# http://www.siskiyous.edu/student services/successfulstudent.doc. Tips of becoming a Success is not the result of spontaneous combustion.

Read and understand the course

syllabus. The course syllabus is the guide for what your instructor expects in the course what assignments are due and when, the priorities for learning, and how grades are determined.

Get to know your instructor. Use before and after class time or the instructor "office hour" to discuss any difficulties you are having with your class. At COM-FSM, your instructor will work with you and help you to be successful.

#### Don't skip class EVER (unless you are really sick or have an emergency).

Woody Allen says that "80% of success in life is showing up". "Showing up" is the foundation for success in life and in college. Your college years are part of your life. For college students, we might restate Woody Allen's quote to read "80% of being a successful college student is showing up. The other 20% of success is hard work, persistence, striving for excellence and knowing which thing to click on your computer screen."

#### Do all readings and assignments on

schedule and turn them in. Falling behind is self-perpetuating, and coming to class unprepared makes you less able to understand the new material and ask questions.

Ask about and investigate student support services. COM-FSM offers a number of services - tutoring, labs for reading, writing, math and computers, advising and counseling services, library, and career center

- and all are available free of charge! Use

them often to assist with your work.

You must set yourself on fire. **Reggie Leach** 

Don't drop a course without first talking to your instructor and/or an advisor. Although you may be experiencing difficulties in a course, there may be solutions to your problems that you might not see. We want you to be successful, so talk to the COM-FSM staff members and get their help.

Set measurable academic and personal goals each semester. A key difference between students who succeed and those who don't is that students who succeed have clearly defined goals.

Accept personal responsibility to

succeed. As Abraham Lincoln once said, "Always bear in mind that your own resolution to succeed is more important than any one thing." Successful students tend to be realistic and recognize that their success or failure is primarily determined by their efforts.

Get to know other students and participate in student activities. Forming study groups is one of the best ways to be successful. Get to know others by attending events on campus.

Build a master calendar. With all of your life activities scheduled (work, classes, study time, practice), you will be able to see in advance and plan for two tests on one day, for example. You can be proactive rather than reactive in approaching you academic assignments.

The COM-FSM Student Handbook and Planner 2009-2010 is a publication of the Department of Student Services

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#### **Contact us**

**Kosrae Campus** P.O. Box 37 Tofol, Kosrae, FM 96944 Phone: (691) 370-3191 Fax: (691) 370 3193

FSM FMI

P.O. Box 1056 Colonia, Yap, FM 96943

Phone: (691) 350-5244

Fax: (691) 350-5245

National Campus P.O. Box 159 Palikir, Pohnpei, FM 96941

Phone: (691) 320-2480 Fax: (691) 320-2479 Yap Campus P.O. Box 286

**Chuuk Campus** Colonia, Yap, FM 96943 Phone: (691) 350-2296

Pohnpei Campus P.O. Box 614 Kolonia, Pohnpei, FM 96941 Phone: (691) 320-3795 Fax: (691) 320-3799

P.O. Box 879 Weno, Chuuk, FM 96942 Phone: (691) 330-2689 Fax: (691) 330-2740

#### www.comfsm.fm

Fax: (691) 350-5150



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Campus Maps	
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### Kosrae Campus

Tofol, Kosrae










## SCHOOL CALENDARS

### Pohnpei and National Campus

# Fall Semester, 2009

August 3	 Fall Semester Begins
August 3-6	 Freshmen Orientation
August 3-6	 Faculty Workshop
August 7	 Freshmen Course Selection
August 11-12	 Registration
August 13	 First Day of Instruction
August 18	 Last Day to Add/Drop Courses
August 19	 Class Lists Due from Instructors
September 1	 Deadline for Application for Mid-Year
	Graduation
September 10	 Early Warning Deficiency Reports Due from
	Instructors
September 11	 Holiday-Pohnpei Liberation Day
October 1-2	 Mid-Term Evaluations
October 7	 Mid-Term Deficiency Notices Due from
	Instructors
October 21	 Last Day to Withdraw with "W"
October 23	 Holiday-United Nations Day
November 3	 Holiday-FSM Independence Day
November 2-6	 Course Selection for Continuing Students
November 9	 Holiday-Pohnpei Constitution Day
November 11	 Holiday-Veterans Day
November 16-20	 Entrance Testing at the State Campuses
December 7	 Last Day of Instructions
December 8-10	 Final Exams
December 14	 Deadline for Final Grades from Instructors
December 18	 Mid-Year Graduation/Fall Semester Ends

