

MAINE MEDIA

COLLEGE

2011 – 2012 Information for Professional Certificate Students

August 2011

Dear incoming students,

We hope this letter finds you well and eagerly anticipating the 2011 Fall Term. This package contains important information about the program including:

- Your tuition and fees bill
- Immunization Form*
- Medical History questionnaire*
- Car registration form*
- What to bring
- Academic Calendar for 2011 – 2012
- Residence Life & Meal Plan contract*

* Please complete these forms, sign and return them to the Registrar.

Student Activity Fee

All students are required to pay a \$150 per term Student Activity fee. This covers access to the Internet Café, and access to the school's X-Serve. The X-Serve allows students to store files in one place and have access to those files from any workstation on campus – as well as from Campus Residence rooms. This fee also includes a low-deductible accident insurance. Specific information regarding this insurance is in the Student Handbook.

Registration

Registration for Professional Certificate students begins Sunday, September 4 from 4 pm to 6 pm in the Ernst Haas Center on the Homestead Campus. Students may also check-in and register on Monday, September 5 at 9 am.

Payment of Fees

Your tuition and fees must be paid by the day of Registration or approved arrangements made by such time. Your lab fees, housing and meal fees are due at this time. All accounts must be settled prior to attending classes on September 5, 2011.

Financial Aid

All financial aid, including work-study assignments, must be approved by August 26th. Please call Kerry Curren at 1-877-577-7700, ext. 303 if you have any questions.

Housing

If you are not living in campus housing, please provide us with the address and phone number of your off-campus residence. Please email Kerry Curren at registrar@mainemedia.edu with that information or call him at 1-877-577-7700, ext. 303. The housing fee per trimester is \$1,575. This fee is for private room/shared bath in an on-campus house. During the winter and spring trimesters, students may be upgraded to a Campus Residence room (private room/private bath) at the same fee. Students wishing to be housed in the Campus Residence for the fall trimester may do so for a fee of \$1,875.

Damage Deposit

A damage deposit of \$200 is required for all students residing on-campus. Room Condition reports will be filled out with the Housekeeping Manager the first week of classes. At term's end, members of our Housekeeping Department will conduct room inspections to determine condition. Any damage to furniture, walls or fixtures is the student's direct responsibility. Should the damage deposit not be sufficient to repair the property, the College reserves the right to bill the student (or students) responsible. If no damage is determined at the end of the school year, damage deposits will be sent to students within 30 days.

When to Arrive and Depart

Professional Certificate Students may move into their rooms anytime after 4 pm on Sunday, September 4, 2011. The fall term ends Tuesday, November 15th. The last meal is lunch on Wednesday, November 16th. Students need to be out of their rooms by noon, November 16th. More information on check-out procedures will be forthcoming closer to the end of the term.

Student Welcome

There is a welcome for all students in the Sound Stage at 7 pm on Sunday, September 4th. Following the welcome, students will meet with their respective program faculty and group leaders.

Office Hours

The Administrative and Program Offices are open from 9 am to 5 pm, Monday through Friday.

Student Handbook

A copy of the Maine Media College Student Handbook is available on the Download page of www.mainemedia.edu. The information contained in the Handbook will be helpful in understanding how things work, how problems are addressed, issues resolved, grades given, and records kept. If you have a question about policy the answer will probably be found in the Handbook. Please read it. At registration you will be asked to sign a form on the last page indicating that you have read and understand its contents.

Holidays

Classes will not be held on October 10 & 11, in observance of Columbus Day. Administrative Offices will be closed on Monday, October 10th. Administrative Offices will also be closed on Friday, November 11th in observance of Veteran's Day; classes will be held as scheduled.

Internet Access

Internet Access is available in all rooms in the Campus Residence and the Internet Café. The Homestead Campus has WiFi access throughout. The Internet Café is in the lobby of the Campus Residence. Workstations are available for Internet access, to check email accounts and as a word processing center to produce documents related to class work. It is open until 11 pm daily.

Phone Use and Messages

Your residence phone will be your primary phone, however if anyone should call you on our main line, (207) 236-8581, we will pass along messages and mail to you via the Student Mail Boxes located in the Administrative Offices in the Haas building.

International Phone Calls

If you are having trouble placing an international phone call, the office staff can help you. If you place the call using a College phone line, you will be charged \$3 for the first minute of your call and \$1 for each additional minute.

