

1983

Commuter Student Survival Handbook

University of Maine at Farmington

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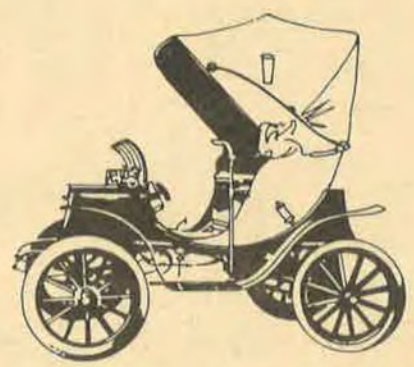
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Handbooks

COMMUTER STUDENT SURVIVAL HANDBOOK

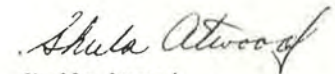
UNIVERSITY
OF MAINE
AT FARMINGTON



The COMMUTER STUDENT SURVIVAL HANDBOOK is intended for the 700 students at the University of Maine at Farmington who live off campus. This group is widely diverse and ranges from students renting for the first time to students who represent our "older" population and have families of their own. It is not meant as the final word on UMF events and services but contains information on a broader scale - in other words, in these pages lies what UMF offers besides an education - and what the Farmington community can offer. It certainly doesn't have all the answers for you but we hope it will help you avoid some of the pitfalls other commuter students have encountered.

For their help, we have many people to thank - the Commuter Council, members of "The Snack Bar Groupies", any commuter we have been able to stop on the fly and ask, "What information would have helped you when you first came to UMF?" Other information must be credited to the UMF staff and other University of Maine publications.

For further information use your UMF catalog, go to your advisor, UMF office staff, faculty, and administration, and listen to words of wisdom from other commuters.



Sheila Atwood
Student Life Office

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UMF - PAST AND PRESENT

The University of Maine at Farmington is the oldest public institution of higher education in the State of Maine. It has a long tradition of providing educational programs to meet the needs of a wide variety of students from Maine and elsewhere, professionally and non-professionally oriented, dorm resident or commuter of any age.

The institution began in 1864 as a state normal school with the primary purpose of training teachers for the Maine school systems. Since then, UMF has progressed to become a vital part of a complex university system. The mission of the University includes providing many programs in teacher education and liberal arts, business and science, and fostering a real commitment to public service. In addition, UMF is fortunate to have a fine computer science component which offers students a chance to learn the "language" of the business world.

The UMF faculty presently consists of approximately 100 full-time professors. As a group, the faculty holds advanced degrees from more than seventy institutions of higher learning. More than one half have earned doctoral degrees. UMF faculty provide encouragement and added direction whenever a student seeks special assistance. Many of our older UMF students consider faculty not only as teachers but also as peers because of mutual life experiences. Also, many of our faculty are active in community life.

With an enrollment of approximately 1600 full-time day students and a part-time enrollment of over 400, the University of Maine at Farmington is large enough to support breadth and diversity in its programs, yet small enough to offer many "comfortably-sized" classes and a chance to get to know professors and classmates. One third of the UMF student population is made up of older students who have the benefits of many and varied life experiences which are interesting and often an added plus to the classroom atmosphere. This mixture is enjoyed by both traditional and nontraditional students and enhances the learning experience. Approximately one-half of the UMF student population lives off campus and repre-

F.S.T.C.



sents the UMF COMMUTER STUDENT POPULATION.

The University of Maine at Farmington today can offer you classes with expert instruction in a rural New England environment, low costs, a friendly campus, cultural entertainment suited to your tastes, and COMPANIONSHIP. You need never feel like an outsider at UMF.

ACADEMIC CALANDAR FOR 1983-1984

Fall Semester 1983:

Tuesday, September 6
Wednesday, September 7
Monday, October 10 - Columbus Day
Friday, November 11 - Veterans Day
Tuesday, November 22
Wednesday, November 23 through
Sunday, November 27
Monday, November 28
Friday, December 16
Sunday, December 18
Monday, December 19 through
Thursday, December 22

Registration
Classes Begin
Holiday
Classes will be held
Last day of classes before Thanksgiving

Thanksgiving Recess
Classes Resume
Last Day of Classes
Graduation (if applicable)

Final Examination Period

Spring Semester 1984:

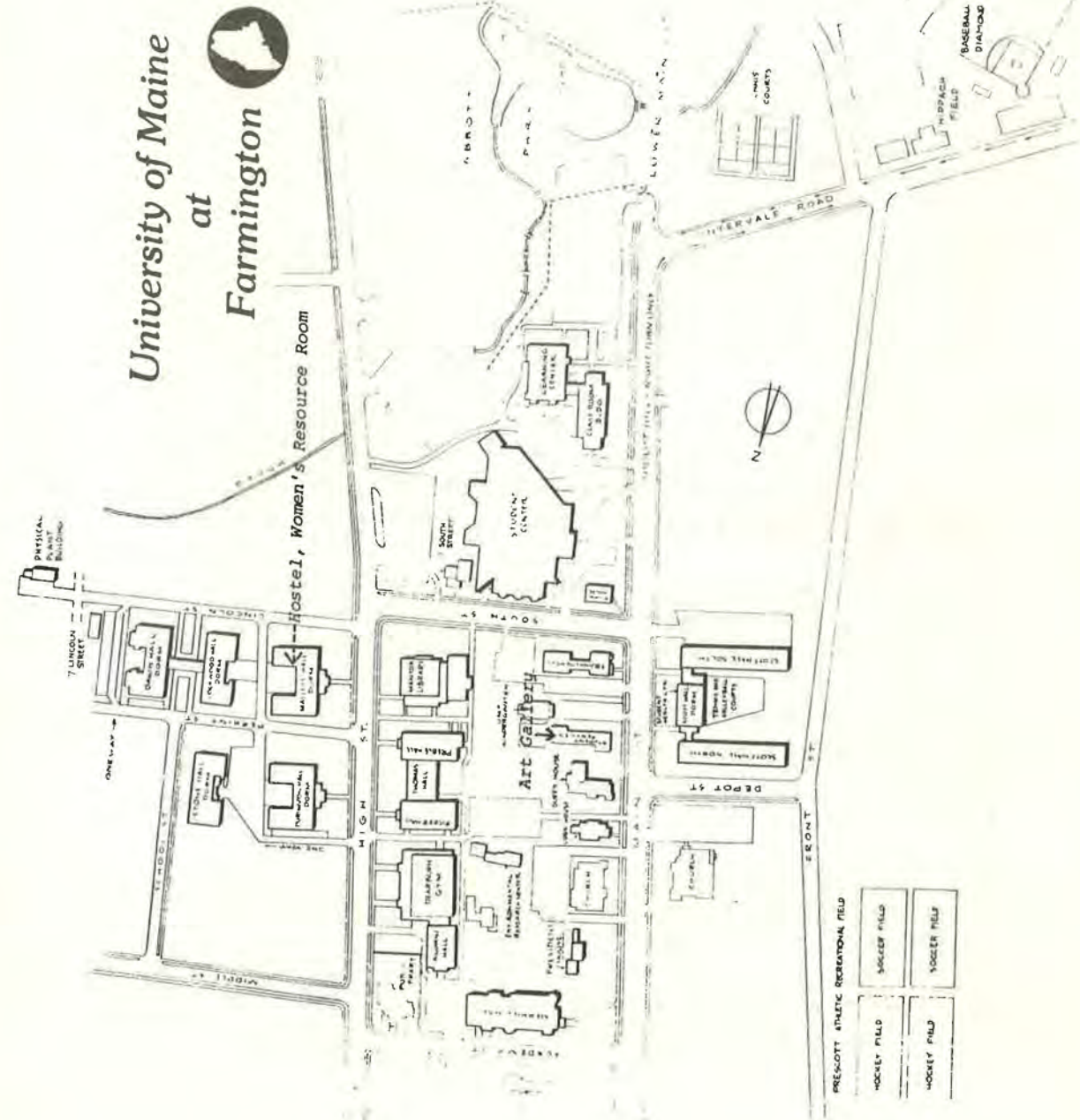
Monday, January 23
Tuesday, January 24
Friday, February 17
Saturday, February 19 through
Sunday, February 26
Monday, February 27
Friday, April 13
Saturday, April 14 through
Sunday, April 22
Monday, April 23
Friday, May 11
Monday, May 14 through
Friday, May 18
Saturday, May 19

Registration
Classes Begin
Last Day of Classes before Vacation Week

First Spring Vacation
Classes Resume
Last Day of Classes before Vacation Week

Second Spring Vacation
Classes Resume
Last Day of Classes

Final Examination Period
Graduation



And now for a little humor (or humaneness) from UMF commuter students:

IF I HAD ONLY KNOWN:

- that there are more politics at UMF than in Washington, D.C.
- that it's easier to pass an exam if I study.
- that it's O.K. if I use the UMF Personal Counseling Service - and that I'm not any crazier than everyone else.
- that I could actually study (and absorb the information) although there are twenty students shouting, the TV is on, and I've been interrupted at least ten times.
- that I'm not a personal failure if I use a tutor.
- that the average classroom temperature varies from 45 to 50 degrees in the winter and 80 to 100 degrees in the summer (unless I dress accordingly then it gets colder or warmer - whichever I don't want it to do).
- that CLEP, SCAT, GPA, NSDL are not strange swear words (or at least not most of the time).
- that professors are human.
- that I'd have to spend 40 hours a week in the library (or lab, art studio, etc.)
- that the effect of finals week is only temporary and I will recover.
- that if I decided to drop a course I had to tell someone other than my husband, wife, or roommate.
- that I would get through my first test without throwing up, passing out, or forgetting everything - including my name.
- that I'd actually find the Health Center (or gym, counseling, etc.)
- that I'm not the only older student/commuter/single parent at UMF.
- that I could learn so much.
- that I could survive aerobic dance.
- that I'd actually get so I considered a computer a friendly aid - or at least most of the time.
- that I'm not alone.
- that it's O.K. if I change my major/career plans.
- that it's O.K. to drop a course and cut back if it's just too much to handle.
- that I'd have to circle the UMF campus ten times in the winter before I found a parking space.
- that I'd actually find out who runs this place.
- that I'd survive - and enjoy it all.

ACADEMIC INFORMATION

Attending Classes:

You should, and we hope you will, attend all your classes. That's one of the first steps in learning. Also, many of the professors lower one's grades if a significant number of classes are missed. Classwork is important for in-class lectures and discussions. You learn not only from the professor but also from questions and comments from your classmates. Take notes - they really help when it comes to exam time.

COMMUTER TIP: If you're unsure whether your notetaking system is sufficient, ask the professor - he/she can help you get on the right track or assure you that you're doing it right.

If you show up for class and your instructor doesn't, you're permitted to leave without penalty after ten minutes - unless of course he/she has sent word that he or she will be a little late.

COMMUTER TIP: Top priority is attending your first class of the semester. At that time most professors discuss their class syllabus - that's what you'll be doing for the course and includes what he/she expects of you. That will include class attendance policy, discussion topics, explanation of the grading system for that class, and required readings and papers.

Missing Classes:

UMF states that all students are expected to attend classes but each instructor establishes his/her own attendance policy. If necessary, the Provost will issue administrative excuses for classes missed when students are officially representing the University. For other reasons, talk to your professor. You will find most of them are understanding if the reasons for absenteeism are legitimate. If you find you need the notes from the missed class - go to another classmate. It makes good sense to get to know some of your classmates. Classroom friendships can give you someone to talk to about the class, a person to exchange and compare notes



with, someone to study with, and quite often a new friend.

COMMUTER TIP: Never miss a class if its avoidable - because there will be days when it will be unavoidable.

Schedule Change Policies:

No change in your academic schedule is considered official until the Registrar (in Merrill Hall) has accepted the schedule change card. That means you must take the card (available in Merrill Hall) to the Registrar's Office in person. You can add, drop, withdraw from (a single course - to withdraw completely you go to the Counseling Center), audit, and repeat courses. Refer to the school calendar on page 2 for the time periods during which each must be done.

COMMUTER TIP: You may find out you've "bitten off" more than you can handle with classes, paperwork, travel, jobs, and family. Review your "load" vs. your available time before the drop-period is over. Don't wait until it's too late!

ADVISING:

One of the items to put on your agenda is to acquire an academic advisor (if you have not already done so). Your advisor's job is to assist you in developing a meaningful educational program. (Translate "meaningful" to getting you signed up for courses you need to graduate, courses you need to fulfill your major, and courses as electives that may be of interest to you.) If you have declared a major, your advisor should be a member of that department. If you haven't, you can go to the Department Chairperson.

COMMUTER TIP: The secretary in each department is a good person to start with as they are available during business hours and can direct you to the proper faculty member. Following is a list of departments, secretaries, locations, and intercampus phone numbers.

Department	Name	Location	Ext. #
Arts, Sciences & Humanities:			
Languages & Literature	Teresa Sargent	Learning Center, 2nd. floor	294/305
Psychology	Margo Lister	Library, 2nd. floor	353
Sciences	Nancy Doucette	Preble, 1st. floor	410
	Julia Walker	Preble, 1st. floor	411
Math	Elizabeth Gosselin	Learning Center, 1st. floor	280/305
	Teresa Sargent	Learning Center, 2nd. floor	294/305

Arts, Sciences & Humanities cont.

Social Sciences & Business	Elizabeth Gosselin	Learning Center, 1st. floor	280/305
Visual & Performing Arts	Beverly Collins	Learning Center, 2nd. floor	477
Liberal Arts:			
Biology	Julia Walker	Preble Hall, 1st. floor	411
English	Teresa Sargent	Learning Center, 2nd. floor	294/305
Geography	Elizabeth Gosselin	Learning Center, 1st. floor	280/305
History	Elizabeth Gosselin	Learning Center, 1st. floor	280/305
Math	Elizabeth Gosselin	Learning Center, 1st. floor	280/305
	Teresa Sargent	Learning Center, 2nd. floor	294/305
Psychology	Margo Lister	Library, 2nd. floor	353
Education & Human Services Depts.:			
Elementary, Secondary & Early Childhood	Dot Chouinard	Franklin Hall, 2nd. floor	380
	Dina Kiernan	Franklin Hall, 2nd. floor	386
Home Ed/Dietetics		Ricker	444
Health Education	Darlene Brown	Duffy House, 1st. floor	496
Physical Ed./ Recreation		Gym, 1st. floor	440
	Beverly Stoddard		
Special Education	Viki Hellgren	Merrill Hall, 1st. floor	228

YOUR RESPONSIBILITIES WITH YOUR ADVISOR:

1. Schedule advising appointments during preregistration, after mid-term grades are issued, and at other than "normal" advising times.
2. Keep scheduled appointments.
3. Come to appointments prepared with information relevant to items to be discussed.
4. Know what courses you need to take in order to graduate. Check the UMF Catalog, advisor's handbook (on reserve at the library) and each semester's schedule of classes.

COMMUTER TIP: Changes in core and major requirements have been know to occur.

Review these requirements on a semester basis with your advisor.

5. Use the Academic Program Personal Record in the Handbook Appendix to keep your own record of requirements and course work completed. Bring this record with you to each advising appointment.
6. Provide information about interests, goals, educational and career plans, areas

in which assistance is needed.

7. See that necessary signatures are obtained for the various forms and deliver these forms to the proper offices. Your advisor is not your errand person,
COMMUTER TIP: Take a photocopy of all important papers before giving them to the proper department - keeping your own file could potentially eliminate the hassle of lost papers (it has been known to happen!).
8. Meet all deadlines.

WHO ELSE CAN HELP:

Advisors cannot be "all things to all people", but they can help you identify the functions of the many resource offices at UMF and refer you to appropriate personnel.

These offices include:

Program of Basic Studies (PBS): academic tutoring, counseling and developmental coursework.

Counseling Center: personal, educational and career counseling; testing service; educational/career resource library; staffed by professional counselors.

Financial Aid: information on all forms of financial assistance available to students, including grants, scholarships, loans, and student employment.

Health Services: staffed by a full-time physician and two registered nurses; provide consultation, first aid, temporary emergency care for students, immunization clinics.

Career Planning and Placement: employment information (including summer); job search; employer interviews; resume and placement file service; job options; job changes.

Registrar: student records, V.A. certification, registration, transcripts of credits.

Student Life: student activities, clubs and organizations, residence life.

Summer Session and Continuing Education: summer school courses and workshops, days and evenings, credit and non-credit.

STUDENT APPEAL PROCESS:

The purpose of the student appeal process is to provide students an opportunity for appeal of a faculty member, failure to abide by published course requirements or rules of the college relating to academic policy as published in the UMF Catalog. After checking the rules if you feel a faculty member is in the wrong, you can do something about it.

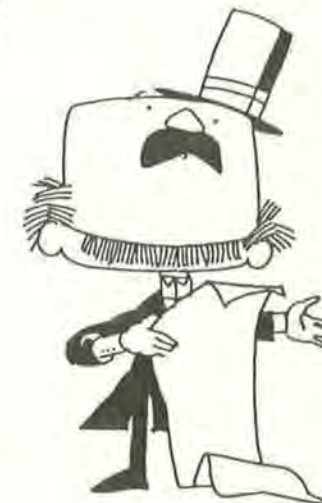
PROCEDURE: A student with a complaint against a faculty member for alleged failure to follow published course requirements or published academic policy may file a written complaint with the faculty member. A copy of this written complaint shall be submitted to the department chairperson or center director. If he or she does not receive written notification of a resolution of the issue within five academic days, the next step is a hearing at which you, the professor, and the department chairperson will attend. A written record will be resolved at this hearing. The student or faculty member, if dissatisfied with the resolution, can appeal to the Faculty Senate. The appeal must be in writing and must contain all previous written material concerning this matter. The Faculty Senate's decision regarding this matter shall be binding for all parties involved in the dispute.

