

This handbook provides information to parents and families of College of the Atlantic students. If you have questions that remain unanswered after reading this guide, please consult the directory on pages 18 & 19 and call or email the appropriate COA staff member for help.

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Dear Parents and Guardians,

We are so honored that you and your student have made a choice to join the COA community. When I was invited to join COA in 2004, little did I know that 14 years later I would still be here and that I would still greet each fall with excitement to meet every new student. Relationships at COA, the emphasis on personal connection, is one of the aspects of our institution that make us unique. The most joyful part of my job by far is working with the curious, dedicated, creative, smart, compassionate, and idealistic young people who have chosen to make COA their academic home. While our curriculum places the individualized major at the heart of the learning experience, all inquiry takes place in a vibrant community filled with intellectually engaged people dedicated to providing guidance and support. We seek to challenge students to achieve their academic and personal goals and to exceed their expectations of what is possible.

We recognize that you are partners with your student on this journey. So we offer you this booklet which contains information about various aspects of life at College of the Atlantic and on Mt. Desert Island. Between the orientations we provide, and the resourcefulness we see in our students, we suspect that you will not actually need this booklet very often. In all likelihood, your student will solve the challenges and puzzles of college life on their own, or with the assistance of our staff and faculty. Nevertheless, we want you to understand the requirements, schedules, services, opportunities and other aspects of campus life so that you are knowledgeable about what options are available. And, should your help be required, you will be able to assist your student more effectively.

While we do our best to keep this information up-to-date and to anticipate what you might find useful, things change, and you may have a question that is not answered here. We hope you will keep up with events at College of the Atlantic through our website, www.coa.edu, particularly the community calendar. Also, know that should you have a question, please don't hesitate to contact us for assistance.

Currently, we are in the midst of a flurry of preparations for of the arrival students in just a few weeks, and we are looking ahead to all the events that will

enliven autumn in Maine. Each year we try to provide an opportunity for families and friends to come to campus to better understand who we are and what we do. This year **Alumni & Family Weekend will be October 5-8**. There will be opportunities for you to see the island, learn what is happening on campus, participate in our community and see what students are doing. We will send you a schedule of events later, but we hope you will consider coming for a visit if you can do so.

So, read this booklet; explore and enjoy the website. Write to us or call us with questions and thoughts. Come for a visit and experience this remarkable place yourself.

Warmly,

Sarah Luke
Dean of Student Life
College of the Atlantic



GETTING A STUDENT SET UP AT COA

While a student attends COA, he or she will likely need to become familiar with local resources. The following list should help:

Groceries	Hannaford 86 Cottage Street Bar Harbor 207-288-3621	Your basic supermarket
Groceries	A&B Naturals 207-288-0480	Local organic, natural foods and bulk foods
Groceries	Town Hill Market Town Hill Road 207-288-5136	Ordering and drop-off spot for Northeast Co-Op Orders
Room/School Supplies & Books	Sherman's 56 Main Street 207-288-3161	Bookstore and office supplies, as well as some supplies for setting up a room; they order books for classes
Pharmacy	West End 105 Main Street 207-288-3318	
Pharmacy	RiteAid 38 Cottage Street 207-288-2222	
Banking	Hannaford 86 Cottage Street 207-288-0241	

Banking	Bar Harbor Banking and Trust Company 207-288-3314	
Banking	First National Bank of Bar Harbor 207-288-3341	
Auto Repair	Machias Savings Bank 207-288-5826	
Auto Repair	Bill & Skip's 19 Bass Harbor Rd, Southwest Harbor 207-244-7276	
Room/School Supplies	Bob's Auto Repair Old Norway Drive 207-288-9344	
	Ellsworth Stores: Home Depot TJMaxx Marden's Reny's	Ellsworth, which is a 20-minute drive from campus, has numerous stores to meet student's needs.



WAYS TO STAY IN TOUCH

The easiest way to access COA community events and news is at www.coa.edu.

Several times a year the Development Office sends out newsletters covering activities at COA. If you are not on their mailing list and would like to be, please call 207.801.5625.

