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ADVISING

Professional Academic Advisors are here to help you navigate your academic pathway to success. We will be here for you every step of the way! All UMPI degree seeking students have both a Faculty Academic Advisor and a Professional Academic Advisor. Our Peer Advisors and Professional Academic Advisors can help you get answers to the many questions you may have!

THINGS TO KNOW:
- We can help you access the myUMPI Student Portal where you can find your class schedule and also your faculty advisor.
- You can learn about UMPI’s degree programs and get help understanding university policies and procedures.
- We can put you in touch with other faculty and staff who will also provide you with valuable assistance and services towards your academic success.
- We will guide you in making a wish list when choosing classes for your degree program.

OUR STAFF:
Lorelei Locke: Director of Advising
lorelei.locke@maine.edu
Shara Page: Associate Director of Advising
shara.page@maine.edu
Bethany Lord: Professional Academic Advisor
bethany.lord@maine.edu
Jean Henderson: Professional Academic Advisor
jean.henderson@maine.edu
Jessica Winslow: Professional Academic Advisor
jessica.winslow@maine.edu

Come visit us in Preble Hall 127 or check out our website for more information: https://umpi.edu/offices/advising
The UMPI mailroom is located in the Campus Center. The mailroom is open Mon-Fri, 10am-4:30pm (closed 1-2pm daily).

To get your mail:
1. You’ll get an email notification for packages, and a weekly email for letters.
2. Visit the mailroom, show your Student ID, and get your mail!

The new Campus Store is now conveniently located in the Owl’s Nest of the Campus Center. Open Mon-Fri from 8am to 4:30pm, the store is well stocked with a variety of merchandise.

Textbooks can be ordered online by visiting https://umpi.ecampus.com!

Contact Information:

Roland Jandreau: Administrative Assistant, Mailroom
(207)768-9500 or roland.jandreau@maine.edu

Craig Thompson: Sodexo / Campus Store Manager
craig.thompson2@sodexo.com
Residence Life

The Housing and Residence Life Office will strive to create a dynamic living and learning environment, while promoting and inspiring individuals to become empowered community members. We as a staff will do our best to promote responsibility, safety and academic success while embracing diversity and fostering a sense of mutual respect.

THINGS TO KNOW:

1. UMPI has four residential communities: Emmerson, Merriman, Park, and Skyway.
2. Each residential area is staffed by highly trained Paraprofessionals who are able to assist students on an ongoing basis.
3. Residential facilities include cable, WIFI, laundry, and study spaces.
4. Beds are size Twin XL. See floor plans for information about each area.

CONTACT INFORMATION:
Donald Gibson: Associate Director of Residence Life
donald.gibson@maine.edu
Jennifer Ball: Administrative Assistant
(207) 768-9587
jennifer.ball@maine.edu
Park Hall

First Floor

Second Floor

Third Floor
Skyway
CAREER READINESS OFFICE

The Career Readiness Office works with students, faculty, and employers to ensure that our students are Career Ready. With a degree from the University of Maine at Presque Isle, the career opportunities are endless. From resume writing tips to internship opportunities to job interview skill building, we have a plan in place to help our graduates land their dream job.

THINGS TO KNOW:

- Our Experiential Career Learning Program includes internships, field experiences, practicums, volunteer opportunities, and resume building work experiences.
- We regularly offer events for students such as networking, interviewing, alumni engagement opportunities, and career readiness days.
- Job and Internship Search, Developing Resumes & Cover Letters, Interviewing Skills, Graduate School Preparation, and How to Apply for a Federal Job workshops are offered each semester.
- In conjunction with the professional advising staff, the Career Readiness Office meets with every exploratory (undeclared) student to assist and support them in initial class scheduling assistance, offer strategies for academic success, provide referrals to campus resources and offices, and discuss career goals.
- Through the UMaine CareerLink, the University of Maine’s Online Job & Internship Database, UMPI students have access to the CareerLink database and you are automatically enrolled in this free service!