### Reminders

January 4	 2010 Spring Semester Begins
November 16	 Deadline for 2010 Spring Semester Applications
December 7	 Deadline for 2010 Spring Semester Readmissions
April 30	 Deadline for 2010 Summer Readmissions

## SCHOOL CALENDARS

### Pohnpei and National Campus

### Spring Semester, 2010

January 4	 Spring Semester Begins
January 4	 Faculty Workshops
January 5-6	 Registration
January 7	 First Day of Instruction
January 12	 Last Day to Add/Drop Courses
January 13	 Class Lists Due from Instructors
January 25-February 12	 Recruitment/Entrance Testing at State
	Campuses and High Schools
February 1	 Deadline for Applications for Graduation
February 4	 Early Warning Deficiency Reports Due from
	Instructors
February 19	 Staff Development Day (no classes)
February 25-26	 Mid-Term Evaluations
March 3	 Mid-Term Deficiency Notices Due from
	Instructors
March 17	 Last Day to Withdraw with "W"
March 30	 COM-FSM Founding Day
March 31	 Holiday-Cultural Day
March 31-April 1	 Easter Recess for Students
April 2	 Holiday-Good Friday
April 5-9	 Course Selection for Continuing Students
April 21-23	 Vocational Education Exhibit Week
April 30	 Last Day of Instructions
May 3-5	 Final Exams
May 7	 Deadline for Final Grades from Instructors
May 10	 Holiday-FSM Constitution Day
May 14	 Graduation/Spring Semester Ends

### Summer Session, 2010

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May 26-27		Registration
May 28		Faculty Summer Contracts Begin
May 28		Faculty Meeting
May 31		First Day of Instruction
June 1		Last Day to Add/Drop Courses
June 2		Class Lists Due from Instructors
June 10		Early Warning Deficiency Reports Due from
		Instructors
June 17		Mid-Term Evaluations
June 18		Mid-Term Break (no school)
June 21		Mid-Term Deficiency Notices Due from
		Instructors
June 23		Last Day to Withdraw with "W"
July 13		Last Day of Instructions
July 14-15		Final Exams
July 19		Deadline for Final Grades from Instructors
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# SCHOOL CALENDARS

### Pohnpei and National Campus

### Fall Semester, 2010

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August 2		Fall Semester Begins
August 2-5		Freshmen Orientation
August 2-5		Faculty Workshop
August 6		Freshmen Course Selection
August 9-11		Registration
August 12		First Day of Instruction
August 17		Last Day to Add/Drop Courses
August 18		Class Lists Due from Instructors
September 1		Deadline for Application for Mid-Year
		Graduation
September 9		Early Warning Deficiency Reports Due from
		Instructors
September 10		Holiday-Pohnpei Liberation Day
Sept. 30-Oct. 1		Mid-Term Evaluations
October 6		Mid-Term Deficiency Notices Due from
		Instructors
October 20		Last Day to Withdraw with "W"
October 25		Holiday-United Nations Day
November 3		Holiday-FSM Independence Day
November 1-5		Course Selection for Continuing Students
November 8		Holiday-Pohnpei Constitution Day
November 11		Holiday-Veterans Day
November 15-19		Entrance Testing at the State Campuses
December 6		Last Day of Instructions
December 7-9		Final Exams
December 13		Deadline for Final Grades from Instructors
December 17		Mid-Year Graduation/Fall Semester Ends

### Reminders

January 3	2010 Spring Semester Begins
November 15	Deadline for 2010 Spring Semester Applications
December 6	Deadline for 2010 Spring Semester Readmissions
April 30	Deadline for 2010 Summer Readmissions

# **COM-FSM Polices on**

Betel nut, tobacco, alcohol and illicit drugs, prohibition on violence, and banned weapons

## CHEWING BETEL NUT AND/OR TOBACCO USE POLICY.

Students are not permitted to smoke pipes, cigars, cigarettes, or any other tobacco products in COM-FSM buildings. At some campuses, smoking is only permitted in designated outside smoking areas. Students are not permitted to chew betel nut or any type of chewable tobacco, except in designated areas.

#### ALCOHOL POLICY.

Students are not permitted to possess, distribute, consume, sell, or purchase alcohol, nor are they permitted to be under the influence of alcohol, on COM-FSM campuses, at COM-FSM approved or sponsored events on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the alcohol policy will result in a referral to the Disciplinary Committee.