Fax Machine Use

You can send and receive fax documents while on campus. Our fax number is: (207) 236-2558. Incoming documents are 50¢ per page. Outgoing domestic fax documents are \$3 for the first page and \$1 for each additional page. Outgoing international documents are \$5 for the first page and \$1 for each following page.

Incoming Mail

Please use the following address for incoming mail:

Your name
Maine Media College
70 Camden Street
P.O. Box 200
Rockport, ME 04856

Packages

If you are expecting Fed-Ex, UPS or USPS packages, these will arrive at the Ernst Haas Center. Upon receipt of a package, the staff will sign-in your package. A list of all packages will be kept at the Help Desk. Be sure to check the list if you are expecting a package. For security purposes, we cannot accept responsibility for any shipment received, and cannot deliver them to your class or room.

Personal Property

The student, by registering at Maine Media College, releases and discharges the school from any liability or claim of liability for any damages or loss of personal property, including work left in studios, classrooms, darkrooms, editing suites or campus residences.

Campus Meals

All full-time students are required to participate in the meal plan whether they reside on campus or off. Dining together is a valuable part of our programs, fosters a community dialogue and provides an opportunity to share the learning process with fellow students and faculty. Part-time students taking individual courses may purchase meal tickets for individual meals. If you have special dietary needs, please supply that to us in writing a week before you arrive. Our Director of Dining Services will make every effort to accommodate your dietary needs. If he is unable to meet your needs, you will be released from the mandatory meal plan policy. Vegetarian entrees are served at every meal. Guests of students may purchase meals by the day or week for an additional charge. Meal tickets are available at the Help Desk in the Ernst Haas Center.

Dining Hall Schedule *

Breakfast	8:00 – 9:00 am - Monday through Saturday
Lunch	12:30 – 1:30 pm - Monday through Friday
Dinner (when served)	6:00 – 7:00 pm - Sunday through Friday

*Fall dining schedule. In the winter and spring terms, meals are served Monday – Friday only.

The Meal Plan costs \$1,000 per trimester and includes breakfast and lunch Monday – Friday.

For those students in campus housing, a common area with refrigerator, microwave, and hotplate will be available for those wishing to prepare and store food on campus for dinner and weekends. Students are expected to keep this area clean at all times. A dinner plan is available during much of the fall trimester. This plan includes Sunday – Thursday dinner at a cost of \$50.00 dollars per week. Friday night lobster dinner tickets cost an additional \$25.00. After dining, please clear your place and put your dirty dishes in the bus trays provided. Trash should also be properly disposed of in receptacles provided.

Student IDs

All Maine Media College students will be issued student IDs at the beginning of the term. You should keep your ID with you when on campus. It may be required as proof of enrollment at meal times. Your ID is also good for discounts on books, travel and other activities.

Parking

Parking is provided in the Student, Faculty and Visitor lot on the Homestead Campus. In early fall, the weather is conducive to walking or riding your bike to school. We encourage you to do so. Overnight parking on any street in Rockport is prohibited from

October 15 – April 15, and during snowstorms. The College may, from time to time, issue a parking ban for campus parking lots for the purposes of snow removal.

Register Your Car

If you have a car, you must complete a vehicle registration form when you register. This information is used to locate the owner, if necessary, should the car need to be moved or there is an incident involving the vehicle.

What to bring

Rooms in the campus residences are small with little storage space; there is no storage space available other than the closets and dressers in your room. Students are required to furnish their own sheets, pillows, blankets/bed spreads, mattress covers and towels.

Your personal needs will determine what else you may want to bring. You may want to bring portable music player with earphones for the darkrooms and for listening to music late at night. Portable stereos are not permitted in the darkrooms, but stereos and TVs are allowed in your rooms. Quiet time begins at 11 pm in the campus housing we ask that you please use earphones so others may sleep or study after 11 pm. Because we are located in a rural community with no local public transportation, a car or bicycle of your own is very useful.

Photography: See the attached list of what to bring.

