

# Welcome to USM Orientation

## Register now for orientation

Get your start at the  
**University of Southern Maine**  
with this program, where you can:

- meet with an academic advisor to select and register for your first semester classes
- meet current students, faculty, and staff
- discover the abundance of resources available to you as a USM student
- tour the campuses
- learn all you'll need to know to begin your college career at USM

Read this sheet carefully and use the checklist and contact list to prepare for orientation.



**Whether you are a first-year student or a transfer student, this day-long program has a lot to offer you.**

## The essentials...

Reserve your space as soon as possible at:

[www.usm.maine.edu/advising/orientation](http://www.usm.maine.edu/advising/orientation)

We will send your confirmation with directions and more information through your University e-mail account. This Web site may also be used to locate the schedule that includes sessions on student and university life, introductions to each USM college, and information about when you can meet with your academic advisor.

### Family Member Program

While college life offers learning and growing opportunities to students new to USM, this is also a transitional time for family members. Family members are encouraged to participate in our Family Member Program. This special program introduces family members to their student's new life. Topics include academics, financial matters, college student and family transitions, and student life at USM. This gives family members the opportunity to ask questions, meet with staff members, and explore their student's university. Family members wishing to attend this program during new student sessions should specify on the orientation web site. We can accommodate up to two family members.

### Disability Services

Students who need disability accommodations, for orientation or a placement test, should contact the Office of Support for Students with Disabilities one month in advance of your orientation date. Documentation may be required. Call (207) 780-4706, or (800) 800-4876, ext. 4706, TTY (207) 780-4395 for information.

## Your checklist...

- **Invitation:** Promptly respond online to indicate that you will be attending orientation.
- **Family Member Program:** Note in your response how many family members will attend. We can accommodate up to two family members.
- **Placement Test:** If required, register and take the math test prior to attending orientation.
- **Course List:** Develop a list of possible courses for your first semester from the catalog and bring it with you. Course descriptions can be found at: [www.usm.maine.edu/catalogs](http://www.usm.maine.edu/catalogs)
- **Immunization:** If attending an orientation session, send copies of official health records to University Health Services at least ten days prior to coming.
- **Costs and Financial Aid:** Students are responsible for paying their student bill and, if applicable, obtaining financial aid. Contact the Financial Aid or Student Billing Offices if you have any questions or need assistance. [www.usm.maine.edu/smartstop/](http://www.usm.maine.edu/smartstop/)
- **Special Courses:** If you have taken AP credit courses or are currently taking college courses, please bring documentation for your advising session.



## Before you come...

### Placement Tests

On the bottom of your invitation letter may be information about the USM Math Placement Exam Program. The exam assesses your current skill level in math and the results will be used in helping you and your advisor determine the appropriate courses for you to take. The exam **MUST** be taken prior to registering for classes on your orientation day. The Office of Undergraduate Admission determines if you will be required to take this exam based upon your application and supporting materials. The Math Placement Exam does not affect your admission to the University.

### Questions?

Call the Office of Undergraduate Admission at (207) 780-5670 or (800) 800-4876, ext 5670. To register for the Math Placement Exam and view exam dates, please visit [www.usm.maine.edu/assessment](http://www.usm.maine.edu/assessment) or contact the **Office of Academic Assessment** (207) 780-4383 or (800) 800-4876, ext 4383. Space is limited, so early registration is encouraged.

### Immunization

Compliance with the Maine Post-Secondary School Immunization Law is required before course registration. Persons born after December 31, 1956, are required to show proof of two (2) immunizations against measles, mumps, rubella, and one (1) tetanus/diphtheria immunization within the last 10 years. Send proof of immunization at least ten days before the orientation date to:

#### University Health Services

Attention: Immunization  
USM  
P.O. Box 9300  
Portland, ME 04104-9300

Acceptable proof includes a signed report showing immunization dates, a high school health record, or a signed military immunization record. Records must be signed by the health provider or validated with a stamp from the health facility where the vaccines were administered. Please make sure that your name and birth date are included in the records and that a date is shown for each vaccine. Records will not be returned, so send COPIES. Also, bring a copy with you to orientation. If you are not up to date, immunization services will be available on your orientation day.

### Questions?

Call University Health Services (207) 780-4923, or (800) 800-4876, ext. 4923 or email: [dbouffard@usm.maine.edu](mailto:dbouffard@usm.maine.edu)

Program costs are incorporated in a one-time enrollment fee that is assessed to all newly admitted students. In addition, a one-time matriculation fee will be added automatically to your bill.

A member of the University of Maine System

The University of Southern Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the executive director, Office of Campus Diversity and Equity, 780-5094, TTY 780-5646.

## Where to get answers...

### Contact List

For general questions about orientation:

#### Advising Services

E-mail: [nsar@usm.maine.edu](mailto:nsar@usm.maine.edu)

(207) 780-4604 or 1-800-800-4876, ext. 4604

[www.usm.maine.edu/advising/orientation](http://www.usm.maine.edu/advising/orientation)

For required exam questions:

#### Office of Undergraduate Admission

E-mail: [usm.adm@usm.maine.edu](mailto:usm.adm@usm.maine.edu)

(207) 780-5670 or (800) 800-4876, ext 5670

[www.usm.maine.edu/admit](http://www.usm.maine.edu/admit)

For placement exam registration:

#### Office of Academic Assessment

(207) 780-4383 or 800-800-4876, ext 4383

[www.usm.maine.edu/assessment](http://www.usm.maine.edu/assessment)

For immunization questions:

#### University Health Services

(207) 780-4211, or 1-800-800-4876, ext. 4211

[www.usm.maine.edu/health](http://www.usm.maine.edu/health)

For financial aid information:

#### Financial Aid Office

(207) 780-5250 or (800) 800-4876, ext. 5250

e-mail: [fin-aid@usm.maine.edu](mailto:fin-aid@usm.maine.edu)

[www.usm.maine.edu/fin](http://www.usm.maine.edu/fin)

For student billing information:

#### Student Billing Office

(207) 780-5200 or (800) 800-4876, ext. 5200

e-mail: [studentbilling@usm.maine.edu](mailto:studentbilling@usm.maine.edu)

[www.usm.maine.edu/buso](http://www.usm.maine.edu/buso)

For transfer student inquiries:

#### Office of Transfer Affairs

(207) 780-5340, or 1-800-800-4876, ext. 5340

[www.usm.maine.edu/admit/transfer.html](http://www.usm.maine.edu/admit/transfer.html)

For course descriptions to prepare for your advising session:

[www.usm.maine.edu/catalogs](http://www.usm.maine.edu/catalogs)

For disability accommodation inquiries:

#### Office of Support for Students with Disabilities

(207) 780-4706, TTY (207) 780-4395

[www.usm.maine.edu/ossed](http://www.usm.maine.edu/ossed)

For links to other important University of Southern Maine offices

[www.usm.maine.edu](http://www.usm.maine.edu)

### Questions?

Call us at (207) 780-4604 or 1-800-800-4876, ext. 4604  
or e-mail: [orientation@usm.maine.edu](mailto:orientation@usm.maine.edu)

[www.usm.maine.edu](http://www.usm.maine.edu)