Interested, Not Intrusive

It's important for you to be involved – it's actually quite essential for your student's success! The key is being interested in what's happening in their lives without being too intrusive. Some ways to do that include:

- Ask your student what excites them instead of always focusing on evaluation
- If your student mentions a new person's name, casually ask about that person ("so, Jane is a friend from...?") rather than drilling them for details
- Balance your communication by not always making it about them – share what's happening in your life, too
- Give them the space to decide when to contact you – there needs to be healthy distance and separation
- Ask what they are getting involved in and what interests them so far – let them share their enthusiasm!



CONTACTING STUDENTS

Letters and Packages

Each student has a mailbox at the College. Letters and packages should be addressed:

Student's name - COA
105 Eden Street
Bar Harbor, ME 04609

E-mail

All students have an e-mail account while enrolled at COA. The Computer Services Office can be called at 207.801.5650 with any questions about e-mail service.

There are communal phones in each of the residence halls.

Blair - Tyson A	207-801-5603
Blair - Tyson B	207-288-2057
Blair - Tyson C	207-288-2753
Blair - Tyson D	207-288-9475
Blair - Tyson E	207-288-9519
Blair - Tyson F	207-288-9676
Blair - Tyson G	207-801-5604
Cottage	207-288-9095
Davis Carriage House	207-288-0533
Kathryn W. Davis - Millard	207-801-5796
Kathryn W. Davis - Dority	207-801-5795
Kathryn W. Davis - Eno	207-801-5793
Kathryn W. Davis - Hamill	207-801-5792
Kathryn W. Davis - Milliken	207-801-5791
Kathryn W. Davis - Shorey	207-801-5790
Peach	207-288-9301
Seafox	207-801-5794



TRANSITION TO COLLEGE

Transitions can be tough. Whether your student is leaving for school for the first time or transferring to COA, it will be an adjustment for everyone involved.

We are aware that strong and conflicting emotions often accompany such transitions. Yes, they really need to grow up and go to school now” thoughts. That’s completely natural. After all, this person is a big part of your life.

Be prepared that the frequency of your communication and the nature of that communication will likely change. You won’t be able to see every part of your student’s life. You’ll need to trust your student’s instincts and the positive values you instilled in them. This trust is the KEY to making the college transition work for both of you.

A student who feels trusted:

- Has more self-confidence
- Can stand up for personal beliefs
- Knows there is support back home
- Is better able to say “no” when the situation warrants

They Need You to Let Go

Encourage your student to do things for themselves. The experience of figuring some things out is a necessary strength-builder. Think of your role as being a coach – talk to your student about strategies and approaches, but encourage them to handle situations on their own.

They Need to Be Able to Make Mistakes

Part of exploring this newfound sense of independence involves the inevitable making of mistakes. A student who is terrified of “screwing up” in their parent’s eyes may not take some positive risks such as tackling a new subject. Students need support as they take risks. And risks most often lead to growth.

Grit and Resilience

As your student tries new things, it expands their worldview and helps them question assumptions. As a result, their perspectives may change. Successful

students are able to experiment like this because, at the root of it all, they know that someone back home believes in them – in their intelligence, their initiative and their ability to make good decisions

The Only Constant is Change

Think of this as....

- A chance to know your student on a different level
- A catalyst for good, sometimes necessary conversation
- An opportunity to stretch beyond your comfort zones
- A way to determine new patterns of communication
- A chance to learn new things about one another
- An opportunity to miss – and often gain a renewed sense of appreciation for – one another
- The development of your adult relationship with your child.

FERPA Facts

The Family Educational Rights and Privacy Act (FERPA) is a federal regulation designed to protect the privacy of a student's educational records. It applies to schools receiving funds through the U.S. Department of Education.

In most cases, once a student enters college or turns 18 years old, parental rights under FERPA transfer to the student. Information from a student record is typically not shared unless the student gives permission or it's a special case, such as a health or safety emergency. COA takes an expanded view of privacy: we want to relate to your student as an adult.

Institutions are required to post an annual FERPA notification. If your student does not receive one, please notify student life so your student will receive a packet of health, safety and compliance information.

TERM AT A GLANCE –HERE IS SOME INFORMATION TO HELP YOU UNDERSTAND THE RHYTHM OF A TERM AT COA.