#### ILLICIT DRUG POLICY

Students are not permitted to possess, distribute, consume, sell, or purchase illicit drugs, nor are they permitted to be under the influence of illicit drugs, on COM-FSM campuses, at COM-FSM approved or sponsored events on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the illicit drug policy will result in a referral to the Disciplinary Committee.

## POLICIES ON PROHIBITION OF VIOLENCE.

It is the goal and policy of the College of Micronesia-FSM to have zero tolerance for violence on campus, at all college events, and during college related activities. This policy will apply on all COM-FSM campuses, at COM-FSM approved or sponsored events on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs or in actions against other COM-FSM students wherever the act of violence may take place.

#### POLICY ON BANNED WEAPONS.

Students may not possess a banned weapon on any COM-FSM campus, at COM-FSM approved or sponsored events on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the banned weapon policy will result in a referral to the Disciplinary Committee.

Campus Security Office <sup>(691)</sup> 320-2480 extension 167 (691) 320-7017 ∨HF 6724





# COM-FSM Polices on Threats of violence, acts of violence, and being an accessory to violence

#### POLICY ON THREATS OF VIOLENCE.

Students may not utter a threat of violence on any COM-FSM campus, at COM-FSM approved or sponsored events on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs, or against members of the COM-FSM community wherever the act of violence may take place. Any violation of the banned weapon policy will result in a referral to the Disciplinary Committee.

#### POLICY ON ACTS OF VIOLENCE.

Students may not commit an act of violence on any COM-FSM campus, at COM-FSM approved or sponsored events on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs, or against members of the COM-FSM community wherever the act of violence may take place. Any violation of the banned weapon policy will result in a referral to the Disciplinary Committee.

## POLICY ON BEING AN ACCESSORY TO VIOLENCE.

Students may not be an accessory in act of violence on any COM-FSM campus, at COM-FSM approved or sponsored events on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs, or against members of the COM-FSM community wherever the act of violence may take place. Any violation of the banned weapon policy will result in a referral to the Disciplinary Committee.

The College of Micronesia-FSM reserves the right to regulate admission and entrance to the college and its facilities. Any discipline imposed under this policy is predicated on this ability to determine the qualifications of students to enroll and continue studying at COM-FSM, which includes that students must comply with all discipline assigned to them prior to continuing their studies at COM-FSM, or receiving their final grades and diploma. Further, the College of Micronesia-FSM reserves the right to control access to College of Micronesia-FSM National Campus, all state campuses, FSM-FMI, all land grant operations facilities, vehicles and school functions.

The College at its discretion can determine the right of access to anyone.

# Department of Student Services

#### **Student Services Mission Statement**

The Department of Student Services promotes student success and supports student learning with an increased sense of value and importance it holds for the enhancement of all aspects of student life and learning at the College of Micronesia-FSM.

#### Office of the Vice President for Student Services

The Office of the Vice President for Student Services addresses and oversees programs and services that pertain to student life outside the classroom at the College of Micronesia-FSM.

For further information, please contact:

<b>Ringlen Ringlen</b> VP for Student Services	rrringlen@comfsm.fm	(691) 320-2480 ext. 129 VOIP 4110
<b>Bastora Loyola</b> Executive Secretary	bloyola@comfsm.fm	(691) 320-2480 ext. 135
<b>Jeffrey Arnold</b> Student Services Coordinator Pohnpei Campus	jeffarnold@comfsm.fm	(691) 320-3795 ext. 13 VOIP 2105
Switer Eter Student Services Coordinator Chuuk Campus	sweter@comfsm.fm	(691) 330-2689 VOIP 3105
Willer Benjamin Student Services Coordinator Kosrae Campus	willerb@comfsm.fm	(691) 370-3191 VOIP 7105
<b>Cecilia Dibay</b> Student Services Coordinator Yap Cam- pus	cdibay@comfsm.fm	(691) 350-2296 VOIP 5105



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#### **Admissions and Records**

The Office of Admissions and Records maintains student grades, transcripts, and registration information.