It is to be understood that the Faculty Senate can make judgments only in disputes which involve the published policies regarding a particular course or the rules of the college relating to the academic policy as published in the Student Handbook and the University Catalog.

It is the intent of these procedures to guarantee fairness rather than to interfere with the prerogative of the faculty to grade the substance of a student's course work. A grade can be changed only by the faculty member who assigned the grade.

HAVING TROUBLE WITH A CLASS?

- Sometimes, no matter how hard you try, you still have trouble with a class. If you are, don't just sit there and take it. Go to:
- a classmate. Talk about what's giving you the trouble. Compare notes, study together.
 - the professor. Sometimes saying "I'm lost and need some help" will get you just the help you need.
 - your advisor. Don't just coast along until before you realize it, its too late and you flunk the course.
 - get a tutor. They do help - whether you meet once a week or just want help with an upcoming test. They are available through the PBS office. (Merrill Hall)
 - Counseling Center. Along with offering educational counseling, they also have some good films on taking notes, study skills, etc.



- check out the Sample Exam File at Mantor Library, At the desk they have on file some of the past tests given by UMF professors.
- find someone who has taken the course before - or has had the same professor before.
- Above all, don't just sit there and "flounder" until it's too late. Help is available - but you have to look for it.

STUDY AREAS, TIMES AND TIPS:

How much: Everyone varies on this. The standard rule of thumb is that for every hour of class you should plan two hours of study. (Example: A 3 credit hour course = 3 hours of class and 6 hours of homework per week.) Plan for the two hours and then adjust your schedule accordingly depending on your own inner capabilities, etc.

Here's a few tips on how to study:

- Set aside study time at school and at home; library and lab work must be done on campus; reports can be done at home.
- Start assignments when you get them.
- Find the best way to study for you: some people need total quiet, some memorize best by reading aloud, some study best with a friend...
- Learn about the library systems before your first library research project.
- Get an overview of the assignment or course by reading the syllabus or the textbook contents. Read the summary, then first and last paragraphs.
- Edit your notes as soon as possible after the class.
- Review continuously to avoid cramming for exams.
- Taking exams: If your head is "stuffed" with formulas, dates, and rules, write them down on scrap paper as soon as you are handed a copy of the test. Skim the test first. Begin with the questions you are sure you can answer. Con't be distracted by other students leaving - they may have given up altogether while you're still in there fighting.
- If you need help, get individual tutoring through PBS (top floor, Merrill Hall).



COMMUTER TIP: If you tape your lectures or use foreign language tapes, how about putting a portable tape recorder in your car; then you can listen to your tapes while riding between home and school.

Get into the habit of keeping some study materials on hand at all times, even if it's only a novel or some chemistry formulas written out on index cards. Small snatches of time may be perfect for studying grammar and vocabulary, or for solving routine math problems.

WHERE TO STUDY:

The ideal study area is a quiet, well-ventilated corner you can call your own. In reality you may find yourself snatching odd minutes to study wherever you are at that time.

COMMUTER TIP: For class papers, have a good dictionary and English handbook available - and use them. You'll also find that some professors want term papers typed. If you don't have a typewriter, line up a typist to help you. (Check announcements on the bulletin boards for typing services. Better yet, exchange services - one does the typing, in return the other helps by editing a paper, tutoring, etc.)

TAKING A BREAK: Give yourself a break every now and then - even if it's no more than mowing the lawn or doing the dishes. Also, sometimes one subject can serve as a break from another - poetry can be a respite from physics. The rule of thumb is to take a ten minute break every two hours.

WHERE TO STUDY ON THE UMF CAMPUS:

- Commuter Study area
- Commuter Lounge
- a corner of the Snack Bar
- the library (many people prefer the Children's Literature Section)
- outside in nice weather
- any empty classroom or meeting room not in use
- top floor in Merrill Hall (there's a large hallway and little traffic)

TRANSPORTATION

Parking Your Vehicle on Campus:

As a commuter student, you must be aware of the UMF student Vehicle rules and regulations.

What you must do: Register your vehicle at the UMF Campus Police Office

Location: 7 South Street, (white house next to Student Center)

Hours Open: Hours posted (they vary at different times during the school year)

Telephone: 778-6565 or 778-3501, Ext. 325

What you'll need: driver's license and vehicle registration

When you have registered your vehicle you will receive a parking decal (to be displayed on your right rear bumper), a Rules & Regulations booklet, and the right to park your vehicle on campus in specified lots when school is in session. See the map on the following page for a listing of commuter student parking areas.

COMMUTER TIP: Read the manual - then put it in your glove compartment for future reference.

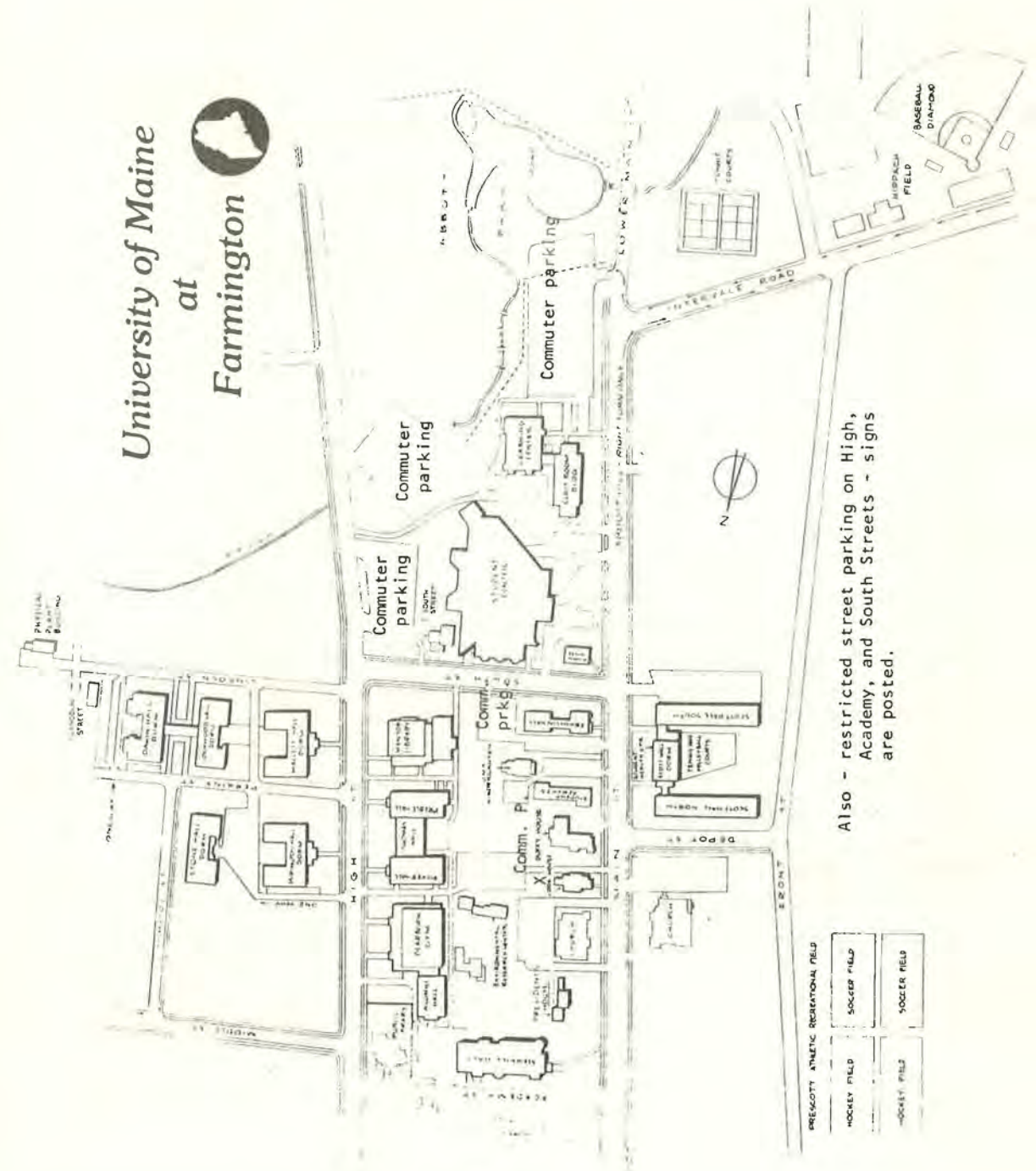
What will happen if you break the rules: You may get a ticket and possibly lose your parking privileges at UMF. The tickets can be paid at the Campus Police Office or mailed through intercampus mail.

COMMUTER TIP: There is a discount on tickets if paid within ten days of issue. Following is the costs for illegal parking tickets:

- \$1.00 for first ticket if paid within 10 days.
- \$2.00 for second ticket if paid within 10 days.
- \$5.00 per ticket, after 10 days.



University of Maine at Farmington



Most commuter students will probably agree that one of the biggest disadvantages and expenses of living off campus is the coming and going. It consumes time, money, and energy, and can be an awful nuisance. Following are a few tips that may make it a little easier:

CARING FOR YOUR CAR:

To be more efficient in your driving habits and car maintenance and to help ease the cost of transportation:

- Eliminate unnecessary trips. Call first to assure that what you need or who you wish to see will be available.
- Observe the 55-mph speed limit. Cars get better gas mileage and you don't get a speeding ticket!
- Accelerate smoothly and moderately; drive at a steady pace.
- Don't let the engine idle for more than a minute.
- Check tire pressures.
- Warm engine correctly.
- Tune your car as needed. Keep engine filters clean. To save money, learn how to change the oil - or find someone to do it for you in exchange for another service you can offer (like typing a paper, etc.).

IN THE WINTER:

- Winterize your car by checking and/or adding the following: ignition, battery, lights, snow tires, cooling system, fuel system, exhaust system, antifreeze, proper grade of oil, heater, brakes, wipers, defroster, chains.
- Keep your gas tank as full as possible. This will lessen the amount of condensation in the tank and will eliminate the possibility of your running out of gas on one of Maine's beautiful but isolated secondary roads.
- Carry a winter storm kit including a blanket, matches, tissues, first aid supplies, tools, flashlight with extra batteries, sand, chains, shovel, scraper, battery booster cables, warm clothing, and some nonperishable food (dried fruit or granola bars are a good choice).

COMMUTER TIP: Add to this list things you might need if you decide to use the UMF hostel instead of traveling in bad weather: sleeping bag, towel, overnight bag, etc.

CARPOOLING

If you want to share a ride or find a ride, look in the following places:

- The ride boards outside the Area Activities Coordinators office, upper level of the Student Center. (One is for someone looking for a rider; the other is for people looking for rides.) The "ride" forms are available in the Area Activities Coordinator's office.
- Check all the bulletin boards in the Student Center. Start first with the Commuter Bulletin Board outside the Snack Bar, lower level.
- Post your own notices on all the bulletin boards.
- Ask all your friends, classmates, etc.
- Put an ad in Mainstream.
- Write an announcement for WUMF (UMF's radio station), and give it to the dee-jay.
- Call WKTJ, the local radio station. Several times a week they read announcements for sale items, swap services, etc. Write your own announcement; listen for other announcements when they broadcast.
- Put an ad in the Franklin Journal, the Farmington newspaper.

HAVING CAR PROBLEMS?

- If you need a "boost", booster cables are available in the Game Room, Student Center, and the Campus Police Office, 7 South Street.
- If you're stuck in a snowbank or on an ice patch, sand is available in barrels in the parking lots and also at the Physical Plant Office (see campus map).
- If you still have a car problem, call a local garage.

COMMUTER TIP: For a few dollars, you can add towing coverage to your automobile insurance. It's worth it if your car frequently has trouble starting.

LOCAL GARAGES:

- French's Service Center - Wilton Road, Farmington (778-3757)
- Bob Healy, 42 Broadway, Farmington (778-6367)
- C.N. Brown Mobil, Main Street, Farmington (778-6046)

See additional listings in the Handbook Appendix - telephone directory.

BIKING:

If you are planning to use a bicycle for transportation:

1. Protect your bicycle:

- Register and engrave your bike with your student identification number. Forms are available at the UMF Campus Police Office. They also have an engraving tool.
- For yourself, maintain a record of description, serial number, and registration number.
- Lock your bike with a heavy chain through both wheels. There is a bike rack outside the Student Center, upper level.
- If your bike is stolen, notify the Campus Police immediately. Their telephone number is 778-6565, or Ext. 325.



2. Rules of the Road:

- A copy of laws that bicycles and bicyclists are subject to is available at the Campus Police Office.

SHELTER NEEDS:

UMF HOSTEL:

If you're stranded on the UMF campus and need overnight accommodations, there is a hostel available for commuter use.

Location: lower level (basement), Mallett Hall, UMF campus

Maximum length of stay: two consecutive nights

Cost: \$2.50 per night plus a \$5.00 key deposit refundable upon return of key.

What's available: sleeping rooms, one for women and one for men; a common visiting/living room, bathrooms, shower. Bring your own linens (sleeping bag, towel, etc.)

Where to get further information or rental: Student Life Information Booth open 10:00a.m. to 10:00p.m.

APARTMENTS:

Where to look for apartments in the Farmington area:



1. Check the bulletin boards in the UMF Student Center. Start with the rental board in the Area Coordinators' Office, upper level of the Student Center next to the radio station.
2. Check the community bulletin board areas at stores in Farmington. (Mickey's Variety, Don's AG, etc.)
3. Walk or drive through some of the streets close to the UMF Campus. Often you'll see 'For Rent' signs for apartments.
4. Pick up a copy of the local paper, the Franklin Journal (printed on Tuesdays and Fridays).
5. Call the local real estate companies - for listings, see the Yellow Pages in the Rumford Area phone book (includes Farmington).
6. Many store buildings in the center of Farmington have apartments on the upper floors. Check with the stores. (i.e. Newberry's Western Auto, Fiddleheads, etc.)

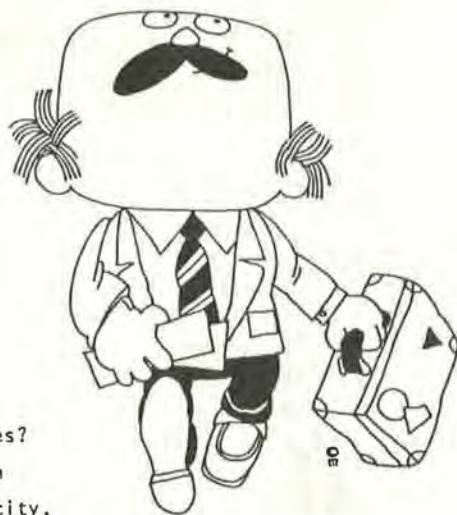
When to look:

Since many apartment leases end along with the end of the school semesters, look for apartments in June, July, and in November and December if you'd like several apartments to choose from.

BEFORE YOU SIGN THE LEASE

In many cases when you rent an apartment you will be required to sign a lease. This is a legal contract designed to protect you and the landlord/lady. Before you sign, know the answers to the following:

- Is the neighborhood suitable? (Although most areas in Farmington are O.K., there may be some that aren't quite as desirable.)
- If you're planning to walk to UMF, is it close enough?
- Who is the owner? Who is the manager? (Who do you pay the rent to and who do you contact for repairs, etc.)
- Is there a yard? Can you use it?
- Is there mail delivery?
- Who removes the garbage and snow?
- How much is the rent? When is it due? To whom? When are the starting and terminating dates?
- Are utilities included in the rent? If so, which ones? If not, what utilities (gas, oil, electricity, etc.) are necessary and approximately how much will they cost per month?
- Is there a water or sewer bill? If so, who pays them?
- Are laundry facilities available?
- Is the size appropriate?
- Are alterations such as decorations hung on the walls permissible?
- If furnished, are the furnishings comfortable and adequate?
- If you have a pet, are pets allowed?
- Can you have overnight guests? (More applicable if you are renting a room.)
- Are children allowed? Are there any restrictions on how many?
- Are there any noise restrictions?
- Will notice be given as to who may inspect the premises and when?
- Is there good ventilation? Are windows and shades in good working order?



- Is the plumbing in good repair? Are the bathroom and kitchen safe and sanitary?
- Are there enough electrical outlets in each room and are there enough lights?
- Is the apartment secured with good locks? If not, who buys them and pays for installation?
- Are there any signs of bugs or rodents?
- Is there enough closet and storage space?
- Is a security deposit required? How much? How will disposition of the deposit be handled at the end of occupancy?
- Who pays for changes over and above normal wear and tear?
- Who takes care of the lawn maintenance?
- Is there adequate hot water?
- Are there any restrictions pertaining to the use of appliances?
- Is subletting permitted? How long a notice is required before vacating the apartment?
- Where is the thermostat?

Also:

- Beware of lease clauses which place limits on the number of tenants who can live in your apartment. If there is a limitation, can you live with the restriction?
- Read your lease carefully before you sign.
- Do not rely on oral promises; if something is important to you, get it in writing.
- If you can, talk with a previous tenant about the building and the landlord. Be sure that all the utilities and appliances are in proper working order.
- For further information, get a copy of 'The Rights of Tenants in Maine' from Pine Tree Legal Assistance or the Student Life Information Booth.

