULY 5, 2021

**MONDAY, JULY 5**

---

---

---

**TUESDAY, JULY 6**

---

---

---

**WEDNESDAY, JULY 7**

---

---

---

**THURSDAY, JULY 8**

---

---

---

**FRIDAY, JULY 9**

---

---

---

**SATURDAY, JULY 10**

---

---

---

**SUNDAY, JULY 11**

---

---

---

# WEEK OF JULY 12, 2021

**MONDAY, JULY 12**

---

---

---

**TUESDAY, JULY 13**

---

---

---

**WEDNESDAY, JULY 14**

---

---

---

**THURSDAY, JULY 15**

---

---

---

**FRIDAY, JULY 16**

---

---

---

**SATURDAY, JULY 17**

---

---

---

**SUNDAY, JULY 18**

---

---

---

# WEEK OF JULY 19, 2021

**MONDAY, JULY 19**

---

---

---

**TUESDAY, JULY 20**

---

---

---

**WEDNESDAY, JULY 21**

---

---

---

**THURSDAY, JULY 22**

---

---

---

**FRIDAY, JULY 23**

---

---

---

**SATURDAY, JULY 24**

---

---

---

**SUNDAY, JULY 25**

---

---

---

# WEEK OF JULY 26, 2021

**MONDAY, JULY 26**

---

---

---

**TUESDAY, JULY 27**

---

---

---

**WEDNESDAY, JULY 28**

---

---

---

**THURSDAY, JULY 29**

---

---

---

**FRIDAY, JULY 30**

---

---

---

**SATURDAY, JULY 31**

---

---

---

**SUNDAY, AUGUST 1**

---

---

---



# 08/AUGUST 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4
8	9	10	11
15	16	17 Accepted Student Night, 7 pm, more info to come!	18
22	23	24	25
29	30 Fall 2021 begins!	31	

THURSDAY	FRIDAY	SATURDAY																																																																																					
5	6	7	<div><div>JULY 2021</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table></div> <div><div>SEPTEMBER 2021</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></table></div>	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	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		
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																																																																																	
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																																																																																			
12	13	14 Summer sessions 3 and 4 ends																																																																																					
19 Accepted Student Night, 7 pm, more info to come!	20	21																																																																																					
26	27	28	<div>IMPORTANT CAMPUS DATES:</div> <div><div>• August 14</div>Summer sessions 3 and 4 ends</div> <div><div>• August 30</div>Fall semester begins</div>																																																																																				



**IMPORTANT CAMPUS DATES:**

- **August 14**  
Summer sessions 3 and 4 ends
- **August 30**  
Fall semester begins

# WEEK OF AUGUST 2, 2021

**MONDAY, AUGUST 2**

---

---

---

**TUESDAY, AUGUST 3**

---

---

---

**WEDNESDAY, AUGUST 4**

---

---

---

**THURSDAY, AUGUST 5**

---

---

---

**FRIDAY, AUGUST 6**

---

---

---

**SATURDAY, AUGUST 7**

---

---

---

**SUNDAY, AUGUST 8**

---

---

---

# WEEK OF AUGUST 9, 2021

**MONDAY, AUGUST 9**

---

---

---

**TUESDAY, AUGUST 10**

---

---

---

**WEDNESDAY, AUGUST 11**

---

---

---

**THURSDAY, AUGUST 12**

---

---

---

**FRIDAY, AUGUST 13**

---

---

---

**SATURDAY, AUGUST 14**

---

---

---

**SUNDAY, AUGUST 15**

---

---

---



# WEEK OF AUGUST 16, 2021

**MONDAY, AUGUST 16**

---

---

---

**TUESDAY, AUGUST 17**

---

---

---

**WEDNESDAY, AUGUST 18**

---

---

---

**THURSDAY, AUGUST 19**

---

---

---

**FRIDAY, AUGUST 20**

---

---

---

**SATURDAY, AUGUST 21**

---

---

---

**SUNDAY, AUGUST 22**

---

---

---

# WEEK OF AUGUST 23, 2021

**MONDAY, AUGUST 23**

---

---

---

**TUESDAY, AUGUST 24**

---

---

---

**WEDNESDAY, AUGUST 25**

---

---

---

**THURSDAY, AUGUST 26**

---

---

---

**FRIDAY, AUGUST 27**

---

---

---

**SATURDAY, AUGUST 28**

---

---

---

**SUNDAY, AUGUST 29**

---

---

---

# WEEK OF AUGUST 30, 2021

**MONDAY, AUGUST 30**

---

---

---

**TUESDAY, AUGUST 31**

---

---

---

**WEDNESDAY, SEPTEMBER 1**

---

---

---

**THURSDAY, SEPTEMBER 2**

---

---

---

**FRIDAY, SEPTEMBER 3**

---

---

---

**SATURDAY, SEPTEMBER 4**

---

---

---

**SUNDAY, SEPTEMBER 5**

---

---

---



— “ —

*Always do what you are afraid of doing.”*

*— Ralph Waldo Emerson*

# COLLEGE POLICIES

---

The policies noted below are referred to most often by students. They also address important topics such as attendance, academic dishonesty and sexual harassment. The full range of College policies can be found on the website under the "ABOUT" tab.