WEEK 1	Add/Drop Period	Can be confusing and/or stressful as students work to determine their classes and schedule
WEEK 2-4	Settling In	Students begin settling into the flow of their class schedules, social events, work study, etc.
WEEK 5-6	Midterms	Many classes have group projects, presentations or papers due, so academic pressure can rise
WEEK 7-8	Reality Check	Students may become more aware of struggles and realize that they need help or that they have dug themselves a hole that they don't know how to get out of without support
WEEK 9-10	End of Term	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.

2018–2019 Academic Calendar

Academic Calendar

Summer 2018

August 26 Sunday - OOPs (Outdoor Orientation Program) participants arrive
August 27 Monday - OOPs trips depart
September 1 Saturday - OOPs trips return. Non-OOPs students arrive.
Registration for campus orientation
September 1-5 Saturday/Wednesday - On-campus orientation
September 5 Wednesday - Convocation
September 6 Thursday, Fall term classes begin

Fall Term 2018

September 5 Wednesday - Convocation
September 6 Thursday - **Classes Begin**
October 5-8 Friday/Monday - Family/Friends/Alumni Weekend
October 25-26 Thursday/Friday - Faculty Retreat. **No classes.**
November 16 Friday - **Classes End**

Winter Term 2019

January 6 Sunday - Residence halls reopen
January 7 Monday, **Classes begin**
March 15 Friday - **Classes end**

Spring Term 2019

March 31 Sunday - Residence halls reopen
April 1 **Monday, Classes begin**
June 7 **Friday - Classes end**
June 8 Saturday - Commencement

FUTURE CALENDAR DATES

2019 -2020

<i>FALL TERM CLASSES</i>	<i>START SEPTEMBER 12</i>	<i>END NOVEMBER 22</i>
<i>WINTER TERM CLASSES</i>	<i>START JANUARY 7</i>	<i>END MARCH 15</i>
<i>SPRING TERM CLASSES</i>	<i>START APRIL 1</i>	<i>END JUNE 7</i>

2020 -2021

<i>FALL TERM CLASSES</i>	<i>START SEPTEMBER 10</i>	<i>END NOVEMBER20</i>
<i>WINTER TERM CLASSES</i>	<i>START JANUARY 6</i>	<i>END MARCH 13</i>
<i>SPRING TERM CLASSES</i>	<i>START MARCH 30</i>	<i>END JUNE 5</i>

2021-2022

<i>FALL TERM CLASSES</i>	<i>START SEPTEMBER 9</i>	<i>END NOVEMBER19</i>
<i>WINTER TERM CLASSES</i>	<i>START JANUARY 4</i>	<i>END MARCH 12</i>
<i>SPRING TERM CLASSES</i>	<i>START MARCH 29</i>	<i>END JUNE 4</i>

2022-2023

<i>FALL TERM CLASSES</i>	<i>START SEPTEMBER 8</i>	<i>END NOVEMBER 18</i>
<i>WINTER TERM CLASSES</i>	<i>START JANUARY 3</i>	<i>END MARCH 11</i>
<i>SPRING TERM CLASSES</i>	<i>START MARCH 28</i>	<i>END JUNE 3</i>

2023-2024

<i>FALL TERM CLASSES</i>	<i>START SEPTEMBER 7</i>	<i>END NOVEMBER 18</i>
<i>WINTER TERM CLASSES</i>	<i>START JANUARY 3</i>	<i>END MARCH 10</i>
<i>SPRING TERM CLASSES</i>	<i>START MARCH 27</i>	<i>END JUNE 2</i>



ROLE OF THE COLLEGE

One of the best ways to support your student is by understanding the college's roll in their life. We are here to assist your student to develop in reaching their academic and personal goals.

We do this by offering the following:

- We provide opportunities for the student to achieve competence in academic and non-academic areas
- We challenge them while also providing support
- We teach and encourage them to manage emotions
- We help them become autonomous so they can move from dependence to interdependence
- We encourage them to determine who they really are, on many levels
- We support the development of positive relationships, including those with family, friends, partners and diverse individuals
- We help students identify and pursue their purpose and find out what gives their lives meaning
- We offer opportunities for students to clarify their values.