IF YOU ARE REQUIRED TO GIVE A DAMAGE OR SECURITY DEPOSIT:

The security or damage deposit is insurance money for the landlord or landlady to guard against the tenant damaging the premises or leaving the premises without notifying the landlord or landlady. Before you move in, fill out the "Checklist for Apartment Conditions" located in the Appendix of this handbook. Both the tenant and landlord/lady should sign and date the form. Each should retain a copy. Use it again when you move out. This will be your assurance that you won't get charged for damage you may not have done.

COMMUTER TIP: The average security deposit in Farmington seems to be anywhere from \$100 per person up to one month's rent.

UTILITIES

After renting your apartment, the next step is to get service for utilities. Following is a list of some you may need.

Telephone: New England Telephone Tel.: 1-782-9911
152 Lisbon Street (no charge for call)
Lewiston, Me. 04240

COMMUTER TIP: Order a 'calling card' at no cost from the telephone company. It can reduce your costs if you make long-distance calls from a phone other than your own. Telephone bills can be paid at Howard's Rexall in Farmington - withing walking distance from UMF.

Electricity: Central Maine Power Co. Tel.: 778-3531
36 Broadway
Farmington, Me. 04938

Bottled gas: Moore B.D. Gas Service Tel.: 778-4755
105 High Street
Farmington, Me. 04938

Lewiston Bottled Gas Tel.: 778-2770
Front Street
Farmington, Me. 04938

Oil: Berry Hill Agway Tel.: 778-6751
Lower Main, Farmington

Butler F.L. Fuel Oil Tel.: 778-4911
Front St., Farmington

Farmington Oil Co. Tel.: 778-3331
76 Main St., Farmington

Hannaford Oil Co. Tel.: 778-4581
23 Front St., Farmington

These are just some of those listed in the telephone directory. Refer to it for complete listings.

FURNITURE

If the rooms in your apartment still echo after you've moved all of your belongings in, you may be in the market for some furniture. While new furniture is nice, used furniture may be better suited to your budget. Listed below are suggestions on where to look:

Used Furniture: The Bargain Shop Tel.: 645-2034
Curve St., Wilton

Tall Timber Tel.: 645-4392
Route 2, Wilton

Clyde Allen's Auction Barn Tel.: 778-2201
Industry Rd., New Sharon

The Resource Depot Tel.: 778-3501, Ext. 242
UMF Campus (They may not have furniture but usually have upholstery material, etc.)

ALSO: The Phone Mart/WKTJ (listings of items for sale, etc.)
1380 on AM dial
3 times daily; weekdays: 8:50 a.m. (778-3400)
11:50 a.m.
4:50 p.m.

Classified ads in the local paper, the Franklin Journal

Check the local flea market and yard sales - often listed in the Franklin Journal and notices on local community bulletin boards.



HOW TO BUDGET:

Probably the most difficult part of this handbook to write is how one can budget expenses effectively. So, rather than telling you how much to spend (which varies from one person to another), I'll just cover the areas of cost to you (and most commuters) and then some do's and don't for managing money.

EXPENSES:

- Tuition (If you're getting financial aid keep in mind that the financial aid package is for the year, not per semester.)
- Books: I've heard the average cost of books for each course is around \$20, but judging from personal experience I'd plan to spend closer to \$30 per course.

COMMUTER TIP: The list of textbooks for each course (and the prices) is usually posted in the foyer outside the Book Store, lower level, Student Center.

- Activity Fee: This automatically appears on your bill each semester. It is \$25 per semester for any student carrying 12 or more credit hours, and adjusted accordingly if you carry less. (This lets you into most campus social events free.)
- Optional Health Insurance and Health Center fee: Both of these are optional, but worth the expense. The Health Insurance is \$37.50 for the year; the Health Center fee is \$15 per semester. See the Appendix for a list of Health Center services.
- Materials Fee: Some classes require lab fees, purchase of special materials, or rental of equipment. The costs can vary but are usually quite reasonable.
- There are also fees for orientation, matriculation, etc.
- Rent or Mortgage (Also for some, additional charges for utilities).
- Food: This should include enough money for you to get 3 'square' meals a day. Too often students neglect their health only to find out they catch cold and sickness that travels from student to student.
- School Supplies: don't forget the cost of pens, pencils, notebooks, Paper, etc.
- Gasoline and other car expenses.



- Incidentals: an occasional snack for energy, a cup of coffee in the Snack Bar, personal grooming supplies, etc.
- Child care (for some)

See the Spending Plan Form for your use in planning a budget in the Appendix of this handbook.

SAVING MONEY CREATIVELY

How can you save money? That's the biggest question for many students. Following are a few tips:

- Can you buy used textbooks? Some are available at the UMF Book Store; also one of our student organizations sponsors a used book sale at the start of each semester. Look for signs in the Student Center.



- How about carpooling to save on travel expenses?
- Brownbagging several times a week can save you a few dollars.
- Scrap paper for notes, etc. is available for a very small fee at the Resource Depot in Franklin Hall.
- Instead of buying paperback books for pleasure, check the literature section in Mantor Library or the Farmington Public Library. (Located on High Street behind Merrill Hall.)
- Your Student Activity fee lets you in to most campus events free - a lot less expensive than going to the local movie theatre once a week.
- Instead of eating at a restaurant, try the UMF cafeteria - reasonable prices - and seconds! (See the food section for further information.)
- When grocery shopping, use discount coupons. Better yet, watch for the weeks when they give double coupon values.
- One person's "trash" is another person's "treasure" - look for items at yard sales, flea markets, used furniture and clothing stores, country auctions, etc.
- "Swap" services instead of paying for them (like typing a paper in return for changing the oil in your car).

Jobs

Following are a few locations to look for jobs:

- The UMF Placement Service - located at 7 South Street, right next to the Student Center.

- The "Help Wanted" ads in the local paper, the Franklin Journal.
- Listen to the local radio station - WKTJ has a Job Mart several times a day.
- Check the listings with the Maine Job Bank - printed in the Franklin Journal.
- During the holidays, check with individual stores; they may need extra part-time help.
- If you have a service to offer, post notices on the local bulletin boards at UMF and with the local merchants.
- Be creative. Can you think of some type of service/job that no-one else does in the area? There are several books in Mantor Library filled with suggestions.
- If you're eligible for a work-study job, job descriptions are available at the Financial Aid Office, the Information Booth in the Student Center, Counseling and Placement Office, and Mantor Library.



Help Wanted

BODY AND SOUL - STAY HEALTHY

Remember those old rules about taking care of yourself so you'll stay healthy, wealthy (well, let's say solvent), and wise (you'll wise up if you get sick!). The rules still apply: eat 3 balanced meals a day, get plenty of sleep, take vitamins, and get some physical exercise. Following is information on what UMF offers to keep you healthy and information on one of our biggest problems - stress and how to control it.

STRESS -

School can be full of stressful moments and is often a contributor to stress. It is important to first recognize it and then do something about it. Here are a number of things to keep tensions within reasonable boundaries.

- See the UMF Health Center for a checkup.
- Talk it over with a close friend.
- Exercise regularly to let off steam and work out stress. (Check the Physical Education Department for groups, equipment, programs, etc.)
- A change of pace gives you a new outlook on old problems. (Sometimes a break from studying to catch a movie is "mandatory".)

- Be realistic and don't expect too much of yourself. (Older students are known for feeling that they have to do a little better, get a little higher grade, graduate early or with honors - keep in mind you will survive even if you don't and you are the only one setting the goal.) Just do the best you can.
- Avoid too many big changes at the same time.
- Plan your work to use time and energy more efficiently. (It is often recommended to take a break after studying several hours; it will make your study time more effective.)
- Sleep allows the body to restore itself. (Get enough of it!)
- Hobbies which you enjoy and which occupy your attention are good. (Sometimes an art course or photography course is enjoyable, fun, and you earn credits at the same time.)
- Learn to relax. (The library has many books and articles on this subject.) Also, plan time for yourself. It's okay if you take 10 minutes a day for a phone call to a friend, or just to sit and stare at the wall, or whatever will give you a minibreak.)
- Make an appointment at the Counseling Center - they are qualified in helping you over the "rough" spots.

See the Appendix for more information on the UMF Counseling Center and the UMF Health Center.

EXERCISE

There are many athletic and recreational opportunities at UMF. The listings below are a combination of course offerings, varsity sports, and intramural activities.

In addition, recreational gym hours are available at times when Physical Education classes, varsity sports or intramurals are not scheduled. Basketballs, fitness room machines and free weights are available daily.

Aerobic	Softball
Archery	Ski Race
Basketball	Bike Race
Canoeing	Badminton
Field Hockey	Recreation classes
Jogging	Varsity Athletics
Modern Dance	Intercollegiate Sports Events
Orienteering	
Ski Conditioning	
Soccer	
Tennis	
Volleyball	
Isokinetics	

For further information, check with the staff at Dearborn Gym, 35 High Street. They are open 7:00a.m. to 9:00p.m. Monday through Friday, and 1:00 - 4:30p.m. Saturday and Sunday.

The Farmington Community also has recreational programs available. The YMCA and the Department of Parks and Recreation are just two of the places to start.

YMCA

Location: Farmington Community Building
Middle Street
Farmington, Maine 04938

Telephone: 778-9964

YMCA CONT.

Services: The West Central District YMCA offers leadership, fitness and recreational programs to youth and family. Following is a partial list of some of the activities offered. Please contact the YMCA for times, dates, and last minute additions and deletions.

Aerobic Fitness Classes	Power Volleyball
Recreational Volleyball	Youth Exchange Program
Ice Skating Programs	Tennis Lessons
Swimming Lessons	Y-On-Wheels
Rollerskating	Swimming Trips
Leaders School	Older Girls Conference
CIT Program	Gra-Y Youth Groups
Model Legislature	Special Club Trips
Overnight Camping	Gymnastics Team
Gymnastics	P. E. P.
Co-ed Hi-Y Clubs	Teen Adventure Camp
Community Fitness Program	Jr. Hi-Y Clubs
State Y Leagues	State YMCA Camp
Mountain Climbing	Seacoast Trips
Youth Supports	YMCA Sunday

Department of Parks and Recreation

Location: Farmington Community Building
Middle Street
Farmington, Maine 04938

Telephone: 778-3464

Director: Steve Shible

Services: Provides Farmington residents with recreational opportunities for their leisure time. Following is a partial listing - please contact the Recreation Department for current listings and activities.

Aerobic Dance	Rec Room Program
Baseball Skills Clinic	Summer Basketball Camp
Swim Program - Clearwater	Tennis Lessons
Volleyball	Wading Pool Swimming Instruction
Cross Country Ski Lessons	Girl's Softball League
Junior Olympic Track Program	Golf Instruction Program
Junior Pro Basketball League	Management of Hippach Field and Walton's Mill Pond Park
Instructional Soccer League	Shuffleboard court at Community Center
Intramural Volleyball Program	Special Events - tournaments, puppet shows, etc.
Mens Basketball League	
Non-League Volleyball	
Pre-school Arts N/ Crafts	

FOOD - SUSTENANCE

WHAT'S AVAILABLE ON CAMPUS:

UMF CAFETERIA:

The UMF Cafeteria is located on the upper level of the Student Center and is open for continuous service 7:00a.m. to 6:15p.m., Monday through Thursday, and 7:00a.m. to 6:00p.m. on Friday. (Its also open on weekends and the hours (which sometimes change) can be obtained at the cafeteria entrance.) While the cafeteria service is a must for UMF dorm students, it is an option for commuting students. Following are meal plans and particulars for commuters:



Times for full meal service:

Monday - Thursday:	Breakfast	7:00a.m. - 9:15a.m.
	Lunch	11:00a.m. - 2:15p.m.
	Dinner	4:00p.m. - 6:15p.m.
Friday	Breakfast	7:00a.m. - 9:15a.m.
	Lunch	11:00a.m. - 2:15p.m.
	Dinner	4:00p.m. - 6:00p.m.
Saturday	Breakfast	8:30a.m. - 10:00a.m.
	Lunch	11:30a.m. - 1:00p.m.
	Dinner	4:30p.m. - 6:00p.m.
Sunday	Breakfast	8:30a.m. - 10:00a.m.
	Lunch	11:45a.m. - 1:15p.m.
	Dinner	4:30p.m. - 6:00p.m.

How to pay:

The "Pay as You Enter" Plan: You can pay for any separate meal at the cafeteria entrance. The menu for each meal is on the chalkboard to the left of the entrance. As of the date of printing the Handbook prices had not been set for meal service but going on last year's prices, they will be quite reasonable.

The "Coupon" Plan: Purchased at the cafeteria entrance. For \$9.00, you receive \$10 worth of tickets in a coupon book that can be used for any meal in the Snack Bar, Cafeteria, or Faculty Dining Room during the semester. There will be a minimum 3-book purchase. Just choose the meal and location and present the coupons. There will be no change issued on coupons. As for an example of how this works: Coffee costs 37¢. You pay for it with a 25¢ and a 10¢ coupon and 2¢ from your pocket.

You may be asking why you would use the cafeteria instead of the Snack Bar (more to come on that later). Following are some reasons:

- 2 to 4 main entrees at every meal
- unlimited seconds at all meals
- Dieter's Delight entree at lunch Monday through Friday
- vegetarian meals
- a complete self-service salad bar
- fresh fruit, ice cream, deli cold meats and cheeses, etc.
- Festive Meals and Premium Entrees about once a week. The Festive Meals all have a theme and the dining room is decorated accordingly. Past Festive Meals have included Mexican, Italian, Chinese, etc. with food that corresponds with the theme. Premium entrees (which will cost a bit more) usually include steak, roast beef, swordfish, lobster, etc. Watch for these meal announcements in the weekly calendar. Copies are outside the Activities Office, upper level in the Student Center, and at the Student Information Booth, also on the upper level of the Student Center.

Hot Food - Variety - and Plenty of It

COMMUTER TIPS: For your first meal in the cafeteria, why not try lunch on one of your "hungry" days - or one of the Festive or Premium meals for dinner. If you hate the long lines, try the less busy time at dinner, after 5:00p.m. Although food service ends at 6:15p.m. you can stay in the cafeteria after that time eating, studying or socializing.

THE SNACK BAR:

The UMF Snack Bar is located on the ground floor of the Student Center and has traditionally served as an eating and gathering place for commuter students.

Hours Open:	Monday - Thursday	7:00a.m. to 11:00p.m.
	Friday	7:00a.m. to 4:00p.m.
	Saturday & Sunday	Closed

Selections include hot breakfasts and lunches, sandwiches, snacks, coffee, etc. There is a daily hot lunch special with selections and prices on the easel outside the Snack Bar entrance. The No-Smoking Section is to your left as you enter. There are two televisions for your use. Many commuter students' social hours center in the Snack Bar - grab a cup of coffee and join a friend.

COMMUTER TIPS: If you are trying to study in the Snack Bar while you eat - try a table against a wall (out of the flow of traffic) and near a window for better lighting. If you're brownbagging it, management is understanding if you buy a drink to accompany your lunch.

VENDING MACHINES: located throughout the UMF campus.

Student Center: downstairs in the Game Room
upstairs near the restrooms
Learning Center: 1st floor in the "ell" hallway
Merrill Hall: basement
Gym: main floor, north entrance

SPECIAL SERVICES: Special occasion food (such as birthday cakes) can be ordered through the ARA Food Service (the people who run the cafeteria and the Snack Bar). If you're planning a party and have no time to cook, a list of selections, prices, and other particulars are available through the Game Room staff.

RESTAURANTS OFF CAMPUS:

Within Walking distance, for lunches and snacks:

McDonald's - Intervale Road (a continuance of Main Street) just south of the school
Newberry's Lunch Counter - Main Street, north of UMF in the middle of town
The Bakery - north of UMF on Broadway Street
Farmington Drug Store Lunch Counter - on Broadway Street
A Piece of Cake - north of UMF, Church Street
Farmington Diner - south of UMF, Intervale Road
The Shed - south of UMF, Intervale Road
Arkay Pizza - Route 2 (South Main Street)

If you're driving:

Burger King - south on Route 2 & 4 (across from Mt. Blue Shopping Center)
Yianni's - Mt. Blue Shopping Center
The Colony - south on Routes 2 & 4
The Wayside - south on Routes 2 & 4
The Pioneer House - Route 2 (Farmington Falls Road)

Special Treat:

Gifford's - home made ice cream treats; just south of the UMF campus on Intervale Road, open May through November.

COMMUTER TIP: Try one of the many public suppers held in the community. The prices are reasonable and the food is usually good. Look for notices in the Franklin Journal and on bulletin boards around the community.

GROCERY STORES:

Within Walking Distance:

Don's AG - Main Street, Farmington
Sampson's Warehouse Store - Main Street (near the Court House)

Grocery Stores cont.

If you're driving:

Price Cutter - Routes 2 & 4
IGA - Mt. Blue Shopping Center

See the Appendix telephone directory for additional listings, and the map for street locations.

COMMUNICATION

Some of the comments we have heard in the past are "Where are the public telephones?", "Where can I get change?", "How can my child reach me while I'm on campus?", etc. This section tells you where things are for your use.

Telephones:

A. Pay Telephones

Locations: Student Center - upper level near the restrooms
- lower level near the Snack Bar entrance

Learning Center - 1st floor in the "ell"

Mantor Library - 1st floor, lobby entrance area

Dearborn Gymnasium - main floor, north end

Merrill Hall - basement

COMMUTER TIP: If you frequently make toll calls, get a free telephone credit card from your telephone company. You'll be able to charge the calls to your home phone instead of calling collect or using a handful of change.