<b>Joey Oducado</b> Registrar	joducado@comfsm.fm	(691) 320-2480 ext. 150 VOIP 4117
Peter Sisra Student Services Specialist-Chuuk	psisra@comfsm.fm	(691) 330-3353
Rita Hinga Student Services Specialist-Pohnpei	rhinga@comfsm.fm	(691) 320-3795 ext. 15
<b>Dokowe George</b> Student Services Specialist-Kosrae	dokoweg@comfsm.fm	(691) 330-2689
Gertrude Mangarwen Student Services Specialist-Yap	gertrudem@comfsm.fm	(691) 350-2296
Santus Sarongelfeg Student Services Specialist-FSM FMI	sarongelfeg@comfsm.fm	(691) 350-5244

#### **Financial Aid Office**

The Financial Aid Office administers various types of financial assistance to help students pay for their educational expenses. Financial aid is provided by federal, state, and institutional sources and consists of grants, loans, and work study.

<b>Eddie Haleyalig</b> Director of Financial Aid	eddieh@comfsm.fm	(691) 320-2480 ext. 169 VOIP 4118
Memorina Yesiki Student Services Specialist-Chunk	myesiki@comfsm.fm	(691) 330-2689
Yoneko Kanichy Student Services Specialist-Pohnpei	yoneko@comfsm.fm	(691) 320-3795 ext. 29
<b>Cecilia Dibay</b> Student Services Coordinator-Yap	cdibay@comfsm.fm	(691) 350-2296
<b>Willer Benjamin</b> Student Services Specialist-Kosrae	willerb@comfsm.fm	(691) 370-3191
<b>Tetakke Yee Ting</b> Work Study Coordinator	yeetingt@comfsm.fm	(691) 320-2480 ext. 174



#### **Guidance and Counseling**

Penselynn Etse Lead Counselor	petse@comfsm.fm	(691) 320-2480 ext. 181
Henry Wilson Counselor-National Campus	henryw@comfsm.fm	(691) 320-2480 ext. 144
Lore Nena Counselor-National Campus	Irnena@comfsm.fm	(691) 320-2480 ext. 189
<b>Cynthia Edwin</b> Counselor-Pohnpei Campus	cindyr@comfsm.fm	(691) 320-3795 ext. 19
<b>Stanley Etse</b> Counselor-Pohnpei Campus	etses@comfsm.fm	(691) 320-3795 ext. 23
<b>Julie Waathan</b> Nurse/Student Services Specialist-Yap Campus	jwaathan@comfsm.fm	(691) 330-2296/5149
Inda Maipi Counselor-Chuuk Campus	minda@comfsm.fm	(691) 330-6056
<b>Cecilia Dibay</b> Student Services Coordinator-Yap	cdibay@comfsm.fm	(691) 350-2296
<b>Willer Benjamin</b> Student Services Specialist-Kosrae	willerb@comfsm.fm	(691) 370-3191
<b>Gertrude Mangarwen</b> Student Services Specialist II-Yap Campus	gertrudem@comfsm.fm	(691) 330-2296/5149

#### **ATTENDANCE POLICY**

Regular and prompt class attendance is expected of all students. It is the student's responsibility to inform the instructor (s) of anticipated or unavoidable absences and to make up work missed as a result of absences.

Mandatory attendance is at the discretion of the instructor provided the conditions for attendance are included in the course syllabus and communicated to the students on the first day of class .



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#### A+ Center (Tutoring Center)

TUTORING CENTERS provide tutoring and supplemental education services to students at all campuses. At the A+ Center, our tutors are committed to developing confident and competent students with improved educational results by providing individualized learning plans that build the skills, habits, and attitudes for success and accomplishment of academic and personal goals. Tutoring is available in math, reading, writing, study skills, homework help, test prep, and more at National, Pohnpei, Kosrae, Chuuk, and Yap Campuses.

#### **Peer Counseling Center**

The Peer Counseling Center is funded by Title X Family Planning Program. The purpose of the Center is to promote a positive collective experience while at COM-FSM through an atmosphere which fosters understanding, sensitivity, trust, respect, and fairness. The Center provides counseling on family planning and other family planning related concerns, substance abuse, financial aid, personal, and others.

Ermine Walliby Peer Counseling Coordinator	peertopeer@comfsm.fm	(691) 320-2480 ext. 230
<b>Mike Ioanis</b> Peer Trainer, National Campus	mioanis@comfsm.fm	(691) 320-2480 ext. 155
Marleen Ychiro Site Manager-Chuuk: Campus	chuukpcc@comfsm.fm	(691) 330-3282
<b>Maver Jonathan</b> Site Manager-Kosrae Campus	maverj@comfsm.fm	(691)-370-3326
Rose Joel Secretary	rjoel@comfsm.fm	(691) 320-2480 ext. 155

#### **Student Support Services Program**

The Student Support Services Program (SSSP) is a Trio program designed to provide comprehensive academic support services to increase retention, graduation, and transfer rate of eligible students and also to foster an institutional climate that is supportive of the success of low-income, first generation college students and students with disabilities.

