



Welcome to the COA community! We are so pleased that you will be joining us this fall.

What happens next . . .

MAY

- **Student portal access:** You will receive access to your student portal which holds a variety of information including class schedule, billing, financial aid, grades, and course offerings. Look for an email from Donna McFarland dmcfarland@coa.edu. If you have difficulty accessing the site or logging in, contact registrar@coa.edu. (Please note: the student portal is different from your applicant portal – you'll use the student portal from here on out!)
- **Housing:** Log in to your student portal to find your housing assignment. Housing assignments will be available by the end of May.
- International students will receive an **immigration packet** which contains forms and instructions for you to apply for your student visa. If you have questions, please contact Dianne Clendaniel dclendaniel@coa.edu

JUNE

- **OOPs trips:** If you are planning to participate in one of the Outdoor Orientation Programs (OOPs), please be sure to send in all your OOPs registration materials and fee by June 1.
- **Health insurance:** All enrolled students are required to have health insurance; a letter outlining the details of COA's health insurance policy and plan will be sent to your home address. U.S. students who can verify that they have other adequate health insurance coverage will be able to opt out on-line. International students are required to enroll in COA's health insurance.
- **Your COA email account:** You will receive your COA email account information in mid-June. Although some summer correspondence may still be sent to your non-COA email account, you should get in the habit of checking your COA account as there may be important information sent to all students from various offices.
- **Registration:** The Registrar's Office will send you an email with information and instructions on registering for classes in mid to late June.
- **Final official transcripts:** Your final official transcripts are due by June 30. You will not be able to register for classes until your final official transcripts have been received.

JULY

- **Billing information:** You will receive an email from the Business Office when your online billing ledger has been updated with the term's charges. Log in to your student portal and look over your bill closely. If you have questions about your account please feel free to contact the Business Office businessoffice@coa.edu or 207.801.5613. Bills will be available on July 12. **Deadline for fall term payment is August 14.** Business Office hours are Monday - Friday, 8:00am - 4:00pm. You can pay your bill online from a bank account at coa.edu/business-office or mail a check or money order to COA Business Office, 105 Eden Street, Bar Harbor, ME 04609

Please note: Billing information is not automatically sent to parents and the college does not send paper bills. Parents can submit their email addresses to businessoffice@coa.edu to be included in the parent email group. This group will receive general email notifications regarding when bills are available for viewing as well as approaching due dates.

- **Registration:** The Registrar's Office will send you an email with instructions and the registration form July 12. Registration forms are due July 19.

AUGUST

- Bills are due by **August 14**.
- **Arrival for international students:** All newly entering *international students* are expected to arrive in time for an orientation beginning on Wednesday evening, August 28. Remember to complete and email your **travel and arrival form**, along with complete travel itinerary to Dianne Clendaniel dclendaniel@coa.edu no later than August 1.
- **Immunization records:** Please be sure to have your [immunization records](#) sent to the Registrar's Office. In order for you to attend classes, you must be in compliance with the State Law. The State of Maine Post-Secondary School Immunization Law requires that all students must provide certification by a doctor, nurse, or other health official of their immunity to rubella (German measles), rubeola (measles), diphtheria, and tetanus. If you have questions, contact our Registrar, Judy Allen jallen@coa.edu or Assistant Registrar, Mindy Viechnicki mviechnicki@coa.edu.

SEPTEMBER

- **Arrival for students participating in OOPs:** All newly entering *U.S. students* who are participating in an Outdoor Orientation (OOPs) trip are expected to arrive on Sunday, September 1 between 12:00 and 2:00pm. Registration will take place at Deering Common. If you are living on campus, you will receive your room key and may move into your room at that time.
- **Arrival for students not participating in OOPs:** Students not participating in an Outdoor Orientation (OOPs) trip are expected to arrive on Saturday, September 7 between 12:00 and 2:00pm. Registration will take place at Deering Common. If you are living on campus, you will receive your room key and may move into your room at that time.
- **On-campus orientation:** On-campus orientation activities run from Saturday, September 7 - Wednesday, September 11; all newly entering first year and transfer students are required to attend orientation. A tentative schedule will be sent to you in the summer.

GENERAL INFORMATION

- The 2019-20 Academic Calendar can be found at coa.edu/academiccalendar
- **Where to ship packages:** If you would like to ship some of your belongings ahead -- please address them with: Your name, arrival date, College of the Atlantic, 105 Eden Street, Bar Harbor, ME 04609
We recommend shipping items no earlier than a week prior to your arrival date. (Please note – you may not want to ship items that you will need immediately upon arrival as your packages might not be immediately available to you.)
- **If you need a ride from the bus station or airport:**
U.S. students - If you need to be picked up on one of the registration days at the Bar Harbor Airport, Bangor Airport, or one of the Bangor bus stations, please contact Ingrid Hill ihill@coa.edu or 207-801-5674 with your complete travel itinerary by **August 6**.
- **International students** - be sure to complete your travel and arrival form and email it along with your complete travel itinerary to Dianne Clendaniel dclendaniel@coa.edu by **August 1**.
- **Family Weekend:** A note of interest to your family -- this year's Family Weekend will take place October 11-14. More information will be available in August.

All of us at College of the Atlantic look forward to greeting you. As always, please feel free to call with any questions or concerns you may have.