Dear KVCC students,

Last year, people and institutions around the globe experienced rapid, unprecedented changes in response to the COVID-19 pandemic, and the KVCC community was no exception. We shifted the majority of our course offerings to an online format. We also made sweeping changes to how and when on-campus learning was delivered to comply with government mandates concerning social distancing and safe practices. KVCC students had to learn how to use new technology for remote learning, and how to access the services and resources they needed to be successful in an all-online environment. It was certainly a challenging year for everyone – yet, through it all, KVCC students persevered, with ___ of them graduating in May, 2021.

This year, with vaccinations available and safety mandates gradually being lifted, KVCC is transitioning – with great care and continued consideration of the health and safety of everyone in our community – to more on-campus course offerings and services. Every challenge presents us with an opportunity for growth; the lessons we learned from more than a year of remote learning have prompted the college to make some positive changes to our policies and procedures that will benefit you, our students, and make our offerings more accessible and convenient for everyone.

Whether you are a new or returning student, this transitional year will likely present you with unexpected challenges. But one of the best lessons we learned last year is that we possess a strength and resilience far greater than we realized. As you embark on this step of your journey, draw strength from your own personal lessons learned over the last year, and take this opportunity to grow even more. Remember the flexibility you needed to adjust to a world in quarantine. Remember how you adapted to changes at work and at home. Remember how you overcame feelings of isolation, loneliness, anxiety, and frustration. Remember who helped and supported you. Most importantly, remember that, whatever obstacles you faced, you made it through, and here you are, starting a new year as a college student. Be proud, flex your strength, take advantage of the resources at KVCC, but most of all, look ahead with hope and optimism to a year of new experiences, personal growth, and academic success.

We are honored to be sharing your journey with you.

Landi Wright, TRiO Program Math/Science Learning Specialist

The KVCC Student Success Team:

Michelle Bardsley, TRiO Program  Jessica Rodrigue, JMG Specialist
Lisa Black, TRiO Director  Patrick Simpson, Information Technology
Kathy Blair, Financial Aid  Sarah Sirois, Math Learning Specialist
Kat Butts-Dehm, Adjunct Faculty  Teresa Smith, Advising & Enrollment
Melissa Clement, Counselor  Flora Stack, Academic Affairs
Laurel Dorr, TRiO Program  Pauline Stevens, EMBARK
Jannie Durr, Director of Student Life  Alexander Walz, TRiO
CJ McKenna, Dean of Students  Landi Wright, TRiO Program
Kevin Richards, Student Navigator
2021-22 ACADEMIC CALENDAR

FALL SEMESTER 2021

SEPTEMBER
September 6  Labor Day – No classes
September 7  Fall semester begins
September 7  Module 1 (7-week) classes begin
September 14  End of Add/Drop period
September 27  Flex Start begins

OCTOBER
October 4  End of Add/Drop period for Flex Start
October 11  Indigenous Peoples Day
October 22  Module 1 classes end
October 29  Mid-Term Grades due

NOVEMBER
November 1-19  Spring Semester registration
November 1  Module 2 (7-week) classes begin
November 5  Flex Start Mid-Term grades due
November 11  Veterans Day
November 24  Last Day to withdraw from classes
November 24  No classes after 4 p.m.
November 25-27  Thanksgiving break

DECEMBER
December 18  Module 2 classes end
December 18  Fall semester ends
December 22  Final grades due

SPRING SEMESTER 2022

JANUARY
January 1  New Year’s Day
January 10  Spring semester begins
January 10  Module 1 (7-week) classes begin
January 17  Martin Luther King Day
January 18  End of add/drop period
January 31  Flex Start begins

FEBRUARY
February 7  End of Add/Drop period for Flex Start
February 21  Presidents’ Day—no classes
February 26  Module 1 classes end

MARCH
March 4  Graduation Applications due
March 4  Mid Term grades due
March 7-12  Spring recess
March 14  Module 2 (7-week) classes begin
Module 28  Summer and Fall registration begins

APRIL
April 8  Last day to withdraw from classes
April 18  Patriot’s Day
April 30  Last day of classes
April 30  Module 2 classes end

MAY
May 5  Final Grades due
May 9  Summer 1 Session begins
May 21  Commencement
May 30  Memorial Day

JUNE
June 3  Summer 1 Session 4-week classes end
June 19  Juneteenth Day
June 20  Summer 2 Session begins

JULY
July 1  Summer 1 Session 8-week classes end
July 4  Independence Day
July 29  Summer 1 Session 12-week classes end

AUGUST
August 12  Summer 2 Session 8-week classes end
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.
The Test of Essential Academic Skills (TEAS) 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.

### COURSE PLACEMENT

Students apply for college admission from a wide range of backgrounds and educational experiences. For that reason, we utilize a multiple measures system to better serve our students through admission and course placement. Multiple Measures provides several ways for students to demonstrate readiness for college level courses in English and Math.

- SAT, ACT or AP scores
- Accuplacer scores
- College transcripts
- Letters of recommendations
- Guided Self Placement

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### TEAS Schedule for the 2021-2022 Academic Year

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### ATI-TEAS

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- SAT, ACT or AP scores
- Accuplacer scores
- College transcripts
- Letters of recommendations
- Guided Self Placement
GUIDED SELF PLACEMENT

KVCC uses the guided self placement approach to assist students when registering for math and English courses. To help inform your decision making, Guided Self Placement will provide you with the following:

- A preview of course content
- An opportunity to practice the course content
- Information about academic and support services available to you
- An opportunity for self-reflection (content knowledge and life factors)

COMPLIO

Complio also known as American Data Bank is the online system that KVCC uses for Allied Health and Nursing students to submit and track immunization, background and CPR entrance requirements for their respective programs. Students will be required to create an account and upload their own immunization documentation into the system, rather than providing the records to the college. Students will continue to have access to Complio after they have completed their program at the college.

GENERAL TESTING INFORMATION

- Pre-registration is required for the TEAS.
- 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.