## Academic Dishonesty

Students at Kennebec Valley Community College are expected to be honest and forthright in their academic endeavors. Since assignments, papers, computer programs, tests and discussions of college course work are the core of the educational process, KVCC demands the strictest honesty of students in their various academic tasks. To ensure that the standards of honesty essential to meaningful academic accomplishment are maintained, the College has set forth this policy that relates to all academic endeavors on or off campus (i.e. classroom, clinical and work sites). The College considers the following as types of academic dishonesty:

### CHEATING

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered. Examples of cheating may include:

- Copying from another student's test paper.
- Allowing another student to copy from a test paper.
- Using the course textbook or other material such as a notebook brought to a class meeting, but not authorized for use during the test.
- Collaborating during a test with any other person by giving or receiving information without authority.
- Using specifically prepared materials during a test, (e.g., notes, formula lists, notes written on the student's clothing, etc.).

### FABRICATION

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples of fabrication include:

- Citing information not taken from the source indicated.
- Listing sources in a bibliography not used in the academic exercise..
- Inventing data or course information for research or other academic exercises..
- Submitting, as your own, any academic exercises (e.g. written work, computer work, etc.) prepared totally or in part by another.
- Taking a test for someone else or permitting someone else to take a test for you.

### PLAGIARISM

Plagiarism is the presentation of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate and specific citation of sources in endnotes or footnotes. If verbatim statements are included, they must be set off by quotation marks. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness.

### ACADEMIC DISHONESTY PROCEDURES

If an instructor can reasonably demonstrate that a student violated the policy on academic dishonesty, the faculty member shall immediately inform the student and discuss the circumstances. The department chair shall determine that:

- no further action is necessary; or
- required work will be resubmitted with appropriate changes; or
- the student will receive a failing grade in the work submitted on the assignment; or

In the case of a repeated offense, cheating on a final examination and/or plagiarism on a major project, the instructor will notify the department chair, the Academic Dean and the student of the intent to fail that student in the course for which the work was done. Documentation supporting the charge is to be available upon request by the parties concerned. The Academic Dean, having been informed of the case may decide to:

- suspend; or
- expel the student.

The Academic Dean will inform the student(s) in writing of this decision.

### **ACADEMIC DISHONESTY APPEAL PROCESS**

A student may appeal a decision of expulsion or suspension from the College. The student will have ten (10) days to appeal, in writing, a decision to suspend or expel. If the student decides to appeal the decision of the Academic Dean in cases dealing with suspension or expulsion from the College, the Academic Dean shall convene a review committee consisting of three faculty members (two from the department involved) and two students. The committee shall invite the student and the instructor to address the suspension or expulsion but shall deliberate in private. If the review committee is convened, it shall make a written report to the Academic Dean. The report may recommend a sanction. The Academic Dean shall make the final decision regarding sanction and shall inform the student immediately.

### **Academic Grievance**

When a question or difference arises between a faculty member and a student concerning a final grade, the following procedure will be followed:

1. Within one week of receiving a grade, the student must make an appointment and meet with the faculty member involved to discuss the action, bringing any relevant materials such as course outline, originals, or copies of papers, lab reports, themes, and examination grades.

2. Within one week of meeting with the faculty member, if not satisfied at Step 1, the student must write a statement describing the exact nature of the appeal to the chair of the department responsible for the course in order to appeal the action. It is the student's responsibility to bring all relevant evidence in his or her possession to the Department Chair. If some materials needed as evidence have not been returned by the faculty member during the semester or are unavailable, it is incumbent upon the student to request that the Department Chair secure such evidence prior to the meeting. The Department Chair will meet with the student within three days of receipt of written statement. If the grading faculty member is still employed by the College, the Chair's authority is limited to reviewing the evidence and advising the faculty member (within three days of meeting with the student) that a grade change may be in order. The student will be notified on the following day. If the faculty member is no longer employed, the Chair may recommend a change of grade. Such a recommendation is submitted and then reviewed by the Academic Standards Committee for final action within three days. The student will be informed that day.