B. Intercampus phones

Location: Student Center, upper level, outside the Student Activities Office

COMMUTER TIP: This phone can be used also for local calls off campus at no charge.

COMMUTER TIP: Call campus offices to set up appointments when needed - don't always expect to walk across campus and see the person at that time.



C. Reaching you by phone on campus

To leave a message: Call the Student Life Office (778-3501, Ext. 320). Your message will be put on the red Hot Message Board outside the Snack Bar.

For emergencies: Call the same number but state that it is an emergency and the message must reach you immediately. A Student Life staff member will deliver the message.

COMMUTER TIP: To assure that you can be found in an emergency, fill out a card at the Student Life Information Booth stating what rooms you are in at what times during the week. Help us to help you!

D. Newspapers

The Mainstream is the UMF newspaper that is printed every Thursday. Run by UMF students, it is the campus "voice" and can tell you of weekly UMF happenings. Copies are available outside the Mainstream office (lower level, Student Center) and at the Information Booth (upper level, Student Center).

COMMUTER TIP: You can use the Mainstream for your own editorials and the Classified Section for advertising for rides, riders, roommates, etc. If you have a tip that would help other commuter students, write it down and put it in the Suggestion Box in the Snack Bar. It will be picked up and included in the Commuter column in the Mainstream.

The printing deadline is Tuesday but is subject to change - if it remains the same, articles must be in by noon of that day.

Daily newspapers: papers from all over the state are available for your reading at Mantor Library.

The Lewiston Daily Sun is available for sale at the Student Center. Look for the papers next to the Information Booth on the upper level. Other daily newspapers are for sale at Don's AG and Mickey's Variety, both on Main Street in the center of Farmington.

E. Magazines

Many magazines are available for perusal at Mantor Library.

Magazines are for sale at Don's AG and Mickey's Variety, Main Street in Farmington.

F. Bulletin Boards

The Commuter Bulletin Board is located outside the Snack Bar and can be used for messages of commuter student interest. This bulletin board is controlled by the Commuter Council - look for their weekly meeting announcements.

The Hot Message Bulletin Board (the red one) is located outside the Snack Bar. Look here for messages that may have been called in for you or left by another student.

Other bulletin boards in the Student Center are for individual UMF clubs and community announcements. To find out what's happening try to spend a few minutes a week browsing through the posters, etc.

G. Radio Stations

WUMF (92FM) is the UMF radio station and does announcements of campus interest along with music programming. Also, above the radio station (upper level, Student Center) is a computerized news service that shows daily news bulletins.

WKTJ (1380 on your AM dial) is the Farmington area radio station. Listen to the JOB MART three times daily if you're looking for a job.

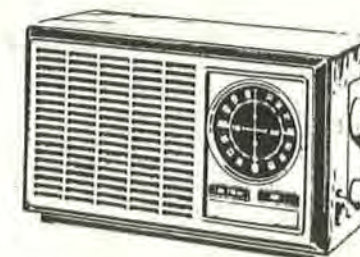
H. Suggestion Boxes - are a good way to communicate your suggestions, complaints, etc. Feel free to use them. One is in the Snack Bar, the cafeteria, and the Information Booth, all in the Student Center. Also, there is a suggestion box in Mallett Library (first floor) and in Merrill Hall (first floor).

I. Mail

You can buy envelopes and up to \$1.00 worth of stamps from the UMF Bookstore.

The Farmington Post Office is within walking distance of the campus (Main Street, just north of Merrill Hall).

Mail can be dropped off in the post office box at the corner of Main and South Street. Also, mail can be left at the Merrill Hall UMF post office.



EQUIPMENT AVAILABLE FOR YOUR USE:

PHOTOCOPIERS

On Campus: There is a photocopier for your use at Mantor Library, first floor. The cost is 10¢ per copy.

COMMUTER TIP: If the library photocopier is in use and you're desperate, both the Farmington Post Office and the Farmington Public Library have photocopiers.

COMMUTER TIP: There are also two duplicating machines, one in the Game Room (Student Center) and one in the Media Lab (Learning Center).

BILL CHANGE MACHINES:

Locations: "The Beach", upper level of the Student Center
Mantor Library, main floor near the Index File

COMMUTER TIP: Also, the Game Room will make change for you.

TYPEWRITERS:

Locations: Game Room, lower level of Student Center
Mantor Library, basement (four are available)
Media Center, ground floor of Learning Center

COMMUTER TIP: The Media Center also has a large-type typewriter which is good to use for paper headings, etc.

COMMUTER TIP: There are usually signs on the community bulletin boards in the Student Center advertising typists who are looking for work. For those long and important reports that must be typed and if you can't type - line up a typist ahead of time.

EQUIPMENT RENTAL

The following list includes the equipment that can be rented through the Instructional Media Center (1st floor, Learning Center). There is no fee for students who want to use it for educational purposes or in connection with a club on campus. Also, nonprofit organizations (like the Boy Scouts, etc.) can rent equipment free of charge. There is a small charge for other groups - check with the Media Center for exact costs.

Projectors (16 mm, slide, overhead, opaque, filmstrip, viewer, etc.)
Screens and Carts
Video Equipment (available, but often on reserve for classes - so plan ahead)
Cords, adapters
Cassette tape recorder / players
Reel to reel tape recorders/players
Record Players
PA Systems
Microphone
Mikestands
Mixer
Headphones

Usually a 24-hour notice for rental is required (longer on video equipment)

COMMUTER TIP: How about renting a film through the library and the projector through the Media Center - great for educational purposes - also for "fun" things - like children's birthday parties. There will be some cost involved - but not as much as taking a group to the movies.

YOUR SOCIAL LIFE

All work and no play makes for a dull person - so plan a little time in your schedule for some relaxation. The following information includes activities to do on the UMF campus and in the community.

MAKING FRIENDS:

There is little that's more important in human existence than mutual friendships. Our emotional and physical well-being are deeply affected by how we relate to other people. For commuter students, making and keeping friends becomes an important concern; without the benefit of structured parties and programs that residence hall living offers, commuting students must assume a great deal more responsibility for initiating relationships. The realm of possible relationships is greater for commuting students because their world is filled with people of all ages and walks of life rather than limited to the traditional 18 to 22 year olds housed in the residence halls. We are called upon to share, to communicate, to feel, to assume responsibilities; we learn to assert, to compromise, to be flexible, to change, to grow, and to be able to give and to change and to share while keeping your own individual identity. Meeting people and developing relationships involves trusting, risking, and a willingness to open up. Commuter students face, more than ever before, the challenge of needing to start new friendships and assume responsibility for meeting people. Be open - be flexible - listen - make friends of all ages - UMF offers you that opportunity.



UMF ACTIVITIES FOR THE 83/84 ACADEMIC YEAR

Remember that \$25 on your bill for a "Student Activity Fee"? Well, that fee allows you into most, if not all, UMF activities free. It also helps support all the various clubs on campus - so take advantage!

The following activities were set at the time of publication. They are subject to change; check the Activities Schedule that comes out weekly before making definite plans.

COSTS: UMF student - none
Other adult - \$3.00
Children - \$1.50
Senior
citizen - \$1.50

Movies: every Sunday night; check the schedule at the Information Booth for times and titles.



- Sept. 8 Spotlight Concert Series and Program Board presents: Trent Arterberry
8:00p.m., Nordica
- Sept. 10 Dance - sponsored by Program Board
Crossfire
9:00 - 11:00p.m.
- Sept 14 Coffeehouse - sponsored by Program Board
Carter's & Winter's - entertainment
South Dining Hall
8:00 - 11:00p.m.
- Sept. 16 Dance with catered bar
Group to be announced
9:00 - 1:00a.m.
sponsored by Program Board
- Sept. 21 Coffeehouse
8:00 - 11:00p.m.
South Dining Hall
- Sept. 30 - Oct. 2: Parent/Family Weekend
- Sept. 30 Parent/Family Weekend
Las Vegas Night
8:00 - 11:00p.m.
North Dining Hall
sponsored by IDC (Interdorm Council)
- Oct. 1 Parent/Family Weekend
8:00 - 12:00 midnight
Further information on Family Weekend to be announced

- Oct. 5 Coffeehouse
8:00 - 11:00p.m.
South Dining Hall
sponsored by Program Board
- Oct. 11 Spotlight Concert Series presents:
"Ladies First"
8:00p.m., Nordica
- Oct. 12 Coffeehouse
8:00 - 11:00p.m., South Dining Hall
sponsored by Program Board
- Oct. 26 Open Mike Night - coffeehouse
8:00 - 11:00p.m., South Dining Hall
sponsored by Program Board & Phi Sigma Pi
- Oct. 29 Dance
9:00 - a:00a.m.; South Dining Hall
sponsored by Program Board
- Nov. 2 Coffeehouse
8:00 - 11:00p.m.
South Dining Hall
- Nov. 11 Dance with Catered Bar
9:00 - 1:00a.m.; South Dining Hall
Sponsored by Program Board
- Nov. 16 Coffeehouse
8:00 - 11:00a.m., South Dining Hall
sponsored by Program Board
- Nov. 20 Spotlight Concert Series
Children's Special
1:00p.m., Nordica
- Nov. 30 Coffeehouse
8:00 - 11:00p.m., South Dining Hall
sponsored by Program Board
- Dec. 3 Semi-Formal
9:00 - 1:00a.m.
sponsored by InterDorm Council
- Feb. 13 Spotlight Concert Series presents:
Richard Pierce Milner - composer & pianist
8:00p.m., Nordica
- March 18 Spotlight Concert Series presents:
Emmanuel Wind Quintet
3:00p.m., Nordica

UMF CLUBS AND ORGANIZATIONS

As a UMF student you may wish to get involved with one or more of the following clubs. Commuter students need representation in every facet of UMF to ensure that we are recognized and that our "special" needs are met. Of particular importance are the Commuter Council (who actively works for changes to better the life of the commuter student), Student Senate (who make changes in policies that affect all students and set budgets for all student organizations), Intramural Board (who plan sports programs), Program Board (who decide what entertainment we receive for the Student Activity fee), and WUMF and Mainstream (UMF communication).

THE COMMUTER COUNCIL - is a recognized UMF group comprised of UMF commuter students whose primary purpose is to address and act upon the concerns of UMF's commuter students and to provide them with a better academic, cultural, and social life on campus. Following is a further description.

What is a UMF commuter student? A UMF student who lives off campus. Presently, commuter students at UMF represent about half of the UMF student body. Not only do these students live off campus, but many are older, married, have children, hold a job or two - or have "special" needs.

What special needs do commuter students have? Commuter students do not have the opportunity to belong to a dorm community that offers friendship, support, and information, and therefore need a system that can offer these aspects of community living. Since they don't receive intercampus mail, they need an information/communication system. They often can't attend night activities because of travel limitations and, therefore, need activities at more convenient times. Between classes they need places to study, a place to get a nourishing and inexpensive lunch, social areas, R & R areas, and a place to sleep if stranded in bad weather or if they have car trouble. Commuter students need an organization that can offer services and activities previously offered only to dorm students.

What has the Commuter Council done in the past?

- formed a cohesive group recognized by administration and student alike
- received a budget from Student Senate and voiced concerns with this group
- improved communications by holding meetings, establishing a Commuter Tips column in the school newspaper, done mailings, acquired a bulletin board for commuter use
- met with administration and arranged for the UMF Hostel, the Commuter Study Area, and more public telephones on campus
- additional features for this year include an updated and more complete Commuter Student Survival Handbook, orientation geared to commuter students, weekend phone service for incoming calls to UMF, and an Area Coordinator for commuter students.

What are their plans for the 83/84 academic year? To improve UMF commuter student communications; they also plan to work on getting a "brownbag" lunch area, continue working for more social/cultural events for the nontraditional student. As always, they will be open to new commuter student concerns.

When you join the UMF Commuter Student Council, you'll have a place to meet people with similar concerns and interests, and a place to voice your concerns as a nontraditional student and you'll become part of a group dedicated to the betterment of your life as a commuter.

To find out more about the Commuter Council, attend a meeting. Notices are posted on the Commuter Bulletin Board (outside the Snack Bar) and in the

Mainstream, UMF's newspaper. Information will also be available at the Information Booth, upper level of the Student Center.

Student Senate - a representative group for the entire UMF student body. Their membership consists of commuters and on-campus students equaling 24 senators. The senate's primary responsibilities are the allocating and managing of the Student Activity Fee budget, maintaining open communications with the other University of Maine campuses and representing the student body on various university committees.

Intramural Board - organizes and administers the intramural sports programs at UMF. They have the philosophy of encouraging participation in any and all sport/recreational programs they offer (i.e. aerobic dance, basketball, volleyball, softball, and tennis).

Program Board - sponsors a large proportion of the programmed events that occur on the UMF campus. As a member of the Program Board one would help make decisions concerning which bands play for dances and concerts, which personalities will present lectures, what cultural activities will be presented, and what kinds of events should be included in Parent/Family Weekend, the Winter Carnival, etc.

WUMF - are the FCC call letters for UMF's 10 watt FM student radio station. WUMF presently follows a predominate progressive rock music programming format featuring new and upcoming artists.

Mainstream - UMF's community newspaper. Students with interests in journalism, photography, and technical layout and design participate in producing this weekly publication. It is the predominant means of communication and forum for the exchange of ideas on the UMF campus.

CEC - The Council for Exceptional Children - an active group dedicated to the welfare of exceptional children and youth. This organization volunteers their time to various social organizations and works hard raising funds for UNICEF and Muscular Dystrophy. It also coordinates various educational programs for the UMF community including Handicap Awareness Week and their annual education conference.

CHEF - Community Health Education Forum - this organization is designed to give students who are interested in health education an opportunity to participate in and observe health education in the university and also the professional health community. This club sponsors health fairs, panel discussions about the field and job opportunities, and information on current health issues.

Dirigo - the title of UMF's yearbook as well as the name of the organization that produces the publication. The Dirigo staff is responsible for senior portraits, the lay-out of the book and all its photography.

Le Cercle Francais - The French Club provides a forum for students to engage in French cultural activities.

Just - Justice Uniting Students Together - provides a close and caring

relationship for children of the community between the ages of five and twelve. Each student spends at least one hour per week with his or her little sister or brother. This organization also plans large activities to bring the children together.

Kappa Delta Pi - an honor society in education which honors outstanding juniors and seniors in education majors. This organization sponsors various workshops on education and is most noted for their annual focus on the Learning Conference.

Men's Volleyball Club - a club team that participates in and organizes tournaments around the state.

Inter-Dorm Council - all dorm council co-chairpersons join together to form the Inter-Dorm Council, or IDC. The major purpose is to provide educational and social programs for the UMF dorm students. This organization also works closely with Student Life and other campus offices to enhance the quality of life at UMF.

Ometz - an organization dedicated to facilitating and enhancing the awareness of Jewish customs at UMF.

Workers for Rehabilitation and Human Services - their purpose is to develop a link and good working relationship between professionals already in the field and students within this discipline. They reach their goals by providing lectures, seminars and workshops to the UMF and surrounding community.

Fencing Club - provides students with the opportunity to learn and cultivate the art/sport of fencing.

Geology Club - was established to provide a further outlet or exposure to the study of geology for those interested in the discipline. Organizing field trips and attending state-wide meetings and conferences are the most common functions of the club.

Hockey & Skating - supports a hockey team that participates in team competition with other colleges and universities (i.e. Bates, Thomas). Outdoor skating parties are also sponsored by this organization during the winter months.

Ski/Outing Club - assumes the responsibility of planning trips to a variety of recreational areas located throughout the beautiful Maine environment that surrounds UMF. Examples of some of these ventures include: a white-water rafting trip down the Kennebec River, skiing trips to Sugarbush, Sugarloaf, and Sunday River, and a backpacking outing to Mt. Katahdin.

Theatre UMF - provides the UMF community with theatrical productions throughout the academic year. These productions vary from well-known musicals with large casts to small scale student-written one-act plays. Ways to participate in Theatre UMF are varied - from acting to costume and set design.

Wind & String - this ensemble exists in order to provide an opportunity for musicians of wind and stringed instruments to create and perform music together. The ensemble presents several concerts of varied content during the academic year.

Speech & Hearing - exists for those students interested in working with people suffering from speech and hearing impairments. It is an academically and professionally oriented organization.

Antioch - a religious organization that meets weekly to discuss various problems and issue confronting the Christian faith. A large proportion of time is also devoted to the study of Biblical scriptures.

Inter-Varsity Christian Fellowship - IVCF provides an opportunity for Christians attending colleges and universities throughout the country to gather and share their faith. There is a chapter of IVCF at UMF which is visited and supported by a trained Inter-Varsity staff person twice monthly.

The Literary Guild - an organization whose primary purpose is to produce the Sandy River Review. The Sandy River Review is an annual publication that is made possible by literary contributions from the UMF community.

Information on these clubs is available at the Student Life Information Booth, Student Activities Office, and on the various clubs' bulletin boards located throughout the Student Center. Also, there is an Organizational Fair in October when all UMF clubs set up booths for the student population to gain information.

COMMUTER TIP: If you are interested in holding a position on one of these clubs but don't have enough free time to meet the club's requirements, find another commuter student who has the same interests and approach the club with the idea of the two of you sharing the same position and responsibilities.

FARMINGTON AND THE AREA

For those of you who may be new to Farmington and the surrounding areas, the following information may be of interest to you.