The students who are accepted into the program receive academic advisement, personal counseling, peer mentoring, individual and group tutoring, and other academic enrichment activities designed to help students adjust to college life, succeed academically, and complete their academic programs at COM-FSM.

Morehna Rettin-Santos Director, SSSP	msantos@comfsm.fm	(691) 320-2480 ext. 192
Lucia Donre-Sam Education Specialist	luciad@comfsm.fm	(691) 320-2480 ext. 149
Senoleen Syne SSSP Counselor	senoleens@comfsm.fm	(691) 320-2480 ext. 191

# Department of Student Services

#### Student Union

The Student Union is adjacent to the cafeteria and is an excellent place for student to relax, listen to music, watch TV or meet and socialize with other students. There are plans being developed to greatly expand the Student Union to further meet the student's leisure time needs. Pohnpei Campus has a student center, locally known as "Nahs," where students socialize, and hold their recreational activities and meetings.

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#### **Student Activities and Facilities**

At the National Campus there are two facilities on campus to serve the leisure, recreation and sports needs of dorm and off-campus students — the Sports and Recreation Center and the Student Union. Pohnpei Campus has multi-purpose gymnasium and a recreation center for students. All other campuses use the state facilities for their sports programs.

<b>Reedson Abraham</b> Director, Campus Life	nosdeer@comfsm.fm	(691) 320-2480 ext. 189
<b>Castro Joab</b> Sports and Recreation Coordinator, National Campus	castro@comfsm.fm	(691) 320-2480 ext. 159
Ramsie Joab Student Services Aid-Pohnpei Campus	rjoab@comfsm.fm	(691) 320-7760
<b>Bollie Ludwig Taulung</b> Student Services Aid National Campus	bobo@comfsm.fm	(691) 320-2480 ext. 159
Patricio Ramirez Student Services Assistant National Campus	pramirez@comfsm.fm	(691) 320-2480 ext. 159
Loatis Seneres Student Services Aid National Campus	loatis@comfsm.fm	(691) 320-2480 ext. 159
Salter Borong Student Services Aid National Campus	sborong@comfsm.fm	(691) 320-2480 ext. 159

#### **Student Body Association**

All full-time students are members of this association which is led by a student council. The council includes the president, vice president, secretary, treasurer, and delegation representatives. The decision-making body meets every week. The delegations, which represents geographical areas of the FSM and other entities, meet to discuss student concerns. Every student is a member of a delegation of his or her choice and has the opportunity to participate in student government and also to be a member of any club.

Accredited by the Western Association of Schools and Colleges





# Department of Student Services

#### **Student Housing**

The College has two dormitories at its National Campus which can accommodate 212 students. The residence halls are two-storey building with restrooms and showers rooms, and laundry rooms. Each dormitory room is shared by four students and is furnished with two bunk beds and individual student lockers.

Rooms are available on a space-available basis to full-time non-Pohnpei resident students. Students from off-islands are given priority to live in the residence halls. Students are required to residency and pay a \$50.00 security deposit. The security deposit may be refunded at the end of the resident's stay upon written request and

Johnson Sepeti Dormitory Manager	jsepeti@comfsm.fm	(691) 320-2480 ext. 163 (691) 20-2445
Iansin Johnson Dorm Advisor , Boys Dormitory	iansinj@comfsm.fm	(691) 320-2480 ext. 163
<b>Ambely Jacob</b> Dorm Advisor , Grils Dormitory	jacoba@comfsm.fm	(691) 320-2480 ext. 163

#### **Health Services**

The College maintains a well-equipped dispensary on campus with pharmacy and examination room. The dispensary provides services in acute, chronic, and preventive health care. It also provide hospital referral services, personal health counseling, and educational/reference materials on illnesses and health issues. It also provides family planning and hospital referral services, personal health counseling, and educational references. A \$15.00 fee is charged per semester for the use of these services. Health insurance is not accepted.