3. Within one week of meeting with the Department Chair, if the student is not satisfied with the action of the Department Chair and still wishes to pursue the matter, then the student must make an appointment to discuss the action with the Academic Dean. The student and the Academic Dean will meet within three days of the student's request for an appointment. The Academic Dean will meet within three days with at least one member of the Academic Standards Committee to decide whether or not there is enough evidence to call a meeting of the Committee for the purpose of holding a hearing. The Dean then advises the student and committee members the next day as to whether or not a hearing will be held. The Committee will meet within one week of notification to the student. If such a hearing is to take place, all parties involved are notified at least one week in advance. In this notification, the student is advised as to the rules and procedures to be employed during the hearing. The student must be present and must bring all evidence pertaining to the grade to this meeting. The Committee may also request that the faculty member be present. The Committee's decision is forwarded to the Academic Dean

the following day. The Academic Dean informs the student in writing of the decision and all conditions within three days. The decision by the Committee is final.

## **Academic Probation and/or Dismissal**

Satisfactory academic progress ensures that a student is successfully completing coursework and progressing towards degree completion. KVCC will assess academic progress at the conclusion of each semester using the student's cumulative GPA. For the students who do not demonstrate satisfactory academic progress, the College will take one of the following academic actions: academic probation or academic dismissal.

### **ACADEMIC PROBATION**

Academic Probation requires students who are in academic jeopardy to show academic improvement in order to remain matriculated in their current program of study. Any student placed on probation must receive a semester GPA of at least 2.0 during the next semester or risk academic dismissal. No student will be allowed more than two consecutive probational semesters. Probationary status is removed once a student earns a cumulative grade point average of 2.0 or higher. Matriculated students are placed on academic probation if their cumulative grade point average falls into one of the following ranges:

*Cumulative grade point average of:*

- GPA of 1.50 or less for 3 to 23 attempted credit hours.
- GPA of 1.74 or less for 24 to 35 attempted credit hours
- GPA of 1.90 or less for 36 to 47 attempted credit hours; and
- GPA of 1.99 or less for 48 attempted credit hours to end of program.

Students placed on probation will receive written notification of their probationary status and any required steps that will be necessary to continue enrollment in the next semester. In addition, the student's permanent record will carry the words "Academic Probation."

## **ACADEMIC DISMISSAL**

There are two reasons for academic dismissal:

1. Matriculated students who are on academic probation who earn less than a 2.0 semester GPA will be academically dismissed.
2. Matriculated students who have failed to meet the minimum cumulative GPA after two consecutive semesters of academic probation will be academically dismissed.

Dismissed students will receive written notification of their dismissal. The student's permanent record will carry the words "Academic Dismissal."

Students may appeal the dismissal decision.

## **Add/Drop and Withdrawal of Courses**

There are specific times during a semester when a student may add, drop or withdraw from a course. These dates are published in the College's Academic Calendar, are noted in the Student Handbook and on the College's website.

### **ADDING AND DROPPING A COURSE:**

Courses may be added and/or dropped during the first six (6) business days of a semester on a space available basis.

- Students who have completed fifteen (15) credits may add classes during this period through the Student Information Portal.
- To drop a course, students must see an academic advisor..
- Students who do not officially drop or withdraw from a course(s) assume all academic consequences and the financial obligation for tuition and fees.
- Non-attendance in classes is not considered a drop or a withdrawal and jeopardizes the student's academic record and eligibility for refunds or financial aid. Students who stop attending classes will receive a grade of "AF." This grade will be figured into the grade point average (GPA).

### **WITHDRAWAL FROM A COURSE**

#### ***Through the 12th Week of a Semester***

A student may withdraw from a course only during the semester in which he/she is registered for a specific course. The withdrawal period extends from

the beginning of the second week (end of the drop period) in a semester through the twelfth week of fall and spring semesters.

- Summer sessions vary in length and these dates are not applicable. Contact the Academic Affairs Office in Carter Hall for specific information regarding the appropriate withdrawal dates for summer sessions.
- Students are encouraged to discuss a withdrawal with their Academic Advisor as it may impact their progression through an academic program.
- A grade of "W" will appear on a student's transcript and will not be used to calculate a student's grade point average (GPA).

There will be financial consequences associated with withdrawing during this time frame. Students should contact Financial Aid (if the student receives aid), and the Business Office for specific information regarding the withdrawal.

- A withdrawal from a course is counted as a course attempted but not completed and will adversely impact satisfactory progress as defined by the KVCC Financial Aid Satisfactory Academic Policy. This, in turn, can have adverse financial aid consequences. When withdrawing from a course, students receiving aid should contact the Financial Aid Office to discuss the financial consequences and the impact this withdrawal will have on satisfactory academic progress.

### **After the 12th Week of a Semester**

In extraordinary circumstances, a withdrawal from a semester may be granted after the twelfth (12th) week in a semester, and a grade of "W" will appear on the student's transcript. It will not impact the student's grade point average (GPA).

