

# College of the Atlantic

## Student Life Packet

**In this packet you will find documents pertaining to Student Life at COA. Please use this page as a check-off list for the Student Life materials you've read and submitted.**

Packet Materials	Read	Filled Out	Sent to COA	Due Date
Residential Life Information	—			
Frequently Asked Questions Housing	—			
Application and \$150 Deposit	—	—	—	May 1
Residential Student Contract	—	—	—	May 1
Meal Plan & Food Preference Form*	—	—	—	May 1
Emergency Contact Form*	—	—	—	May 1
Student Support Form*	—	—	—	May 1

*\*These forms are required from all students. Transfer students living off campus are not required to fill out the Housing Application and Residential Student Contract.*

# Residential Life Information

Students should mail the appropriate forms by May 1 and if you are submitting a Housing Application and Contract please include your \$150 security deposit. Students should also print a copy of all these documents for their records.

## **Housing Application** (Due May 1)

Housing Applications at COA serve as a way for the college to form our housing communities. The application is for the student to explain their living habits and request their preferred residence. Being as honest as possible on the housing application is important as we use this information to make roommate assignments. While we try to accommodate a student's preferences for residence, we cannot guarantee a student will receive their first choice. Students needing a single room should petition the Dean of Student Life by including a separate statement with the housing application that justifies the need to have a single room.

## **Residential Student Contract** (Due May 1)

Students should read the Residential Student Contract before signing, as it outlines several important policies related to housing. First-year students are required to live on campus for the year (except in situations where extremely compelling circumstances exist) and should expect to have a roommate. Second-year students are strongly encouraged to live on campus.

## **Meal & Food Preference Form** (Required for all students, due May 1)

All first-year students are required to live on campus and to be on the full meal plan. The full meal plan offers three meals a day, Monday through Friday. On weekends, students are expected to cook for themselves. Our dining services staff works hard to prepare nutritious and flavorful meals that are appealing to the diverse tastes and needs of our community. To help them meet your expectations, we ask you to fill out the Meal Plan & Food Preference Form, so we know how many omnivores, vegetarians, and vegans we have. Food intolerances and allergens are expected to be disclosed on the Meal Plan & Food Preference Form. Transfer students not living on campus must select one of the four meal options.

## **Student Support Form** (Required for all students, due May 1)

The Student Support form is designed to gather information that will help us work with you to identify possible concerns that might affect your transition to College of the Atlantic. Please be as honest and forthcoming as possible.

## **Residential Life at College of the Atlantic**

At COA we value relationships—the relationships between individuals and groups as well as between human beings and their environment. We have designed our residences so most houses have fewer than 10 residents and so that all residences have adequate common spaces for students to gather. We believe a smaller house size encourages residents to know each other, to care for each other, and to hold each other accountable—the key elements to our residential philosophy.

Most residences have a combination of new and returning students. Students come from many countries, from private schools, public schools and home-schools. We encourage this richness because we believe sharing experiences among housemates is a crucial part of the learning experience. Students often remark on the importance of friendships developed through late night discussions in the kitchens or while sitting on porches looking at the ocean. To help ensure residents function at their best, Resident Advisors (RAs) are assigned to each house. RAs help residents plan house activities like game nights, informal discussions, dance parties, etc. With small housing groups, it is hard to get lost in the crowd. Living together in an intimate setting with people from various backgrounds means when conflict arises it is hard to ignore it. We encourage residents to be honest about their needs and to listen openly to one another. When this becomes challenging RAs are present to help mediate conflicts and resolve house issues.

COA students are expected to take a great deal of responsibility for their experiences here; while this is most often recognized in our self-designed curriculum, it is also important in our residences. Students are responsible for cooking for themselves on weekends, although most houses cook community dinners together on Sundays. Students are also expected to clean the common areas of the house weekly. We work to create an environment based on respect for one another and for the resources entrusted to us. We expect students to develop an awareness of the consequences their decisions have, not only for themselves, but also for those around them. We prefer not to create a long list of rules about what you can't do; rather we develop a common understanding of what's needed to create a living environment that fosters learning. We have high expectations for ourselves and for each other. This is an advanced community and it is not an easy task. It takes the effort and commitment of each resident working together to make it happen.

