STUDENT HANDBOOK
2023-2024
This handbook provides information to students of College of the Atlantic. If you have questions that remain unanswered after reading this guide, please consult the important contacts on pages 7-8 and call or email the appropriate COA staff member for help.

For additional helpful information, visit coa.edu/current-students
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Things we wish we’d known!

Previous and current students weigh in on what they wish they knew in their first year. What hidden places do they like to frequent? Where are the must-sees? Your RA will be able to guide you as well. This list is just a small selection of the many activities enjoyed by students.

In Acadia National Park

- **Acadia National Park headquarters**: All the information and helpful folks you’ll need to get started exploring the park. For general park info call (207) 288-3338 or visit their website.

- **The Island Explorer buses**: Their website is a bit old school but the service provided is top-notch and free! They don’t operate year round but are a great resource when in season.

- **Carriage roads**: Access is directly across Route 3, ask an older student or your RA where to find the trail. Amazing bridges, paths, hideouts, and great for biking, walking, or cross country skiing.

- **Access to Witch Hole Pond** and other highlights of the park, practically on your doorstep!

- **Sand Beach**: You can get there on the Island Explorer buses when they are in season and running. Be sure to check the bus schedules.

- **Hunter’s Beach**: Secluded feel on a beautiful pebbled beach. The trailhead is a 15-minute drive from campus, and then a 10-minute walk down to the beach.
• **Beehive Trail**: This is a favorite hike for many students. You will find so many favorite places in Acadia! Go out, use the maps you got at orientation, and explore the wonderful wilderness that surrounds us.

• **Ship Harbor Trail**: A more moderate, less intensive, but still beautiful walk! Located in Southwest Harbor, this trail offers many different viewpoints, and is a lovely forest-bathing walk through a coniferous forest for those who don’t like steep hikes. Almost reaching the Seawall, this trail is incredibly peaceful and is usually very quiet (especially in the winter).

**Also on Mount Desert Island**

• Path up near COA pier and behind the Davis Center for Human Ecology (CHE building). You’ll find favorite spots all over campus as you explore but this one is a bit of a treasure hunt. To find this little path, first make your way down to the COA pier. On your left, you will see Kayaks and you want to veer off of the paved path at this point and head into the woods. Here you will find a peaceful coastal path with old stone stairs to sit upon.

• **Seal Cove Auto Museum**: $10 admission for a wonderful exploration of these incredible automobiles

• **Pirate’s Cove Golf**: mini-golf with a pirate twist.

• **Open Table MDI**: They are a wonderful part of the MDI community offering free meals on Tuesday nights with indoor seating and take-out options available. You can find them at 116 Cottage Street, a wonderful community experience.

• **Mount Desert Island Ice Cream**: Incredible and unique flavors!

• **Reel Pizza Cinerama**: Pizza and movies in a small theater with couches. This place has a wonderful atmosphere and affordable tickets

• **Side Street Café**: Great burgers, seafood, and take out. Students recommend their virgin margaritas as well. An amazing place for food and community

• **Siam Orchid**: A favorite Thai food stop for many COA students. Enjoy Thai iced tea, which is the orangest and creamiest tea you’ll ever taste.

• **Thrive**: Open seasonally with fresh juices, smoothies, and healthy dishes

• **Choco-latte**: A popular café in town with coffee, hot chocolate, food and space to study or chat with friends.

• **The Sunrise Cafe**: Amazing lobster crepes located at the town pier.

• **COA Beech Hill Farm**: Our farm offers fresh produce seasonally. A great place to check out. Many students choose farm share boxes to mitigate the cost and receive fresh, healthy fruits and veggies.

• **COA Peggy Rockefeller Farm**: Raises grass-fed beef and pork as well as certified organic pastured poultry and lamb. All poultry is slaughtered on site in the farm’s poultry processing facility. Also cultivates certified organic fruits, berries, and vegetables in a small garden. The heritage apple orchard contains 25 unique Maine varieties on standard rootstock.

• **Serendipity**: A resale clothing boutique. They carry products for people of all ages and genders. Clothing, jewelry, shoes and small household items. If you are interested in an affordable, fun, and eco-friendly shopping experience, you should check this place out. It is run by an organization that seeks to raise revenue for their hunger relief programs and also welcomes volunteers.
Off the island

- **Momo’s Cheesecake** open 24/7 in Ellsworth: This is truly a gem of a place and a must-visit. What is better than a cheesecake shop that is open 24/7? You can pay in cash or Venmo while you’re there.

- **Schoodic Point** (1 hour drive): Absolutely gorgeous vistas of the ocean and a wonderful spot to watch the crashing waves of the North Atlantic ocean.

- Common Ground Fair, presented by the [Maine Organic Farmers and Gardeners Association](https://www.moga.org): A huge state fair that many COA students attend. You can volunteer for four hours to get free admission (one day pass) and a camping spot. This is a must experience at COA. Find someone to carpool with or offer a carpool, there are also a couple of COA vans that travel for the day as well. The fair takes place in September in Unity, Maine.

- Contra dancing: Monthly contra events. Keep a lookout for emails about shuttles that fellow students organize or ask your friends to go and find a carpool option. Occasionally there are contra dances at the Jesup Memorial Library as well, which is walking distance from campus. For more info about off-island contra dance opportunities visit the [Downeast Friends of the Folk Arts](https://www.downeastfolkarts.org) website.

- **Big Chicken Barn Books and Antiques**: An amazing place to explore the world of antiques! This place is huge and you can find so many unique items throughout the many floors and wide rooms. A great weekend adventure if you want to get lost amongst books and antiques and have fun.

  *Ask your RA and fellow students for more suggestions! There is plenty to do and always a new spot to explore!*

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**Your new address**

**Student’s Name**  
105 Eden Street  
Bar Harbor, ME 04609

This is the address that you should now use for your mail and packages. You can have items shipped ahead to this address before you arrive on campus.

*Packages can be sent ahead of your arrival, but please send them only a few days before your expected move-in date.*
## Important contacts

Should you have a concern or question, please use the following list for contacting the appropriate office on campus.