FARMINGTON:

HISTORY - Farmington, which is located in the Sandy River Valley, was settled shortly after the Revolutionary War and was incorporated in 1794. Formerly known as Sandy River Lower Township, it became the Franklin County seat in 1838. Farmington is a Bicentennial town. There are many fine examples of early architecture that can be seen as you walk throughout the town.

POPULATION - 6,730

SIZE - 56.6 square miles

GOVERNMENT - Consists of a town manager and a board of five selectmen who conduct the business of the Farmington community. Town meetings are open to all citizens. Check with the Farmington Town Office for further information.

FRANKLIN COUNTY TIDBITS:

HISTORY - Franklin County, named for Benjamin Franklin, became a county in 1838.

POPULATION - 26,100

AREA - 1,789 square miles

CLIMATE - Average temperatures: 23 degrees in winter, 54 degrees in spring, 65 degrees in summer, and 35 degrees in fall.

TIDBITS:

- There are over 100 lakes and ponds in Franklin County
- 92% of Franklin County is forestland. 54% is wildland acreage.
- Nine of Maine's twenty tallest peaks are located in Franklin County, some being part of the Appalachian Trail.
- Home of Chester Greenwood, inventor of the earmuff (Farmington)
- Producer of some of the world's finest granite (North Jay - i.e. Grant's Tomb)
- home of Maine's first governor (Kingfield)
- home of the Stanley brothers - inventors of the steam engine (Kingfield)
- first and only solar powered waste treatment plant in the country (Wilton)

- only museum dedicated to an Opera Diva (Lillian Nordica - Farmington)
- Sugarloaf Mountain - only eastern skiing above the timberline with the East's longest season.

OUTDOOR RECREATION:

Canoeing, Kayaking, White Water & Boating - Maine has canoeing waters suited for all; easygoing trips, fastmoving streams for a lively test of maneuvering, long runs for intermediates, and white waters for experts only. Throughout the year UMF staff and students compete in canoe races ranging from local to national levels.

Hiking, Walking and Mountain Climbing - For the hiker and mountain climber half of Maine's 4,000'ers are located in this area. Sugarloaf, the Bigelow range, Tumbledown range, and Rangeley area provide both difficult and easy hiking. Farther to the north is Maine's famed Baxter State Park and Mt. Katahdin where UMF's Outing Club undertakes occasional excursions.

Fishing: Lake, and River - bass, brook, brown and rainbow trout, togue, salmon, pickerel, white perch and smelts

Skiing - A highlight of the area just north of Farmington is the northern end of the Appalachian chain.

Sugarloaf Mountain with its gondola and the East's only snowfield skiing attracts many students. Other nearby ski areas include Sunday River and Saddleback.

Cross-country ski touring is a new and popular sport with students. The area abounds with marked trails, or, for the adventuresome, miles of fields and old country roads. Snowshoeing and snowmobiling are equally available in the area. In addition, one of the state's best small mountain ski area - Titcomb Ski Slope - is located in Farmington.

COMMUTER TIP: The UMF Physical Education

Department offers classes in skiing, ski touring, snowshoeing, canoeing, baitcasting, hiking and cycling.



COMMUTER TIP: The Game Room (Student Center) rents the following equipment to UMF students for minimal cost: tennis rackets and balls, tents, snowshoes, cross-country skis, and equipment for outside games (i.e. ring toss, etc.) More equipment may be available through the Physical Education Department - check with Dearborn Gymnasium.

FRANKLIN COUNTY AREA EVENTS:

January: White, White World Winter Carnival - Carrabassett Valley
Saddleback Winter Carnival - Rangeley, Sandy River Plantation

February: Boy Scout Jamboree at Saddleback Ski Area - Sandy River Plantation
Ramble Cross-Country Ski Race - Rangeley

March: Rangeley Lakes Sled Dog Race - Rangeley

April: Easter Sunday Celebration - Saddleback Ski Area, Rangeley
Easter Sunday Sunrise Service - Voter Hill

May: Memorial Day Parades - most larger towns
Dead River Canoe Races - Eustis
Annual Plants, Seedlings and Food Sales - Mt. Blue Garden Club -
Farmington

July: Firemen's Field Days - Wilton, Jay, Farmington
Doll Carriage and Bicycle Parade, Craft Show, Fireworks Display -
Rangeley Water Festival, Rangeley
Sidewalk Art Festival and Moonlight Madness - Farmington
Pulp and Paper Days - Farmington

August: Blueberry Festival, Sidewalk Art Festival, Rangeley Lakes Gun
Show, Rangeley Lakes Rotary Club Auction - Rangeley
Farmington Fun Festival, Maine Music Camp Concerts, Kiwanis Flea
Market - Farmington
Holmes/Craft Homestead Open House and Lawn Sale - Jay
Phillips Historical Society Museum and Library, Old Home Days -
Phillips

September: Franklin County Agricultural Fair - Farmington
Fall Foliage Days, Chicken Shoot - Rangeley

October: Fall Foliage Art Festival - Carrabassett Valley

December: Church Fairs - various towns
Christmas Carol Programs - various churches and schools
Craft Show - UMF, Farmington
Santa Claus Parade, Chester Greenwood Day - Farmington

FRANKLIN COUNTY AREA EVENTS Cont.

Other Events by season:

Spring: White Water Canoe Racing - Kingfield and Carrabassett Valley
World Heavyweight Championship Ski Races - Carrabassett Valley

Summer: Scenic Chair Lift Rides - Saddleback, Rangeley
Gondola Rides on Sugarloaf - Carrabassett Valley
Band Concerts - Old Crow Band, Monday evenings - Farmington
Sandy River Narrowgauge Railroad Rides - Phillips
Summer Concert Series, Golf Tournaments - Rangeley
Flea Markets - Farmington
Hydro-plane Races - Eustis
Wilton Tennis Club Tournaments, Wilton Farm & Home Museum - Wilton
Band Concerts - Old Crow Band, Monday evenings - Farmington

Fall: Fall foliage drives, Routes 27, 16, and 4; game bird and big game
hunting

Winter: Auto Ice Races - Wilton
Snowmobile Safaris - Rangeley
Ice Skating - various towns

For further information on exact times and locations, check your local paper (the Franklin Journal) or contact the Franklin County Development Office, Courthouse Building, Farmington. Telephone: 778-6602

OTHER POINTS OF INTEREST: HISTORICAL

Little Red Schoolhouse - Farmington
Nordica Homestead and Museum - Farmington
Jacob Abbott House (National List of Historic Places) - Farmington
Octagon House (National List of Historic Places) - Farmington
Wilton Farm and Home Museum - Wilton
Wilton Academy - Wilton
Wilhelm Reich Orgonon Museum - Rangeley
Holmes/Craft Homestead and Museum - Jay
Phillips Historical Society Museum and Library - Phillips
Kingfield Historical Society Museum - Kingfield
Squire Rangeley's Home - Rangeley
Elizabeth Dyar Memorial - Freeman
Temple Red Schoolhouse - Temple

Most of these places are open in the summer. Contact the Franklin County Development Office, Farmington (tel. 778-6602) for further details.

DAY CARE/BABYSITTERS FOR YOUR CHILDREN

Day Care: The Sweatt-Winter Community Day Care Program is located on the UMF campus. See the Appendix of this handbook for more information.

Babysitting:

Although there is no formal UMF babysitting service, there are several places one can go to find babysitter listings.

- Call the Sweatt-Winter Community Day Care Program. (778-3501, ext. 257). They have a list of students who work there and are willing to babysit.
- Check the listings for babysitters in the UMF Women's Resource Room. It is located on the first floor of Mallett Hall, UMF campus. See the Appendix listing for hours open, telephone, etc.
- Check for separate listings in the Mainstream or the Student Center bulletin boards.

COMMUTER TIP: The Commuter bulletin board (lower level of the Student Center, near the Snack Bar) is a good place to look first.

INEXPENSIVE FAMILY ENTERTAINMENT - SUGGESTIONS

For those of you with children and/or who may be new to the Farmington area and who may be looking for inexpensive entertainment, following is a partial list to get you started;



- free weekend movies at UMF - watch for weekly listings in the Student Center
- see the community events listings on pages 43 and 44 in this Handbook
- special craft workshops for children through the UMF Resource Depot
- community sports and recreational activities - call the Farmington Recreation Dept., the YMCA, and the Economic Development Office in Farmington.
- contact the Farmington Extension Office for 4-H, children's camps, etc.
- special events through local schools - watch the Franklin Journal for listings.

- a picnic in Abbott Park (just south of the UMF buildings)
- the Farmington County Fair is held in the fall.
- there are books available for all ages and interests at Mantor Library; plan an afternoon of reading pleasure - they also have records and tapes
- if you have "no-buy" will power and a car, try a country auction. Check the local paper for announcements.
- treat the family to an ice cream cone at Gifford's - right around the corner from UMF and they are open May to November
- the Art Gallery at UMF is free and hosts regional art exhibits
- attend church and/or some of their events. A list of churches and service times are located in the appendix.
- if you have a car, visit the Walton's Mill Pond Park, Route 43, Temple Road in Farmington. It's a fifteen minute walk from UMF and offers canoeing, fishing, picnics, bird watching and a waterfalls.

COMMUTER TIP: If you have a spouse and/or children and you are a UMF student, they may feel somewhat alienated from you "new" life. Invite

them to UMF for an afternoon and give them a tour of your 'new home away from home'.

WHAT YOU CAN DO ON A "FREE" LUNCHHOUR (OR ANY HOUR) AT UMF:

Occasionally you may find you have a free hour on campus. As you are a commuter and may not be able to go home during that time, following is a list of suggestions which may appeal to you:

- Grab a cup of coffee and join a table at the Snack Bar. You'll find it's easy to make friends at UMF. Also, most of the Snack Bar inhabitants are commuter students just like you.
- Try the Game Room for a video game, pool, or pingpong.
- Take a sandwich and attend one of the noontime meetings
 - The Commuter Council meets midweek at noon. Check the Commuter Council Bulletin Board for locations and times.
 - UMF Faculty Forum meets Thursdays at 12:30 - 1:30. Check public bulletin boards for information. The speakers are usually UMF professors speaking on their extracurricular or research interests.
 - The Women's Discussion Group meets Fridays, 12:00 - 1:00p.m. and is open to all women. Check with the Women's Resource Room, first floor of Mallett Hall for more information. Discussions are on topics of interest to women.
- Try the Beach (upper level, open area, Student Center) for occasional plant sales, food sales, flea markets, etc.
- Visit the Women's Resource Room, first floor of Mallett Hall for items of interest to women.
- Go to Mantor Library and read the newspaper or a magazine, listen to a tape recording, or watch a videotape of a play.
- View the latest art exhibit at the UMF Art Gallery, located at the back of the Admissions Building.
- Go for an hour's workout at Dearborn Gym, or go jogging.
- In nice weather, have a picnic (or just a quiet moment) in Abbott Park located just south of the Learning Center.

APPENDIX

UMF SERVICES / DEPARTMENTS

In this section are departments of UMF and services available to you. For lack of space we are not including academic departments. Please refer to the UMF Catalog for this information - it's available at the Admissions Office.

ART GALLERY

Location: Student Services Building, at rear of building

At the time of printing the handbook, the hours, telephone number, and list of exhibit were not available. Check with the Art Gallery or the Information Booth (Student Center) for more information.

UMF BOOKSTORE

Location: lower level, Student Center

Telephone: 778-3501, Extension 312

Hours: Monday - Friday: 8:00 a.m. to 4:30 p.m.

Also, the Bookstore has some special hours open at night during the first part of the semester. Check with them for these hours.

What you can find at the Bookstore:

- necessary books and materials for your courses

COMMUTER TIP: When you're buying your textbooks you may wish to save money by buying used books. Ask for them at the counter. Also, at the end of the semester they buy used textbooks - watch for the announcements.

- notebooks of all types and sizes, typing paper, spirit masters for duplicating, stationery, envelopes

COMMUTER TIP: You can buy single sheets of typing and duplicating paper; also single envelopes and up to \$1.00 worth of stamps - ask at the desk.

- writing implements: pencils, pens, magic markers, drawing pencils, high lighters
- art supplies, prints for hanging, sketch pads, poster board
- UMF memorabilia: sports clothes, mugs, stationery, back packs, book bags
- gift items, address books, diaries, playing cards, greeting cards
- miscellaneous: film, batteries, cassettes, records, paperback novels, gift books, maps, panty hose, aspirin and other drug store supplies, snack food, etc.

COMMUTER TIP: The Bookstore also develops film and will cash a personal check (with identification) for up to \$25.00.

BUSINESS OFFICE

Location: Merrill Hall, first floor

Telephone: 778-3501, Extensions 209 and 210

Hours: Monday - Friday, 7:30a.m. to 5:00p.m.

Services:

- sends out bills, accepts payment, handles any questions you have about your bill
- purchases of the Dirigo Yearbook and the Health Insurance.
- Work-study checks can be picked up here

Note: All bills must be paid in full no later than November 7 in the fall semester and April 7 in the spring semester.

COUNSELING:

Location: 7 South Street, next to the Student Center

Telephone: 778-3501, Extension 330

Hours: Monday - Friday, 8:00a.m. to 12:00 noon and 1:00p.m. to 5:00p.m.
The Career Library and placement files are also available 5 - 8:00p.m.,
Wednesday evenings

Services:

Counseling, whether it is personal counseling, career counseling, or educational counseling, can help to clarify your own attitudes and feelings, explore alternatives for action, and increase your capability to choose more wisely. All services of the Counseling Center are available to all students.

Cost: none

Personal Counseling: While attending college, many students encounter personal concerns which may interfere with their academic, family, or social lives. Counseling provides an atmosphere in which you are free to discuss your concerns with qualified, knowledgeable professionals. A few concerns you might want to discuss with a counselor could be personal emotional adjustments, finances, health, college work, and plans for the future. Information discussed during a counseling session is held in strict confidence by the counselor and released to others only with your knowledge and approval.

COMMUTER TIP: Stress is a common occurrence when trying to juggle school, travel, home, relationships, etc. If things get to be a "bit much", don't hesitate to use the services at the Counseling Center. It helps to talk about it!

Counseling Center cont. -

Career Counseling: Career choices for many of you can be a long and complex decision-making process. Often a counselor can help you make a thorough self-appraisal of your interests, abilities, aptitudes and personality traits. If you have already chosen a career, the counselor can direct you in ways to achieve your goal and tell you about the current job market and educational trends.

In addition to interpreting test data as they relate to career choice, the counselor can help to identify community resources and select appropriate occupational literature for you to explore and evaluate during the decision-making process. After you have explored all areas, the counselor can help you synthesize the information, compare it to your interests, abilities and goals, and to utilize the information in making an appropriate career choice.

COMMUTER TIP: Use this service! They have weekly job listings, can tell you about the job market in Maine (and other areas), and can tell you about optional independent study that can give you practical experience in the field you are interested in.

Educational Counseling: You are assisted in relating your expressed feelings and ambitions to concerns about your educational plans and/or progress. Students who are indecisive about an academic major, who would like help in course requirements necessary for a degree, are considering graduate study or a specialized educational program requiring transfer to another institution may find a counselor helpful as they struggle with the decision-making process.

Groups: Each semester the Counseling Center offers opportunities for you to participate in a variety of groups; i.e., Personal Growth, Assertiveness, Career Exploration, Human Sexuality. Group interaction can be a means for moving toward greater self-understanding evolving plans of action and for testing new behavior.

COMMUTER TIP: If a self-help group you may be interested in is not listed in the semester activities, ask about the possibility of forming one. The Counseling Center may know of a group that meets on its own, one available through the Farmington community at large, or may even form one for you if there have been other requests.

Resource Library: The Resource Library at the Counseling Center contains general and specific information about occupations, career opportunity directories for the health field, social agencies, civil service areas, school systems, business and industry; graduate, undergraduate and technical training institution catalogues; study guides for the GRE, MAT, LSAT, MCAT, and CLEP Tests; filmstrips and/or audio tapes for self-help education in areas such as study skills, decision-making, coping strategies, identity and alcoholism.

Testing: Tests of general aptitude, vocational interests, problem identification, personality, study habits and aptitudes, and the Miller Analogies Test are administered and interpreted at a student's request. Self-help vocational interest tests and planning instruments are available as well as applications and general information for national programs; i.e., GRE, LSAT, CAT, CLEP, NTE, MAT.

Counseling Center cont.

COMMUTER TIP: The time span between request for an appointment and the appointment itself may take several days, except in emergencies. To save a few steps, call first.

DAY CARE

Name: Sweatt-Winter Community Day Care Program (This includes both an on-campus center and licensed family day care homes.)

UMF Location: 1st floor, Mallett Hall, UMF campus, High Street

Telephone: 778-3501, extension 408

Hours: 6:00 a.m. to 5:30 p.m.

Days: Monday through Fridays, all year (twelve months) except holidays

Eligibility/ Capacity: The center has capacity for 45 fulltime children, ages two and a half to six years old. There is no age limitation on age for the family day care homes.

Priority: 12 spaces will be reserved for children of UMF students.

Fees: Parents pay according to a sliding fee-scale based on family income.

Funding: Joint sponsorship by Franklin County Community Action and UMF.

Activities: A typical day for children in the day care homes and center includes a careful balance of inside and outside activities, and quiet times. Breakfast, lunch and snacks are served.

COMMUTER TIP: There is usually a waiting list for day care services. If you can, apply early to get your child in the center.