# Residential Life Information

(continued)

## Housing Options

The information below is provided to help you as you determine your housing preferences. Given the small size of our houses, the social dynamics of each house change considerably from year to year.

Historically, campus housing has been divided into two categories: substance-free housing and non-substance-free housing. Each year we determine which residences will be designated substance-free based on student demand. We try to ensure any student wishing to live in substance free housing can do so.

### **Peach House**

Peach is a small and cozy house with eight residents. It has a spacious kitchen with excellent storage. It boasts a storied history as the birthplace of COA; the first college employees worked here for a year before another building was made ready. Peach residents use laundry facility in Kathryn W. Davis Village.

### **Davis Carriage House**

Davis Carriage has a rustic, cabin-like feel, with abundant wood paneling and a large common room with a kitchen. Five students will call Davis Carriage house home.

### **Seafox**

Seafox is a charming old home full of quirky nooks with a fantastic seaside porch. Our largest single residence, it houses 26 residents including several RAs. The size of the house and the central common spaces offer great opportunities for an engaged community in a peaceful and homey atmosphere. This house has laundry facilities in-house.

### **Blair/Tyson**

Consisting of five 8-resident sections and one 16-resident section, Blair/Tyson is a series of connected townhouses. Each section has a kitchen/common room and exists as a smaller unit within the larger Blair/Tyson community. Blair/Tyson has a lovely courtyard and is a hub of activity, close to the dining hall, classes, the library, and a bike storage shed. With vibrant color schemes and common room furniture, Blair/Tyson is our liveliest residential setting.

### **Cottage House**

Cottage is an old gatehouse we have converted to student housing for seven residents. It has a cozy living room and the small size gives housemates good opportunities to build deep relationships with one another. Located close to the main entrance of campus and a Night Bus stop, it's adjacent to a big field ideal for stargazing. Cottage residents do laundry in Blair/Tyson.

### **Kathryn W. Davis Residence Village**

The Kathryn W. Davis Village is the college's "greenest" housing complex. The houses in the village are heated by our biomass pellet boiler system and are incredibly energy efficient. While individual houses have their own community, residents of the village have the advantage of being part of the larger communities of Seafox and Deering Common (the campus center). Each of the six houses has a living room, kitchen, and dining area on the ground floor, with vibrant color schemes and comfy furniture. The upper two floors house four residents each and have communal bathrooms boasting composting toilets. Millard House and Dority House are joined by the Cushman Media Center; Eno House and Hamill House by the Eliot (all-night) Study Space; and Milliken House and Shorey House by the Robinson Games Room which has both a pool table and the laundry facilities for the village.

# Residential Life Information

(continued)

## FREQUENTLY ASKED QUESTIONS

### **What does “Substance-Free Housing” mean?**

In addition to having universally smoke-free campus accommodations, COA is committed to offering substance-free housing in particular residences. We also recognize, while the majority of our campus residents are under 21 (and not legally able to consume alcohol), we do at times have residents of age. Students who select substance-free housing are choosing to live a substance-free lifestyle. These students, regardless of age, prefer to be in an alcohol-free environment, because of personal and religious belief systems, family history, prior experience, or health concerns. They also require a lifestyle free from direct/indirect contact with tobacco. This means all clothing and belongings must be smoke-free. This designation does not refer to fragrances or other chemicals or allergens.

### **What’s in my room?**

All student rooms are equipped with a standard-size twin bed and mattress, desk, desk chair, and some kind of clothing storage (dresser/ chest, underbed drawer unit, closet, or armoire).