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>When/Why to call?</th>
<th>Phone/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STUDENT LIFE</strong>&lt;br&gt;Joshua Luce&lt;br&gt;<em>Dean of Student Life</em></td>
<td>Oversees residential life issues, orientation, and student support; acts as a liaison between students and the administration.</td>
<td>207.801.5670&lt;br&gt;<a href="mailto:jluce@coa.edu">jluce@coa.edu</a></td>
</tr>
<tr>
<td>Ingrid Hill&lt;br&gt;<em>Student Life Operations Manager</em></td>
<td>Oversees insurance enrollment, end-of-term shuttles, housing assignments, and changes.</td>
<td>207.801-5674&lt;br&gt;<a href="mailto:ihill@coa.edu">ihill@coa.edu</a></td>
</tr>
<tr>
<td>Barbara Conry&lt;br&gt;<em>Director of Health and Wellness</em></td>
<td>Direct support of students, including medical and mental health services, accommodations, navigating student health insurance, and health and wellness programming.</td>
<td>207-801-5671&lt;br&gt;<a href="mailto:bconry@coa.edu">bconry@coa.edu</a></td>
</tr>
<tr>
<td>Nick Jenei&lt;br&gt;<em>Coordinator of Community Engagement</em></td>
<td>Oversees all outdoor programming and OOPs trips. Acts as a liaison for off-campus students and manages student life communication efforts.</td>
<td>207.801.5672&lt;br&gt;<a href="mailto:njenei@coa.edu">njenei@coa.edu</a></td>
</tr>
<tr>
<td>Jason Ford&lt;br&gt;<em>Coordinator of International Student Services</em></td>
<td>Acts as a liaison between the Davis United World Scholars Program and COA. Oversees all immigration records and institutional compliance.</td>
<td>207.801.5673&lt;br&gt;<a href="mailto:jford@coa.edu">jford@coa.edu</a></td>
</tr>
<tr>
<td>Name/Title</td>
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</tr>
<tr>
<td><strong>FINANCIAL AID</strong>&lt;br&gt;Amy McIntire&lt;br&gt;<em>Director of Financial Aid</em></td>
<td>For questions concerning a student’s financial aid package, financial aid forms, the financial effects of a leave of absence, or to report outside scholarships.</td>
<td>207.801.5645&lt;br&gt;<a href="mailto:amcintire@coa.edu">amcintire@coa.edu</a></td>
</tr>
<tr>
<td><strong>OFFICE OF ADMISSION</strong>&lt;br&gt;Heather Albert-Knopp&lt;br&gt;<em>Dean of Admission</em>&lt;br&gt;Linda Black&lt;br&gt;<em>Associate Director</em></td>
<td>Request information for prospective students, explore re-entering the college after taking time off, or obtain information on visiting the area</td>
<td>207.801.5640 or 801.5641&lt;br&gt;<a href="mailto:inquiry@coa.edu">inquiry@coa.edu</a></td>
</tr>
<tr>
<td><strong>BUSINESS OFFICE</strong>&lt;br&gt;Tricia Pinkham&lt;br&gt;<em>Business Office Manager</em>&lt;br&gt;Shana Willey&lt;br&gt;<em>Accounts Receivable Representative</em></td>
<td>For billing, account and payment inquiries, work study pay checks</td>
<td>207.801.5611 or 801.5613&lt;br&gt;<a href="mailto:businessoffice@coa.edu">businessoffice@coa.edu</a></td>
</tr>
<tr>
<td><strong>ACADEMICS</strong>&lt;br&gt;Ken Hill&lt;br&gt;<em>Provost</em>&lt;br&gt;Krystal Meservey&lt;br&gt;<em>Registrar</em></td>
<td>Questions about overall academics, questions about the advising process, supporting students with learning differences, and academic probation</td>
<td>207.801.5630&lt;br&gt;<a href="mailto:khill@coa.edu">khill@coa.edu</a>&lt;br&gt;207-801-5680&lt;br&gt;<a href="mailto:registrar@coa.edu">registrar@coa.edu</a></td>
</tr>
<tr>
<td><strong>SAFETY</strong>&lt;br&gt;Dan Daigle&lt;br&gt;<em>Director of Buildings &amp; Grounds/Campus Safety</em></td>
<td>For security and facilities issues</td>
<td>207.801.5690&lt;br&gt;<a href="mailto:ddaigle@coa.edu">ddaigle@coa.edu</a></td>
</tr>
</tbody>
</table>

Don’t forget that lots of information about COA can be found on our website: [coa.edu](http://coa.edu). Specific information for students is found under *Information for Current Students* in the drop-down menu at the top of the page.
How to get around without a car

The COA night and day buses: The night bus is a free service that runs from the Whale Skull into the town of Bar Harbor nightly from 6:30-11:30pm. You can ride to the YMCA, Hannaford grocery, an off-campus friend’s house, and many other locations in town.

Day bus hours vary and the day bus runs during the winter term to help students get to campus safely in the colder months.

• **The Island Explorer buses:** The most up-to-date information can be found at their website. The website is a bit old school but the service provided is top notch and free! Runs from May to October.

• **Downeast Transportation** also provides affordable shuttles to Ellsworth and Bangor. Find more information and specific times and dates that buses run at their website.

• **Bus services to Portland and Boston** are available from Bangor. For information on bus schedules, call Concord Coach Lines at 1.800.639.3317 or check out their website.

• COA students can be picked up from or dropped off at the Bangor airport or bus station or the Bar Harbor airport at the beginning and end of the terms. A form will be sent out towards the end of the term to sign up for a shuttle the weekend after the term ends. For more information, contact Ingrid Hill in the student life office. See contact sheet above for contact information.