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

**Senior Leadership Team**

**President**
Karen Normandin
Carter Hall
453-5129

**Dean of Finance**
Russ Begin
Carter Hall
453-5123

**Dean of Students**
CJ McKenna
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**

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<tr>
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<th>CONTACT</th>
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<tr>
<td>Admissions and Advising</td>
<td>Teresa Smith</td>
<td>Enrollment Center</td>
<td>453-5155</td>
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<td>Financial Aid</td>
<td>Jill MacLean</td>
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<td>453-5121</td>
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<td>College Store</td>
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<td>130 Lunder</td>
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<td>Disability</td>
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<td>Pauline Stevens</td>
<td>115A King Hall</td>
<td>453-5009</td>
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<td>Enrollment Student Navigator</td>
<td>Kevin Richards</td>
<td>103 Frye</td>
<td>453-5815</td>
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<td>Enrollment Services Center</td>
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<td>Jessica Rodrigue</td>
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<td>Stephen LaRochelle</td>
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<td>Sarah Sirois</td>
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<td>Chris Hansen</td>
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<td>Safety &amp; Security</td>
<td>Timothy McDonald</td>
<td>113 A King</td>
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<td>Greg Reed</td>
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<td>Jannie Durr</td>
<td>107 Averill, Alfond</td>
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<td>Veterans Affairs (Services)</td>
<td>Flora Stack</td>
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## Faculty Members

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<td>Chapman, Jim</td>
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<td>Cordwell, Stephanie</td>
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<td>Davis, Ann</td>
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<td>Industrial Electrical</td>
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<td>Day, Michael</td>
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<td>108E Whitney</td>
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<td>100 Whitney</td>
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<td>222 Carter</td>
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<td>Young, Shawn</td>
<td>Mental Health</td>
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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, Interim Assistant Dean of Enrollment
453-5155, tsmith@kvcc.me.edu
Office, 107 Frye, Fairfield Campus
Office, 107 Averill, Alfond 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  
Office, 130 Lunder, Fairfield Campus  
Office, 105 Averill, Alfond 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  
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 Rodrique, JMG Specialist  
453-5839, jrodrigue@kvcc.me.edu

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:** 453-5084, lc@kvcc.me.edu  
453-3584  
Office, 126 Lunder, Fairfield Campus  
Office, 204 Averill, Alfond 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  
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 of Face Time is also available by appointment.
Academic Support Services
Continued

**Student Navigator**

**Contact:** 453-3539  
Office, 104 Averill, Alfond 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:** 453-5084, lc@kvcc.me.edu  
Office, 126 Lunder, Fairfield Campus  
Office, 204 Averill, Alfond Campus

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

**Thinking Storm**

Students can also use Thinking Storm — free online tutoring available for many subject areas. Students can easily access this service through Brightspace at their convenience.

**TRiO Student Support Services**

**Contact:** Lisa Black, TRiO Director  
453-5013, 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.

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*“Be passionate and move forward with gusto every single hour of every single day until you reach your goal.”*  
— Ava DuVerna
KV TRIO students are more likely to graduate and have higher grades than students who don’t join TRIO!

Here’s how we do it:

• Dedicated advisors get to know each participant individually in order to provide the best possible academic and personal support until you graduate
• Network of classmates with common goal of graduation to “show you the ropes”
• Assistance “learning how to learn” at the college level
• Support navigating financial aid and commitments at home
• Help planning a bright future after KVCC (resumes, interviewing skills, or transfer to 4-year colleges)

Sounds awesome! Who can join?

93% of KVCC students are eligible to participate in TRIO! KV TRIO must be:

✓ Working on their FIRST college degree with a plan to graduate from KVCC, AND are US citizens or eligible non-citizens

...AND who meet at least one of the following criteria:

✓ are a first-generation student (neither parent has a 4-year degree), OR
✓ are a person with low income, OR
✓ are a student with a documented disability

Great! How Do I Apply?

Simply fill out our quick online application at the link below, and we will be in touch shortly with next steps!

https://tinyurl.com/kvtrio

If you are unable to complete the online application, please stop by TRIO on either campus (130 King Hall or 222 Averill), email us at trio@kvcc.me.edu, or call Michelle Bardsley, our First Year Coordinator, at 453-5017 to verify eligibility.
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.

<table>
<thead>
<tr>
<th>CAMPUS AMENITY</th>
<th>FAIRFIELD CAMPUS</th>
<th>ALFOND CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Store, 453-5135</td>
<td>King Hall</td>
<td>Contact the college store if you have questions.</td>
</tr>
<tr>
<td>Flexible hours, variety of services including textbook selling &amp; buyback, college apparel, and gifts.</td>
<td>Contact the college store if you have questions.</td>
<td></td>
</tr>
<tr>
<td>Outdoor Facilities</td>
<td>Located on the Means campus across Green Street (Alfond campus)</td>
<td>Located on the Means campus across Green Street (Alfond campus)</td>
</tr>
<tr>
<td>Students may use the outdoor basketball court and the tennis court.</td>
<td>Located on the Means campus across Green Street (Alfond campus)</td>
<td>Located on the Means campus across Green Street (Alfond campus)</td>
</tr>
<tr>
<td>Phones</td>
<td>There is a campus phone located in each building on both campuses.</td>
<td>Averill and Science Building</td>
</tr>
<tr>
<td>To call a campus number, dial the 4 digit extension. For a local call, dial 9 &amp; then the 7 digit number. Other various locations</td>
<td>There is a campus phone located in each building on both campuses.</td>
<td>Averill and Science Building</td>
</tr>
<tr>
<td>Strength &amp; Cardio</td>
<td>Alford Recreation Center</td>
<td>Alford Recreation Center</td>
</tr>
<tr>
<td>Fitness Equipment</td>
<td>Be sure to check out the racquetball courts and full size wood floor basketball court!</td>
<td>Be sure to check out the racquetball courts and full size wood floor basketball court!</td>
</tr>
<tr>
<td>Students must complete an online waiver form which can be found in the MyKV Student Information Portal under the Campus Life tab General Info page.</td>
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</tr>
<tr>
<td>Student Lounge Spaces</td>
<td>Campus Center, King Hall</td>
<td>Student Lounge, Averill, 2nd floor</td>
</tr>
<tr>
<td>Spaces to catch up, eat, relax with friends, read the newspaper or do some studying. A refrigerator, toaster, and microwave are available to use.</td>
<td>Campus Center, King Hall</td>
<td>“Chill Space,” Lower Level in Ag Science Building</td>
</tr>
<tr>
<td>Vending Machines</td>
<td>121 Averill</td>
<td>121 Averill</td>
</tr>
<tr>
<td>Veterans Lounge</td>
<td>Recreation Center, Alfond Campus</td>
<td>Recreation Center, Alfond Campus</td>
</tr>
<tr>
<td>A dedicated space is available for students.</td>
<td>Recreation Center, Alfond Campus</td>
<td>Recreation Center, Alfond Campus</td>
</tr>
<tr>
<td>KV Food Pantry</td>
<td>122 King Hall</td>
<td>119 Averill</td>
</tr>
<tr>
<td>KV Community Garden</td>
<td>Next to Lunder Learning Commons</td>
<td>Next to Lunder Learning Commons</td>
</tr>
</tbody>
</table>
Campus Communications Systems