### **What size is my room?**

Because campus housing is a combination of re-purposed older homes and new construction, room sizes vary. Double rooms are approximately 150 sq. ft., although this varies from building to building.

### **When will I know what my room assignment is?**

Housing forms are due on May 1. We then take time to read over the information you provide and work to create the best room matches we can. You can expect to find your housing assignment on your student portal in mid to late June.

### **What if I don’t like my housing assignment or my roommate?**

Part of the residential experience at COA is learning to live with a variety of people. We encourage students to take time to get to know each other. As indicated in the Residential Student Contract, we do not make any room changes until after the second full week of classes. We feel it is important for individuals to have time to try to adjust before we make any major changes. However in exceptional circumstances students are able to petition the Dean of Student Life.

### **How long can I live on campus?**

In signing a Residential Student Contract you are making a commitment to live on campus for a year. First-year students are required to live on campus for their first year. Second-year students are strongly encouraged to live on campus. Third- and fourth-year students have the opportunity to live on campus through a lottery system.

### **Can I bring a pet to COA?**

Small pets are at times permitted at COA. No student should bring a pet with them when they first arrive, as the approval of a pet in a residence requires an agreement of all members of the house or section. This decision can usually be made during orientation at the first house meeting. Any pet must be contained in a cage not exceeding 8sq. ft. (2ft x 2ft x 2ft). The cage cannot block the entrance/exit to the student’s room. More information is included on the Residential Student Contract. If you have a service animal or would like to petition to have an emotional support animal in on-campus housing, please contact Sarah Luke, Dean of Student Life (sluke@coa.edu or 207-801-5670) to request additional paperwork.

# Housing Application

For office use only:

Date rec'd \_\_\_\_\_

Dep rec'd \_\_\_\_\_

Contract rec'd \_\_\_\_\_

Food Pref rec'd \_\_\_\_\_

Please return this application by May 1, 2017.

Name \_\_\_\_\_

Date of Birth / \_\_\_ / \_\_\_ Age \_\_\_\_\_ Gender: \_\_\_\_\_ (Optional) Preferred Gender Pronouns: \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

Do you have a disability that would require a reasonable accommodation under the Americans with Disabilities Act (ADA)\*?

Please list any significant allergies or other medical conditions that might be impacted by your living environment\*:

*\*We will require current documentation from a physician stating either the extent of the disability or the medical condition. This should include a specific diagnosis and recommendations. If you would prefer to send these under separate, more confidential cover, please address them to the Dean of Student Life, rather than the Housing Office.*

## LIFESTYLE PREFERENCES

(Please answer these questions with your college experience in mind.)

Do you smoke?  Yes  No

Could you live with someone who smokes?  Yes  No

Do you tend to go to bed:  Before 11 pm  Between 11 pm & 1 am  After 1 am

Please indicate your normal living environment when you are responsible for cleaning it.

Neat & organized "Everything is always in its place."

Fairly neat "Stuff accumulates but is put away regularly."

Slightly cluttered "Stuff on all surfaces."

Chaos "Have to push to get the door open past stuff on the floor."

When you are tired and stressed out, do you usually prefer to:  Do something by yourself  Go to a party

Where do you normally study?  Living Room/Lounge  Library  Kitchen  Bedroom

When do you normally study?  During the day  Around meal times  In the evening  
 Late at night

What is your ideal study environment?  Quiet  Mellow music  With other people  
 Multimedia (energetic music, tv, video)

Do you anticipate participating in an outdoor orientation program (OOPs) trip?  Yes  No

# Housing Application

(continued)

## HOUSING PREFERENCES

Please mark your housing preferences 1–6 (numbering all choices) with “1” being your first choice, 2 being your second choice, etc. All effort will be made to honor one of your top choices, but it cannot be guaranteed. (Space for first-year students in K.W. Davis Village is limited.)