• A great way to get around town is on a bike. The streets of Bar Harbor are still busy with tourists in September but start to quiet down as the term unfolds. Many bike shops in town have discounted sales on their bikes at the end of summer; this is a great time to purchase a bike that will be fit for the paved roads and gravel carriage roads of Acadia. There are bike sheds on campus where you can store your bike. Email bikes@coa.edu if you need any maintenance help with your bike or with general queries.
Resources near campus

Pharmacy

**HANNAFORD PHARMACY**
86 Cottage Street, Bar Harbor
207-288-3621

**WALGREENS**
34 Cottage Street, Bar Harbor
207-288-2222

Banking

**BAR HARBOR BANK & TRUST**
82 Main Street, Bar Harbor
207-288-3314

**MACHIAS SAVINGS BANK**
96 Cottage Street, Bar Harbor
207-288-5826

**FIRST NATIONAL BANK**
102 Main Street, Bar Harbor
207-288-3341

Auto repair

**BOB’S AUTO REPAIR**
Old Norway Drive, Bar Harbor
207-288-9344

**BILL & SKIP’S**
19 Bass Harbor Rd, Southwest Harbor
207-244-7276

Laundromat

**BAR HARBOR LAUNDROMAT**
6 Pleasant St, Bar Harbor
207-288-2824

Groceries

**HANNAFORD**—Your basic supermarket.
86 Cottage Street, Bar Harbor
207-288-3621

**A&B NATURALS**—Local, organic, natural foods and bulk foods.
101 Cottage Street, Bar Harbor
207-288-0480

**TOWN HILL MARKET**—Ordering/drop-off spot for Northeast Co-op orders.
Town Hill Road, Town Hill
207-288-5136

Room/school supplies & books

**SHERMAN’S**—Books and textbooks for classes can be ordered here, office supplies, & décor.
56 Main Street, Bar Harbor
207-288-3161

**HANNAFORD**—There is an aisle for school supplies where you may be able to find lower priced notebooks and stationary.
86 Cottage Street, Bar Harbor
207-288-3621

**PARADIS ACE HARDWARE**—Friendly hardware store that carries household tools including buckets, storage items, paint, and craft products.
31 Holland Ave, Bar Harbor
207-288-4995

Additionally, Ellsworth is a 20-minute drive from campus and has numerous stores to meet student’s needs. Including but not limited to Home Depot, TJMaxx, Marden’s, Reny’s, LLBean Outlet, Goodwill, and Walmart.
Restaurants in the area

THE BURNING TREE—This incredible restaurant offers local gourmet seafood, many delicious vegetarian options, and a host of special salads, appetizers, and desserts. Owned and operated by retired College of the Atlantic professor Elmer Beal, this restaurant is certainly not one to miss. Seasonal: June–October. Reservations required.
Route 3, Otter Creek
207-288-9331

CAFÉ THIS WAY—Managed by two COA alumni who originally cooked up the idea of the restaurant as a senior project at the college, Café This Way is known around town for its brunch specialties. Dinners are also delicious. Seasonal: June–October.
14 1/2 Mount Desert Street, Bar Harbor
207-288-4483

GALYN'S—For a delicious lunch or a special night out, this spot fits the bill. Terrific salads, seafood specials, and an extensive menu means everyone at the table will eat well.
17 Main Street, Bar Harbor
207-288-9706

THIRSTY WHALE—The whale, as the locals call it, has delicious food at an affordable price.
40 Cottage Street, Bar Harbor
207-288-9335

HAVANA—American Fine Dining with a Cuban Flair owned by a COA alum.
318 Main Street, Bar Harbor
207-288-2822

SIDE STREET CAFE—Warm, welcoming eatery/bar provides burgers & other bar fare plus a variety of lobster dishes.
49 Rodick Street, Bar Harbor
207-801-2591

LOMPOC CAFÉ AND BOOKS—This is an unpretentious backstreet hangout with delicious food and a beautifully curated selection of books and zines for sale.
36 Rodick Street, Bar Harbor
207-901-0004

CHOCO-LATTE—A comfortable and relaxing space, very popular among students. A great place to enjoy an assortment of coffee beverages, socialize, or do some work.
240 Main Street, Bar Harbor
207-801-9179

MOUNT DESSERT BAKERY—A unique coffee shop that has a variety of delicious drinks, pastries, bagels and sandwiches.
122 Cottage Street, Bar Harbor
207-801-9191

MCKAY’S PUBLIC HOUSE—This restaurant showcases original fireplaces, copper tables, and oak wainscoting in its comfortable dining rooms in which the creative local and organic cuisine is served year-round. The menu includes both pub fare and fine dining options.
231 Main Street, Bar Harbor
207-288-5214

TWO CATS—Breakfasts are fantastic at this cozy restaurant.
130 Cottage Street, Bar Harbor
207-288-2808

These restaurant highlights were shared by current students and are by no means comprehensive. For more information on local restaurants, contact the Bar Harbor Chamber of Commerce at 207.288.5103.
2023–2024 academic calendar

Start of year and orientation activities
August 30: International students arrive
August 30–September 1: International Student Orientation
September 1: Outdoor Orientation Program (OOPs) participants arrive & move in
September 2: OOPs trips depart
September 7: Arrival & move in for all other new students
September 7-10: On-campus orientation for all new students
September 13: Convocation

Fall term 2023
September 11: Classes begin
November 17: Classes end

Winter term 2024
January 7: Residence halls reopen
January 8: Classes begin
March 15: Classes end

Spring term 2024
March 31: Residence halls reopen
April 1: Classes begin
June 7: Classes end
June 8: Commencement

Fall term 2024*
September 12: Classes begin
November 18: Classes end

Winter term 2025*
January 9: Classes begin
March 17: Classes end

Spring term 2025*
April 3: Classes begin
June 6: Classes end

Fall term 2025*
September 15: Classes begin
November 21: Classes end

Winter term 2026*
January 5: Classes begin
March 13: Classes end

Spring term 2026*
April 2: Classes begin
June 5: Classes end

*Tentative schedule
## Term at a glance

Here is some information to help you understand the rhythm of a term at COA.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>ADD/DROP PERIOD</th>
<th>Can be confusing and/or stressful as students work to determine their classes and schedules.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 2–4</td>
<td>SETTLING IN</td>
<td>Students begin settling into the flow of their class schedules, social events, work study, etc.</td>
</tr>
<tr>
<td>Weeks 5–6</td>
<td>MIDTERMS</td>
<td>Many classes have group projects, presentations or papers due, so academic pressure can rise a bit.</td>
</tr>
<tr>
<td>Weeks 7–8</td>
<td>REALITY CHECK</td>
<td>Students feel more comfortable on campus. Most already have their routines in place and are beginning to see improvements in their coursework, creating meaningful connections between classes, which allows them to inform how they want to approach their finals.</td>
</tr>
<tr>
<td>Weeks 9–10</td>
<td>END OF TERM</td>
<td>Academic pressure is high as students finish classes and have extra end-of-term projects and papers to complete. At the same time, students are dealing with planning for break. This can be a confusing mix of excitement, exhaustion, anxiety, sadness, relief, etc. However, you will always find community members willing to help you navigate these last few weeks.</td>
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</tbody>
</table>
Health and wellness

Use the website to navigate counseling services, nurse hours, and other resources: Health & Wellness—Health Center

To schedule a counseling appointment, please use this link to make a schedulicity account and schedule your appointments safely and privately: Health & Wellness—Counseling

The nurse’s office and counseling office are both located in Deering on the right side of Sea Urchin Cafe.