FINANCIAL AID

Location: upstairs, Student Services Building, Main Street

Telephone: 778-3501, extension 405

Hours: Monday through Friday, 8:00 - 12 noon & 1:00 - 4:30

Services: determines financial need and while they cannot meet the entire need of all eligible applicants, it is their policy to utilize all available funds in filling the demonstrated need of all students who apply and are working toward their first undergraduate degree. Priority is given to students with the most demonstrated need who apply on time.

Financial Aid cont.

When to apply:

Freshman, Summer Work-Study and summer aid: March 15 preceding the academic period

All Others: May 1 preceding the academic period

Late applications will be processed as long as funds are available.

Types of Assistance: Grants and Scholarships
Loans
Employment - Work-Study
Vocational Rehabilitation Benefits
Indian and Foreign Student Benefits

For a complete list of financial aid and information, contact the Financial Aid Office. Financial Aid counseling is available for any student upon request.

GAME ROOM

Location: lower level, Student Center

Hours: Monday - Thursday: 8:00 a.m. to 10:00 p.m.
Friday: 8:00 a.m. to 11:00 p.m.
Saturday: 12:30 p.m. to 11:00 p.m.
Sunday: 12:30 p.m. to 9:00 p.m.

Telephone: 778-3501, Extension 324

Services: In the Game Room are video games, a pingpong table, 2 pool tables, a lounge area with a television, and food vending machines.

There is a typewriter and a duplicating machine for student use. Typing paper costs 1¢ per sheet. Organizations may charge but individuals must pay cash.

In the office area, you can get change, rent a locker, reserve a meeting room and place "special" food orders (such as a birthday cake. etc.)

COMMUTER TIP: If you need to make a sign for a meeting announcement, the Game Room has paper, scissors, and magic markers available for your use.
If you need something notarized, a Notary Public is available during business hours at the Game Room.

DEARBORN GYMNASIUM

Location: 35 High Street, UMF campus

Hours Open: Monday - Friday 7:00 a.m. to 9:00 p.m.
Saturday - Sunday 1:00 p.m. to 4:30 p.m.

Telephone: 778-3501, Extension 440

Dearborn Gymnasium cont.

Programs/Services Available:

Recreational free-time activities
Intramurals
Varsity Athletics
Physical Education Classes
Recreation Classes
Intramural Program
Intercollegiate Sports Events (your student I.D. is your free pass)
Recreational Gym Hours are when Physical Education classes, varsity sports or intramurals are not scheduled.
Basketballs and fitness room machines, and free weights are available daily.

HEALTH CENTER

Location: Scott Hall, off the Main Lounge

Telephone: 778-3501, Extension 337

Hours: Weekdays 8:00 a.m. to 6:00 p.m.
Weekends & Holidays 10:00 a.m. to 6:00 p.m.

Cost: \$15.00 per semester, billed through the Business Office. Also, certain tests and procedures are charged on a cost-of-materials basis. (Examples: tuberculosis skin test, pregnancy test, birth control pills.)

Services: The Health Center is staffed by experienced registered nurses and a full time M.D. on weekdays. They offer a wide range of outpatient services and can be used for all your common medical needs. You can buy birth control pills, have a pap smear done, get V.D. testing, a pregnancy test, check your blood pressure, have a throat culture done and pick up medications to help relieve symptoms of flu and colds. For xray and other major laboratory work, the Franklin Memorial Hospital is utilized as necessary.

INFORMATION BOOTH

Location: upper level, north end, Student Center

Hours: 9:00a.m. to 11:00 p.m., 7 days a week

Telephone: 778-3501, extension 320. (When the switchboard is closed on weekends, the call rings direct into the Information Booth.)

Services: an information center that is informed of all UMF events and activities; you can pick up brochures, leave messages, and get your questions answered.

COMMUTER TIP: The Commuter Area Coordinator is available from 10:30 to 2:30 p.m. weekdays at the Information Booth. If you have questions/suggestions/problems, the coordinator is there to help you.

MANTOR LIBRARY

Location: corner of South and High Streets (across from the Counseling Center)

Telephone: 778-3501, extension 346

Hours: During the academic year -

Monday through Thursday	8:00a.m. - 11:00p.m.
Friday	8:00a.m. - 10:00p.m.
Saturday	10:00a.m. - 5:00p.m.
Sunday	1:00p.m. - 11:00p.m.

There are often special extended hours during exams weeks. Check for exact times at the library.

Services: Mantor Library performs many functions in addition to loaning books. Following is a list of some of its other services and materials:

- The Computer Terminal Room is to the right of the entrance
- Maps of local, regional, national, and international interest
- Newspapers (daily) from all over the state plus the New York Times, the Boston Globe, The Christian Science Monitor, the Wall Street Journal, the Washington Post, and the Manchester Union Leader.

COMMUTER TIP: The classified sections of newspapers are a good place to look for jobs. Find out what the state has to offer for parttime employment or future full-time employment.

- Magazines ranging from Runner's World to specialized scholarly journals
- Syllabi of courses and copies of some past exams are available at the Circulation Desk.

COMMUTER TIP: Having trouble - worried about an upcoming exam with a professor? Check the exam file; there may be some of his/her past exams there.

- Some videotapes of plays at the Circulation Desk
- Records and cassette tapes
- Microfilm, microfiche, film strips, video tapes
- Telephone books from around the state, and some out of state
- Federal and state government documents and brochures
- Study areas throughout the building
- Four typewriters for your use in the basement
- Photocopier on the main floor, cost - 10¢ per copy
- Reader-printer, copies of microfilm at 10¢ per copy
- Change machine (bill changer) - main floor
- College catalogues - complete collection on microfiche of U.S. and some foreign catalogues
- Curriculum materials including educational A-V materials, games, sample textbooks (third floor: Curriculum Center)

Mantor Library cont.

Staff are available to help a student who needs assistance in finding books, documents, etc. If the staff can't locate the materials at UMF you may wish to use the inter-library loan system which allows the librarian to borrow the necessary materials from another library. A group tour of the library, with emphasis on how to use it as well as a detailed guide to its resources is available.

COMMUTER TIP: Students who may have been out of school for some time and not familiar with up-to-date library resources may find the guide to be a timesaver for future resource.

MEDIA CENTER

Location: first floor of the Learning Center

Telephone: 778-3501, extension 270 (Graphics Lab), extension 275, 276, 274 (equip.)

Hours: Monday - Friday - 8:00a.m. - 4:30p.m.

Services, Equipment Available:

- dry mount presses for dry mounting and laminating (great for posters, wall prints, etc.)
- lettering equipment
- spiral binder
- spirit duplicator
- thermal transparency machine
- self-instructional pamphlets covering various graphics processes
- reproduction of slides, black and white prints, and overhead transparencies
- copies made of color or black and white slides, black and white prints, and overhead transparencies (with advance notice)
- duplication of non-copyrighted cassette and reel tapes
- recording room available for use in making original instructional audio tapes
- slide projectors, cassette tape recorders, and film-strip projectors may be borrowed for instructional use (reservations must be made one day before equipment is needed)

COMMUTER TIP: The fees charged are only minimal fees for materials - therefore, it does represent a good buy. On production requests, allow several weeks for your request to be fulfilled.

POLICE DEPARTMENT - UMF CAMPUS

Location: 7 South Street next to the Student Center

Telephone: 778-6565 or 778-3501, ext. 325

Police Dept. cont.

Services:

- competent and professional law enforcement assistance. All campus police officers are appointed as regular full time policemen and are special officers of the Town of Farmington.
- In the office, you can also pay traffic tickets, register your automobile or bike, and check their Lost and Found for lost or found items.
- They offer emergency assistance. If you need help in any type of emergency, they can help or point you in the right direction.

See the last page of this Handbook for "PROCEDURES FOR REPORTING CRIMES OR REQUESTING EMERGENCY ASSISTANCE".

RESOURCE DEPOT

Location: north side of Franklin Hall (separate entrance)

Telephone: 778-3501, extension 242

Hours: Monday through Friday 3:00 - 5:00 p.m.
Wednesday 9:00 - 11:00 a.m.
Saturday 10:00 - 12:00 noon

Services: The Resource Depot offers for sale at minimal cost materials donated by local households, businesses, and industries that can be used again creatively. A recent visit revealed yardgoods and vinyl for upholstering, wooden knobs, paper, patterns, yarn, buttons, etc. Workshops and educational programs are scheduled throughout the school year. Sample craft items and learning materials are on display.

If you have children, are into home redecorating, are taking a creative craft course, or are on a tight budget, a visit to the Resource Depot is a must!

STUDENT LIFE OFFICE

Location: Upper level, north end of the Student Center

Telephone: 778-3501, extension 320.

Hours: Monday through Friday - 8:30 a.m. to 4:30 p.m.

Director: Ann Fox

Services: Although Student Life handles many facets of on-campus living, they also offer services for the commuter student. This office is for all students, resident students, commuter students, nontraditional students.

Through this office you will find:

- Apartment listings
- Information Booth (see separate section for services and times)
- Organization mailboxes for all campus clubs

STUDENT LIFE CONT.

- Weekly calendar of events
- information and rental of the Hostel at Mallett Hall
- Message Center for commuter students
- Student Directory
- Women's Resource Room in Mallett Hall
- Campus-wide programming

Commuters are invited to attend any programs in the residence halls. The themes and locations for the 83/84 academic year series are:

Scott North Scott South	Programs about "The Changing Roles of Women & Men"
Mallett Purington	Programs about the "College Experience"
Dakin Lockwood Stone	Programs about "Health Education"

For more information about these programs, contact the Student Life Office or the Area/Activities Coordinator's Office, Student Center, Ext. 318.

- A Coordinator for commuter student concerns works for the Student Life Office. The job duties involve being an information/resource person, will coordinate speakers for commuter programs, and will stay informed of the Commuter Council concerns and activities. If you have questions, problems, or suggestions to better the life of commuter students, see:

Name: Sheila Atwood

Hours: 10:30 a.m. to 2:30 p.m., Monday through Friday

Location: Student Life Office

Also, the Student Life Office includes social/recreational/cultural activities. The people to see are:

David Bodman, Activities Coordinator (social/recreational), Ext. 322

Pam Kenny, Activities Coordinator (educational/cultural), Ext. 326

Both of these people are located in the Student Center, upper level.

WOMEN'S RESOURCE ROOM

Location: first floor, Mallett Hall

At the time of printing, the hours the Room will be open were not set. See the Student Life Office for details. The Center will contain information, listings, brochures, books, etc. of interest to women.

At the Center will be information about the UMF Women's Discussion Group

Women's Resource Room cont.

which meets every Friday noontime. The group is open to any women, whether a UMF student, staff or faculty member, or community member.

We also thought the following off-campus information might be of use to you:

FARMINGTON TOWN OFFICE

Location: 147 Lower Main Street, Farmington

Telephone: 778-6538

Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Services:

- Social Security representative available on Thursdays, 10:00 a.m. to 1:00 p.m.
- The Police Department is located in the Town Office building
- Voting registration
- payment of parking tickets, taxes, and sewer bills
- automobile registration
- dog licenses

LANDFILL (Rubbish disposal)

Location: U.S. Route 2, the Falls Road, Farmington

Telephone: 778-3525

Hours: Tuesday - Friday 8:00 a.m. to 4:30 p.m.
Saturday 7:30 a.m. to 3:00 p.m.

CUTLER MEMORIAL LIBRARY (Public Farmington Library)

Location: Academy Street, Farmington (near Merrill Hall)

Telephone: 778-4312

Hours: Tuesday and Wednesday 10:00 a.m. to 8:00 p.m.
Thursday, Friday & Saturday 10:00 a.m. to 5:00 p.m.

DRIVERS' LICENSE (Renewals & Photos)

Location: Village Corporation Building, High Street, Farmington

Telephone: 778-9405

Hours: First & Third Wednesday of each month
9:30 a.m. - 1:00 p.m. and 2:00 p.m. - 4:00 p.m.

COMMUNITY SERVICES AVAILABLE:

Tri-County Mental Health Services, Inc.

Address: 2 Middle Street
Farmington, Maine 04938

Tel.: 778-3556
783-9141 - emergency

Hours: 9:00a.m. - 5:00p.m.

Fee: Based on a sliding scale according to income and number of dependents.

Services Provided: Outpatient Services - provide help with personal, family, marital, and other life crisis situations.
Emergency Services - provide immediate intervention in dangerous or life threatening situations.
Alcohol & Drug Services - provide help with substance abuse problems
Community Support Services - provide long term follow-up and support for people with chronic mental illness
Consultation & Education Services - provide training and consultation to schools, industry, clergy, law enforcement agencies, and human service organizations

Franklin County Community Action Council, Inc.

Address: Church Street
Wilton, Maine 04234

Tel.: 645-4931

Hours: Mon. - Fri. - 8:00 a.m. to 4:30 p.m.

Fee: varies depending upon program

Services provided: Weatherization for the needy
Energy - information, consultation, workshops, etc.
Housing - for eligible residents of Franklin County
Headstart - designed to give income eligible children a "head start" on learning experiences before entering school.
Family Planning
WIC - provides basic nutritious foods to needy pregnant women, nursing mothers and children under five years of age
Day Care
Ceta - for people who are unemployed, underemployed, and who meet financial guidelines

Also, information about most if not all nonprofit help organizations.

ANDROSCOGGIN HOME HEALTH SERVICE

Location: 61 Main St., Farmington

Telephone: 778-3523

Services Available: RN nursing, immunization (preschool immunizations held at American Legion Home), screening for vision and hearing defects, blood pressure clinics, maternal-child health, communicable disease follow-up, counseling, referral, home health care, and physical, occupational, and speech therapy.

DEPARTMENT OF HUMAN SERVICES

Location: 99 North Main Street, Farmington

Telephone: 778-6054

Services Available: Medical Assistance Program, food stamp certification, aid to families with dependent children, information and referral services, public health nursing.

CHURCH NAME	ADDRESS	MINISTER	TIME	TELEPHONE
<u>Christian Science</u>	Corner Perham & High	Members of the Mother church in Boston	10:45 Service 10:45 Sunday Sc.	778-3910
<u>Church of Jesus Christ of Latter Day Saints</u>	Perham Hts. Farmington	Bishop Ellis	9:00 Sacrament 10:45 SS 11:10 Relief. Soc. 11:10 Priesthood	639-4972 778-3744
<u>Church of the Nazarene</u>	Farmington Falls	Rev. Daniel Joyce	10:00 SS 11:00 Morn. Worship 7:00 Wed. Prayer Meeting	778-2210
A bus from the church is available for student pickup and return. Please call minister for information.				
<u>First Congregational</u>	Main St., Farmington	Rev. Richard Waddell	9:30 Worship	778-4438
<u>Henderson Memorial Baptist</u>	Farmington	Rev. Robert Gale	9:00 SS 10:00 Worship	778-2849
<u>Jehovah's Witness</u>	Wilton Rd., Farmington	George Stager, Elder Roland Powers, Elder Peter Grindle, Elder	9:30 AM Worship 7:00 Thurs. 7:00 Tues.	645-4543
<u>Methodist Church</u>	Main St., Farmington	Rev. Lloyd Leeman	9:15 Church Sch. 10:45 Worship	778-3921
<u>Mt. Blue Assembly Of God</u>	Wilton Rd., Farmington	Rev. Delert Pickens	9:45 SS 11:00 Morn. Worship 7:00 Sun. Eve. Worship	778-4249
<u>Mt. Blue Lutheran</u>	Fairbanks U. Church	Pastor Daniel Knocks	11:30 SS 12:30 Worship	778-6594
<u>New Hope Baptist</u>	W. Farmington Grange Hall	Pastor Brian Rebert	10:00 SS 11:00 Worship 7:00 Worship	
<u>Presbyterian Fairbanks Union Church</u>	Fairbanks	Rev. Scott Planting	9:00 AM Worship 10:00 SS	778-4654

CHURCH NAME	ADDRESS	MINISTER	TIME	TELEPHONE
St. Joseph's Catholic Church	13 Middle St., Farmington	Rev. Reginald Brissette	6:00 Sat. PM 8:00 Sun. AM 10:15 Sun. AM	778-2778
St. Luke's Episcopal	Main St., Farmington	Rev. Kenneth Lindsey	8:00 AM Holy Communion 9:30 SS 9:30 Holy Com. and sermon	778-2843

ACADEMIC PROGRAM PERSONAL RECORD

List of General Requirements:

List below your general core requirements needed to graduate. This information is available from your advisor - or check the UMF Catalog. When you have completed the required course place a check to the right of the course.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List below your major requirements needed for a degree. Place a check to the right of the course when you have completed it.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ACADEMIC PROGRAM PERSONAL RECORD

Fall, 19____ Spring, 19____ Summer, 19____
 Course Cred./Grade Course Cred./Grade Course Cred./Grade

Fall, 19____ Spring, 19____ Summer, 19____
 Course Cred./Grade Course Cred./Grade Course Cred./Grade

Fall, 19____ Spring, 19____ Summer, 19____
 Course Cred./Grade Course Cred./Grade Course Cred./Grade

Fall, 19____ Spring, 19____ Summer, 19____
 Course Cred./Grade Course Cred./Grade Course Cred./Grade

Transfer Credits:

CHECKLIST FOR APARTMENT CONDITIONS

Instructions: Complete this form in duplicate when moving in and moving out. Both the tenant and landlord/lady should sign and date it. Each should retain a copy.