- \_\_\_\_\_ Peach House
- \_\_\_\_\_ Davis Carriage House
- \_\_\_\_\_ Seafox
- \_\_\_\_\_ Blair/Tyson
- \_\_\_\_\_ Cottage House
- \_\_\_\_\_ Kathryn W. Davis Residence Village

## OTHER PREFERENCES

- I **want/need** to live in substance-free housing
- I **am willing** to live in substance-free housing
- I **do not** want to live in substance-free housing
- I would prefer a single (this is space-dependent and not guaranteed. Please explain on a separate sheet why there are compelling reasons for you to live in a single.)
- Having a single is **more important** than being in substance free housing

## OTHER INTERESTS

If willing to do so, please share some of your interests, academic or otherwise, that might help us to make a successful housing assignment:

Please return (by May 1) this housing application, a signed Residential Student Contract and your \$150 non-refundable security deposit made payable to College of the Atlantic to:

Donna McFarland, Associate Director of Admission & Student Services  
College of the Atlantic  
105 Eden St,  
Bar Harbor, Maine 04609

# Residential Student Contract

I, (full name) \_\_\_\_\_, am requesting housing for  
\_\_\_ Fall 2017, \_\_\_ Winter 2018, and/or \_\_\_ Spring 2018.

(All first-year students are required to live on campus. If you are a first-year please check off all three terms.)

**Occupancy Period:** The student may occupy their room during the following academic terms.

Fall Sunday, August 27 (OOPs participants) or Saturday, September 2 (non-OOPs participants) – Sunday, November 19

Winter Sunday, January 7 – Sunday, March 18

Spring Sunday, April 1 – Saturday, June 9

All students must be out of housing by 5 pm on June 9 in order for the summer program to begin. A student may petition the Dean of Student Life for permission to remain in housing during the fall and winter vacation periods. If granted, the College reserves the right to consolidate the housing for those students who remain on campus between academic terms.

**Room Assignment:** The College will attempt to accommodate the request of students for specific houses and rooms, but does not guarantee specific requests and reserves the right to accept, reject, cancel, or change any room assignments at its discretion. A first-year student should expect to have a roommate(s) unless there are compelling reasons for a single.

**Cost:** The rent for a full academic year in college housing is \$6,210/bed (regardless of number of occupants per room). All tenants are required to pay a damage/security deposit of \$150, which will be returned at the end of the academic year minus any charges for cleaning and/or damage. Students will each be issued a key to their room; failure to return that key at the end of their tenancy will result in a \$75 lost-key charge.

## Accepted Reasons for Canceling the Student Residential Contract :

- a. The student officially withdraws from the College during any term.
- b. The student graduates from the college prior to the end of the academic year.
- c. The student does not re-enroll for the subsequent term.
- d. The student is granted an exemption by the Dean of Student Life for a compelling personal reason based on appropriate documentation.
- e. The student is suspended or expelled from the College as a result of disciplinary action.
- f. The contract is administratively terminated for student noncompliance with any of the provisions of the contract and any guidelines/procedures of the College related to community, health, or safety. In cases of serious student behavioral concerns, the college can evict or temporarily prohibit a student from entering campus and/or campus housing until such time as appropriate campus processes have resolved the issue.

Depending on the circumstances of the canceling of the contract, students may lose their deposit, may be charged a release from contract fee, and can be held responsible for the full year room fee.