Benina Ilon Nurse-National Campus	beninai@comfsm.fm	(691) 320-2480 ext. 141
Marlou Gorospe NursePohnpei Campus	gomar@comfsm.fm	(691) 320-3795 ext. 28
Meryulyn Livae NurseKosrae Campus		(691) 370-3326
<b>Julie Waathan</b> Nurse-Yap Campus	jwaathan@comfsm.fm	(691) 350-5244
Marcelly Mariano Campus NurseChuuk Campus	marcellyma@comfsm.fm	(691) 330-5769

# **CAMPUS SERVICES**

#### **Campus Security Services**

The responsibilities of the Campus Security Services are to provide safety and security to students, faculty, and staff; to enforce policies, regulations, and criminal laws within the college community; to protect properties from vandalism and unauthorized intruders; to make arrests if necessary; and to provide a safe, educational, living, and working environment on campus.

Warren Ching Chief Security	chiefsecurity@comfsm.fm	(691) 320-2480 ext. 167 (691) 320-7017
<b>James James</b> Security Officers– Kosrae Campus		(691) 320-3191
Sakios Mesiap Security Officer– Pohnpei Campus		
Saikichy Cholymay Security Officer– Chuuk Campus		(691) 330-2689
Bonifacio Finigmow, Franciso Bandag Jerry Gilsowoth Michael Tun Security Officers- Yap Campus		

#### **College Bookstore**

The National campus Bookstore stocks required textbooks and related course materials for all campuses. As a student service outlet, the bookstore also stocks miscellaneous school items, college items, as well as soft drinks, snacks, and sundries. The Bookstore is located in the Student Support Services Program building. Each campus is now operating its own bookstore.

<b>Martin Mingii</b> Bookstore Manager	martinm@comfsm.fm	(691) 320-2480 ext. 158
Elsah Cornelius Kosrae Campus	elsahj@comfsm.fm	(691) 320-3191 ext. 03
<b>Leyolany Anson</b> Pohnpei Campus	leyolany@comfsm.fm	(691) 320-3795 ext. 37
<b>Tandy Marar</b> Chuuk Campus	mtandy@comfsm.fm	(691) 330-6825
<b>Stacy Ilemangtig</b> Yap Campus	slemangtig@comfsm.fm	(691) 350-2296



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# **CAMPUS SERVICES**

#### Cafeteria

The Cafeteria provides meals daily at \$3.00 for breakfast, \$3.50 for lunch, and \$3.50 for dinner at the following times:

#### Meal Hours

Mondays to	Fridays
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Breakfast	6:30-8:00 a.m.
Lunch	11:30 a.m1:30 p.m.
Dinner	5:00 p.m6:00 p.m.

Saturdays, Sundays, and Holidays

Breakfast	7:00-8:30 a.m.
Lunch	11:00 a.m1:00 p.m.
Dinner	5:00 p.m6:30 p.m.

Students on meal plan are issued meal ID cards. For others, meal ticket can be purchased from the Business Office.

<b>Rudolfo Romero</b> Food Services Manager	romero@comfsm.fm	(691) 320-2480 ext. 180 (691) 320-8331
<b>Jim Alexander</b> Cafeteria Assistant Supervisor	jimbo@comfsm.fm	(691) 320-2480 ext. 164



Business Office	<b>N2 9FH</b>	IUED
Danilo Dumantay Comptroller	comptroller@comfsm.fm	(691) 320-2480 ext. 168 VOIP 4112
Pelma Palik Business Office Manager	pelmap@comfsm.fm	(691) 320-2480 ext 165
Juvileen Mariano General Accountant	juvilen@comfsm.fm	(691) 320-2480 ext 166
<b>Doman Daoas</b> State Campus Accountant	Daoas@comfsm.fm	(691) 320-2480 ext 168
Arleen Yamaguchi Payroll Accountant	arleeny@comfsm.fm	(691) 320-2480 ext 166
<b>Soledad Guzun-Reynoso</b> Fiscal Officer-Chuuk Campus	soledad@comfsm.fm	
Alik Phillip Fiscal Officer-Kosrae Campus	aphillip@comfsm.fm	(691) 370-3191
<b>Rosemary Mana</b> Fiscal Officer-Yap Campus	manna@comfsm.fm	
<b>Twyla Poll</b> Fiscal Officer-Pohnpei Campus	twyla@comfsm.fm	(691) 320-3795 ext. 10
<b>Ketiner Kenneth</b> Account Technician-National Campus	kkenneth@comfsm.fm	(691) 320-2480 ext 165

#### Information Technology COM-FSM Student E-mail Sign Up

E-mail accounts are available for students currently enrolled in classes and attending the College of Micronesia-FSN. E-mail accounts provided by COM-FSM are intended to support and enhance your pursuit of an education and are only provided to students enrolled and attending classes.