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

Office, 215 Averill, Alfond 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

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!

Texting

The College has the ability to text students. Students are asked to provide cell phone information in order to receive important notifications regarding school cancellations, individual course cancellations, important registration information, and College emergency messages. It is important to keep cell numbers and carriers current. Students may sign up to receive text messages in the KV Portal > Technology tab.

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: Tim “Tug” McDonald, Director
Campus Safety and Security
Office, 113 King Hall, Fairfield Campus
453-5811, tmcdonald@kvcc.me.edu

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. These policies and procedures may also be found on our website under Campus Safety and Security at 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. 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 any campus phone or from your own phone. Stay on the line until the dispatcher tells you to hang up. Ask someone to call 453-5700 to activate the College’s Emergency Response Team as soon as possible.

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

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, a concern, suspicious event or person, contact Campus Safety and Security at 453-5811. Security officers are on duty at all times that the College is open.

KVCC Emergency Response Team number 453-5700

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

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**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 senior leadership 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 and in the KV App. 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 Life 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:

- 3D Printer Lab Assistant
- Alfond Student Services Assistant
- Admit in a Day Leader
- Business Office Assistant
- Enrollment Services Center Student Assistant
- Food Pantry Assistant
- IT Department Student Assistant
- Learning Commons Student Assistant
- Maintenance Helper
- Peer Tutor
- Recreation Center
- Security
- Student Life Assistant
- Student Orientation Leader
- TRiO Student Support Services Program
- Food Pantry Assistant
- Student Orientation Leader
- IT Department Student Assistant
- TRiO Student Support Services Program

**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
- Halloween Trunk or Treat
- 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

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Learning Commons

Contact: Learning Commons
453-5084, lc@kvcc.me.edu

Stephen LaRochelle, Director of Library Services
453-5162, slarochelle@kvcc.me.edu

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

- Tutoring — free 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
  - Academic Advising
  - Note taking skills
  - Study skills
- Math and science labs — professional and peer tutorial services are available for math and science classes by appointment or walk-in
- Free TEAS 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
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
  - Brightspace
  - 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 and end of each semester. In addition to textbooks, study guides, and reference materials, the College Store offers clothing, school supplies, and gift items. We also offer financial aid approved laptops as well.

- Book Buyback: Is year-round. However, to get the optimal price on your textbooks, sell them back at the end of each semester. The College Store can buyback the books to be re-used for the following term. This cost can be up to half of the purchased price, only if we have a book order for the following term.

- Rentals: Are available every semester on new or used books and only if those books do not contain course required access codes. Rentals are due back during finals week. Return them before the last day of finals to avoid being charged the entire price of the book.

- eBooks are available on most titles and are available for purchase or rent.

- Textbook Information: Textbook information is available on our website. You may access textbook titles, cost, and ISBN information by going through our website kvcc.bncollege.com.

- Online orders: Online orders can be shipped to your home for a $7.99 shipping cost or picked up in-store. Do not order books at an expedited shipping within the state of Maine. This causes delays. Online orders are not paid for until a bookstore staff member processes your order through the ordering system. Meaning, payment information is not processed until your books are pulled and finalized.
**Emergency Loans**

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

**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 KV App provides a place to connect with other students about housing options. Feel free to post that you are renting or seeking a rental property.

**KVCC Food Pantry**

Located in 122 King Hall on the Fairfield Campus and 119 Averill on the Alfond Campus, our Food Pantry provides lots of resources and all KVCC students are welcome to use the Pantry for perishable, nonperishable, hygiene, and household goods. The monthly calendar listing in this handbook shows the schedule for when the KV Food Pantry menu opens, distribution days, and Free Food Fridays! We notify students via their KV email when and how to sign up using the KV Food Pantry Menu on our website events page. Currently, the distribution location is from the Café on the Fairfield Campus.

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"Most of the important things in the world have been accomplished by people who have kept on trying when there seemed no hope at all."

— Dale Carnegie
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 for an appointment.

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

Transportation Assistance
Waterville Contact: 877-5677, website: kennebecexplorer.com
KV CAP 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 for an application.

Veterans Services and Lounge
Contact: 453-5014
Veterans are encouraged to contact Brian Holtz on the Alfond 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 Alfond Recreation Center.
“Be passionate and move forward with gusto every single hour of every single day until you reach your goal.”