## Student Rights, Responsibilities, and Obligations

1. The College assumes no legal obligation to pay for the loss of or damage to items of personal property of the student which occurs in the residence, storage spaces, or on its grounds prior to, during, or subsequent to the period of agreement.
2. The student is responsible for the condition and proper care of the accommodations assigned and shall reimburse the College for all damages beyond normal wear and tear done within or to said accommodations. Tenants are not permitted to make structural alterations to their rooms, remove furnishings, or repaint walls. The student shall be subject to a share of the cost of damages and for loss of any College fixtures, furnishings, or property in public areas within the houses where the individual responsible cannot be identified. In addition to their individual room, the student is responsible for sharing in the maintenance of the common-area spaces in their residence hall, i.e. the kitchens, bathrooms, and living rooms. In conjunction with the Resident Advisor, each community will devise a list of shared house responsibilities to ensure that these areas are regularly maintained.
3. The College reserves the right to enter a student's room to perform routine or emergency maintenance. Whenever possible, prior notification will be given to the tenant for routine maintenance-related activities. The College also reserves the right to enter a student's room to enforce College policies, rules, and regulations. For a copy of these policies, rules, and regulations, refer to the Dean of Student Life.
4. Each resident is reminded that College of the Atlantic is first and foremost an academic institution. Students are expected to be considerate of all residents and cooperate in maintaining an atmosphere conducive to studying. The playing of stereos at loud volumes, drums, instruments which require electronic amplification and/or instruments which otherwise cause an undesirable level of noise are distracting and not conducive to an academic environment where students have a variety of studying/sleeping schedules. Stereos, and other noise making items, must be kept at reasonable volumes that do not distract others.

5. The College allows residents to have overnight guests in housing; however all residents are asked to be sensitive to the rights of other members of the house community before encouraging their friends to visit. Residents should be aware that the ability to have a guest is not automatic. Residents should know their guests well before hosting them on campus. Parents are strongly encouraged to find accommodations off campus. Residents are responsible for seeing that their guests know and comply with college and residence life expectations and policies. Residents should be present while their guests are visiting and are responsible for their guests' actions and behaviors. The residents hosting a guest will be held responsible for any actions or behavior that falls outside of the college's or the house's established expectations. Residents are expected to accompany their guests, particularly while in house common spaces. Guests must overnight in student rooms and not common spaces. Students may host guests for a maximum total of 16 days/term. The maximum stay for any single visit is 10 consecutive days. There is a maximum of 2 guests per room/night. If a guest stays beyond the maximum number of days then the host student can be charged \$55/night for each additional night. If at any time a guest is determined to be disruptive to the house by Student Life staff, then the guest can be required to leave campus. Any resident living in a shared room and wishing to host a guest(s) must ask and receive permission from their roommate(s) at least two weeks in advance of the arrival of any guests. Residents must also notify their house by email of the impending arrival of any guests. The arrival of a guest should not require a roommate to vacate her/his room without the person's permission.

6. Small animals, reptiles, and fish are permitted in on-campus housing; dogs, cats, and birds are not permitted. However, certain conditions must be met in order to bring and keep such a pet. No-one should bring a pet to live on-campus without first consulting with their entire household at the first house or section meeting. This is to allow each house or section to make open and honest decisions based on their collective concerns or allergies. Each household may also make certain other guidelines in addition to, but not superseding, the following institutional guidelines. Any animals or reptiles must be kept in an enclosure that allows them sufficient room to exercise at all times – but which does not compromise the resident(s) ability to exit the room in case of emergency. As a rule of thumb, no enclosure should exceed 8 cubic feet (i.e. 2' by 2' by 2'). The only exception to keeping the pet in its enclosure is to allow for routine cleaning, in which case the pet must be kept in a secure environment in the meantime. A household may renegotiate a resident's ability to keep a pet if the animal disrupts the household either by noise or odor, for example. Any damage or removal expenses incurred by the College will be transferred directly to the pet owner. Households and individuals can expect the Dean of Student Life to provide mediation if requested; the Dean of Student Life may also be required to make an independent administrative decision to have a pet removed. Requests to accommodate service or emotional support pets should be directed to Student Life.

7. For public health and fire safety reasons, there is no smoking in or immediately around the residence halls; candles and incense are also prohibited from use in the residence halls. Corridors must be kept free of personal property, including bicycles and furniture for fire code and safety reasons. Fire inspection fines will be charged to students for any fire code violations. Misuse or tampering with fire safety equipment including the removal of smoke detector batteries and door closures will result in a \$100 fine and possible disciplinary action. No motorcycles, scooters, etc. are allowed in the residence halls. Bikes are to be stored in the appropriate storage areas. Hot plates, space heaters without automatic shut of fs, and halogen lamps without safety cages are not permitted due to increased risk of fire. Other items deemed a safety risk may be added to this list at the discretion of the Dean of Student Life.