Equipment Security Deposit

A credit card or check in the amount of \$1,000 is required from all students as a security deposit to cover the use of school equipment from the Technical Department, Digital Service Department and Studio. You will need to leave a check or have your credit card run by the Business Manager in order to work with the school's equipment in your production classes. Your credit card will not be charged at this time, but will be authorized. There must be \$1000 available at this time. Debit Cards are not accepted. You will only be charged if equipment under your supervision is lost or damaged. You will receive a receipt that you will need to bring to the Technical Department or Digital Service Department in order to check out equipment. Students will not be able to participate in production classes until these requirements are met. A great deal of trust is placed upon Maine Media College students to use equipment safely and to treat the equipment with great care and never leave it unsupervised. All film students must go through the "proper equipment care and etiquette" tutorial with the Technical Department and Digital Service Department before equipment can be checked out.

Lab Fees

Students in all programs are required to pay a \$500 Lab Fee per trimester. The following paragraphs outline what is covered by these fees. Some individual courses have additional materials fees.

Student Darkroom Policy

The Student Darkrooms are open during the fall, winter and spring terms on the following schedule:

Monday through Thursday: 8 am to midnight

Friday and Saturday: 8:00 am to 5:00 pm

Sunday: Noon to midnight

Last print is at 11:30 pm and the lab door is locked promptly at midnight. These hours may be extended toward the end of each term as needed.

Gang Darkrooms: There are three gang darkrooms on Campus. These are often assigned to specific classes and may also be used by local community classes.

Private Darkrooms: These darkrooms are available on a first-come, first-served basis and require an additional fee of \$150 per term. Two photographers are assigned to each and they work out a schedule between them. Bookings and payment are made through the Help Desk. We require a \$5.00 returnable key deposit. Keys can be obtained from the lab manager.

Lockers: Lockers are available to those students working in the large and small gang darkrooms. One locker per student, please. You must provide your own lock. Students working in the semi-private darkrooms should store their belongings there.

Lab Fees – Darkroom: Your lab fee covers all normal B&W processing chemistry, including D-76, our standard film developer, and the Sprint System which we have used for many years with excellent results. It does not include film developers other than D-76, toners, or special chemistry for non-silver and other advanced courses.

Students are expected to provide their own towels and aprons. Thermometers, grain focusers and four-bladed easels are available in the darkrooms however they must be shared.

Clean Up: Students are expected to clean up after themselves. This means washing out tanks, reels, trays, and returning everything to its proper place.

Two students will be assigned each evening to clean the labs, mop the floor, remove trash, dust and ensure the enlargers are covered, etc. Each week there is a general clean up scheduled in which all students pitch in. The Lab is your workspace and you are responsible for its cleanliness.

Lab Fees – Digital Photography / Multimedia: Students who will be working digitally are required to bring their own hard drive with appropriate cables for storing and archiving images, paper and ink for printing*. There are workstations here for students to use for classes. The labs are outfitted with Epson 3000 printers for production of student work. Students are encouraged to bring their own laptop with Adobe Photoshop Lightroom 3 and/or Photoshop CS5 installed. (Please see attached list of what to bring) Our Digital Service Department is outfitted with large format printers, which students may use for final prints. This is a pay-per-service option.

* The lab fee for full-time digital students covers three sets of inks for the Epson 3000 printers. Students are responsible for providing any additional ink. Part-time students receive one set of ink per course using digital printing.

Multimedia / Film Center

Maine Media College offers extensive video production facilities including Canon 5D Mark II and 7D cameras and video cameras. There is also a Film Technical Department that provides support for camera, grip and lighting equipment and a Post Production Department which includes editing suites and Final Cut Pro workstations. The campus has a complete production facility including a heated 2,400 square foot clear-span heated sound stage with 400 amps of power.

Film Lab Fees: Your lab fee covers all equipment and upkeep of the post-production facility and Final Cut Pro systems, a copy of all final projects, location management, technical and post-production support, location and equipment insurance. Your lab fee does not cover tape stock beyond one mini DV tape, or equipment rental outside of Maine Media College. A credit card or check security deposit of \$1,000 is required from all students to cover the use of school equipment from the Film Technical Department, Digital Service Department and Studio. A Student must leave a check or have a credit on file in the business office in order to work with the school's equipment in production classes. Additional information regarding the Equipment Security Deposit is located in the Student Handbook.

In closing

As you see, there is a busy year ahead. All of us are excited to see old faces and welcome new ones. We look forward to a time that we know will bring excitement, and will be full of challenge and growth for all of us.

Sincerely,

Charles Altschul
President
Maine Media College