- An extraordinary circumstance may involve a serious medical condition, serious illness for student or student's family, or the death of a family member. Documentation must be provided.
- Students requesting withdrawal status after the 12th week in a semester will be referred to the Dean of Students, Enrollment Services Center. A Special Request Form is completed, the last date of attendance is recorded, written documentation is gathered, and faculty is notified. The student must make this request for special circumstance

withdrawal within 10 business days from the close of the current semester or summer session.

- The form and all accompanying documents will be forwarded to the Academic Dean for consideration.
- There will not be a refund of tuition or fees.

### **GRIEVANCE PROCEDURE**

- Should the request for withdrawal be denied, the student will be notified in writing by the Academic Dean.
- If a student receives a denial to their request to withdraw from a course(s) in a given semester, the student must, within 10 days, respond in writing to the Academic Dean.

The Academic Dean will present the Special Request Form, supporting documentation, and the letter from the student to the Academic Standards Committee for consideration. The student may be asked to attend the Academic Standards Committee meeting to clarify information. The student will be notified in writing of the decision of this Committee. The findings of this Committee are final.

### **Attendance**

Students are expected to attend all classes, lab periods, and field work sessions regularly and to arrive promptly. The faculty and Administration of KVCC believe that excessive, unexcused absenteeism or tardiness reflects directly upon the reliability of a student and can be an indicator of how the student will perform on the job after graduation. The design of programs at the College renders lost time virtually impossible to make up. For these reasons, the College has adopted the following policy:

- Each faculty member takes attendance and keeps records, and reports absences after each class meeting.
- Faculty have individual attendance policies. Check each course syllabus.
- If absent, it is the student's obligation to check with the instructor on the first day back for any work missed or to be made up.
- If a person experiences a major illness requiring an absence of several weeks, he/she may be unable to complete their course(s). It is imperative that the student (or his/her designee) notify the instructor.



- If a faculty member or a substitute is not present fifteen minutes after the scheduled beginning time, class will be cancelled. When a faculty member is not present, students should report this absence to the Academic Affairs Office, Enrollment Services Center.

## Dean's List

A Dean's List shall be prepared at the end of the Fall and Spring semesters. The list shall be comprised of the names of matriculated students registered for 9 or more credit hours whose GPA is 3.50 or higher for that semester. Students who are deficient (including Incomplete) in a course or who are auditing a course are not included on the Dean's List.

## Payment Plans

Payment plans are available for matriculated students (in a program of study).

- Textbooks and related materials are not included in the payment plan.
- The payment plan requires that 25% of all charges be paid when creating the payment plan with the Business Office.
- The remainder of the charges will be divided into 3 additional payments and are due at 30 day intervals.
- A processing fee of \$25.00 will be assessed to the charges and recorded automatically on the student's account.
- Failure to honor a payment plan may result in a referral to a Collection Company.

To make a payment plan, inquire about the status of a payment plan or to make payment, contact the Business Office at [businessoffice@kvcc.me.edu](mailto:businessoffice@kvcc.me.edu) or contact (207) 453-5077 or (207) 453-5140.

## Service Animals

Service dogs are the only animals that may be brought by a student or member of the public onto a KVCC campus. A "service animal" is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a physical or mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of such work or tasks include, but are not limited to, assisting an individual who is deaf or hard of hearing to the presence of people or sounds,

providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or a telephone, providing physical support and assistance with balance and stability to an individual with a mobility disorder, and helping a person with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors.

Service animals are permitted when the animal has been registered with the Dean of Students unless it is readily apparent from observation that the animal performs work or tasks related to its handler's disability. When it is not readily apparent what service the animal provides, the student requesting permission to have a service animal on campus must provide a letter from a credible, certified medical provider which: a) substantiates that the animal is required because of a disability and b) describes the work or task that the animal has been trained to perform. The letter must be dated and on letterhead.

Service animals must be well-behaved, clean, leashed and under control of the handler at all times. Service animals may not be left unattended while on campus. Service animals brought to campus must also be in compliance with applicable licensing laws and up to date on immunizations.

## Student Accident Insurance

Student Accident Insurance is required for all students enrolled in an academic program. An annual premium of \$16.00 is assessed to the student's account. Coverage is effective on August 15, 2020 and expires on August 15, 2021. A brochure that outlines the details and coverage is available in the Enrollment Center, in the MYKV Portal, and on the Cross Insurance Agency's webpage at [www.crossagency.com/kvcc](http://www.crossagency.com/kvcc).

Students may not waive this insurance.

## Tobacco Policy

The college/university has a 100% smoke and tobacco-free campus policy that prohibits all smoking and use of all tobacco products including cigarettes, electronic smoking devices, smokeless tobacco and pipes, except within the confines of enclosed personal vehicles.

The sale, advertisement, promotion and/or free distribution of all tobacco products, including electronic smoking devices and paraphernalia, is prohibited at all times.