Counseling appointments and nurse’s office visits are free to students.

If you are struggling to schedule appointments, find resources on or off campus, or need help in any way, you can email Barbara Conry at bconry@coa.edu, or visit her office, located on the third floor of Deering.
Academic program

Human ecology
A human ecological perspective integrates knowledge from all academic disciplines and from personal experience to investigate, and ultimately improve, the relationships between human beings and our social and natural communities.

Degree requirements
For an overview of the degree requirements please visit Degree Requirements.

It can be helpful to note that one COA credit unit is the equivalent of 3 1/3 semester hours; 9 COA credits = 30 semester hours.

Internship information
For more info regarding internships please visit Internships or visit Jeffrey Neuhouser, director of internships and career services, on the third floor of The Turrets. You can also reach them at jneuhouser@coa.edu.

Senior project
The senior project is a major piece of independent work reflecting the student's primary field of interest, usually done during a student's final year at COA. Please visit Senior Project for more information.

Academic advising
- The freedom of students to plan individual programs carries with it the responsibility to develop coherent courses of study.
- Advisors play a key role in helping students plan a program of study suited to their goals as a human ecologist.
- Flexibility is central to the system; a student is encouraged to change advisors if those assigned do not meet their needs.
- Advisors function officially in approving independent study proposals, internship proposals, senior project proposals, human ecology essays, and certifying fulfillment of graduation requirements.

The Advising Office is part of the Internship and Career Services Office and is located on the third floor of The Turrets. Together with the Registrar’s Office, it serves as a resource for students who seek information about the academic advising process.

Leaves of absence
- A student may request a leave of absence on a term-by-term basis for up to three consecutive terms. Information about the process for taking a leave is available on the Registrar’s website.
- Approval depends upon justification of the leave in the context of the student’s overall academic plan.
- Taking a leave of absence can have implications for financial aid, especially for international students. Students should check with the financial aid office and the international students office prior to filing a leave of absence form.
- For purposes of repayment of student loans, a student is considered withdrawn as of the end of the last term of enrollment, even though they are on an approved leave of absence. For loan purposes, a student is either a registered, tuition-paying student, or not.
- For COA purposes, the student can continue as a “degree candidate not enrolled.”
- A student who elects to take a leave of absence with pending incomplete or unsatisfactory work may expect to meet with the academic dean upon return.
- Medical Leave of Absence: if the reason for
a leave is medical or mental health related, a student can take a medical leave of absence. To take a medical leave, a student must supply documentation from a provider. A medical leave protects a student’s financial aid and expeditionary funds while they are away.

Contact Barbara Conry in student life, bconry@coa.edu, to discuss this option.

Registration
Registration for an academic term takes place during week 6 of the preceding term. Students have about one week to review course descriptions and talk with advisors before online registration opens through the student portal. Registration is open for approximately five days, with priority given by college level (Seniors and Graduates first, then Juniors, etc.).

Upon initial enrollment, a $300 non-refundable deposit is submitted to the college. $100 of this deposit is a continuing space reservation for the student, covering registration fees during the student’s tenure. It also maintains the student’s degree candidacy during an approved leave of absence. The remainder of the enrollment deposit is divided in the following ways: $100 credited towards the first term tuition bill, and $100 as a non-refundable graduation fee.

A student may make enrollment changes through the first week of the term by submitting an add/drop form to the Registrar’s Office. Changes made after the add/drop deadline will be assessed a $100 late fee.

Study abroad
COA offers two language immersion programs which happen partly at COA and partly abroad. For more information on these programs visit:

- Yucatán Program
- French Program

The Office of Internship and Career Services provides information regarding programs of studies at other colleges and universities around the world.

Currently, the college offers up to $1,800 for each student through a COA Expeditionary Fund. The fund can be used throughout the four years for off-campus endeavors such as an internship, residencies, senior projects, etc. To access the fund, students are required to file an application/request form a term before the funds are needed.
Student life

Housing

We require our first-year students to live on campus unless there are exceptional circumstances or lack of space.

The charge for housing for 2023-2024 is $6,396. Students must make a specific time commitment when signing the Student Housing Contract.

Students may petition to stay in their rooms during the winter and spring breaks if compelling reasons exist—we do reserve the right to consolidate those staying on campus for energy-saving and security reasons. Look for an email from Ingrid Hill in week 6 of fall and winter term to petition to stay over break.

Students are required to vacate residence halls the day after the last day of Spring term classes. The date and time to vacate this academic year is June 8, 2024 by 5:00pm.

Rooms are inspected before students move in and when they move out in order to assess for any damages beyond normal wear and tear. Charges may apply if a room is left dirty or damaged.

All the students in a house or section also share responsibility for the condition of the common areas in each house. Any damage or supplemental cleaning to those areas is divided equally amongst the residents—unless a particular student takes responsibility.

Resident Advisors (RAs) are returning students who have been selected for their willingness and ability to work with groups and individuals, their interpersonal skills, and their ability to help students make the transition to life at COA much smoother. The RAs will be one of the first people you meet on-campus and they are wonderful resources for questions and concerns. RAs are here to help you!

Housing after the first year

On campus: We hold a Housing Selection process in the winter term for any returning students interested in living on campus the subsequent year. Housing on campus is not guaranteed after the first year, but with new housing options becoming available this year, we expect to be able to accommodate everyone who wants to live in COA housing. Housing selection is a way for returning students to get a room on campus in their preference of housing. You may choose to live with a roommate or to be in the same house with a friend. Ingrid Hill will send out emails pertaining to this process and the proceedings in the beginning of the winter term. If you would like to reach her prior to this, please email ihill@coa.edu

Off campus: COA owns 18 off-campus rental units in Bar Harbor, as well as the Mount Desert Center in Northeast Harbor, all for students to rent. The off-campus housing application process takes place at the beginning of the winter term and information about that process will go out by email from the off-campus property manager.

Helpful rental rights information can be searched on the Pine Tree Legal Assistance website.

