

7. Students should be sure to proofread their poems for spelling and punctuation errors before submitting them. Each poem should have a title and, if more than one page, pages should be numbered. Poems may be submitted at the following locations depending on campus affiliation:

North Campus -	English Department - Room 7322
Kendall Campus -	English Department - Room 2217
Wolfson Campus -	English Department - Room 3604
Homestead Campus -	Arts and Sciences – Room B105
Inter-American Campus –	Arts and Sciences – Room 1308/1371
Medical Center Campus -	Student Life Office - Room 1150
Hialeah Campus -	Arts and Sciences – Room 1415
West Campus –	Arts and Sciences – Room 1236

8. After the deadline for submission, poems will be screened at the campus level, and the top six (6) from each of the campuses will be forwarded to the College-wide Coordinator for final screening and awarding of prizes. Faculty members will be chosen to administer the screening process at the campus level. Only **one poem per student** will be selected for final College-wide judging.
9. Arrangements will be made for a selection committee to meet and make the final selection of the winning poems. There will be no tie decisions. The committee will include representatives from the participating campuses and a presiding judge from the community.
10. The winners will be announced by April 29, 2012. Please visit our Contest website for official results: www.mdc.edu/fredshaw.
11. No individual participants will be contacted regarding the results of the Contest. Only the winners will be contacted individually via email. Participants should check with their Campus Coordinator for results of the Contest or visit the Contest website.
12. No copies of poems submitted to the Contest will be returned to the participants.