— Ava DuVerna
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29</td>
<td>August 30</td>
<td>August 31</td>
<td>1</td>
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<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Labor Day</td>
<td>Fall Semester begins</td>
<td>Week of Welcome</td>
</tr>
<tr>
<td>No classes</td>
<td></td>
<td>Module 1 (7-week) classes begin</td>
<td>Get Physical Day</td>
</tr>
<tr>
<td>Week of Welcome</td>
<td></td>
<td>Week of Welcome</td>
<td>12:30pm: Yoga &amp; Guided Hike</td>
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<tr>
<td></td>
<td></td>
<td>KV App Contest starts</td>
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<td>KV Scavenger Hunt</td>
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<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>Motivation Monday</td>
<td>Motivation Monday</td>
<td>End of Add/Drop Period</td>
<td>5-7pm: KV Night @ Gifford’s Ice Cream in Skowhegan</td>
</tr>
<tr>
<td>Coffee &amp; Chocolate stations</td>
<td>Coffee &amp; Chocolate stations</td>
<td>5-7pm: KV Night @ Gifford’s Ice Cream in Waterville</td>
<td></td>
</tr>
<tr>
<td>KV Food Pantry Menu opens</td>
<td>KV Food Pantry Menu opens</td>
<td>KV Food Pantry Menu closes (5pm)</td>
<td></td>
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<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
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<tr>
<td>KV Food Pantry Menu closes (5pm)</td>
<td>KV Food Pantry Menu closes (5pm)</td>
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<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
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<tr>
<td>Flex Start begins</td>
<td>Flex Start begins</td>
<td>National Voter Registration Day</td>
<td>Blood Drive, American Red Cross, 11am-3pm: Lower Campus Center, King Hall Wellness Wednesday</td>
</tr>
</tbody>
</table>
### IMPORTANT CAMPUS DATES:
- **Sept. 7**
  - Fall Semester Begins
- **Sept. 7**
  - Module 1 (7-week) classes begin
- **Sept. 14**
  - End of Add/Drop Period
- **Sept. 27**
  - Flex Start begins

### WEEK OF WELCOME
Welcome tables will be at King Hall on the Fairfield campus and at the Science Building on the Alfond Campus to assist you with any KVCC questions you may have.

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

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tbody>
<tr>
<td>2</td>
<td>3</td>
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<tr>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>Week of Welcome</td>
<td>Week of Welcome</td>
<td>Week of Welcome</td>
</tr>
<tr>
<td>KV Spirit Day</td>
<td>10am-2pm: KV Food Pantry Distribution (Café)</td>
<td></td>
</tr>
<tr>
<td>2-4pm: KV Food Pantry Distribution (Café)</td>
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<tr>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>16</td>
<td>Constitution Day</td>
<td></td>
</tr>
<tr>
<td>2-4pm: KV Food Pantry Distribution (Café)</td>
<td>Watch the KV App for event details</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>2pm-4pm: KV Food Pantry Distribution (Café)</td>
<td>10am-2pm: KV Food Pantry Distribution (Café)</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>The Learning Commons is open!</td>
<td>Monday-Thursday 9 am-4 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday 9 am-1 pm</td>
</tr>
</tbody>
</table>
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
WEEK OF SEPTEMBER 6, 2021

MONDAY, SEPTEMBER 6

TUESDAY, SEPTEMBER 7

WEDNESDAY, SEPTEMBER 8

THURSDAY, SEPTEMBER 9

FRIDAY, SEPTEMBER 10

SATURDAY, SEPTEMBER 11

SUNDAY, SEPTEMBER 12
WEEK OF SEPTEMBER 13, 2021

MONDAY, SEPTEMBER 13

TUESDAY, SEPTEMBER 14

WEDNESDAY, SEPTEMBER 15

THURSDAY, SEPTEMBER 16

FRIDAY, SEPTEMBER 17

SATURDAY, SEPTEMBER 18

SUNDAY, SEPTEMBER 19
WEEK OF SEPTEMBER 20, 2021

MONDAY, SEPTEMBER 20

TUESDAY, SEPTEMBER 21

WEDNESDAY, SEPTEMBER 22

THURSDAY, SEPTEMBER 23

FRIDAY, SEPTEMBER 24

SATURDAY, SEPTEMBER 25

SUNDAY, SEPTEMBER 26
“It’s not that I’m so smart. It’s just that I stay with problems longer.”

— Albert Einstein
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<td>6</td>
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<tr>
<td></td>
<td>End of Add/Drop Period for Flex Start</td>
<td>National Voter Education Week</td>
<td>National Voter Education Week</td>
</tr>
<tr>
<td></td>
<td>KV Food Pantry Menu closes (5pm)</td>
<td></td>
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<tr>
<td></td>
<td>National Voter Education Week</td>
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<td></td>
<td>Indigenous Peoples Day</td>
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<td></td>
<td>No classes</td>
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<td></td>
<td>KV Food Pantry Menu opens</td>
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<td>18</td>
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<td>20</td>
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<td></td>
<td>KV Food Pantry Menu closes (5pm)</td>
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<td>24</td>
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<td></td>
<td>KV Food Pantry Menu opens</td>
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<td>31</td>
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</table>
**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 Alfond Campus, it is located on the 2nd floor in Averill.

<table>
<thead>
<tr>
<th>THURSDAY</th>
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<td>7</td>
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</tr>
</tbody>
</table>
| 2-4pm: KV Food Pantry Distribution (Café)  
National Voter Education Week | 8 | 9 |
| 8 | 10am-2pm: KV Food Pantry Distribution (Café)  
National Voter Education Week | |
| 14 | 15 | 161 |
| 21 | 22 | 23 |
| 2-4pm: KV Food Pantry Distribution (Café) | Module 1 classes end  
10am-2pm: KV Food Pantry Distribution (Café) | Vote Early Day |
| 28 | 29 | 30 |
|     | Mid-Term Grades Due | |

**IMPORTANT CAMPUS DATES:**
- **Oct. 4**  
End of Add/Drop Period for Flex Start
- **Oct. 22**  
Module 1 classes end
- **Oct. 29**  
Mid-Term Grades Due
WEEK OF OCTOBER 4, 2021