CONTACT INFORMATION: Nicole Fournier: Director nicole.l.fournier@maine.edu or 768-9589
COUNSELING OFFICE

THINGS TO KNOW:

- Services at the counseling office are safe, free, and confidential.
- The only exception to confidentiality laws are threats of harm or violence to self or others.
- The counselor will work with you to identify any needs or issues that may be causing you distress.

We are open Monday-Friday with our usual office hours being late in the afternoon into evening. Special appointments can be made, however, to accommodate a student’s schedule. To make an appointment, you can send an email to ralph.mcpherson@maine.edu, call (207) 768-9791, or you can come to Emerson Annex to schedule an appointment in person. We also take walk-ins pending we have an appointment slot available.

The counseling office is a safe and confidential place for students to come and receive social and emotional support for any issues they might be having. The goal of the counseling office is to assist students in order to help them achieve their academic and personal goals.

CONTACT INFORMATION:

Ralph McPherson can be reached at (207) 768-9791 or ralph.mcpherson@maine.edu.
GENTILE HALL

Your physical and mental health has a strong influence on your academic success! It’s proven that students do better in class and find college more rewarding if they are involved in some type of out-of-class activity. As a part of the UMPI community, we hope you will take advantage of the variety of programs, services, and activities available to you at Gentile Hall.

THINGS TO KNOW:

- Present your ID to the student worker at the Gentile front desk for access to the facility.
- Bring a clean pair of sneakers and follow all facility rules that are posted for your safety and the safety of others.
- Gentile offers: multi-purpose gym, fitness center with cardio and strength equipment, free weights, 25 yard swimming pool, 37’ climbing wall, and an elevated walking/jogging track.
- Lockers are available for day use only and it is encouraged that all valuables be locked up.
- Our Fitness & Wellness Coordinator offers the very popular Fit Camp and Wellness Week events.
- Watch for emails and social media posts for information about our UMPI Intermural Program.

FOR MORE INFORMATION GO TO:

umpi.edu/gentile-hall or facebook.com/GentileHall

CONTACT INFORMATION:

Dick Gardiner: Director of Gentile Hall richard.gardiner@maine.edu
Donna Underwood: Administrative Specialist donna.underwood@maine.edu
Keli Marston: Fitness & Wellness Coordinator keli.marston@maine.edu
Sloan Dionne: Assistant Director of Gentile Hall and Aquatics Supervisor sloan.dionne@maine.edu
The Student Health Center is located in the Emerson Hall Annex and provides students with a range of on-campus professional medical services. We are open Monday-Friday from 1 pm to 4:30 pm. All students entering a post-secondary program must meet the Maine State Law requirements for immunizations, including a tetanus/diphtheria injection every 10 years, and two doses of MMR vaccine (measles, mumps, and rubella). Our nurse practitioner is on hand to help with the following:

- Complete Sports Physicals.
- Give immunization shots that will keep you up to date with school health policies.
- Draw blood for lab work done to verify immunizations or infections.
- Prescribe prescriptions based on medical necessity.
- Counsel students on sexual, tobacco free, and alcohol education.
- Assist with any health questions or concerns.

**CONTACT INFORMATION:**

Please contact Jennifer Ball at:
(207) 768-9587 or email her at jennifer.ball@maine.edu

if you would like an appointment with the Certified Registered Nurse Practitioner, Linda Mastro, CRNP.
INTERNATIONAL STUDENT SERVICES

It is the student’s responsibility to become informed about the regulations governing their status and to abide by those regulations. To become informed about possible violations of status (e.g. dropping below a full time course load or undertaking any employment) students should always speak with UMPI’s Primary Designated School Official, Jessica Winslow at jessica.b.winslow@maine.edu before proceeding and potentially having a violation of status on their record and accrual of unlawful presence.

• Government regulations require that the University must track ALL international students that have an F1 student visa. At the return of every semester you must fill out the International Registration/Check- in form at http://wp.umpi.edu/forms/is-check-in/

• F1 VISA INFORMATION- International students can obtain special advisory and counseling services in regard to immigration, employment regulations, practical training, F1 student visas/Form I-20, and travel requirements. If you have any questions please contact Jessica Winslow at jessica.b.winslow@maine.edu.