Many members of the campus community are involved in this process. They include:

- Student Life Staff
- RA Staff
- OOPs Guides/Outdoor Leaders
- Career/Internships Service Staff
- Health Services Staff
- Faculty Members
- Campus Counselors
- Academic Support Staff
- Student Activities Staff
- Academic Advisors
- And many, many more

As Student Advocates:

- We make ourselves very available to students, during “office hours” and beyond
- We welcome students coming to us with issues or problems
- We treat students as adults, getting them involved in solving their own problems instead of relying upon others to do it for them
- We are concerned with students’ safety and educate them on ways to keep themselves and others safe
- We intervene, when necessary to address student safety
- We respect students’ privacy yet don’t always promise confidentiality – after all, we may need to get others involved in order to ensure for their well-being
- We don’t serve as “babysitters” for students
- We expect students to take responsibility for their own actions
- We are here to support students every step of the way, but also encourage them to take ownership of their lives and responsibility for their actions



SUPPORT SYSTEM

Your student's well-being is of utmost importance. We want your student to flourish, to learn from mistakes, to experience triumphs and to stay healthy. And there are ways you can help in that pursuit.

Academics

Taking an interest in *what* your student is learning and how your student is learning it can go a long way. You can be an academic support by:

- Regularly asking what your student is learning
- Not always focusing on evaluations – talk about class content and effort instead
- Encouraging your student to seek assistance from a tutor, advisor, faculty member or academic support services if your student is having trouble
- Asking your student to discuss class projects and papers with you
- Encouraging involvement in academic life by participating more in class or asking questions
- Helping your student figure out creative ways to balance work, social life and classes

Wellness

With your encouragement and support, students can stay well during their time in school. Staying well is vital to students' overall success. So:

- Take emotional issues seriously by encouraging your student to talk with a counselor, a resident advisor, Student Life staff member or academic advisor
- Tout the benefit of good sleep
- Send healthy snacks instead of junk food
- Encourage community engagement – students who are engaged in campus life beyond the classroom are more successful long-term
- Suggest simple ways to incorporate physical activity into their busy schedule



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 2018-2019 is \$6,210. Students must make a specific time commitment when signing the housing contract. Students may petition to stay in their rooms during the winter and spring breaks if compelling reasons exist – although we do reserve the right to consolidate those staying on-campus for energy-saving and security reasons. Students are required to vacate residence halls the day after the last day of Spring term classes. The date to vacate this year is June 8, 2019

We inspect each room in the residence halls before students take occupancy, and each student has the opportunity to inspect their room inventory and suggest changes. We inspect each room at the end of the occupancy period and note any changes in the room's condition. If there are any damages beyond normal wear and tear or a need for supplemental cleaning, these costs are deducted from the student's \$150.00 security deposit. 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 (RA's) 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. The RA will be one of the first people your student meets on-campus and is their first contact for questions and concerns. The RA's are supervised by Student Life Staff. Any questions you may have about your student's experience living on-campus should be directed to the Dean of Student Life.

We hold a Housing Lottery in the spring for any returning students interested in living on-campus the subsequent year. Upon request, we also provide students

with a list of available off-campus rental properties and a guide to tenants' rights

in Maine to help students make the transition to living independently off-campus.

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. More detailed information on our academic and community policies can be found in the Course Catalog or the policies page on the COA website.

Student Health Services

Information on student health insurance, campus health resources and local medical and mental health practitioners is located on the COA website at <http://coa.edu/health-wellness-services.htm>. Questions can also be directed to Barbara Conry, *Director of Student Support and Wellness* (207-801-5671 or bconry@coa.edu)

Food Service and Meal Plans

All students at COA participate in one of the meal plan options. Students are provided with a meal card which must be presented when food is purchased. New students living in college housing are required to be on the 15 meals a week plan.

- 15 meals a week plan (\$3,537/term)
- 10 meals a week plan (\$2,667/term)
- 5 meals a week plan (\$1,696/term)
- Dining Hall debit card (\$100/term)*

Meals at COA are served in the Blair Dining Hall. Lunches are 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

*Dining Hall Debit Card: Students will be issued ID cards, which will also serve as their meal card. Meal funds may be transferred from term to term but not from year to year. Breakfast and Lunch can be purchased a la carte or as a full meal. Dinner is available as a complete meal.