MONDAY, OCTOBER 4


TUESDAY, OCTOBER 5


WEDNESDAY, OCTOBER 6


THURSDAY, OCTOBER 7


FRIDAY, OCTOBER 8


SATURDAY, OCTOBER 9


SUNDAY, OCTOBER 10
WEEK OF OCTOBER 18, 2021

MONDAY, OCTOBER 18

TUESDAY, OCTOBER 19

WEDNESDAY, OCTOBER 20

THURSDAY, OCTOBER 21

FRIDAY, OCTOBER 22

SATURDAY, OCTOBER 23

SUNDAY, OCTOBER 24
WEEK OF OCTOBER 25, 2021

MONDAY, OCTOBER 25

TUESDAY, OCTOBER 26

WEDNESDAY, OCTOBER 27

THURSDAY, OCTOBER 28

FRIDAY, OCTOBER 29

SATURDAY, OCTOBER 30

SUNDAY, OCTOBER 31
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Spring Semester Registration Nov. 1-19</td>
<td>DON’T FORGET TO VOTE!</td>
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<tr>
<td></td>
<td></td>
<td>Module 2 (7-week) classes begin</td>
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<td></td>
<td>KV Food Pantry Menu closes (5pm)</td>
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<td>Election Hero Day</td>
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<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Daylight Saving Time ends</td>
<td>KV Food Pantry Menu opens</td>
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<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
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<td></td>
<td>KV Food Pantry Menu closes (5pm)</td>
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<td>24</td>
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<td></td>
<td>Thanksgiving recess No classes after 4 pm Flex Start Mid-Term Grades Due</td>
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<td>28</td>
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</tr>
<tr>
<td></td>
<td>KV Food Pantry Menu opens</td>
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</tbody>
</table>
IT’S TIME TO REGISTER FOR SPRING 2022 CLASSES! Pull up your Printable Advising Worksheet in the KV Portal. Contact your academic advisor and set up a time to select your classes.

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>5</td>
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</tr>
<tr>
<td>2-4pm: KV Food Pantry Distribution (Café)</td>
<td>TEAS, 1pm, for more information, see page 6</td>
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<tr>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td>Flex Start Mid-Term Grades Due</td>
<td></td>
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<tr>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>No classes</td>
<td>TEAS, 1pm, for more information, see page 6</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>2-4pm: KV Food Pantry Distribution (Café)</td>
<td>10am-2pm: KV Food Pantry Distribution (Café)</td>
<td>KVCC Thanksgiving Celebration, Let’s be thankful together! Watch the KV App for details</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>Thanksgiving recess, Nov. 25-27</td>
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</table>

**OCTOBER 2021**

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<thead>
<tr>
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**DECEMBER 2021**

<table>
<thead>
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</tbody>
</table>

**IMPORTANT CAMPUS DATES:**

- Nov. 1-19
  Spring Semester Registration
- Nov. 1
  Module 2 (7-week) classes begin
- Nov. 5
  Flex Start Mid-Term Grades Due
- Nov. 24
  Last Day to withdraw from classes
- Nov. 25-27
  Thanksgiving Break
WEEK OF NOVEMBER 8, 2021

MONDAY, NOVEMBER 8

TUESDAY, NOVEMBER 9

WEDNESDAY, NOVEMBER 10

THURSDAY, NOVEMBER 11

FRIDAY, NOVEMBER 12

SATURDAY, NOVEMBER 13

SUNDAY, NOVEMBER 14
WEEK OF NOVEMBER 15, 2021

MONDAY, NOVEMBER 15

TUESDAY, NOVEMBER 16

WEDNESDAY, NOVEMBER 17

THURSDAY, NOVEMBER 18

FRIDAY, NOVEMBER 19

SATURDAY, NOVEMBER 20

SUNDAY, NOVEMBER 21
WEEK OF NOVEMBER 22, 2021

MONDAY, NOVEMBER 22


TUESDAY, NOVEMBER 23


WEDNESDAY, NOVEMBER 24


THURSDAY, NOVEMBER 25


FRIDAY, NOVEMBER 26


SATURDAY, NOVEMBER 27


SUNDAY, NOVEMBER 28


<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tr>
<td></td>
<td><strong>KV Food Pantry Menu closes (5pm)</strong></td>
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<td>12</td>
<td>13</td>
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<tr>
<td></td>
<td><strong>KV Food Pantry Menu opens</strong></td>
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<td>19</td>
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<td>21</td>
<td>22</td>
</tr>
<tr>
<td><strong>Winter recess Dec. 19-Jan. 9</strong></td>
<td><strong>KV Food Pantry Menu closes (5pm)</strong></td>
<td></td>
<td><strong>Final grades due</strong> 2-4pm: KV Food Pantry Distribution (Café)</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>
### THURSDAY  

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>2-4pm: KV Food Pantry Distribution (Café)</td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>
| 23   | Final grades due  
10am-2pm: KV Food Pantry Distribution (Café) |
| 30   | 1-4pm: Admit in a Day |

### FRIDAY  

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>TEAS, 1pm, for more information, see page 6</td>
</tr>
</tbody>
</table>
| 10   | TEAS, 1pm, for more information, see page 6  
10am-2pm: KV Food Pantry Distribution (Café) |
| 17   | Module 2 classes end  
Fall semester ends |
| 24   |       |
| 31   |       |

### SATURDAY  

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
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<td>4</td>
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</tbody>
</table>

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**IMPORTANT CAMPUS DATES:**

- **Dec. 18**  
  Module 2 classes end  
  Fall semester ends  
  Winter recess Dec. 19- Jan. 9
- **Dec. 22**  
  Final grades due  
- **Dec. 30**  
  Admit in a day
WEEK OF NOVEMBER 29, 2021

MONDAY, NOVEMBER 29

TUESDAY, NOVEMBER 30

WEDNESDAY, DECEMBER 1

THURSDAY, DECEMBER 2

FRIDAY, DECEMBER 3

SATURDAY, DECEMBER 4

SUNDAY, DECEMBER 5
WEEK OF DECEMBER 13, 2021

MONDAY, DECEMBER 13

TUESDAY, DECEMBER 14

WEDNESDAY, DECEMBER 15

THURSDAY, DECEMBER 16

FRIDAY, DECEMBER 17

SATURDAY, DECEMBER 18

SUNDAY, DECEMBER 19
WEEK OF DECEMBER 20, 2021

MONDAY, DECEMBER 20

TUESDAY, DECEMBER 21

WEDNESDAY, DECEMBER 22

THURSDAY, DECEMBER 23

FRIDAY, DECEMBER 24

SATURDAY, DECEMBER 25

SUNDAY, DECEMBER 26
WEEK OF DECEMBER 27, 2021

MONDAY, DECEMBER 27

TUESDAY, DECEMBER 28

WEDNESDAY, DECEMBER 29

THURSDAY, DECEMBER 30

FRIDAY, DECEMBER 31

SATURDAY, JANUARY 1

SUNDAY, JANUARY 2
The people who are crazy enough to think they can change the world are the ones who do.”