The MDI Rental Resource Facebook page is useful to post and search for housing.

It is always useful to speak to third- and fourth-year students, RAs, and your peers to form housing groups and gain a sense of how renting off campus works. You will find the COA community to be your greatest resource as you find a place to live.
Food service and meal plans

All students at COA participate in one of the meal plan options. Students are provided with a student ID card which acts as the meal card for purchasing food as well. The meal card must be presented when food is purchased. New students living in college housing are required to be on the 15 meals a week plan. Upper class students living on campus must select from the 15, 10, or 5 meal plans.

- 15 meals a week plan ($3,705/term)
- 10 meals a week plan ($2,886/term)
- 5 meals a week plan ($1,671/term)
- Dining Hall declining balance ($100/term)

Meals at COA are served in the Blair Dining Hall, also known as Take-a-Break or TAB. Lunch is also served at the Sea Urchin Café in Deering Common. Breakfast, lunch, and dinner are available Monday through Friday at the following times:

- Breakfast: 7:30am–9:30am
- Lunch: 11:30am–1:00pm
- Dinner: 5:30pm–6:30pm
- Café Hours*: 11:00am–2:00pm

Meal funds may be transferred from term to term but not from year to year. Breakfast, lunch, and dinner can be purchased a la carte or as a full meal.

*Hours may differ depending on staffing.

For students with special dietary restrictions, please speak with either Lise Desrochers or Ken Sebelin on the food services staff at 207.801.5607.

Food Access Resources

Food insecurity—an uncertain or limited access to food—greatly affects student wellbeing, academic success, and community engagement. Fortunately, you are not alone!

Hunger on college campuses is largely invisible to those not directly impacted by it. The assumption that students capable of attending an institution like COA are able to afford comparatively cheaper expenses such as food can unwittingly contribute to concealing students’ vulnerability to food insecurity on our campus.

The Food Access Resources page on the COA website provides an extensive list of local resources to help students access food. If you find you are still struggling to find food, don’t hesitate to reach out to Student Life for assistance.

Laundry

Laundry facilities are located in Seafox, Blair/Tyson, and Robinson game room (located between Milliken and Shorey in the Davis Village). Students living in residences without laundry share the facilities listed above. Two large laundromats are within easy reach of most downtown residents. Laundry facilities require quarters to operate.

COA Emergency Line

If emergencies happen after hours where you need to speak to someone immediately, please call the COA emergency line (207-288-9001). This line is often forwarded to staff cell phones so it may ring a number of times before it is answered—please stay on the line.
Understanding Title IX

Title IX—part of a 1972 federal education law—prohibits discrimination on the basis of sex or gender in any federally funded education program or activity. Sexual harassment and sexual violence are forms of sex discrimination. College of the Atlantic is committed to providing an environment free from discrimination, including discrimination based upon sex or gender.

Find more information on COA’s Title IX policies on our website.

Puranjot Kaur serves as the Title IX coordinator at COA. This position oversees the college’s compliance with Title IX and assists any member of the college community who needs support, resources, or action to stop or remedy possible misconduct.

Puranjot Kaur
Title IX Coordinator
207-288-5015
pkaur@coa.edu

Zach Soares
Deputy Title IX Coordinator
207-801-5663
zsoares@coa.edu

COA’s responsibilities under Title IX include:

- Ensuring prompt and equitable resolutions of complaints
- Overseeing a centralized reporting process for all sexual harassment and misconduct allegations on campus
- Tracking and monitoring these allegations
- Coordinating training, education and prevention effort resources and interim remedies
- Clery reporting
- Obtaining and connecting with resources
- Informing the community about their rights to seek protective measures like no-contact orders, harassment prevention orders, and abuse prevention orders
- Organizing interim support and protective measures, like housing or academic modifications
- Connecting with when necessary or requested local law enforcement
- Responding to allegations of retaliation
- Providing all COA community members with transparent and accurate information about their Title IX rights, COA’S Title IX obligations, and our processes and procedures
Financial aid

Financial aid eligibility is determined by information provided on the Free Application for Federal Student Assistance (FAFSA) and COA’s own financial aid form.

A student’s financial need is defined as the difference between the calculated expected family contribution and the comprehensive cost of attendance figure. Approximately 80 percent of the college’s students receive institutional financial aid, and a typical aid package may contain a combination of a COA grant, a Stafford student loan, and a work-study award. A small number of merit scholarships are awarded each year as well.

The FAFSA must be filled out by students and parents between October 1 and March 1 and can be found at the Federal Student Aid website.

Returning students should receive a “Renewal FAFSA” notification, usually in December, at the email address they listed on the previous year’s FAFSA. Applicants for financial aid should submit completed forms (FAFSA and COA) by March 1. Institutional funds are limited, and families filing late are at risk of receiving smaller awards. It is important to file tax returns early to provide the most accurate information possible on the FAFSA by March 1.

Information concerning the college’s financial aid program is available from the COA Financial Aid Office at 207-801-5645 and on our website.

For questions about billing call the COA Business Office at 207-801-5613 or look on our website.
How to propose an event on campus

Any student can propose an event to the Student Activities Committee (SAC). Ideally, events should be proposed at least four weeks ahead of the proposed event.

Information students need to bring to SAC include:

- Community Interest (events can also be brought to SAC to help gauge community interest)
- Overall cost to sponsor the event which may include lodging or food for performers
- Transportation costs
- Proposed date and time
- Space availability
- Additional A/V requirements or other equipment

How to start a club

- Name the club
- Elect a president*
- Elect a treasurer*
- Fill out the Google form

*President and Treasurer are responsible for providing SAC with updated club requirements.

A 10-week probationary period exists where funds must be requested on an event-by-event basis. Approval after this period allows a long term budget proposal to be submitted to SAC for review each term.

Club requirements

Beginning of each term

- Must submit a budget for approval of the $350 available to existing clubs
- Must provide updated mission and goals for the group
- Must submit names of current members
- Must submit a list of projected events

End of each term

- Must submit a summary of activities
- Must submit a count of people who participated in each event
- Must submit expenditures ($ spent)
Community policies

Policies governing student life

Although there are few stated restrictions on behavior at the college, we depend on the assumption that every individual action reflects conservation of resources and consideration of others. Detailed information on our academic and community policies can be found in the course catalog or the Policies page on the COA website.