For a student with special dietary restrictions, please speak with either Lise Desrochers or Ken Sebelin on the Food Services staff at 207-801.5607

Laundry

Laundry facilities are located in Turrets, Seafox, Blair/Tyson and the Robinson Games room (located between Milliken and Shorey). 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.

Emergency Numbers

If emergencies happen after hours where you need to speak to someone immediately, please call either the **COA emergency line 207.288.9001** or the **student life emergency line 207.266.5890**. These lines are often forwarded to staff cell phones so they may ring a number of times before they are 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.

Sarah Luke, Dean of Student Life, currently serves as the Title IX Coordinator at COA. Her role in this position is to oversee the college's compliance with Title IX and assist any member of the college community who needs support, resources, or action to stop or remedy possible misconduct.

How to Reach the Title IX Coordinator

Sarah Luke

College of the Atlantic
105 Eden Street
Bar Harbor, ME 04609
207-801-5670
sluke@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 transparent and accurate information about their Title IX rights, COA'S Title IX obligations, and our processes and procedures



FINANCIAL AID

COA recognizes that the student and student's family often bear the primary responsibility for funding a student's education. 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, 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 www.fafsa.ed.gov. 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's Form) 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 so as 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 800-528-0025 and on our website.



ACADEMIC PROGRAM

Mission and Vision

College of the Atlantic enriches the liberal arts tradition through a distinctive educational philosophy - 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. The human ecological perspective guides all aspects of education, research, activism, and interactions among the College's students, faculty, staff, and trustees. The College of the Atlantic community encourages, prepares, and expects students to gain the expertise, breadth, values, and practical experience necessary to achieve individual fulfillment and to help solve problems that challenge communities.

Degree Requirements

The degree of Bachelor of Arts in Human Ecology is granted upon completion of thirty-six credits specified below and of three requirements bearing no credit. Eighteen of the 36 credit units must be earned at COA, and a minimum of six terms must be spent enrolled full or part-time at COA. The normal full-time annual load is nine credits, three in each of the three 10-week terms. (One COA credit unit is the equivalent of 3 1/3 semester hours; 9 COA credits = 30 semester hours.)

Initial Requirements

(only for those with fewer than 9 COA credits)

- Human Ecology core course
- Writing course
- History course
- Quantitative Reasoning course

Resource Area Requirements

(transfer courses may be applicable here)

AD=Arts and Design; ED=Educational Studies; ES=Environmental Sciences; HS=Human Studies; HY=History; QR=Quantitative Reasoning).

AD course (taught by COA regular faculty)

ADS course (taught by different COA faculty).

At least one of the *AD* courses must be a studio arts course)

- *ES* course (taught by COA regular faculty)
- *ES* course (taught by different COA faculty)
- *HS* course (taught by regular COA faculty)
- *HS* course (taught by different COA faculty)

Non-Credit Requirements

- Human Ecology Essay
- Community Service
- Writing Portfolio

Internship Options

(requires approval of Internship Committee prior to starting):

- fulfillment through work experience prior to enrolling at COA
- non-credit satisfaction of the requirement while a degree candidate
- full-time, one term enrollment earns three credits

Final Project

Also known as the Senior Project, the Final Project is a major piece of independent work reflecting the student's primary field of interest, usually done during a student's final term at COA.

Academic Advising

The freedom of students to plan individual programs carries with it the responsibility to develop coherent courses of study. Because of this individualized academic approach, the relationship between student and advisor is an important one. By the senior year, the student works closely with a two- or three- person team, which certifies fulfillment of all requirements and readiness for graduation.

The purpose of the advising system at COA is primarily to aid a student with academic and career planning. Flexibility is central to the system; a student is encouraged to change advisors if those assigned do not meet his or her needs. A student shouldn't hesitate to make an appointment to meet with any faculty member to discuss coursework and plans. Advisors function officially in approving independent study proposals, internship proposals, Final Project proposals, Human Ecology Essays, and certifying fulfillment of graduation requirements. Beyond this, the goal of the advising system is to give each individual a group of people with whom to share ideas and plans. It is hoped that through discussions with advisors, a student is better able to plan a program of study suited to his or her goals as a human ecologist.