8. No firearms or other weapons are permitted in on-campus housing at any time.

9. No room changes may occur in any residence hall until the first working day following the second full week of classes. Students must first contact their RA to discuss the possibility of a room change. After a discussion with their RA, students may be referred on to the Dean of Student Life for a possible room change.

10. Students are expected to be familiar with and uphold state and federal laws and college policies regarding the use and possession of drugs and alcohol. The College's policies are available on the website.

11. Students can expect to be charged a \$100/hour fee for not vacating the building on the posted closing date.

I HAVE READ THE FIRST AND SECOND PAGE OF THIS COLLEGE OF THE ATLANTIC RESIDENTIAL STUDENT CONTRACT, AND I UNDERSTAND AND ACCEPT MY OBLIGATIONS TO ABIDE BY COLLEGE RULES AND REGULATIONS. I ALSO UNDERSTAND THAT I AM MAKING A COMMITMENT TO LIVING IN A COLLABORATIVE COMMUNITY ENVIRONMENT. BY MY SIGNATURE BELOW, I ACKNOWLEDGE MY UNDERSTANDING OF THIS AGREEMENT.

I, the undersigned, agree to guarantee payment for this agreement.

Student's Signature \_\_\_\_\_

Date / /

Student's Name \_\_\_\_\_

Date of Birth / /

Guardian's Signature\* \_\_\_\_\_

Date / /

Sarah Luke, Dean of Student Life \_\_\_\_\_

Date / /

*\*If student is under 18 years of age.*



# Meal Plan & Food Preference

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

This form serves as a way to help our staff better meet your dietary needs. College of the Atlantic offers food services three times a day, Monday through Friday. Our dining hall does not serve food on the weekends, but all residence halls on campus have kitchens. Please note when you sign up for a meal plan you are bound to that meal plan for the remainder of the academic year. All new incoming students living on campus are required to be on the Full Meal Plan for a full year.

## PART I: MEAL PLAN

There are 4 meal options available. Meals/week plans are not transferable from term to term. Declining meal balances can be used from term to term but expire at the end of the academic year.

Please choose the statement that best describes you.

I am living on campus and therefore am on the full meal plan.

I am a transfer student living off campus and would like to sign up for the following meal plan: (please check one)

15 meals a week full meal plan (\$1,179/term or \$3,537/year)

10 meals a week (\$889/term or \$2,667/year)

5 meals a week (\$498/term or \$1,494/year)

\$100 dining hall debit card (\$100/term or \$300/year)

## PART II: FOOD PREFERENCES

Please choose the statement that best describes you:

I am a vegan. I do not eat animal products of any kind.

I am a vegetarian.

I am an omnivore.

I eat the following kinds of meat product. (check all that apply)

Beef  Pork  Fish  Seafood  Chicken/Poultry  Eggs  Dairy

For those who eat meat: if presented with a meat entrée and a vegetarian entrée, I would choose the meat option:

100%  75%  50%  25%  0% of the time

## PART III: ADDITIONAL INFORMATION

I am lactose intolerant. I cannot ingest dairy products.

I am gluten-free.

I have food allergies (please list):

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What happens when you eat any of the foods listed above? How severe is your reaction? Do you experience mild irritation or anaphylaxis?

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(If you have severe food allergies please contact the Dean of Student Life to talk about necessary accommodations)

Please use the back of this page to share any other information on food preferences you may have.