I. ALCOHOL

COA is required to comply with the Drug Free Campuses Act, as well as the laws of the State of Maine, which include but are not limited to:

- Individuals must be 21 years old to purchase, possess, or consume alcohol in the State of Maine.
- Persons under 21 years of age may not purchase, consume, possess, or transport alcoholic beverages.
- It is illegal to present false identification, either written or oral, in the attempt to procure alcoholic beverages.
- No person may furnish, procure, or deliver alcohol to a minor or allow any minor in his/her control to drink alcohol.
- No person may furnish, procure, or deliver alcohol to/from an intoxicated person.
- Only licensed liquor dealers may sell alcoholic beverages in Maine.
- Charging admission to parties where alcoholic beverages are available “free” is illegal.
- No person may drink alcohol while operating a motor vehicle. In addition, an excessive blood alcohol level (0.08) could result in a suspension of your driver’s license and/or a fine. If you are under 21 years old, the state considers you intoxicated if your blood alcohol level reaches 0.02.
- The consumption of alcoholic beverages in public places is illegal without a special license or permit issued by Maine state officials.

In order for COA to comply with these laws and to maintain a safe campus, the following policy has been enacted:

- All COA students, staff, and faculty are personally responsible for complying with Maine state and local laws regarding consumption, sale, transportation, and procurement of alcohol.
- Individuals under the influence of alcohol will be held fully accountable for their actions, including physical or verbal abuse to individuals, or any action resulting in damage to personal or college property. Intoxication is not an acceptable defense or excuse for disorderly conduct.
- Making reference to alcohol is discouraged in campus advertisements or announcements for social events.
- Consumption of alcohol is prohibited in spaces regularly frequented by the public, including but not limited to Blair Dining Hall; Thorndike Library; Gates Community Center; Deering Common; access ways to buildings, parking lots and drives, hallways, lobbies, and common areas of buildings; formal gardens; and at all COA functions except under conditions noted below.
- At the discretion of the director of public safety or his delegate, any individual who is potentially disruptive or impaired by alcohol must cease his/her behavior upon request.
- Consumption of alcohol in campus housing is only permitted by residents 21 or older, in private student rooms in housing not designated as substance free. Alcohol is not permitted to be stored in common spaces.
student storing alcohol in a student room will be held responsible for any consequences resulting from the consumption of that alcohol whether by themselves or others. The household and the resident advisor will determine further guidelines, with the assistance of the housing office as needed. The household policy must be in accordance with the community guidelines and all members of the household are to share in the responsibility of upholding the policy.

Any community member violating this policy will be held accountable through measures that may include a warning or referral to appropriate social misconduct or personnel procedures. Complaints of social misconduct can be brought through the offices of either the director of campus safety or the dean of student life. Violations of Maine laws occur at the risk of the individuals involved and are not the responsibility of the college.

II. AMOROUS RELATIONSHIPS

Amorous relationships between paid professionals (faculty and staff) and students are prohibited at COA. Should any faculty or staff member enter into an amorous relationship with a student, that staff or faculty member will be expected to take unpaid leave for the duration of the student’s time at the college.

III. DISCRIMINATION

COA does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, disability, religion, ancestry or national origin, age, marital status, genetic information, or veteran’s status. COA operates in accordance with federal and state laws regarding nondiscrimination.

Therefore, the following procedures will be followed should any member of our community feel that infringement of rights or discrimination has occurred.
The procedure utilized in the investigation of any complaint of civil rights infringement or discrimination will be the same as those used for the investigation of gender or sexual harassment. These procedures are outlined in the Sexual Harassment section of the Handbook.

If a community member is uncertain about whether they have experienced discrimination, have questions, or would like clarification, they are strongly encouraged to contact any of the following: the dean of student life, the director of public safety, the academic dean, or the affirmative action/equal employment opportunity officer.

If a community member decides to pursue a complaint, the first person to be contacted in such an event should be the affirmative action/equal employment opportunity officer.

IV. DEI

The Diversity, Inclusion, and Equity Strategic Plan was approved by All College Meeting on May 26, 2021.

You can find in depth information about the DEI plan on our website.

V. DRUG FREE WORKPLACE AND CAMPUS

College of the Atlantic, in compliance with and in support of the Drug-free Workplace Act of 1988 and other federal and state laws, hereby notifies all employees and students that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited at COA. Individuals will be prosecuted through either the college’s internal policies and/or local law enforcement agencies.

VI. FIREARMS

COA seeks to create and maintain a safe and secure environment in which to learn, work, and live. We believe that those in our community expect and will endeavor to keep each other safe and will refrain from engaging in behavior that will endanger others. This policy is a proactive step towards reducing the risk of harm associated with intentional or accidental use of firearms.

COA prohibits the possession of firearms, concealed or not concealed, with or without a concealed weapon permit, on campus or on property controlled by the college, or in college vehicles. Sworn law enforcement personnel carrying out their duties are exempt from this policy. If any member of the community has an academic reason for needing to have a firearm on campus, that individual can apply for an exemption to this policy by making a request to the director of public safety.

Firearms are defined as any gun, rifle, pistol, handgun or device designed to fire bullets, BBs, pellets, shots (including paintballs), or other projectiles, regardless of the propellant used and regardless of whether the device is functional or not.

By expressly prohibiting firearms, this policy does not tacitly permit the possession of other weapons.

VII. JUDICIARY HEARING

A student can be charged with misconduct by any member of the COA community. The following steps should be taken in any situation except those involving sexual misconduct. Sexual misconduct issues are covered in the Complaint Procedures for Sexual Misconduct section of this handbook.

For complaints of academic misconduct, the academic dean or their designee will serve as the chair for the Judiciary Hearing Board; for complaints of social misconduct, the dean of student life or their designee will serve as the chair. This judiciary hearing process is an internal COA procedure, separate from and in addition to any legal actions outside the college which may be appropriate.

Generally, it is anticipated that the vast majority of complaints are the result of imperfect communication rather than malice or ill-intent and can therefore be resolved informally through communication and mediation. If a community member is concerned about the actions of a
student, they are encouraged to address that student’s behavior directly and respectfully. If a community member is uncertain about how to address the behavior, they can seek help and advice from a variety of sources: the dean of student life, the director of public safety, the academic deans, the resident advisors, or any faculty or staff member they feel comfortable with.