The intent of this Tobacco Policy is to eliminate exposure to second-hand smoke, provide an

environment supportive of tobacco-free lifestyles, eliminate the risk of accidental fire, eliminate the health risks associated with expectoration from smokeless tobacco, and eliminate the environmental impact of cigarette litter. Violations of this policy will be handled through the established disciplinary procedures for employees and the Student Code of Conduct for students.

Kennebec Valley Community College (KVCC) joins with the American College Health Association (ACHA) in supporting the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. KVCC further recognizes that second-hand smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency. KVCC acknowledges the Centers for Disease Control and Prevention (CDC) statistics that 70% of all smokers report that they want to quit smoking completely.

#### **Definitions and Clarifications:**

- “Smoking and use of tobacco” is defined as the smoking or use of all tobacco products, including but not limited to cigarettes, cigars, pipes, spit

and smokeless tobacco, chew, snuff, snus and all nicotine delivery devices that are non-FDA approved as cessation products.

- “Vape products” is defined but not limited to nicotine and non-nicotine electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems.
- “The confines of enclosed personal vehicles” does not include open air vehicles such as motorcycles, open convertibles or the bed or back end of a pick-up truck.

### **Weapons on Campus**

To minimize the chance of violence on Kennebec Valley Community College campuses, employees, students, and guests are not permitted to bring any weapons on to College property. A weapon is defined as any item or combination of items or instrument used for offensive or defensive combat or other means of contending against another individual or individuals. This policy serves to minimize any intended or unintended harm to any person on KVCC properties.



# STUDENT CODE OF CONDUCT

---

The purpose of the Student Code of Conduct is to establish an atmosphere of mutual respect. The Code contains a set of principles and guidelines that define how students are expected to interact with one another. The Code applies to all students, clubs & organizations including events sponsored by the College yet occurring off campus.

## I. PURPOSE OF CODE

The College requires students to conduct their affairs with proper regard and mutual respect for the College and the members of its community. In seeking to encourage responsible conduct, the College will rely upon counseling and admonition. When necessary, the College will use this Code in a prompt, fair and impartial manner to: 1) ensure the orderly administration of the College's academic, athletic and social offerings; 2) secure the opportunity of all students to pursue peacefully their educational objectives; 3) protect the health, safety and welfare of the College and the members of its community; and 4) maintain and protect the real and personal property of the College and the members of its community.

This Code applies in **addition** to other College and System policies and regulations, local ordinances, and state and federal laws. Students whose conduct violates those authorities may also be subject to their sanctions and penalties. Finally, the Residence Hall Agreement between a student and the College imposes similar but additional responsibilities and obligations, and students whose conduct violates both that Agreement and this Code may be disciplined by the College under either or both.

## II. PERSONS GOVERNED BY CODE

As used in this Code, "student" means any person who a) has been notified of admission to a College; b) is taking courses or otherwise pursuing studies at or through a College; c) has a continuing relationship with a College even if not officially enrolled for a particular

term; or d) has withdrawn from a College while a disciplinary matter is pending.

This Code applies to students and to organizations that are student organizations at the time of the alleged conduct. Students and student organizations are also responsible for the conduct of their guests, and this Code may be invoked against students and student organizations whose guests violate the Code. When a student is alleged to have violated the Code at a College other than the College in which the student is enrolled, the violation will be referred for disposition to the student's campus of enrollment.

## III. CONDUCT GOVERNED BY CODE

This Code applies to conduct, wherever it occurs, that:

1) involves the real property owned, occupied or otherwise used by the College; 2) involves the personal property owned, occupied or used by the College community; 3) involves a College or College-related activity, event or function; 4) poses an imminent or substantial threat to persons or property in the College community; and/or 5) otherwise interferes with the objectives or adversely affects the interests of the College or members of its community. Examples of violations of this Code include, but are not limited to:

**A. Fraudulent conduct**, which includes, but is not limited to: 1) supplying or assisting to supply false information to College personnel; 2) violating a professional code of conduct or ethics; 3) unauthorized representation of the College or its personnel; 4) failing to identify oneself to College personnel; and/or 5) tampering with or falsifying official documents or records..

Allegations of plagiarism, cheating and other forms of academic misconduct shall first be handled pursuant the MCCS policies on academic misconduct and/or student issues arising at clinical affiliates which provide(s) for specific procedures and

sanctions. Once the procedures and sanctions of those policies have been applied, the provisions of this Code shall apply.

**B. Conduct that disregards the welfare, health or safety of the College community**, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/ or 16) any other conduct that threatens or endangers the health or safety of one's self or others.

**C. Improper use of property**, which includes but is not limited to 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies.