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

There are also other formal sources of personal support through our Student Life Staff and programs such as mental health counselors, study skills, mediation, etc. All members of the COA community serve as informal advisors.

Leaves of Absence

A student may request a leave of absence on a term by term basis for up to three consecutive terms. Forms for this purpose are available in the Registrar's Office and online. Approval depends upon justification of the leave in the context of the student's overall academic plan. The expected duration of the leave must be stated at the time that the form is submitted. Failure to file a request for leave by the end of add/drop period for any given term results in automatic withdrawal from the college. Taking a leave of absence can have implications for financial aid. Students should check with the financial aid office prior to filing a leave of absence form.

A student who has either formally withdrawn from the college or lost matriculated status as stated above, but desires to return to the college, must complete a short re-application form available from the Office of Admission in order to be reconsidered as a candidate for matriculation.

For purposes of repayment of student loans, a student is considered to be withdrawn as of the end of the last term of enrollment, even though they are on an approved leave of absence. For COA purposes, the student can continue as a "degree candidate not enrolled." For loan purposes, however, a student is either a registered, tuition-paying student or not. This rule applies to students away on non-credit internships and to seniors whose last enrollment (usually the senior project) takes place in a term earlier than spring term prior to graduation.

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.

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 is credited towards the first term tuition bill, and \$100 will serve as a non-refundable graduation fee.

A student who returns to the college without having registered at all may register for courses that are not full during the Add/Drop period and will be assessed a \$100 late registration fee. A student must have paid or made arrangements to pay all tuition and fees before starting classes. The college is usually able to assist students and/or their parents in working out some sort of payment plan, especially in the case of a financial emergency.

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

The Office of Internship and Career Services provides information regarding programs of studies at other colleges and universities around the world. Students are also encouraged to explore other alternative learning settings or experiential programs. Currently, the college offers up to \$1,500 for each student through a COA Travel 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 a term before the funds are needed.



ROSTER OF CONTACTS FOR PARENTS

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

Name, Title	When/Why to Call?	Phone/Email
<u>Student Life</u> Sarah Luke <i>Dean of Student Life</i>	Oversees residential life issues, orientation, student support and acts as a liaison between students and the administration.	207.801.5670 sluke@coa.edu
Ingrid Hill <i>Student Life Manager</i>	Oversees insurance enrollment, end of term shuttles, housing information, assignments and changes.	207.801-5674 ext. ihill@coa.edu
Barbara Conry <i>Coordinator of Wellness and Campus Engagement</i>	Oversees medical and mental health services for students, including the Student Health Insurance plan. Plans for wellness activities.	207.801.5671 bconry@coa.edu
Nick Jenei <i>Coordinator of Community Engagement</i>	Oversees all outdoor programming and OOPs trips. Acts as a liaison for off-campus students and manages student life communication efforts.	207.801.5672 njenei@coa.edu
Dianne Clendaniel <i>Coordinator of International Student</i>	Acts liaison between the Davis United World Scholars program and COA. Oversees all immigration	207.801.5673

<i>Services</i>	maintenance and institutional compliance.	
<u>Financial Aid</u> Bruce Hazam <i>Director of Financial Aid</i>	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.	207.801.5645 bhazam@coa.edu
<u>Registrar Office</u> Judy Allen <i>Registration and Enrollment Status</i>	Enrollment questions and transcript requests	207.801.5680 jallen@coa.edu
<u>Office of Admission</u> Heather Albert-Knopp <i>Dean of Admission</i> Donna McFarland <i>Associate Director</i>	Request information for prospective students, explore re-entering the college after taking time off or obtain information on visiting the area	207.801.5640 or 801. 5641 inquiry@coa.edu
<u>Business Office</u> Tricia Pinkham <i>Business Office Manager</i> Shana Willey <i>Accounts Receivable Representative</i>	For billing, account and payment inquiries	207.801. 5613 or 801.5611 businessoffice@coa.edu
<u>Academics</u> Ken Hill <i>Academic Dean</i>	To voice concerns about overall academics, questions about the advising process, supporting students with learning differences, and those on academic probation	207.801.5630 khill@coa.edu
<u>Safety</u> Millard Dority	For security issues and emergencies	207.801.5690 millard@coa.edu