— Steve Jobs
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tbody>
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<tr>
<td></td>
<td>Spring semester begins Module 1 (7-week) classes begin</td>
<td>Week of Welcome</td>
<td>Week of Welcome</td>
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<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
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<td></td>
<td>Martin Luther King Jr. Day</td>
<td>End of Add/Drop period</td>
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<td></td>
<td>Flex Start begins</td>
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</tbody>
</table>
**IMPORTANT CAMPUS DATES:**

- **Jan. 10**  
  Spring semester begins  
  Module 1 (7-week) classes begin

- **Jan. 18**  
  End of Add/Drop Period

- **Jan. 31**  
  Flex Start begins

---

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

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

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>1 New Year’s Day</td>
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</tbody>
</table>
WEEK OF JANUARY 3, 2022

MONDAY, JANUARY 3

TUESDAY, JANUARY 4

WEDNESDAY, JANUARY 5

THURSDAY, JANUARY 6

FRIDAY, JANUARY 7

SATURDAY, JANUARY 8

SUNDAY, JANUARY 9
WEEK OF JANUARY 10, 2022

MONDAY, JANUARY 10

TUESDAY, JANUARY 11

WEDNESDAY, JANUARY 12

THURSDAY, JANUARY 13

FRIDAY, JANUARY 14

SATURDAY, JANUARY 15

SUNDAY, JANUARY 16
WEEK OF JANUARY 17, 2022

MONDAY, JANUARY 17

TUESDAY, JANUARY 18

WEDNESDAY, JANUARY 19

THURSDAY, JANUARY 20

FRIDAY, JANUARY 21

SATURDAY, JANUARY 22

SUNDAY, JANUARY 23
WEEK OF JANUARY 24, 2022

MONDAY, JANUARY 24

TUESDAY, JANUARY 25

WEDNESDAY, JANUARY 26

THURSDAY, JANUARY 27

FRIDAY, JANUARY 28

SATURDAY, JANUARY 29

SUNDAY, JANUARY 30
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
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<td>End of Add/Drop Period for Flex Start</td>
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<td>Pass the Kindness Week</td>
<td>Pass the Kindness Week</td>
<td>Pass the Kindness Week</td>
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<td></td>
<td>President’s Day</td>
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<td>No classes</td>
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**PASS THE KINDNESS:** We hope you will join us in the KVCC tradition of Pass the Kindness Week in February. Lend a hand. Offer some help. Make someone’s day brighter. Do what you can!

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<th>THURSDAY</th>
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<td>TEAS, 1pm, for more information, see page 6</td>
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<td>Pass the Kindness Week</td>
<td>Pass the Kindness Week</td>
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<td>Module 1 classes end</td>
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**JANUARY 2022**

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**MARCH 2022**

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**IMPORTANT CAMPUS DATES:**

- **Feb. 7**
  End of Add/Drop Period for Flex Start
- **Feb. 21**
  Presidents’ Day, no classes
- **Feb. 26**
  Module 1 classes end
WEEK OF JANUARY 31, 2022

MONDAY, JANUARY 31

TUESDAY, FEBRUARY 1

WEDNESDAY, FEBRUARY 2

THURSDAY, FEBRUARY 3

FRIDAY, FEBRUARY 4

SATURDAY, FEBRUARY 5

SUNDAY, FEBRUARY 6
WEEK OF FEBRUARY 14, 2022

MONDAY, FEBRUARY 14

TUESDAY, FEBRUARY 15

WEDNESDAY, FEBRUARY 16

THURSDAY, FEBRUARY 17

FRIDAY, FEBRUARY 18

SATURDAY, FEBRUARY 19

SUNDAY, FEBRUARY 20
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<tr>
<td></td>
<td><strong>Spring recess, Mar. 7-12</strong></td>
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<tr>
<td><strong>Daylight Saving Time starts</strong></td>
<td><strong>Module 2 (7-week) classes begin</strong></td>
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<td></td>
<td><strong>5pm: Student of the Year Celebration Dinner</strong></td>
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<td></td>
<td><strong>Summer and Fall Registration begins</strong></td>
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</table>
IT’S TIME TO REGISTER FOR FALL 2022 CLASSES! Pull up your Printable Advising Worksheet in the KV Portal. Contact your academic advisor and set up a time to select your classes.

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<th>THURSDAY</th>
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<td>TEAS, 1pm, for more information, see page 6</td>
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<td>Graduation Applications due</td>
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<td>Mid Term Grades due</td>
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Email your advisor – registration is coming soon!

IMPORTANT CAMPUS DATES:
• Mar. 4
  Graduation Applications due
  Mid Term Grades due
• Mar 7-12
  Spring recess, no classes
• Mar 14
  Module 2 (7-week) classes begin
• Mar 28
  Spring recess (no classes)
WEEK OF MARCH 7, 2022

MONDAY, MARCH 7

TUESDAY, MARCH 8

WEDNESDAY, MARCH 9

THURSDAY, MARCH 10

FRIDAY, MARCH 11

SATURDAY, MARCH 12

SUNDAY, MARCH 13
WEEK OF MARCH 14, 2022

MONDAY, MARCH 14

TUESDAY, MARCH 15

WEDNESDAY, MARCH 16

THURSDAY, MARCH 17

FRIDAY, MARCH 18

SATURDAY, MARCH 19

SUNDAY, MARCH 20
WEEK OF MARCH 21, 2022

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<th>MONDAY, MARCH 21</th>
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<th>TUESDAY, MARCH 22</th>
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<th>WEDNESDAY, MARCH 23</th>
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<th>SATURDAY, MARCH 26</th>
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WEEK OF MARCH 28, 2022

MONDAY, MARCH 28

TUESDAY, MARCH 29

WEDNESDAY, MARCH 30

THURSDAY, MARCH 31

FRIDAY, APRIL 1

SATURDAY, APRIL 2

SUNDAY, APRIL 3
I am always doing what I cannot do yet. In order to learn how to do it.”