**D. Other conduct that interferes with the orderly business of the College**, which includes, but is not limited to 1) interference with or interruptions of classes and other college activities; 2) failure to comply with a sanction or special terms and conditions of admission, enrollment and/or participation imposed by the College; 3) interference or refusal to cooperate with an inquiry under the Code; 4) continuous violations of the Code; 5) aiding, abetting or inciting others to commit or cover-up a violation of the Code; 6) retaliation against a person for reporting an alleged violation of the Code; 7) acts of discrimination in violation of College or System policy; 8) conduct prohibited by civil or criminal law; 9) conduct that constitutes "special circumstances" as set forth in MCCS Policy

504, Section B.3.a-g; and/or 10) conduct prohibited by College or System policy.

**E. Sexual misconduct and sexual assault**, as defined in and governed by MCCS Procedure 202.2 and MCCS Procedure 501.1.

**F. Sexual harassment**, as defined in MCCS Policy 202 and governed by MCCS *Procedure 201.1/202.1* and MCCS Procedure 202.2.

**G. Dating violence, domestic violence and stalking**, as defined in and governed by MCCS Procedure 202.2 and MCCS Procedure 501.1.

Acts of sexual harassment, sexual assault, dating violence, domestic violence and stalking within the scope of Title IX's prohibitions are governed by MCCS Procedure 202.2. All other such conduct, excluding sexual harassment, is governed by MCCS Procedure 501.1. Sexual harassment outside the scope of Title IX is governed by MCCS Procedure 201.1/202.1. The College will determine the applicable procedure after review of the alleged conduct.

#### IV. SANCTIONS FOR CODE VIOLATIONS

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to: 1) an apology; 2) reprimand; 3) probation; 4) work or service requirement; 5) restitution; 6) fine; 7) prohibition from College classes, functions or facilities; 8) special terms and conditions of enrollment and/or participation; 9) forfeiture of room fee, room deposit and security deposit; 10) suspension or dismissal from a portion of the College; 11) suspension or dismissal from the whole of the College; 12) revocation of admission or a degree; 13) withholding a degree; and/or 14) any other action as the College deems appropriate. The Dean of Students may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of harm to self or others, or to property in the College community. Such suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the College President.

#### V. PROCEDURE

##### A. General

In applying the provisions of this Code, MCCS accords students alleged to have violated this Code the following opportunities. First, students have the opportunities to be advised of the charges and the nature of the evidence against them, and be heard before an impartial decision-maker. Second, students have the opportunities to have sanctions

based on substantial evidence (a standard of “more probable than not”); the decision explained in writing; and, in a Stage Two proceeding, have questions asked of opposing witnesses. Finally, students have the opportunities to be assisted by a person who may observe the proceeding and advise the student, but who may not speak on behalf of the student or otherwise participate in the proceeding. In cases where suspension or dismissal is likely or where criminal charges are pending, such an assistant may be an attorney, but such an attorney shall not be at the college’s expense.

## **B. Stage One**

The College Dean of Students (“Dean”) and/or Disciplinary Officer (“Officer”) (collectively “Investigator”) shall investigate alleged violations of this Code. Such inquiries shall include notice to the student of the: 1) complaint; 2) Code sections that may have been violated; and 3) possible sanctions that may be imposed. The student shall be given an opportunity to be interviewed.

The Investigator may consider any information that the Investigator believes may be relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. Upon concluding the inquiry, the Investigator shall notify the student in writing of the Investigator’s findings of fact, Code provision(s) violated, if any, and a sanction(s), if any. The Investigator’s decision shall take effect when so noted. Sanctions, other than interim suspension, may, in the discretion of the Dean, be stayed during any appeal. The Dean, but not an Officer, may at this stage impose a sanction of dismissal or suspension.

## **C. Stage Two**

A student who does not accept discipline imposed at Stage One may request a Stage Two proceeding. A person materially affected by the alleged Code violation (such as the victim of the alleged conduct) may request a Stage Two proceeding in order to review a Disciplinary Officer’s decision either to dismiss or impose a relatively low sanction in the case.

### **1. Request**

A request for a Stage Two proceeding must be submitted in writing to the Dean within two (2) school days following the day the student receives the Investigator’s written decision, and must state specifically the grounds for the request. A student

who fails to file a proper and timely request may be deemed to have waived the right.

## **2. Committee**

A Stage Two proceeding shall be heard by a Disciplinary Committee (“Committee”) which shall consist of at least three and not more than five members, each appointed by the College President. At least one member should be a faculty member and one member may be a student. The President shall appoint a Chair.

## **3. Hearing**

After receiving the student’s request, the Committee Chair shall notify the student, Dean and/or Officer of the time and location for the hearing. A hearing shall be held as soon as practical and shall proceed as follows: The Committee Chair shall preside; the Dean and/or Officer will present the charges, information and findings against the student; the student will respond to the case presented by the Dean and/or Officer; and the Dean and/or Officer and student may then each summarize orally their position.