Unit Address: _____

Item	Condition-In	Condition-Out	Charge	Additional Comments
Kitchen:				
Refrigerator	_____	_____	_____	
Stove	_____	_____	_____	
Cabinets	_____	_____	_____	
Sink/Faucet	_____	_____	_____	
Lights	_____	_____	_____	
Walls/Ceiling	_____	_____	_____	
Floors/Carpet	_____	_____	_____	
Windows	_____	_____	_____	
Living Room:				
Walls/Ceiling	_____	_____	_____	
Floor/Carpet	_____	_____	_____	
Curtains	_____	_____	_____	
Windows	_____	_____	_____	
Light Fixtures	_____	_____	_____	
Bathroom:				
Walls/Ceiling	_____	_____	_____	
Bathtub/Shower	_____	_____	_____	
Sink/Faucets	_____	_____	_____	
Toilet	_____	_____	_____	
Towel Racks	_____	_____	_____	
Floor/Carpet	_____	_____	_____	
Windows	_____	_____	_____	
Light Fixtures	_____	_____	_____	
Bedroom I:				
Walls/Ceiling	_____	_____	_____	
Windows	_____	_____	_____	
Floors/Carpet	_____	_____	_____	
Light Fixtures	_____	_____	_____	
Bedroom II:				
Walls/Ceiling	_____	_____	_____	
Windows	_____	_____	_____	
Floors/Carpet	_____	_____	_____	
Light Fixtures	_____	_____	_____	
Other:				
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

YOUR SPENDING PLAN = INCOME - EXPENSES AND SAVINGS (PER SEMESTER)

1. Income: List all resources you anticipate receiving for each semester.
If possible, gauge when specific amounts will be available.

Your Savings _____

Part-time job earnings _____

Financial aid _____

Other income _____

Total: _____

2. Expenses: Per Semester

Tuition _____

Fees _____

Books/supplies _____

Living Accommodations _____

Rent/Mortgage _____

Electricity _____

Heat _____

Water _____

Telephone _____

Insurance/household _____

Food: _____

Meals on Campus _____

Groceries _____

Travel _____

Own Car: _____

Gas/oil _____

Repairs _____

Car Insurance _____

Medical: _____

Dentist _____

Insurance _____

Clothing: _____

New purchases _____

Cleaning _____

Personal: _____

Barber/beauty shop _____

Toiletries _____

Debts: _____

Car loan _____

Other loan _____

Charge accounts _____

Entertainment: _____

Movies, etc. _____

Sports & hobbies _____

Entertainment cont. _____

Baby-sitter _____

Vacation _____

Newspapers/magazines _____

Gifts: _____

Birthdays _____

Other occasions _____

Religious donations _____

Other Expenses: _____

Total: _____

To reach your family member; Call 778-3501, X 320.
Student Life will check your schedule and call the department secretary where family member can be found.

TO LEAVE WITH YOUR FAMILY: CLASS SCHEDULE

MONDAY	Course: Time: Place:		
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
	MORNING	AFTERNOON	EVENING

PARENTS' & BABYSITTER'S CHECKLIST

Use this checklist to remind you of important information to tell the sitter.

Children's Care Tips:

- ___ What to feed the children?
- ___ Explain special habits or nighttime routines, including bedtime.
- ___ What television-viewing guidelines do you have for the kids?
- ___ What games or books do the children like?
- ___ Explain where pajamas, diapers, etc., are located.
- ___ Advise sitter of any medication your children take.
- ___ Specify what snacks sitter and children can eat; what's off-limits.

House Facts:

- ___ Give a quick tour of the house.
- ___ Point out the emergency phone numbers you have posted by the telephone.
- ___ Explain how any special lights or equipment work.
- ___ Show sitter how to operate stove, TV, stereo, etc.
- ___ Have a note pad handy for sitter to record any phone messages.

Safety Pointers:

- ___ Explain how door locks work and where spare keys are kept, just in case someone gets locked out of the house.
- ___ Point out medicine cabinet and first-aid supplies.
- ___ Explain smoke alarms if applicable.
- ___ Leave a flashlight in an easy-to-reach place.

SPECIAL RULES FOR SITTER:

BABYSITTER'S INFORMATION - LEAVE NEAR BY YOUR HOME PHONE

You are sitting for: _____

Our address is: _____

Our phone number is: _____

Children's names are: _____

IMPORTANT PHONE NUMBERS YOU MAY NEED IN CASE OF TROUBLE OR AN EMERGENCY:

Helpful neighbors:

Name: _____ Phone: _____

Name: _____ Phone: _____

Nearest Relatives:

Name: _____ Phone: _____

Name: _____ Phone: _____

Who to call in an emergency:

Police: _____

Fire Department: _____

Hospital: _____

Poison Control Hotline: _____

Family Doctor's Name: _____ Phone: _____

How to reach me, if necessary:

I am at: _____

The phone number is: _____

I should be home by: _____

COMMUTER TIP: Photocopy this sheet after you've filled in all the sections except how to reach you. Then use it with each sitter.

WHERE'S THE POWER AT UMF:

With any organization, it's a good idea to understand the power structure and know how to use it to your advantage. In dealing with power, keep in mind a couple of things:

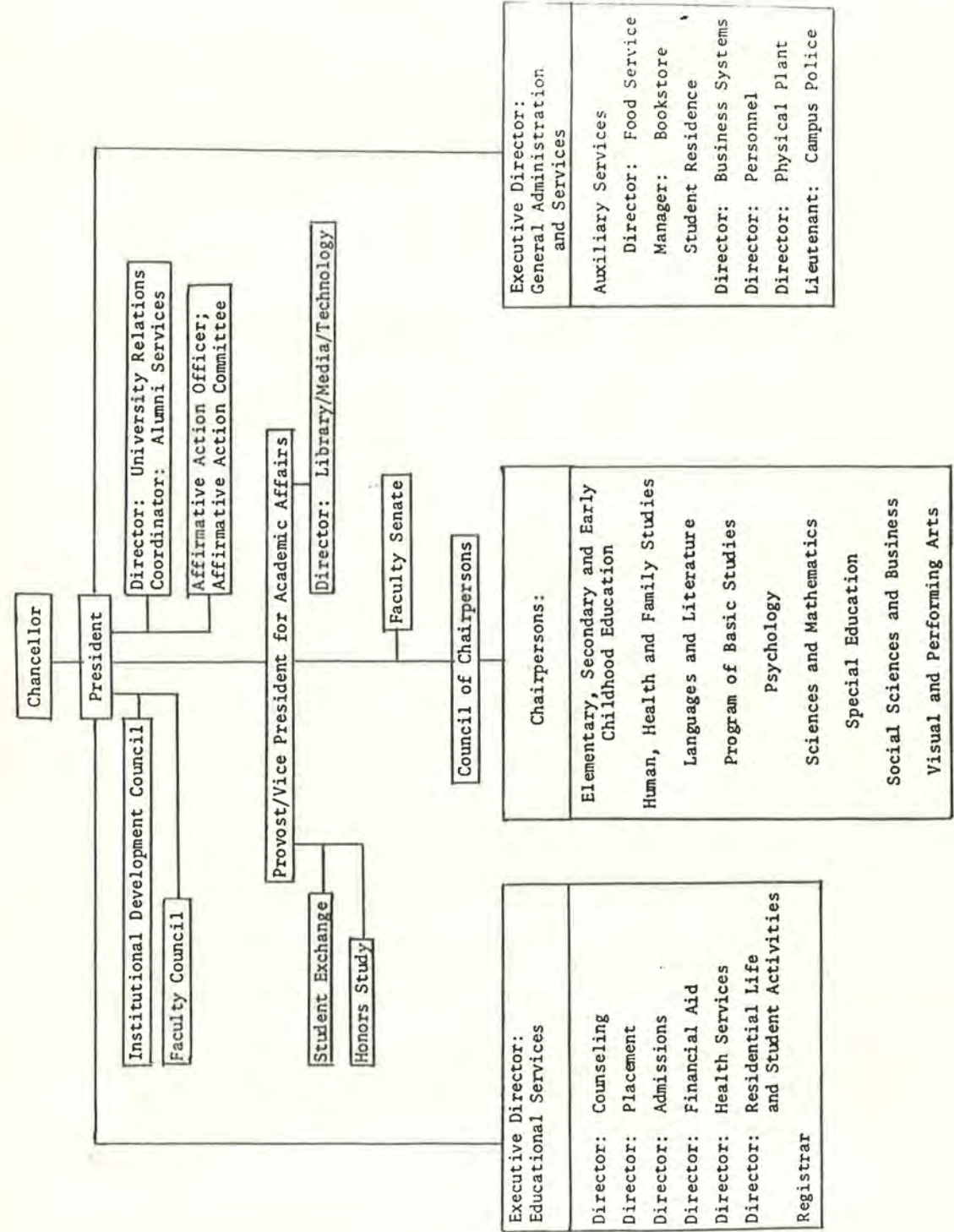
- People in power don't like people with complaints to make "end runs" around the chain of commands. Start with the person who is the problem (or who you think has the power to take care of the problem) and then, if necessary, work your way up to his or her supervisor and then to his or her supervisor, etc. as far as necessary.
- Tact and diplomacy go a long way - confrontation should be used only as a last resort.
- Most of the people at UMF are sincerely interested in helping you resolve your problem, so don't hesitate to talk it over with us. If necessary, formal grievance procedures are available but nine times out of ten, even the most serious complaints or problems can be resolved informally.
- If you have a specific complaint, question, or suggestion as a commuter, other options available to you:

Student Life Office: Ann Fox, Director of Student Life
Sheila Atwood, Coordinator for Commuter Student Concerns

Commuter Council: The new officers will be elected in September. Information can be obtained from the Information Booth. Messages can be left in the Student Life Office.

Student Senate: Again, information can be obtained from the Information Booth and messages can be left at the Student Life Office.

The UMF power breakdown is shown on the following page.



UNIVERSITY TERMINOLOGY

Academic Advisor: a member of the college or university administration or a faculty member whose responsibility it is to (1) help the student follow or design a particular course of study, (2) help the student choose courses, and (3) act as a sounding board for dealing with problems or issues relating to attendance in the institution.

Accreditation: Approval granted to a college by one or more professional accrediting associations if the college meets predetermined standard set up for such factors as academic program, faculty and administration, library facilities, physical plant, and extent and suitability of curriculum.

Baccalaureate or Bachelor's Degree: A degree received after satisfactorily completing a four-year, full-time course of study at a university or college.

Calendar: Although there are an infinite number of calendar arrangements in existence, the system used at UMF is the semester system (a calendar year which is divided into two terms between September and May: fall semester and spring semester. Summer session is an additional option not included as a part of the regular calendar.)

Carrel: A small alcove in the UMF buildings (i.e. library, Student Center) designed for individual research and study. Students using carrels, which are usually assigned upon request (but not in all cases), may keep books and other materials in them for a stipulated period of time.

Class Load: The number of units or classes a student takes during one term.

College Catalog: A booklet issued annually by a college giving information concerning such matters as requirements for admission, tuition and fees, degrees and majors, faculty roster, and courses of study. It is usually different and separate from a schedule of classes. The UMF Catalog is available from the Admissions Office. The class schedule is available through the Registrar's Office in Merrill Hall.

Degree: A title earned by a student after attending a college or university for several years and meeting its requirements.

Department: A small group of professors organized to offer teaching in a specific field such as history, sociology, or rehabilitation.

Fees: Sums of money which must be paid for such things as an application for admission, a student activity fee, registration, the use of laboratory or physical education equipment, and housing. Fees are usually assessed in addition to tuition charges.

Fieldwork: A learning situation in which a student learns by participating in actual work situations under the supervision of either professionals in that situation or an assigned faculty supervisor. Examples of fieldwork situations include student teaching, working in a social service agency. Fieldwork may be offered on a credit or a noncredit basis.

GPA, or Grade Point Average: The average of grades a student receives for courses at college, computed at the end of each term (for that term) and as an average for all terms. Most colleges and universities use a system whereby a number value of 4 is assigned to an "A" grade; 3, to a "B" grade, 2, to a "C" grade; 1, to a "D" grade; and 0, to an "F" grade. This number is multiplied by the number of credit hours for the course to yield the quality points for the course. (Ex.: An "A" in a 3-credit course = 12 quality points.)

Graduation Requirements: Specified requirements set by an educational institution for graduation. They can include minimum grade-point average, minimum number of course units, certain courses, residency, and thesis.

Independent Study or Directed Study: A form of study, outside a formal classroom structure, in which a student studies "individually" under the supervision of an instructor.

Interdisciplinary: Refers to departments, programs or courses which cross academic lines, utilizing the knowledge from a number of academic disciplines (e/g; urban studies might utilize knowledge from sociology, business, psychology, engineering, and anthropology).

Liberal Arts: Generally, a course of study which allows for a broad education in the humanities, social sciences, or sciences.

Major: A concentration in a specific field of study. A student may be required to take one-third to one-half of his or her total college courses in that field. One can have a history major, or english major, or rehab major, etc.

Minor: Required by some colleges and universities and by some departments, a specific number of units in a field of study other than the student's major.

Prerequisite: A specific requirement (a competency, a degree, or a previous course) which must be met before one is eligible to take a particular course.

Transcript: An official record of courses taken by an individual student at an educational institution with grades and credits earned.

Tuition: A sum of money which must be paid for taking courses at an educational institution. In some cases this is a flat rate; in others the rate is based on the number of units a student takes.

HOW TO REACH PEOPLE

This section will give you a hodgepodge of informational sources, telephone numbers, who's who, and in some instances, locations. If locations are not given, check the telephone number: if the first three numbers are "778", it's a Farmington location.

TELEPHONE RATES:

The rates given below are discounted times for long distance calls and are subject to change by the telephone company. All times given are EST time.

Lowest rates are: every day, 11:00 p.m. to 8:00 a.m.
Saturday, all day
Sunday, 8:00 a.m. to 5:00 p.m.

Next lowest: every day, 5:00 p.m. to 11:00 p.m.

For more information, consult your local telephone directory. Farmington is located in the Rumford Area Directory.

FARMINGTON EMERGENCY TELEPHONE NUMBERS

FIRE.....778-2120

POLICE.....778-6311

AMBULANCE.....778-6365

POISON.....1-800-442-6305

UNIVERSITY OF MAINE AT FARMINGTON.....778-3501

TELEPHONE LISTINGS: OFF CAMPUS (All locations are in Farmington unless otherwise noted.)

ADULT EDUCATION

Cooperative Extension Service, PO Box 670, 78 Main Street.....778-6450
Bureau of Forestry, RFD #2.....778-2000
The Better Living Center, Pleasant Street.....778-6018
Mount Blue High School,778-3561

ALCOHOLISM INFO & TREATMENT

Tri County Mental Health, 2 Middle Street.....778-3556
Western Regional Council on Drug & Alcohol Abuse.....1-800-482-7517
Rural Health Associates, Wilton Road.....778-6521

ANIMAL SERVICES

Franklin County Animal Shelter, Route 43.....778-2638
Me. Society for the Prevention of Cruelty to Animals.....1-800-482-7447
Peter Dingley, Vet., Farmington Veterinary Clinic, 90 High St., 778-2061
Robt. E. Patterson, Vet., Craig Hill, Route 43.....778-6275

BANKS

Franklin Savings Bank, Main Street.....778-3339
Merrill Bank N.A., Broadway Street.....778-3337
Northeast Bank, Main Street.....778-6361

BARBERS

Dick's Barber Shop, Broadway.....778-2050
Turner's Tender Cut, Broadway.....778-4165

BEAUTY SALONS

Claudia's Hair Fashions, 46 Main Street.....778-2103
Gloria's Beauty Salon, 12 Broadway.....778-2050
Morgan's Hair Styling, Water, West Farmington.....778-4557

BOWLING

Meadow Lanes Bowling, East Wilton.....778-6078

CHILDREN

Child Welfare-Day Care info.....1-800-482-7517
Child Welfare Services.....1-800-452-4640
Child Abuse/Neglect - emergency service.....1-800-452-1999

CIVIL EMERGENCY PREPAREDNESS

Call.....778-6335

CLEANERS

Laundry Dry Cleaners, Front Street.....778-4688
Village Wash House, Front Street.....778-6781

CLUBS

American Legion, 38 High Street.....778-9371
Elks Lodge, 2430 School Street.....778-6761

CLUBS CONT.