• Remember, if an international student changes his/her name, address, or telephone number, drops below 12 credit hours, or needs to leave college for any reason he/she MUST be in contact with the Primary Designated School Official immediately.

• All UMPI students, including International Students, will work with a professional academic advisor and a faculty advisor in their area of study. For questions regarding academic counseling please stop by the Advising Center, Preble Hall 127, or call 207.768.9419.
IT SERVICES

IT Services is located on the main floor of the Center for Innovative Learning. Our IT staff is committed to providing high quality technical support to the entire UMPI campus community. Internet access is available all throughout the campus. If you are living in the dormitories, each room has an internet connection plus the availability of wireless access. Students in the dormitories may sign up for access using their Internet Browser and answering a few questions, or stop by IT Services where one of our staff will assist you in getting set up.

THINGS WE HELP WITH:

- Networking.
- Server development and maintenance.
- Multimedia support.
- Hardware and software support.
- Printing services.
- Staff, Faculty and Student computing.
- Computer classroom technologies.

CONTACT INFORMATION:

If you have an immediate IT need, call the Help Desk at (207) 768-9626 or email helpdesk@umpi.maine.edu.

For emergencies when the Help Desk is not open, please email: marten.hestor@maine.edu
SET UP/ REGISTER
AN ON-CAMPUS
DEVICE

When you get to campus, you will need to register each of your devices INDIVIDUALLY through our campus form. This includes any Alexa, Smart TV, Xbox, PlayStation, as well as various other similar devices.

HOW TO REGISTER A DEVICE:

1. Go to: https://helpdesk.maine.edu/device-registration.
2. Log in by clicking “UMS Single Sign On” at the bottom of the page.
3. Read all of the instructions and explanations, and then complete the form.
4. If you have any questions, reach out the IT Help Desk at (207) 768-9626 or email helpdesk@umpi.maine.edu.

*NOTE* This works best if you are logged on to the tempest wifi network!
The UMPI Library welcomes you to our campus! Here at the Library, we provide services and amenities to assist you in your academic pursuits. Our services are available to all UMPI students, without exception. This includes any online, on campus, traditional, nontraditional, or high school student enrolled at our institution. We value all of our students and strive to give excellent customer service. Please reach out if you have any questions about the services we provide.

WHAT WE DO:

- The Library provides access to over 50,000 physical items, 70,000 full text eJournals, and 170,000 eBooks. As part of the University of Maine System, you have access to well over a million physical books that you can borrow and have delivered to the UMPI Library.

- The Library provides spaces for individual study, and for this fall semester, the building will be open Monday-Thursday 7:30am-8:00pm, Friday 7:30am-4:30pm, and Sunday 2:00pm-8:00pm.

- The Library provides research assistance to all students, with the focus being through remote services such as email, phone and Zoom for this semester.

- For any questions, the Library is committed to finding you the answer or finding another great staff or faculty member that can help you directly.

CONTACT INFORMATION:

Here at the Library, we hope you take the time to say hello in person or remotely, and bring us any questions we can solve together. The Library staff are physically located on the main floor of the Center for Innovative Learning (CIL). Contact information for Library Staff:

Roger Getz (207) 768-9595
roger.getz@maine.edu
UMPI Library Zoom Reference

Angie Hernandez (207) 768-9593
angelita.hernandez@maine.edu
REGISTRAR’S OFFICE

The Registrar’s Office takes pride in providing quality service to our students. We’re here to ensure that you meet all the requirements of your degree so that when employers or graduate schools contact us for verification, we can give them a true answer.

THINGS WE DO:

- Process transcripts.
- Provide Veterans’ services;
  - Students utilizing VA Education Benefits need to submit a Request for VA Certification form (available in the Registrar’s Office and on your UMPI Portal) to Nola Belanger.
- Process transfer credit evaluations.
- Course information (course descriptions and prerequisites), as well as information about our graduation policy.
- Text messaging service that allows students to receive an instant notification when grades are posted.
- Students who plan to complete degree requirements in December or May of any academic year need to submit an Application for Degree from your MaineStreet Student Center the November before graduating.