In the event that a community member feels uncomfortable confronting a student’s behavior directly, they should discuss their concerns directly with either the dean of student life or the academic dean. They will be able to advise you of your options. In the event that a written complaint is deemed necessary, they can assist you in deciding whether an informal or formal resolution is appropriate. Please keep in mind that all parties need to be willing to engage in and complete an informal resolution in order for it to be successful. In the event this is impossible, the complaint will be referred to a judiciary hearing board for formal resolution. A person who feels uncomfortable approaching either the dean of student life or the academic dean should talk with any faculty or staff member who can speak on their behalf.

VIII. MEDICAL MARIJUANA

College of the Atlantic receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting this money, College of the Atlantic is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. §1011i; 34 C.F.R. part 86). The federal government regulates drugs through the Controlled Substances Act (CSA), which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and to
avoid losing federal funding, College of the Atlantic prohibits all marijuana use and possession, even that legally certified in the State of Maine for medical purposes, on any campus property and in any college-owned vehicle. Any community member identified as being in violation of this policy may be subject to disciplinary action for its use. First year students with medical marijuana prescriptions/certifications may request a waiver of the campus residency requirement by contacting the dean of student life. Returning students should make arrangements to live off-campus for the duration of their time at College of the Atlantic or until such time as they no longer need to use medical marijuana. Employees will need to make alternate arrangements if they need to use medical marijuana during work hours.

IX. PARKING

- All COA community members, including board of trustees and members of the Acadia Senior College, wishing to park their vehicles on campus must register their vehicles each year with the office of public safety. Registration is required within the first seven days of the fall term, or within seven days of any term in which the owner/driver of the vehicle becomes a COA community member. Summer program participants will be granted temporary parking passes for the time period of the given program by the summer program staff.

- COA community members are expected to park in designated parking spaces only.

- Parking at The Turrets is reserved for deliveries, visitors and accessible parking only.

- Parking behind Kaelber Hall is limited to deliveries and accessible parking only. One space in this area is designated for kitchen staff to accommodate frequent trips for supplies.

- Parking in front of the garages at Davis and Witchcliff is reserved for accessible parking and deliveries only. No parking is permitted in the circular drives.

- Deliveries in areas that are designated as such in this plan, are limited to ten minutes or less, and must honor the no-idle policy.

- No parking is permitted at any student housing or at the campus center.

- ADA space is available at all locations except Cottage House.

- ADA accessible permits are available from the office of public safety.

- No parking is allowed on the road to, or at the turn around area near the COA pier. Vehicles using this facility for loading or offloading must be moved to a designated parking space immediately after completing the task.

- The feature strip of pavers and cobbles by the whale skull is designated as a drop-off and pick-up area only. Vehicles may pull off in this area for a maximum of five minutes, and must be out of the road when stopped. There is no parking in this location.

- Bus parking is limited to the north lot. If this lot is filled, buses will be expected to leave campus while they wait to pick up their riders.

- Campus residents whose vehicles are unused for more than ten consecutive days are required to park in the north lot.

- Any driver who will be away from COA for an extended period of time who wishes to store their vehicle on campus must receive approval from the office of public safety and agree to certain conditions before being allowed to do so.

- COA maintenance and service vehicles, as well as contracted service vehicles are expected to honor the intent of this plan. Though these vehicles may need to park in restricted areas for short periods of time, if they are not being used for direct service they must be moved to a designated parking space.

- Any community member who is planning to invite guests to the campus is asked to inform them of the campus parking plan.
Snow management plan

- During snow events a weather alert will be posted via email from the office of public safety. With the occurrence of such an event, a campus-wide overnight parking lot ban will be in effect as follows:

- Overnight parking is allowed only on the west side (Route 3) of the south end of campus, and either the garden lot or the north lot on campus.

- Overnight is defined as the hours from 12:01–7 a.m.

- Vehicles parked elsewhere on campus will be towed at the owner’s expense.

After an announcement that the parking ban has been lifted, all vehicles must be moved to a clean parking lot as soon as possible. Cars not moved within 24 hours will be towed to a clean lot at the owner’s expense.

No-idle policy

Vehicles, whether for delivery or otherwise, parked on the COA campus are not allowed to idle for more than five minutes.

Enforcement

Owners of vehicles found parked in violation of this parking plan will receive written notice with an explanation describing the nature of the violation. A record of the infringement will be filed in the office of public safety. Upon a second violation, the owner of the vehicle will receive a notice explaining the nature of the violation, and warning that a third violation will result in the vehicle being towed at the owner’s expense. A third violation will result in the car being towed at the owner’s expense as soon as the call is made. A fourth violation by the same owner will be considered habitual and may result in forfeiture of the right to park at COA.
Exceptions to the two-warning system will include instances where a parked vehicle is blocking a roadway, fire lane, turn-around, ADA-accessible parking space or ramp, or failure to register. Parking in any of these locations will result in the vehicle being towed at the owner’s expense without warning.

Please park responsibly and efficiently in one of the designated spaces, as shown on the campus parking map.

Any questions or concerns regarding this plan or other parking related issues may be brought to the office of public safety.

X. PET POLICY

For many community members, allowing pets on campus greatly enhances the learning and working environment. The college recognizes that many pets are well behaved and are brought to the campus by responsible persons. Pet owners are expected to consider safety, health and the possible fears others may have in the presence of animals. In order to meet the needs of pet owners while protecting those community members who have allergies or fears, the following policies will apply when a pet is brought on COA property.

Pets on campus will be well behaved, good natured, and subject to the control of their owners. Dogs should be up to date on all shots, have tags with the owner’s name and telephone number, and be licensed with the town.

General expectations

Please be respectful to all community members if you bring your pet on campus.

- Take-A-Break, Sea Urchin Café, the community garden, classrooms, labs, and studios are off limits to pets. Gates is off limits to pets during large group events. Classroom exceptions will be made when pets are needed for educational purposes. Please notify the director of public safety prior to animals being used in a classroom.

- College employees may have their pets inside their individual offices, as long as it does not present any concern for the health, safety, and well-being of individuals in the building. These pets must be under full control when another person enters the office. A clear sign (e.g., Pet inside) must be placed on the outside of a closed office door when a pet is inside the office. This will provide advance notice and avoid unnecessary startling to any person who may need to enter that office. Employees who bring their pets to work are wholly responsible for making sure that their offices and all other college property remain undamaged and clean of pet-caused dirt or debris. Pet owners must arrange for a meeting location other than their offices for those who prefer to meet pet free.