YMCA, 11 Middle Street.....778-9964

DENTISTS

DAD Dental Center PA, 48 Broadway.....778-9600

Dr. Lawrence Gross, 48 Broadway.....778-9600

Robert Turner, Farmington Dental & Denture Clinic.....778-4804

David Haeger, Wilton Road.....778-6521

Roger Allen Kay, 6 Upper Main Street.....778-6383

Robt. J. Lovejoy, 64 Main Street.....778-2060

Richard S. Sewall, General Dentistry, Wilton Road.....778-6521

Howard K. Strang, 35 Main Street.....778-2727

Peter W. Swallow, General Dentistry, 14 Main Street.....778-6268

DOCTORS-MD

Hellmut E. Bitterauf, Orthopedic Surgeon, Route 4.....778-6547

Roger Condit, Family Practice, Wilton Road.....778-6521

David Dixon, General Surgery, Wilton Road.....778-6521

Family Practitioners, Drs. Fuson & Bien, Wilton Road.....778-9531

Martin Fleishman, Psychiatry, South Strong Road.....778-6951

Andrew Hall, Internal Medicine & Cardiology, Wilton Road.....778-6521

David Hurst, Ear, Nose & Throat, Wilton Road.....778-3536

W. M. Lambert, Orthopedic Surgery, 14 Main Street.....778-9080

Jas. R. MacMahon, Pediatrics, Wilton Road.....778-6521

Medical Arts Building, Wilton Road.....778-6521

Jay A. Naliboff, Gyn-obstetrics, Route 133.....778-6394

Paul Taylor, Family Practice, 5 North Main Street.....778-3326

Thos. B. Weigle, Gyn-obstetrics, Route 133.....778-6394

William T. Yates, Gyn-obstetrics, Route 133.....778-6394

DUMP - LANDFILL

Farmington Landfill, Route 2.....778-3525

ENVIRONMENTAL PROTECTION

Citizens Assistance.....1-800-452-1942

FAMILY SERVICES

Adult Abuse/Exploitation.....1-800-482-7517

Abortion Hot Line.....1-800-223-0618

Birthline.....1-800-492-0119

Dept. of Human Services, 99 North Main Street.....778-9581

Family Planning.....1-800-432-7881

Community Action Council, Wilton.....645-4931

Parents Anonymous.....1-800-452-1973

Western Me. Older Citizens Council.....778-9581

Western Maine Transportation.....1-800-482-1926

FEDERAL AGENCIES

Agricultural Stabilization & Conservation, 78 Main Street.....778-2788

Farmers Home Administration, 18 Pleasant Street.....778-6531

Soil Conservation Service, 11 Broadway.....778-4767

FINANCIAL SERVICES

Department of Human Services, 99 North Main Street.....778-6054

Displaced Homemakers Project.....(UMA).....645-4931

Aid to Families With Dependent Children.....1-800-452-1926

Food Stamps Hot Line.....1-800-452-4643

Food Stamps - Farmington.....778-6054

Food: Women/Infants.....645-4931

GOVERNMENT

Citizen Assistance to State Government.....1-800-452-1948

HANDICAPPED

Advocates for Developmentally Disabled.....1-800-452-4628

Bur of Rehabilitation.....1-800-452-4628

Bur of Vocational Rehabilitation.....1-800-482-7517

Info & Referral Services for the Deaf.....1-800-492-0859

HEALTH INFORMATION

Androscoggin Home Health Service, 61 Main Street.....778-3523

Medicaid.....1-800-452-1926

Tel-Med, Tape Health Information.....1-800-424-8590

HOUSING

Housing Discrimination.....1-800-424-8590

Maine Housing Authority (rent subsidies).....1-800-452-4668

HUMAN SERVICES

Department of Human Services, 99 North Main Street.....778-6054

INSURANCE

Carrier Insurance Agency, 11 Church Street.....778-3315

Dubord, Gene, Insurance, Route 2.....778-4604

Kyes Insurance, 13 Broadway.....778-3526

Weber Insurance Agency, 78 Main Street.....778-3300

LEGAL SERVICES

Western Older Citizens Council.....1-800-482-0976

Lawyer Referral Service.....622-7523

Pine Tree Legal Assistance.....622-4731

LEGISLATIVE

Info-Message service for legislators during session.....1-800-452-4601

Maine State Legislature:

Representative - Charles M. Weber, 111 Perham Street.....778-6929

Senator - Andrew J. Redmond, Box 924, Madison.....474-8327

LIBRARY

Cutler Memorial Library, Academy Street.....778-4312

MARKETS

Don's AG Food Store, 77 Main Street.....778-6003

Farmington IGA, Wilton Road.....778-4409

Mt. Blue Grocery, Wilton Road.....778-4341

Price Cutter, Wilton Road.....778-6069

Ron's Market, High Street.....778-3344

Sampson's, Main Street.....778-2741

MILITARY

Army Reserve Center, 11 Middle Street.....778-9219

NEWSPAPERS

Franklin Journal, Wilton Road.....778-2075

Lewiston Daily Sun, Main Street.....778-6772

Morning Sentinel, Main Street.....778-4565

Sunday Telegram, Portland.....1-800-442-6036

NURSES

Home Health Service, 59 Main Street.....778-3523

OILS-FUEL

Agway, Lower Main Street.....778-6751

Farmington Oil Company, 76 Main Street.....778-3331

OPTOMETRISTS

Maurice Knapp, 2 Anson Street.....778-2100

Richard McGraw, 12 High Street.....778-6925

PHARMACIES

Farmington Drug, 28 Broadway.....778-2737
 Howard's Liggett Rexall, 70 Main Street.....778-2695
 LaVerdiera's, Mt. Blue Shopping Center.....778-3342

PHOTO FINISHING

Fotomat Corporation, Mt. Blue Shopping Center.....778-4791

PHOTOGRAPHERS

Luce Studio, 158 South Main Street.....778-4920

PIZZA

Arkay Pizza, 152 Lower Main Street.....778-3944
 Farmington Pizza, Water Street.....778-2111
 The Shed, Lower Main Street.....778-9643
 Yianni's, Mt. Blue Shopping Center, Wilton Road.....778-6556

RESTAURANTS

A Piece of Cake, 4 Church Street.....778-2724
 Burger King, Wilton Road.....778-9709
 Farmington Diner, Intervale Road.....778-4151
 Fiddleheads, 23 Pleasant Street.....778-9259
 Holley Farm, Holley Road.....778-4869
 Mario's, 42 Main Street.....778-9794
 The Pioneer House, Falls Road.....778-4845
 New Sharon Motel & Restaurant, New Sharon.....778-6962

RUNAWAYS

National Runaway Switchboard(direct calls to parents)....1-800-621-4000
 Runaway Hot Line (Messages from runaways).....1-800-231-6946

THEATRE

Farmington State Theatre, Broadway.....778-4877

SCHOOLS

Adult Basic Education Program.....778-3460
 Sandy River School778-2386

SAD #9 -

W.G. Mallett School, 1 Quebec Street.....778-3529
 Mt. Blue Jr. High, Middle Street.....778-3511
 New Sharon Elementary, New Sharon.....778-3031
 St. Joseph's Kindergarten, Quebec Street.....778-6627
 Wilton Central, Depot Street.....645-4433
 Wilton Cushing, Wilton.....645-2442
 Mt. Blue Senior High, Seamon Street.....778-3561
 University of Maine at Farmington, Farmington.....778-3501

SERVICE STATIONS(gas & oil)

Arthur's Service Station, Allens Mills.....778-2412
 Bob's Car-Go, Route 1.....778-9058
 C.N. Brown Mobil, Main Street.....778-6046
 Farmington Exxon, Intervale Road.....778-6079
 Farmington Shell, Lower Main Street.....778-2685
 Farmington Sunoco, U.S. Route 2.....778-9727
 French's Service, Wilton Road.....778-3757
 Karkos Amoco Station, Lower Main Street.....778-2731
 Lake View Garage, Allens Mills.....778-4422

SKIING EQUIPMENT

Northern Lights Limited, Wilton Road.....778-6566

TAX INFORMATION

Elderly Householders tax and rent.....1-800-452-1924
 Internal Revenue.....1-800-452-8750
 State Income Tax.....1-800-452-1924

THRIFT STORES

B-Thrift-T Shop, 1 Maiden Lane.....778-9019
 The Clothes Tree, Route 4.....778-2647

TOWN OFFICE

Farmington, 147 Lower Main Street.....778-6538

TV & RADIO- Repair & Service

Earl Hodgkins, Bridge Street, West Farmington.....778-4690

TRAILER RENTING

U-Haul, Lower Main Street.....778-2731

USED FURNITURE

Bargain Shop, Curve Street, Wilton.....645-2034
 Tall Timbers, Route 2, Wilton.....645-4392

VARIETY STORES

Mickey's Hallmark, 46 Main Street.....778-2653

VETERANS SERVICES

Federal info on Veteran's Programs.....1-800-452-1935

US POST OFFICE

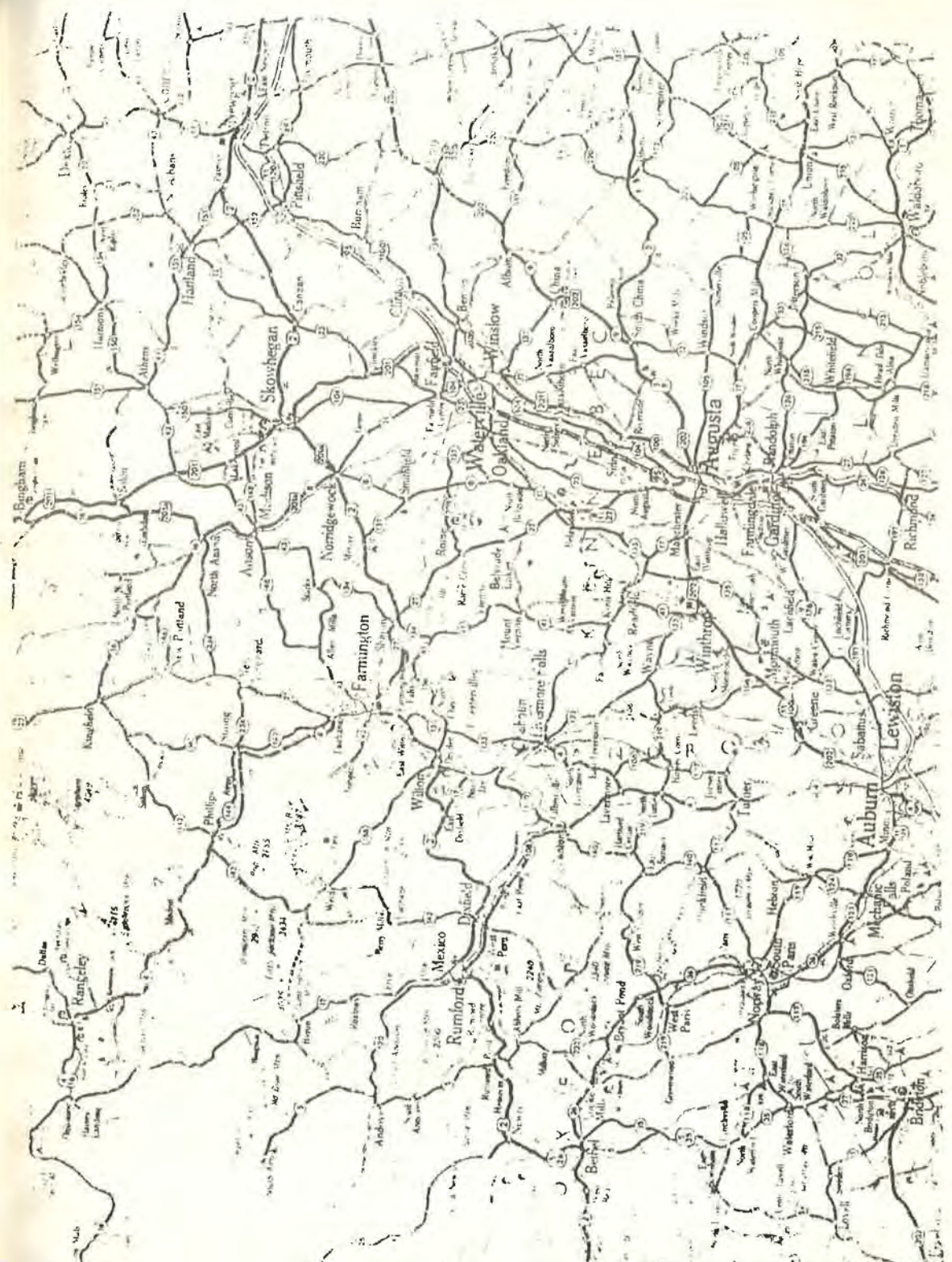
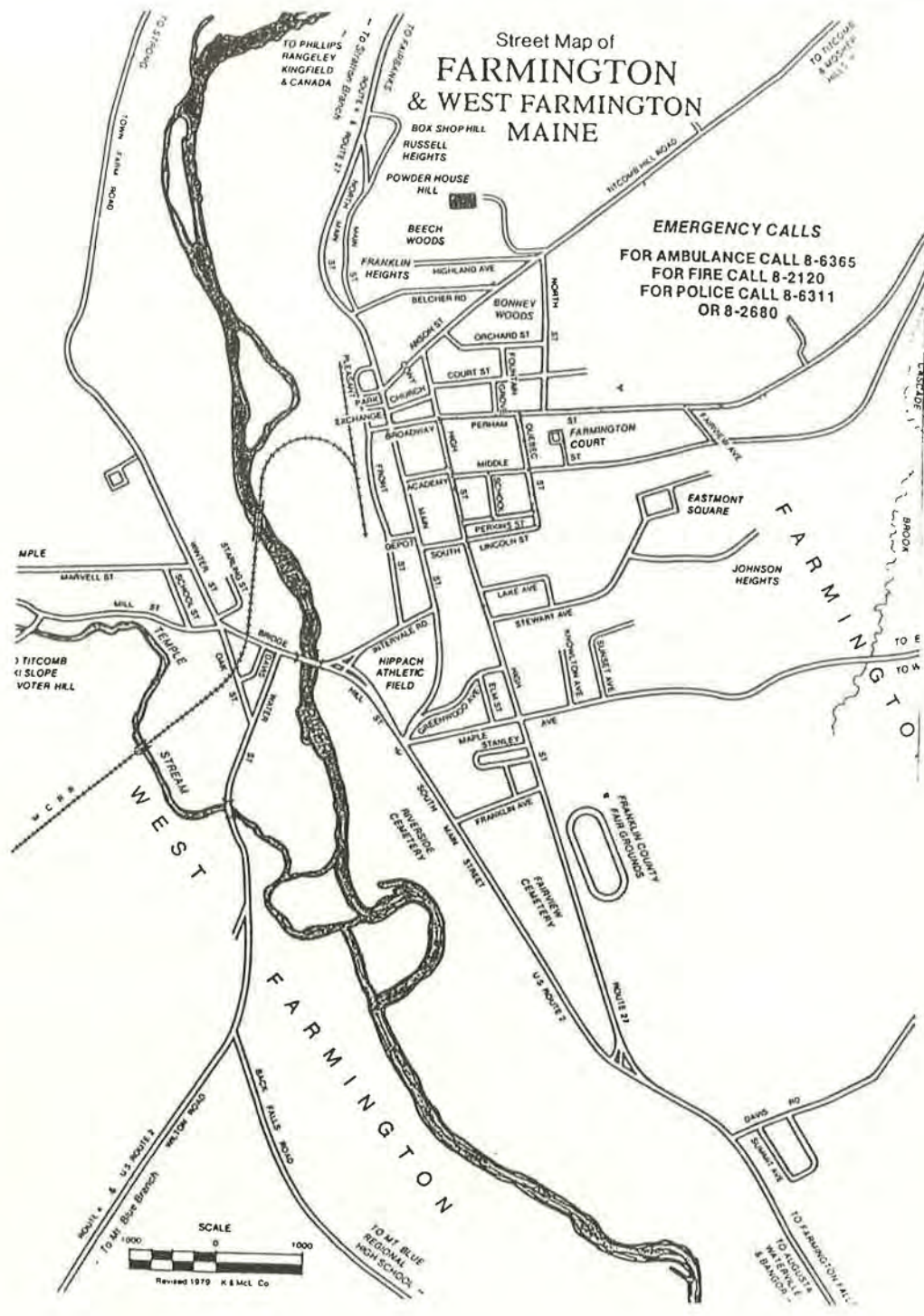
Farmington Post Office, Main Street.....778-2740

FREQUENTLY USED PHONE NUMBERS

FREQUENTLY CALLED EXTENTION NUMBERS AT UMF

Street Map of FARMINGTON & WEST FARMINGTON MAINE

EMERGENCY CALLS
 FOR AMBULANCE CALL 8-6365
 FOR FIRE CALL 8-2120
 FOR POLICE CALL 8-6311
 OR 8-2680



PROCEDURES FOR REPORTING CRIMES OR REQUESTING EMERGENCY ASSISTANCE

Any member of the campus community who is in need of police assistance or in need of emergency services may call the following numbers;

CAMPUS POLICE DEPARTMENT.....778-6565 or 778-3501, X. 325
 FRANKLIN COUNTY SHERIFF'S DEPT.....778-2680
 FARMINGTON POLICE DEPARTMENT.....778-6311
 FARMINGTON FIRE DEPARTMENT.....778-2120
 AMBULANCE SERVICE.....778-6365

When reporting a crime or requesting emergency assistance please remember to include the following information:

- #1...GIVE YOUR NAME AND ADDRESS (YOU MAY REMAIN ANONYMOUS)
- #2...REPORT YOUR LOCATION AT THE TIME OF THE CALL
- #3...REPORT THE LOCATION OF THE CRIME OR EMERGENCY
- #4...REPORT THE TYPE OF CRIME OR EMERGENCY
- #5...REPORT AS BEST YOU CAN, ANY INFORMATION THAT YOU MIGHT KNOW SUCH AS TO THE SERIOUSNESS OF THE PROBLEM, ANY DESCRIPTIONS OF PERSONS INVOLVED OR THE DIRECTION OF TRAVEL OF A SUSPECT.

Your Campus Police Department is structured to provide you with competent and professional law enforcement assistance and welcome the opportunity to serve you. All campus Police Officers are appointed as regular full time Policement by the authority of the Board of Trustees of the University of Maine and are Special Officers of the Town of Farmington.

The Campus Police Department Office is located at 7 South Street, next to the Student Center.

CAMPUS OFFICERS

Lieutenant Robert E. Harper, Jr.
 Officer Richard W. Comstock
 Officer Bruce Vines