— Vincent Van Gogh
Did you know about summer Pell? Contact Financial Aid at 453-5130

<table>
<thead>
<tr>
<th>SUNDAY</th>
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<tr>
<td>18 Patriot’s Day No classes</td>
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</table>

Patriot’s Day
No classes
**GET ‘ER DONE BY MAY 1**
Complete your FAFSA (Free application for Federal Student Aid) for next year (2022-2023 Academic Year) before May 1st and you may be eligible for State Grant Scholarships.

<table>
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<tr>
<th>THURSDAY</th>
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<td>TEAS, 1pm, for more information, see page 6</td>
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<td></td>
<td>TEAS, 1pm, for more information, see page 6</td>
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<tr>
<td></td>
<td>Last day to withdraw from classes</td>
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<td></td>
<td>6pm: PTK Induction Ceremony, Alfond Campus, Moody Chapel</td>
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<tr>
<td>1-4pm: Admit in a Day</td>
<td>7pm: PSI Beta Induction Ceremony</td>
<td>Last day of classes</td>
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<tr>
<td>5pm: Student Leadership Dinner, Campus Center, Fairfield</td>
<td>Module 2 classes end</td>
<td></td>
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</table>
WEEK OF APRIL 4, 2022

MONDAY, APRIL 4

TUESDAY, APRIL 5

WEDNESDAY, APRIL 6

THURSDAY, APRIL 7

FRIDAY, APRIL 8

SATURDAY, APRIL 9

SUNDAY, APRIL 10
WEEK OF APRIL 11, 2022

MONDAY, APRIL 11

TUESDAY, APRIL 12

WEDNESDAY, APRIL 13

THURSDAY, APRIL 14

FRIDAY, APRIL 15

SATURDAY, APRIL 16

SUNDAY, APRIL 17
WEEK OF APRIL 18, 2022

MONDAY, APRIL 18

TUESDAY, APRIL 19

WEDNESDAY, APRIL 20

THURSDAY, APRIL 21

FRIDAY, APRIL 22

SATURDAY, APRIL 23

SUNDAY, APRIL 24
WEEK OF APRIL 25, 2022

MONDAY, APRIL 25

TUESDAY, APRIL 26

WEDNESDAY, APRIL 27

THURSDAY, APRIL 28

FRIDAY, APRIL 29

SATURDAY, APRIL 30

SUNDAY, MAY 1
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<tr>
<td></td>
<td>Summer 1 Session begins</td>
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<td>6pm: TRIO Celebration, Fairfield Campus</td>
<td>6pm: Nursing Pinning, Alfond Campus, Moody Chapel</td>
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<tr>
<td></td>
<td>Memorial Day</td>
<td>No classes</td>
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TAKE PART IN THE FUN! Sign up to have a garden plot in the KVCC Community Garden. It's located on the Fairfield Campus just north of Lunder.

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<tr>
<td>Final Grades due</td>
<td>TEAS, 1pm, for more information, see page 6</td>
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<td>TEAS, 1pm, for more information, see page 6</td>
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<tr>
<td>5:30pm: Evening of Excellence</td>
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<td>10am: Commencement, Augusta Civic Center</td>
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IMPORTANT CAMPUS DATES:
- May 5
  Final grades due
- May 9
  Summer 1 Session begins
- May 21
  Commencement
- May 30
  Memorial Day, no classes
WEEK OF MAY 2, 2022

MONDAY, MAY 2

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TUESDAY, MAY 3

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WEDNESDAY, MAY 4

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THURSDAY, MAY 5

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FRIDAY, MAY 6

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SATURDAY, MAY 7

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SUNDAY, MAY 8

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WEEK OF MAY 16, 2022

MONDAY, MAY 16

TUESDAY, MAY 17

WEDNESDAY, MAY 18

THURSDAY, MAY 19

FRIDAY, MAY 20

SATURDAY, MAY 21

SUNDAY, MAY 22
WEEK OF MAY 23, 2022

MONDAY, MAY 23

TUESDAY, MAY 24

WEDNESDAY, MAY 25

THURSDAY, MAY 26

FRIDAY, MAY 27

SATURDAY, MAY 28

SUNDAY, MAY 29
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<td></td>
<td>Summer 2 Session begins</td>
<td></td>
<td>7pm: Accepted Student Night (Students will receive an invitation for the one specific to their program)</td>
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### IMPORTANT CAMPUS DATES:

- **June 3**
  Summer 1 Session 4-week classes end
- **June 20**
  Summer 2 Session begins

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<td>TEAS, 1pm, for more information, see page 6</td>
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<td></td>
<td>Summer 1 Session 4-week classes end</td>
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<td>TEAS, 1pm, for more information, see page 6</td>
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<tr>
<td>7pm: Accepted Student Night (Students will receive an invitation for the one specific to their program)</td>
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WEEK OF MAY 30, 2022