You are required to have a COM-FSM e-mail account if you are enrolled. To get an e-mail account, please do so at registration or visit IT office for assistance.

<b>Gordon Segal</b> Director of Information Technology	gsegal@comfsm.fm	(691) 320-2480 ext. 134
<b>Peter Pedrus</b> Systems Administrator	peterp@comfsm.fm	(691) 320-2480 ext. 193
Petrus Ken Information Systems Specialist	pken@comfsm.fm	(691) 320-2480 ext. 193



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# CAMPUS SERVICES

<b>Cooper Etse</b> Information System Specialist Pohnpei Campus	cooper@comfsm.fm	(691) 320-3795
<b>Amon Inek</b> Information System Specialist Chuuk Campus	anek@comfsm.fm	(691) 330-2689
<b>Renton Isaac</b> Information System Specialist Kosrae Campus	rentoni@comfsm.fm	(691) 370-3191
<b>Pius Mirey</b> Information System Specialist Yap Campus	pius@comfsm.fm	(691) 350-2296
Shaun Suliol Webmaster	suliols@comfsm.fm	691) 320-2480 ext. 193
Christopher Gilimete Information System Specialist	chrigili@comfsm.fm	691) 320-2480 ext. 193
John Dungawin Systems Specialist-Chuuk Campus	jdungawin@comfsm.fm	(691) 330-2689

#### **Internet Access**

Access to internet for research purposes and e-mail are available 24 hours at no cost to COM-FSM students at both the National Campus and the State Campuses. Currently, network connections and internet

access is funded by the National Campus Information Technology (IT) Division.

At the National Campus, student internet access stations are available in three computer labs, the LRC, and the residence halls.

A campus-wide area network links the National Campus and State Campus labs to the internet.

#### LEARNING RESOURCES CENTER

The mission of the College of Micronesia-FSM library (including media instructional technology services) is to serve the students, faculty, staff and other college community members in providing reader, instructional, media and technical services to meet their educational needs and provide opportunities for lifelong learning.

The Learning Resources Center (LRC), on the campus of the College provides informational resources and services to support and enhance the curricula of the

# **CAMPUS SERVICES**

Learning Resources Center (Continuation)





The LRC offers over 36,000 titles in various collections, both print and non-print. The collections include the general collection; reference collection: Micronesia-Pacific collection, that is a unique collection of materials on Oceania with specific emphasis on Micronesia and documents from the Secretariat of the Pacific Community; curriculum resources including samples of children's literature and K-8 instructional materials;

newspapers, magazines, and serials and the EBSCO electronic database containing full text journals and abstracts; UN documents, publications of agencies within the United Nations organization and U.S. Government documents, publications of U.S. government agencies. The archives collection contains materials from the U.S. Navy and U.S. Trust Territory eras as well as the college archive documents.

Internet access is available on various computer stations with additional stations available and networked to printers to use application software for typing assignments and completing class projects.

College community members in need of materials not held locally may use the LRC's Inter-Library Loan service provided through electronic document sharing or requesting the materials from other libraries in the region.

Media and Instructional Technology Center (MITC) provides audio-visual, media production, and distance education technology services to support the academic programs of the College. The PEACESAT communication system is housed in the MITC and serves as the link for direct communication to Micronesia and other parts of the world. The PEACESAT system is capable of providing interactive and synchronous videoconferencing with outside institutions. The MITC houses a video collection of over 3,500 titles including recordings of College and community events occurring over the years. The MITC also provides ID production services for the college.






# CAMPUS SERVICES Learning Resources Center (Continuation)

<b>Sue Caldwell</b> Director, Learning Resources Center	scaldwell@comfsm.fm	(691) 320-2480 ext. 140 VOIP 4129	
Bruce Robert Librarian	brucerobert@comfsm.fm	(691) 320-2480 ext 114	
<b>Iris Falcam</b> Librarian	ifalcam@comfsm.fm	(691) 320-2480 ext 126	
<b>Lucy Oducado</b> Librarian	loducado@comfsm.fm	(691) 320-2480 ext 139	
<b>Juvelina Rempis</b> Librarian	jrempis@comfsm.fm	(691) 320-2480 ext 124	
<b>Julia Martin</b> Librarian	juliam@comfsm.fm	(691) 320-2480 ext. 109	
<b>Susan Guarin</b> Librarian-Yap Campus	guarinsm@comfsm.fm	(691) 350-2296	
Kersweet Eria Librarian-Chuuk Campus	eric@comfsm.fm	(691) 330-2697	
<b>Nercy Simina</b> Library Technician-Pohnpei Campus	nersimina@comfsm.fm	(691) 320-3795 ext. 21	
<b>Michael Williams</b> Library Technician-Kosrae Campus	michaelw@comfsm.fm	(691) 370-3191	