CONTACT INFORMATION:

Registrar’s Office: umpireg@maine.edu
Alexander Myhre: Registrar
(207) 768-9581 or alexander.mhre@maine.edu.
Nola Belanger: Certifying Official
(207) 768-9540 or nola.belanger@maine.edu.
Barbara Lambert: Transfer Officer
(207) 768-9549 or barbara.lambert@maine.edu.
SAFETY AND SECURITY

As part of our commitment to the security and safety of our students, faculty and staff, we have incorporated several systems into the campus and foster relationships with local entities to assist with those measures. We monitor video surveillance cameras both at the Presque Isle and Houlton Center locations. Control access to the Residence Halls using electronic door locks, which students can gain entry by using their individual identification cards. Offer “Safety Walks” to individuals who request assistance getting from an area on campus to their vehicle or residence hall. Provide students with the ability, via an online database, to register their “personal property.” Have an Emergency Action Plan in place should the need arise. The University of Maine at Presque Isle is a tobacco-free institution, prohibiting the use of any tobacco or non-FDA approved nicotine product, including smokeless tobacco and e cigarettes. If bringing a firearm on campus, IMMEDIATELY register it and leave it in the Safety & Security Office in the Emerson Annex.

IMPORTANT NUMBERS:

- Presque Isle Police Department: (207) 764-4476
- Maine State Police (Troop F): (207) 532-5400
- Aroostook County Sheriff’s Office: (207) 532-3471
- Aroostook Mental Health Center Crisis Help Line: 1-888-568-1112
  - Hope and Justice Project: 1-800-439-2323
  - UMPI Security Night Phone: (207) 540-0973
  - In Case of Emergency: Call 911

For more information on campus policies, go to https://www.umpi.edu/reslife/documents/
Phone: (207) 768-9580
frederick.thomas@malne.edu
SODEXO

OWL’S NEST:

**Mobile Ordering Available!**

1. Due to the limited space, it is highly recommended that guests use the Bite app to order menu items such as snacks and Starbucks beverages.
2. Please follow the posted signage and floor decals directing traffic flow and physical distancing spaces.
3. When selecting pre-packaged items and bottled beverages, please only touch what you are planning to purchase.

OWL’S NEST HOURS:

- **Monday - Thursday:** 7 am - 10 pm
- **Friday:** 7 am - 1 pm
- **Sunday:** 7:30 pm - 10 pm

KELLEY COMMONS:

**Mobile Ordering Available!**

1. Follow all signage for getting through the line and visiting different stations!
2. All stations will be served, including beverages and desserts, or you may select a pre-packaged item.
3. All meals will be served in a safe manner in strict adherence to guidelines for food handling and preparation.
4. Check signage for information on reusable cups, containers, etc.
5. Considerations, such as social distancing, may remain in place. Consult signs and campus information for the latest updates.

KELLEY COMMONS HOURS:

**Monday - Friday**

- **Breakfast:** 7 am - 9 am
- **Lunch:** 11 am - 1 pm
- **Dinner:** 5 pm - 6:30 pm

**Saturday - Sunday**

- **Brunch:** 10 am - 1 pm
- **Dinner:** 5 pm - 6:30 pm
STUDENT FINANCIAL SERVICES

The Office of Student Financial Services is responsible for awarding and disbursing Financial Aid, placing students for Student Employment, managing payment plans, and the billing and posting of payments and scholarships.

THINGS TO KNOW:

- If you are receiving any outside scholarship(s) or other assistance for this academic year, please make sure you provide a copy of the letter and/or certificate to our office as soon as possible. It is crucial we include these funds at the beginning of the academic year.
- Students are encouraged to review their bills each semester to determine whether or not additional resources of payment are needed.
- If you were awarded Federal Work Study as part of your financial aid award, and have any questions about placement, the electronic hire form or requirements for the Work Study Program, please contact our office.
- Remember you will need to reapply for financial aid every academic year. Every October 1st, the new year of the FAFSA will be available for you to reapply. Please go to www.fafsa.gov to complete this as soon as you can. UMPI’s School Code is 002033 Students need to complete the Financial Responsibility Statement each semester.

