

College of the Atlantic

Student Life Packet

**In this packet you will find
information and forms pertaining
to Student Life at COA.**

All forms are due May 1st

Residential Life Information & FAQs

Residential Student Contract

Student Support Form*

Housing Application and \$150 Deposit

Meal Plan & Food Preference Form*

Emergency Contact Form*

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

Housing Application & \$150 Security Deposit (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 his/her 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.

Emergency Contact Form (Required for all students, due May 1)

Students should list two contacts that can be reached in case of emergency.

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 our largest residence (of 26 people) 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 28 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 8-10 resident sections and one 16-20 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. Joined houses share an RA and are connected by an additional social space open to the community. 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 prefer to be in an alcohol-free environment, regardless of age, for various reasons, including 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, 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-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. You must petition for an emotional support animal and ESA paperwork must be returned with your housing application by May 1. We will not review requests in the middle of term; we only review at the end of each term based on housing availability. If you have a service animal or would like to petition to have an emotional support animal in on-campus housing, please contact Ingrid Hill, Student Life Operations Manager (ihill@coa.edu or 207-801-5674) to request additional paperwork.

Residential Student Contract

I, (full name) _____, am requesting housing for
_ Fall 2018, _ Winter 2019, and/or _ Spring 2019. (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 his/her room during the following academic terms.

Fall Sunday, August 26 (OOPs participants) or Saturday, September 1 (non-OOPs participants) – Sunday, November 18

Winter Monday, January 6 – Sunday, March 17

Spring Sunday, March 31 – Saturday, June 8

All students must be out of housing by 5 pm on June 8 in order for the summer program to begin. In exceptional circumstances, 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 lostkey 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. You must petition for an emotional support animal and ESA paperwork must be returned with your housing application by May 1. We will not review requests in the middle of term; we only review at the end of each term based on housing availability. If you have a service animal or would like to petition to have an emotional support animal in on-campus housing, please contact Ingrid Hill, Student Life Operations Manager (ihill@coa.edu or 207-801-5674) to request additional paperwork.

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 off, 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.

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.**

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?
☐ Yes ☐ No
2. Are you currently in counseling or treatment?
☐ Yes ☐ No
3. Please mark the appropriate responses that indicate the reason(s) for counseling:

<input type="checkbox"/> Academic/Career	<input type="checkbox"/> Divorce	<input type="checkbox"/> Family Issues	<input type="checkbox"/> Maintenance of Medication
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Depression	<input type="checkbox"/> Eating Disorder	<input type="checkbox"/> Suicidality
<input type="checkbox"/> Bereavement/Grief	<input type="checkbox"/> Self-harm	<input type="checkbox"/> Trauma	
<input type="checkbox"/> Other (please explain)			
4. Use the following spaces to list any psychological problems that are current or ongoing. (Please use the back of this paper or attach another sheet if necessary.)

5. Do you anticipate wanting ongoing weekly counseling while at COA? _____

PART II: MEDICAL HEALTH

Are you under any ongoing medical care for a chronic condition or serious illness?

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

Student Support Form

(continued)

Do you have any allergies to food, medication, or other substances that we should be aware of?

PART III: MEDICATIONS

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

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

COA would like to be able to offer support and resources to all students based on factors that may influence their experience. Answering this question is optional. Please indicate any of the following which may apply to you and your experience at COA.

_____ Academic Preparation

_____ Finances

_____ Identifying Member of the LGBTQIA Community

_____ Identifying as being from a historically underrepresented racial or ethnic group

_____ Identifying as a 1st Generation College Student

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 Life Support Team, prior to your arrival on campus, to discuss a transition plan or plan for support