- Dogs must be on leashes at all times when on the grounds of the campus. Leashes should be no longer than 6 feet.

- It is the owner’s responsibility to be aware of their pet’s temperament around people and other animals. Pets showing any aggressive tendencies toward people or other animals are not allowed on campus.

- While on campus, pet owners are responsible for cleaning up waste left by their pet. Failure to clean up the waste will result in the pet no longer being allowed on campus.

- All animal solid waste must be disposed of in outside dumpsters. Please do not dispose of it inside any building.

- Complaints should be directed to the director of public safety.

- If any of the above rules are broken, public safety staff will give pet owners two warnings to correct any bad behavior. If the misbehavior is not corrected after the second warning, the director of public safety will ask the owner to leave campus with their pet.

- In the event of an injury resulting from an encounter with a pet on campus the incident should be reported to the Bar Harbor animal control officer.
• This policy doesn’t cover animals in student housing or service/emotional support animals. Please refer to the Student Housing Contract for information about having a pet in the dorm rooms and to the Service Dog and Emotional Support Animal Policy.

XI. POSTED MATERIALS

All notices and other printed material should be posted on bulletin boards, informational kiosks, or other designated locations. No item should be posted on walls, doors, woodwork, windows, or any other interior or exterior surface of campus buildings. Any items posted on a prohibited surface will be removed immediately and discarded appropriately.

XII. SMOKING ON CAMPUS

In compliance with the Maine Workplace Smoking Act of 1985 and additional legislation in 1993 banning smoking in enclosed public spaces, COA is committed to providing a smoke-free work environment. Smoking is therefore prohibited in and within a 25-foot zone around all college buildings, except for specific designated smoking areas. Smoking is also prohibited in all college-owned vehicles.

According to Maine State law, smoking includes carrying or having in one’s possession a lighted or heated cigarette, cigar, or pipe, or a lighted or heated tobacco or plant product intended for human consumption through inhalation whether natural or synthetic in any manner or in any form. “Smoking” includes the use of an electronic smoking device.

Community members who smoke are asked to do so in such a way that they do not expose those who do not smoke to second-hand smoke. Those who want to smoke in areas without a specific designation are asked to be respectful of the needs of those who do not smoke by requesting permission to or refraining from smoking if the area is already in use, or stopping smoking if asked to do so.

Smoke-free areas

The Newlin Gardens area (the red bricks) including the stairways leading to the Newlin Gardens, the campus walk (the pathway connecting the Newlin Gardens to the Davis Center), the courtyard of Blair-Tyson, and the courtyard created by Deering Common, Seafox, and the Kathryn W. Davis Residence Village.

Designated smoking areas

The lean-to at Buildings and Grounds, the overhang at the northwest entrance to TAB, the porch of the KWD Residence Village bike shed, and the area adjacent to the bike shed at Blair-Tyson. At the discretion of CPBC these areas can be changed or moved.

XIII. SOCIAL MISCONDUCT

Students who engage in conduct which harms, or is intended to harm, another person or another’s property in the community (including college property) will be held accountable by the college. Harassing and intimidating behavior is particularly injurious to community life and will likely be subject to significant disciplinary action. COA also expects students to behave in accordance with the community policies outlined below. Social misconduct may be dealt with administratively or through a judiciary hearing process.
Housing policies

I. ON-CAMPUS HOUSING

Rights, responsibilities, and obligations

We strive to create an atmosphere that is supportive and welcoming in campus residences. Every resident is responsible for contributing to the creation of a residential community that encourages learning and well being. To that end, there are various expectations of on-campus residents, some of which are detailed below. The Student Rights, Responsibilities, and Obligations section of the Student Housing Contract contains the full text. All campus residents are strongly encouraged to read the Student Housing Contract prior to signing.

Housing is only available for students who are enrolled full time or who are on a reduced class load authorized by the academic dean. Students who either choose not to enroll for a term, or who are ineligible to do so, will be asked to vacate college housing and will be responsible for the remainder of that term’s rent. In exceptional circumstances or because of extreme emotional or medical problems a student may petition the dean of student life or coordinator of wellness & campus engagement to be released from the Student Housing Contract. The College may terminate a Student Housing Contract if a student fails to comply with any of the terms of the contract, the guidelines established by the house, or if the student presents a risk to other students.

Students living on campus are responsible for the following:

- Maintaining original room conditions and notifying the college of any maintenance issues
that arise prior to the end of the year.

1. Students are not permitted to make structural alterations to their rooms, remove furnishings, or repaint walls.

2. Tenants are also asked not to use tape or nails when attaching things to the walls.

• Participating in maintaining and cleaning common spaces such as common spaces, kitchens, bathrooms, and hallways in their residence.

• Complying with campus fire-safety policies and procedures; this includes prohibited materials, ensuring fire exits are kept clear and accessible, and keeping all fire-detection and suppression devices operational. Items not permitted in dorms include candles, incense, hot plates, space heaters, and halogen lamps. Major violations will result in a $100 fine.

• Although every effort will be made by the college to notify a student prior to entering an occupied room, the college reserves the right to enter a student’s room to perform routine or emergency maintenance or to enforce college policies, rules, and regulations.

• No room changes may occur in any residence hall until the first working day following the second week of classes. Students must first contact their resident advisor to discuss the possibility of a room change. Students may be referred to the Student Life Operations Manager.

• 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 guests 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 stay 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 two 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 their room without the person’s permission.

• Students having compelling reasons to remain on campus during breaks or after graduation are required to petition the Student Life Operations Manager in advance to receive authorization. Students can expect to be charged a $100/hour fee for not vacating the building on the posted closing date.

• Housing for returning students is determined through a housing lottery in mid-April. First and second year students should expect to live on campus, space permitting.

When students fail to comply with or meet these expectations, consequences can include working with their individual RA, community service, chores, fines, and being removed from on-campus housing.
II. PETS

Students living in on-campus housing may keep certain pets under certain circumstances. The following is excerpted from the Student Housing Contract:

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 eight cubic feet (e.g.: 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. The dean of student life may be required to make an independent administrative decision to have a pet removed if agreement can not be reached by the residents involved.
You can find tons of helpful information at coa.edu/current-students