If you have any questions throughout the 2021-2022 academic year, please feel free to contact the office by emailing umpi-financialaid@maine.edu or calling (207) 768-9510. We are open Monday-Friday from 8:00 AM-4:30 PM. Our office is located in Preble Hall.
TITLE IX

Under Title IX laws, the University of Maine at Presque Isle has the legal and ethical responsibility to provide appropriate support and assistance to any individual who has, or is experiencing: dating violence, domestic violence, sexual assault, stalking, sexual harassment or any other form of sex discrimination. The entire University of Maine System Policy Section 402, which addresses sex discrimination, can be found at https://www.maine.edu/board-of-trustees/policy-manual/section-402/ All University of Maine at Presque Isle employees, including student employees, are Mandatory Reporters, with the exception of UMPI’s licensed, clinical counselors.

THIS POLICY COVERS THE FOLLOWING INFORMATION:

- What to do if you are sexually assaulted or are the victim of domestic violence, dating violence or stalking
- Common terms used in this policy
- How and where to file a complaint
- How the University will respond to a complaint
  - Confidentiality
  - Support services and measures that are available
- Options regarding reporting to Law Enforcement
  - Protection orders
  - Student Amnesty
  - Free Speech and Academic Freedom
  - Off-campus conduct
  - Educational programs
  - External complaints
  - Review and revision of this policy

CONTACT INFORMATION:

Dorianna Pratt: UMPI Title IX Coordinator
207-581-3732
dorianna@maine.edu

Sarah Coyer: Deputy Title IX Coordinator
207-798-9518
sarah.coyer@maine.edu

Please contact Sarah or Dorianna with any questions related directly to Title IX concerns.
Concerned about your grades? Organizational challenges? Having difficulties due to a documented disability? Have questions regarding to whom you should speak about a problem? Our friendly crew would like to meet you, so please come visit us at Student Support Services on the ground floor of the Center for Innovative Learning (CIL) for assistance.

Seek help the minute you experience a problem! Our Tutor Coordinator, Anne Chase, will speak with you about your academic struggles and arrange for a FREE tutor for your academic classes or to help you structure your classwork and supplies. Stop by the CIL, contact 768-9615, or catherine.a.chase@maine.edu to discuss tutoring options.

Mary Kate Barbosa, the Director of Student Support Services, encourages students with documented disabilities to seek appropriate accommodations on campus. Each student requesting services must provide appropriate documentation. Contact 768-9613 or mary.barbosa@maine.edu to arrange an appointment, obtain the appropriate forms, and request accommodations.

In addition to these important areas, we are also happy to provide personal, financial, career, and academic counseling and referrals for students needing additional services as well as proctor make-up quizzes and exams or proctor proficiency assessments. Contact 768-9615 to meet with any of our SSS staff.

CONTACT INFORMATION:

Mary Kate Barbosa: Director (207) 768-9613 mary.barbosa@maine.edu

Anne Chase: Tutor Coordinator (207) 768-9615 catherine.a.chase@maine.edu
UNIVERSITY CREDIT UNION

Welcome students! UCU is here for U and all of your financial needs. Start accessing great UCU benefits, join today!

THINGS TO KNOW:

- Open an account by phone or online, and with just a $5 deposit to start!
- With UCU’s selection of checking accounts, you choose the best option to manage your day-to-day finances.
- We have on campus convenience with UCU branch, ATM & video teller in the Campus Center.
- A local resource for your financial questions: Jenn Deschene, is a certified financial counselor & UCU campus branch manager.
- We have great loan rates and flexible terms for car, home, student loans, and more.
- We offer access to a shared branch network of more than 5,000 locations nationwide and SURF ATM network of 265 locations in Maine.
- UCU’s mobile app and online banking make access to your accounts available anywhere.
- Contact UCU: in-person, online with chat, or by phone with call or text.

CONTACT INFORMATION:

Visit University Credit Union in the Campus Center! Contact Jenn Deschene at 207.768.9628 or jdeschene@ucumaine.com, or visit us online at ucumaine.com.

Federally insured by NCUA. Equal Housing Lender.