<i>Director of Buildings & Grounds/Public Safety</i>		
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Don't forget that lots of basic information about COA
can be found on our website.

www.coa.edu

Specific information for students can be found under
Information for Current Students

GETTING TO CAMPUS

Directions to College of the Atlantic



By Car

Driving from Boston, take Interstate 95 north to Interstate 395 in Bangor, Route 1A from Bangor to Ellsworth, and Route 3 east from Ellsworth to Bar Harbor. Keep left after crossing the bridge onto Mount Desert Island. This drive usually takes about five hours. College of the Atlantic is on the ocean side of route 3, about 19 miles from the Ellsworth shopping district. Turn left at the COA entrance and park in the provided areas.

By Plane or by Bus

Regularly scheduled flights are available to Bar Harbor Airport and Bangor International Airport. Bus service is available to Bangor. For information on bus schedules, call Concord Trailways at 1.800.639.3317 or Greyhound 1.800.231.2222 or check their websites.

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 vacations for a small fee. Arrangements can be made via Donna McFarland in the Admission Office.



RESTAURANTS IN THE AREA

The Burning Tree

Route 3, Otter Creek

207-288-9331

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.

Café This Way

14 ½ Mount Desert Street, Bar Harbor

207-288-4483

Managed by two COA alumnae 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

Galyn's

17 Main Street, Bar Harbor

207-288-9706

For a delicious lunch or a special night out, this spot fits the bill. Terrific salads, seafood specials, and an extensive menu mean all at the table will eat well.

Havana

318 Main Street, Bar Harbor

207-288-2822

American Fine Dining with a Cuban Flair owned by a COA Alumnus.

Side Street Cafe

49 Rodick St, Bar Harbor, ME 04609

(207) 801-2591

Warm, welcoming eatery/bar provides burgers & other bar fare plus a variety of lobster dishes.

Choco-latte

240 Main St, Bar Harbor, ME 0460
(207) 801-9179

Comfortable and relaxing space, fairly popular among students. A great place to enjoy an assortment of coffee beverages, socialize or do some work.

The Trailhead Cafe

33 Cottage St, Bar Harbor, ME 04609
(207) 288-9592

A unique coffee place that has a variety of delicious drinks and breakfast foods

Jack Russell's

102 Eden Street, Bar Harbor
207-288-5214

Located across the street from Atlantic Oceanside Hotel, so very convenient to campus. Typical pub fare, good drinks, and appetizers.

Two Cats

130 Cottage Street, Bar Harbor
207-288-2808

Breakfasts are fantastic here at this cozy restaurant, which also serves as a B&B.

Morning Glory Bakery

39 Rodick Street, Bar Harbor
207-288-3041

A popular hangout for students, staff, and faculty alike; this café/bakery has free WiFi and is a cell-phone free zone.

For more information on local
restaurants, contact the Bar
Harbor Chamber of Commerce at
207.288.5103 or visit
www.barharborinfo.com



HOTELS AND MOTELS

Acacia House Inn

6 High Street, Bar Harbor
207-288-8122

Acadia Inn

Eden Street, Bar Harbor
207-288-3500

Acadia Motel

20 Mt Desert Street, Bar Harbor
207-288-5712

Atlantic Oceanside

119 Eden Street, Bar Harbor
207-288-5801

The Bayview

111 Eden Street, Bar Harbor
207-288-5861

Edenbrook Motel

96 Eden Street, Bar Harbor
207-288-4975

Quimby House Inn

109 Cottage Street, Bar Harbor
207-288-5811

For more information on lodging options, contact the Bar Harbor
Chamber of Commerce at 207.288.5103 or visit
www.barharborinfo.com



GIFTS

If you would like to send a COA student a gift, here are some contact numbers to help you.

Queen Anne's Florist: 207.288.2860

West Side Florist: 800.596.1270

Morning Glory Bakery: 207.288.3041

Sherman's Bookstore: 207.288.3161

Reel Pizza: 207.288.3828 (*No delivery available, but buy them a gift certificate for dinner and a movie at this all-in-one favorite evening hang out.*)

Chocolate Gift Cards: 207.801.9179

A&B Naturals Gift cards: 207.288.8480

Side Street Gift cards: 207.801.2591

MDI Bakery: 207.801.9191



NOTES