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# Department of INSTRUCTIONAL AFFAIR

# Department of Instructional Affairs

The Department of Instructional Affairs includes all academic programs, vocational education programs and non-degree programs. This department can assist students with academic advising which includes course selection, assistance with final documents to receive a degree, withdrawal forms, changing majors and adding/dropping classes.

People in this department can answer questions on programs offered, overload of credits, course substitutions, library services, tutoring and other instructional concerns.

<b>Jean Thoulag</b> VP for Instructional Affairs	thoulagj@comfsm.fm	(691) 320-2480 ext. 127 VOIP		
<b>Karen Simion</b> Director, Academic Programs	ksimion@comfsm.fm	(691) 320-2480 ext 1321		
Mary Sue Caldwell Director, Learning Resources Center	scaldwell@comfsm.fm	(691) 320-2480 ext. 140		
<b>Maria Dison</b> Instructional Coordinator Pohnpei Campus	mdison@comfsm.fm	(691) 320-3795 ext. 34		
<b>Nena Mike</b> Instructional Coordinator Kosrae Campus	nenam@comfsm.fm	(691) 370-3191		
<b>Alvios William</b> Instructional Coordinator Chuuk Campus	aliwilliam@comfsm.fm	(691) 330-2167		
Instructional Coordinator Yap Campus		(691) 350-2296		
<b>Grilly Jack</b> Vocational Education	gjack@comfsm.fm	(691) 320-2480 ext. 155		
<b>Quly Alex</b> <i>Executive Secretary</i>	qalex@comfsm.fm	(691) 320-2480 ext. 128		





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### DEPARTMENT OF INSTRUCTIONAL AFFAIRS

#### **Academic Division Chairs**

#### National Campus

Kiyoshi Phillip Agriculture Division	kphillip@comfsm.fm	(691) 320-3191
Joseph Felix, Jr. Business Division	felixjr@comfsm.fm	(691) 320-2480 ext. 157
Benson Moses Education Division	bmoses@comfsm.fm	(691) 320-2480 ext. 133
<b>Resida Keller</b> Languages and Literature Division	resida@comfsm.fm	(691) 320-2480 ext. 215
Mariana Ben-Dereas Social Science Division	mben@comfsm.fm	(691) 320-2480 ext. 111
Asher Edward Math and Science Division	asher@comfsm.fm	(691) 320-2480 ext. 209

#### Pohnpei Campus

<b>Stacy Tadlock</b> Languages and Literature Division	stacyt@comfsm.fm	(691) 320-3795 ext. 20
Howard Rice Hospitality and Tourism Division	prof-rice@comfsm.fm	(691) 320-3795 ext. 31
<b>Gardner Edgar</b> Vocational Education Division	gardnere@comfsm.fm	(691) 320-4051
George Mangonon Math/ Science Division	gmangonon@comfsm.fm	(691) 320-3795 ext. 35
<b>Debra Perman</b> Business Division	debwp@comfsm.fm	(691) 320-3795

#### **Chuuk Campus**

Alton Higashi Social Science and Education Division	l Science and Education	
Kind Kanto Math and Science Division	kank@comfsm.fm	(691) 330-2689
<b>Florante Ygana</b> Vocational Education Division	fygana@comfsm.fm	(691) 330-5705
<b>Richardson Chiwi</b> Languages and Literature Division	chiwi@comfsm.fm	(691) 330-2689
Atkin Buliche Business Division	abuliche@comfsm.fm	(691) 330-2689

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DEPARTMENT C	<b>DF INSTRUCTIO</b>	NAL AFFAIRS
Academic Division Chai Yap Campus	rs	
Vocational Division		(691) 350-2296
Jovita Masiwemai Academic Programs	jovita@comfsm.fm	(691) 350-2296
Kosrae Campus		
Rosalinda Bueno-DeMesa Academic Programs	rosalindam@comfsm.fm	(691) 370-3191
<b>Murphy Ribauw</b> Vocational Education Division	mribuaw@comfsm.fm	(691) 370-2296







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