MONDAY, MAY 30


TUESDAY, MAY 31


WEDNESDAY, JUNE 1


THURSDAY, JUNE 2


FRIDAY, JUNE 3


SATURDAY, JUNE 4


SUNDAY, JUNE 5


WEEK OF JUNE 13, 2022

MONDAY, JUNE 13


TUESDAY, JUNE 14


WEDNESDAY, JUNE 15


THURSDAY, JUNE 16


FRIDAY, JUNE 17


SATURDAY, JUNE 18


SUNDAY, JUNE 19
WEEK OF JUNE 20, 2022

MONDAY, JUNE 20

TUESDAY, JUNE 21

WEDNESDAY, JUNE 22

THURSDAY, JUNE 23

FRIDAY, JUNE 24

SATURDAY, JUNE 25

SUNDAY, JUNE 26
WEEK OF JUNE 27, 2022

MONDAY, JUNE 27


TUESDAY, JUNE 28


WEDNESDAY, JUNE 29


THURSDAY, JUNE 30


FRIDAY, JULY 1


SATURDAY, JULY 2


SUNDAY, JULY 3


“I have learned you are never too small to make a difference.”
— Greta Thunberg
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<tr>
<td></td>
<td>Independence Day</td>
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<td></td>
<td>No classes</td>
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THURSDAY | FRIDAY | SATURDAY
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| 1 | TEAS, 1pm, for more information, see page 6 | 2 |  
|  | Summer 2 Session begins |  3  |  |  
|  7  |  |  8  | TEAS, 1pm, for more information, see page 6 |  9  |  |  
| 14  |  | 15  |  | 16  |  |  
| 21  |  | 22  |  | 23  |  |  
| 28  |  | 29  | Summer 1 Session 12-week classes end | 30  |  |  

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**IMPORTANT CAMPUS DATES:**
- July 1
  Summer 1 Session
  8-week classes end
- July 4
  Independence Day, no classes
- July 29
  Summer 1 Session 12-week classes end
WEEK OF JULY 4, 2022

MONDAY, JULY 4

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TUESDAY, JULY 5

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WEDNESDAY, JULY 6

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THURSDAY, JULY 7

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FRIDAY, JULY 8

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SATURDAY, JULY 9

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SUNDAY, JULY 10

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WEEK OF JULY 11, 2022

MONDAY, JULY 11

TUESDAY, JULY 12

WEDNESDAY, JULY 13

THURSDAY, JULY 14

FRIDAY, JULY 15

SATURDAY, JULY 16

SUNDAY, JULY 17
WEEK OF JULY 18, 2022

MONDAY, JULY 18

TUESDAY, JULY 19

WEDNESDAY, JULY 20

THURSDAY, JULY 21

FRIDAY, JULY 22

SATURDAY, JULY 23

SUNDAY, JULY 24
WEEK OF JULY 25, 2022

MONDAY, JULY 25

TUESDAY, JULY 26

WEDNESDAY, JULY 27

THURSDAY, JULY 28

FRIDAY, JULY 29

SATURDAY, JULY 30

SUNDAY, JULY 31
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Accepted Student Night (Students will receive an invitation for the one specific to their program)
### IMPORTANT CAMPUS DATES:
- **August 12**
  Summer 2 Session 8-week classes end
WEEK OF AUGUST 1, 2022

MONDAY, AUGUST 1

TUESDAY, AUGUST 2

WEDNESDAY, AUGUST 3

THURSDAY, AUGUST 4

FRIDAY, AUGUST 5

SATURDAY, AUGUST 6

SUNDAY, AUGUST 7
WEEK OF AUGUST 8, 2022

MONDAY, AUGUST 8

TUESDAY, AUGUST 9

WEDNESDAY, AUGUST 10

THURSDAY, AUGUST 11

FRIDAY, AUGUST 12

SATURDAY, AUGUST 13

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WEEK OF AUGUST 22, 2022

MONDAY, AUGUST 22

TUESDAY, AUGUST 23

WEDNESDAY, AUGUST 24

THURSDAY, AUGUST 25

FRIDAY, AUGUST 26

SATURDAY, AUGUST 27

SUNDAY, AUGUST 28
WEEK OF AUGUST 29, 2022

MONDAY, AUGUST 29

TUESDAY, AUGUST 30

WEDNESDAY, AUGUST 31

THURSDAY, SEPTEMBER 1

FRIDAY, SEPTEMBER 2

SATURDAY, SEPTEMBER 3

SUNDAY, SEPTEMBER 4
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.

Adding/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 or contact (207) 453-5077 or (207) 453-5140.

Service Animals

A “service animal” means any dog, and in certain circumstances, miniature horses, individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals are not service animals for purposes of this definition. The work or task that the animal performs must be directly related to the individual’s disability. Examples of such work include but are not limited to, assisting a sight impaired individual with navigation and other tasks; alerting individuals who are hearing impaired to the presence of people or sounds; providing nonviolent protection or rescue work; pulling a wheelchair; retrieving dropped items; assisting an individual during a seizure; providing physical support and support with balance and stability to an individual with a mobility disability; and assisting an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of the animal’s presence and/or the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

An “Assistance animal” means an animal that has been determined necessary to mitigate the effects of a physical or mental disability by a physician, psychologist, physician’s assistant, nurse practitioner or licensed social worker. Unlike a service animal, an assistance animal does not assist a person with a disability with the activities of daily living or accompany the person at all times.

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 atcrossagency.com/kvcc.

Students may not waive this insurance.

Student Names at KVCC

Legal Name versus Campus Name:

A Legal Name is the name that identifies a student for legal, administrative, and other official purposes, and appears on official government and employment documents such as your passport, driver’s license, birth certificate, and U.S. Social Security Card.

(1) Students must indicate their legal name on the admissions form when they apply to the College

(2) Changes to a student’s Legal Name require presentation of documentation to the Registrar, who maintains all student records.

A Campus Name is a first name that a student chooses to use at KVCC other than their legal name.

(1) Students at KVCC can choose a Campus Name when they apply to attend KVCC.

(2) Students may also request a change to their Campus Name through the Student Portal after their initial application

Please note: all name changes are subject to approval by the Office of the Registrar. Also, the specific
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 on KVCC property, including buildings, parking lots and within privately or publicly owned vehicles on KVCC property, by any staff, students, visitors, contractors, etc. 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.

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
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, M CCS 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,

"Imagining something may be the first step in making it happen, but it takes the real time and real efforts of real people to learn things, make things, turn thoughts into deeds or visions into inventions.”

— Mister Rogers
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 (201.1/202.1)**

**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
CJ McKenna, Dean of Students
Kennebec Valley Community College, 92 Western Avenue, Fairfield, ME 04937-1367
Telephone: 207-453-5019
Fax: 207-453-5010
Email: cmckenna@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