All or a portion of the hearing may, at the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence or procedure.

## **4. Decision**

The Committee will convene in closed session to find facts and determine any Code violation(s). The Committee may consider any relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. The Committee is not bound by the Investigator’s findings and sanctions. The Committee may impose any appropriate sanction up to and including dismissal. Disciplinary sanctions imposed by the Committee take effect immediately unless otherwise specified. A majority of Committee members present and voting will prevail.

## **D. Stage Three**

A student may appeal to the College President only a Committee sanction of suspension or dismissal from the College. Such appeal must be submitted in writing to the President within two (2) school days

following the day when the student receives the Committee's written decision, and must state specifically the grounds for appeal. Such appeals shall be limited to the Committee's procedures and the appropriateness of the sanction. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may also grant a request by a person materially affected by the alleged Code violation to review a decision of the Disciplinary Committee to dismiss a case or to impose a relatively low sanction. In all cases, the President shall issue a written decision as soon as practical after the hearing. The President is not bound by the decisions of either the Investigator or Committee

## VI. NOTICE AND RECEIPT OF NOTICE

A College 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 College. A student will be deemed to have received such notice immediately when informed in person; within 24 hours when notified by electronic or campus mail; and 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 College while a matter is pending under this Code.

## VII. COORDINATION OF THIS CODE WITH THE MCCS POLICY ON SPECIAL CONDITIONS

When the student conduct at issue involves "special circumstances" as described in MCCS Policy 504, the College may seek guidance from the provisions of that policy.

## VIII. CERTAIN ATHLETIC DETERMINATIONS

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, a college 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 College Dean of Students.

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,

College or System 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 College honorably during competition. Each College may adopt a more specific definition of "conduct detrimental to the team" that furthers the educational purposes of athletic competition.

## IX. TRAFFIC VIOLATIONS

A student violation of a rule governing a moving, parked or standing vehicle on property owned, operated or under the control of the MCCS shall be processed under this Code only if the sanction sought by a college is suspension or expulsion from college for that violation. In all other cases, a college shall provide a process that permits a student an informal opportunity to contest the alleged violation before a person designated by the college to hear such contests.

## X. DEFINITIONS

The following terms have the following meanings when used in this Student Code of Conduct, unless the context indicates otherwise:

**"Code"** means this Student Code of Conduct; **"College"** means a college of the Maine Community College System; **"College Activity"** means an activity under the auspices of the College, including activities of students and student organizations; **"College Community"** means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; **"College Personnel"** means any instructor, administrator, employee, committee or contractor of the College or System; **"Course"** means any class of instruction, regardless of credit, offered by the College; **"President"** means a College President; **"Property"** means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community. "Property" includes written documents and computer programs, files and resources; **"School Day"** means a day that the College is open for instruction; **"Student Organization"** means an organization that acts or purports to act for a student in matters regarding the College; and **"System"** means the Maine Community College System..

---

REFERENCES: 20-A M.R.S.A. §12706(7); MCCS Policy 504

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: April 28, 2010; June 22, 2011; May 3, 2013; June 25, 2014; June 21, 2017; July 8, 2020

# DESCRIPTIONS OF FOUR MCCS POLICIES

---

The following policies and procedures may be accessed at <https://www.kvcc.me.edu/consumer-info/>.

Following are the titles and descriptions of each policy/procedure.

- Student Sexual Misconduct and Assault, Stalking and Relationship Violence (Policy 501.1)
- Sexual Harassment (202)
- Title IX Sexual Harassment Procedure (202.2)
- College Procedure for Discrimination, Harassment, Sexual harassment and Affirmative Action Complaints (Policy 201.1/202.1)

## **Student Sexual Misconduct and Assault, Stalking, and Relationship Violence (501.1)**

### **PURPOSE:**

To define and proscribe non-consensual sexual activities, stalking, dating violence and domestic violence not governed by Title IX A. Introduction This procedure governs acts by students of nonconsensual sexual conduct, dating and domestic violence and stalking that do not fall within the scope of Title IX of the Education Amendments of 1972. Such acts within the scope of Title IX are governed by MCCS Procedure 202.2. This procedure supplements the MCCS Student Code of Conduct ("Code") by defining the prohibited acts of non-consensual sexual conduct, dating and domestic violence, and stalking governed by this procedure; explaining the procedures that will apply to the handling of such alleged violations; and providing important additional information to all students. The definitions of prohibited conduct governed by this procedure reflect Maine law where applicable and may differ from the federal definitions required in Procedure 202.2.