# Emergency Contacts

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

## STUDENT'S PERMANENT ADDRESS

Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) Cell Phone ( \_\_\_\_\_ )

Email \_\_\_\_\_

## CONTACT IN CASE OF EMERGENCY

Every effort will be made to contact you to receive your permission prior to speaking with your listed contacts. However, we reserve the right to make contact in the case of an emergency in which you are incapacitated or in which we are unable to consult with you directly. (Students often list a parent or guardian)

### PRIMARY CONTACT

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Occupation \_\_\_\_\_

Phone \_\_\_\_\_

Alternative Phone \_\_\_\_\_

Email \_\_\_\_\_

### SECONDARY CONTACT

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Occupation \_\_\_\_\_

Phone \_\_\_\_\_

Alternative Phone \_\_\_\_\_

Email \_\_\_\_\_

## GENERALIZED EMERGENCIES

At times situations arise in which we would like to communicate the status of events on or near campus to parents, guardians, and families. Students will automatically be notified through their COA email.

Use email address listed above for my parents or guardians

Use alternative email \_\_\_\_\_

## NON-EMERGENCY CONTACT

My parents/guardians would like to receive non-emergency communication from various college offices.

Use email address listed above for my parents or guardians

Use alternative email \_\_\_\_\_

## MISSING PERSON CONTACT

We are required by Federal Regulations to offer you the opportunity to provide a confidential contact person in the unlikely event that you should be reported missing (see Missing Person Notification Policy on the COA website).

I would like to use my (check one)  primary contact  secondary contact for this purpose.

I would like to provide an alternate contact for this purpose.

Name \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

# Student Support Form

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

This form is designed to gather information that will help us work with you to identify possible concerns that might affect your transition to College of the Atlantic. Should it be necessary, we would like to be able to work with you collaboratively to develop a plan for your successful transition. Information on this form will be held in confidence by the Student Support Team. This information will not be released without your consent unless required by law.

## PART I: MENTAL HEALTH

### COUNSELING HISTORY (Based upon past two years)

1. Have you been in counseling with a psychiatrist, psychologist, guidance counselor, or other counselor?  
 Yes       No
2. Are you currently in counseling or treatment with a counselor, psychiatrist, psychologist, or prescribing physician?  
 Yes       No
3. Have you arranged a release of information with your counselor and/or prescribing physician so we may contact them for further information?  
 Yes       No
4. Please mark the appropriate responses that indicate the reason(s) for counseling:  
 Academic/Career       Divorce       Family Issues       Maintenance of Medication  
 Substance Abuse       Depression       Eating Disorder       Suicidality  
 Bereavement/Grief       Other (please explain) \_\_\_\_\_
5. Name of current (or most recent) counselor \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_
6. Use the following spaces to list any mental health concerns that are current or ongoing. (Please use the back of this paper or attach additional information or documentation if necessary).  
\_\_\_\_\_  
\_\_\_\_\_
7. Do you anticipate wanting ongoing weekly counseling while at COA? \_\_\_\_\_

## PART II: MEDICAL HEALTH

Please list any current medical conditions or chronic illnesses that could impact your experience while at COA.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any limitations that we should be aware of or that will require accommodations?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Student Support Form

(continued)

Do you have any allergies to food, medication, or other substances?

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## PART III: MEDICATIONS

Please list any medications (and dosage) that you are currently taking for medical or mental health reasons:

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## PART IV: LEARNING DIFFERENCES

If you have a documented learning difference and you plan to seek reasonable accommodations while at College of the Atlantic, please attach a photocopy of your most recent educational or psychological evaluation. Please note that an IEP (Individualized Education Program) is not a substitute for a diagnostic evaluation. This evaluation should include: a diagnostic statement identifying the disability, a description of the diagnostic methodology used, information on how the learning difference impacts the student, a description of current and past accommodations, services and/or medications, as well as recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.

## PART V: ADDITIONAL CONCERNS

Please let us know if there is any additional information regarding your health or well-being that you feel would be beneficial for the Student Support Team to know about.

Please indicate by checking here if you would like to be contacted by a member of the Student Support Team, prior to your arrival on campus to discuss a transition plan or plan for support.