## **Sexual Harassment (202)**

### **PURPOSE:**

To define and prevent sexual harassment. Sexual harassment, a form of sex discrimination, is a violation of state and federal law and a violation of this policy when engaged in by employees or students. For purposes of this policy, "sex" includes gender as well as sexual orientation, gender identity and gender expression. Any Maine Community College System employee or student who violates this policy or the applicable laws will be subject to disciplinary action.

## **College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints (202.1)**

### **PURPOSE:**

To establish a procedure for each College when receiving and investigating student, employee, applicant and any other complaints regarding discrimination, harassment, sexual harassment and affirmative action

This procedure does not apply to allegations that meet the Title IX definition of sexual harassment as set forth in MCCS Policy 202 section B. Such allegations are governed by MCCS Procedure 202.2. Harassment, including sexual harassment, (hereinafter collectively called "harassment") and discrimination (including retaliation, intimidation and coercion) on the basis of race, color, national origin, age, ancestry, genetic information, sex, religion, veteran status, sexual orientation, including gender identity or expression, familial status and disability (hereinafter called "discrimination") are a violation of certain federal and/or state laws, as well as certain Maine Community College System ("MCCS") and College policies. In addition, federal and/or state law require in some, and permit in other, instances the MCCS and Colleges to engage in affirmative action in its educational and



employment activities. Except as otherwise provided, this document establishes the procedure for each College in receiving and investigating complaints brought by a student, employee, applicant or any other person (hereinafter the "complainant") that allege harassment or discrimination by a College student, employee, contractor or other agent (hereinafter the "respondent"). This procedure also applies to complaints regarding the College's use of affirmative action which, for purposes of this procedure, shall be processed in the same manner as a complaint alleging discrimination.

## **TITLE IX SEXUAL HARASSMENT PROCEDURE (2011/2021)**

### **PURPOSE:**

To define and proscribe sexual harassment.

This Procedure applies solely to allegations of sexual harassment that fall within the scope of Title IX of the Education Amendments of 1972. Under Title IX,

discrimination in the form of sexual harassment is conduct, on the basis of sex, that effectively denies a person equal access to an MCCS educational program or activity. That conduct might be (a) quid pro quo; (b) unwelcome conduct that a reasonable person would deem severe, pervasive, and objectively offensive; or (c) sexual assault, dating violence, domestic violence, or stalking. The purpose of this Procedure is to define the reporting, investigation and adjudication procedures that govern MCCS' handling of sexual harassment allegations within the scope of Title IX and to provide guidance on the application of those procedures. Allegations of sexual harassment outside the scope of Title IX are governed by MCCS Procedure 201.1/202.1





# NON-DISCRIMINATION AND STUDENTS WITH DISABILITIES

---

## **Notice of Non-Discrimination**

*The Non-Discrimination policy is available on the KVCC website.*

Kennebec Valley Community College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation and/or preference, disability, age or marital, parental or veteran's status in its programs and activities. Inquiries about the College's compliance with and policies that prohibit discrimination on these bases may be directed to:

### **Title IX Coordinator Affirmative Action Officer**

Karen Normandin, Dean of Students  
Kennebec Valley Community College, 92 Western  
Avenue, Fairfield, ME 04937-1367  
Telephone: 207-453-5019  
Fax: 207-453-5010  
Email: knormandin@kvcc.me.edu  
Internet: www.kvcc.me.edu

**and/or**

### **United States Department of Education Office for Civil Rights**

33 Arch Street, Suite 900  
Boston, MA 02110  
Telephone: 617-289-0111  
TTY/TDD: 617-289-0063  
Fax: 617-289-0150  
Email: OCR.Boston@ed.gov  
Internet: 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: 207-624-6050  
TTY/TDD: 207-624-6064  
Fax: 207-624-6063  
Internet: www.state.me.us/mhrc/index.shtml

**and/ or**

### **Equal Employment Opportunity Commission**

475 Government Center, Boston, MA 02203  
Telephone: 617-565-3200 or 1-800-669-4000  
TTY: 617-565-3204 or 1-800-669-6820  
Fax: 617-565-3196  
Internet: www.eeoc.gov/

## **Notice to Students with Disabilities**

*The procedures for accessing services are available on the KVCC website.*

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, the College is committed to helping qualified students with disabilities achieve their individual educational goals. Upon receipt of documentation and a request for accommodation, the College provides to qualified students reasonable accommodations. Students with disabilities who are entitled and are requesting reasonable accommodations must contact, in accordance with College Policy & Procedures, the Coordinator of Counseling & Disability Services, (207) 453-5150, disability@kvcc.me.edu



# KVCC | KENNEBEC VALLEY COMMUNITY COLLEGE

M A I N E

**Kennebec Valley Community College**

92 Western Avenue

Fairfield, Maine 04937

Admissions: (207) 453-5822

General Information: (207) 453-5000