Welcome to Maine College of Art's Pre-College Program!

This handbook provides information on policies and procedures for students participating in our program. Parents/Guardians and students are required to read and become familiar with the information in this handbook.

In addition, please download additional paperwork entitled “Admitted Student Forms” from our website at meca.edu/precollege. You will be required to return the following five (5) forms:

- Pre-College 2015 Policy Agreement (to be signed by Student and Parent/Guardian)
- Photography Release Form
- Pre-College 2015 Medical Form
- Travel Information
- Roommate Questionnaire

All forms must be returned by May 29, 2015 to:

Pre-College
Office of Continuing Studies
Maine College of Art
522 Congress St.
Portland, ME 04101
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GENERAL INFORMATION

Schedules and Expectations
Pre-College is a rigorous program that duplicates the first semester of an art college experience. Students will be in class 8:45am through 5:00pm Monday through Friday, in addition to evening workshops and Sunday Studio from 1-5pm.

Attendance
Students are expected to attend all classes, workshops and events as outlined in the Pre-College Schedule. Students are responsible to notify the Pre-College Coordinator of any late arrivals to scheduled classes/events or absences due to illness.

Absence/Tardiness
After two classes/required events to which a student is either tardy or has missed without a valid excuse, a written warning will be issued by the instructor and parents will be notified. Unexcused absences will be reflected in grades and evaluations.

Grading
Students receive one letter grade for their Focus, Elective and a Pass/Fail for Drawing. These letter grades are listed on the grade report. The grades are equal to quality points as follows:

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<th>Letter Grade</th>
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Transcripts will list the class grades and the student's Grade Point Average. Students who earn a D or better earn college credit from Maine College of Art. Students who wish to request copies of their transcript should go to: [http://www.meca.edu/transcript-request](http://www.meca.edu/transcript-request)
Figure Study and Live Models
The Life Drawing classes, Illustration classes and Painting classes may use clothed and unclothed models for much of their work. Faculty discuss this experience with students before the models are brought into class. Immature comments or actions from students are inappropriate. If parents have any questions or concerns about the use of models, please call the Assistant Director of Continuing Studies, 207.699.5062 before the program begins.

Loss of Personal Property
Maine College of Art is not liable for any loss by theft, fire, water or any other cause, of student’s personal property or that of their guests. All residents are advised to procure personal loss insurance.

Cars
Pre-College students are discouraged from bringing cars to the program. Maine College of Art does not offer parking, and there is limited space on side streets and parking garages. Students who park on Portland streets are advised to comply with the City of Portland parking regulations. The city is strict about one or two hour limits, will repeatedly ticket cars with expired times, and will not hesitate to “boot” cars, when necessary.

Disability Services
If you would like to request accommodations for a documented disability, please contact the Director of Student Affairs and Housing at 207.699.5053. Upon request and verification of the disability, MECA will provide reasonable accommodations to remediate the competitive disadvantage that a disability can create in the educational setting. Please request accommodations at the above phone number by May 29, 2015.

STUDENT CODE OF CONDUCT

General Student Code
The primary goal for practicing the stated Student Code of Conduct is to ensure student safety during the summer college experience. Pre-College students are responsible for exhibiting high standards of conduct and professionalism both in and out of the classroom/studio. Maine
College of Art maintains that students are responsible for their actions, personal conduct, and the resulting consequences. Maine College of Art reserves the right to dismiss any student whose activities directly or significantly interfere with MECA’s endeavors to create an environment in which students can achieve their goals of artistic excellence, creativity and/or which threatens any educational process and/or the health and safety of any member of the MECA community.

Violations of the Student Code of Conduct are subject to disciplinary action. All decisions of disciplinary action are made at the discretion of Maine College of Art staff based on the severity of the violation.

If a student is dismissed from the Pre-College program for violation of the Student Code of Conduct, there will be no refund of tuition or fees and parents will be responsible for the immediate collection of the dismissed student.

Students must...
- Be on time for all classes/workshops and activities.
- Attend all Pre-College activities.
- Comply with the residence hall policies.
- Participate in residence hall meetings.
- Keep windowsills, fire escapes, fire exits, and hallways clear of all objects

Students must not...
- Keep a pet of any kind on the premises.
- Take, steal, destroy or otherwise damage property not your own. This includes food, particularly that which is stored in areas of common access.
- Create a condition that unnecessarily endangers or threatens the safety or well being of other persons or of their property; nor willingly create a health hazard, an intimidating or hostile environment, or a nuisance.
- Tamper with fire extinguishers or other fire safety equipment.
- Throw any object from the windows under any circumstance.

Drug and Alcohol Policy
The Pre-College Program maintains a zero tolerance policy for drugs and alcohol. The use of alcohol or drugs by any Pre-College student, on or off the Maine College of Art campus, will result in immediate dismissal.

Harassment Policy
Harassment or intimidation will not be tolerated. Maine College of Art does not tolerate sexual harassment by members of the College community or any guest. Everyone has the right to report an incident of sexual harassment without fear of reprisal.
Violations of the Student Code of Conduct

The following are in violation of the Student Code of Conduct and may result in dismissal from the program:

1. Alcohol and Drugs: The possession and/or consumption of alcohol or illegal drugs is expressly forbidden and will result in immediate dismissal.
2. Sexual Acts: Any sexual activity will be automatic grounds for dismissal.
3. Academic Dishonesty/Behavior: Plagiarism, theft or any behavior that threatens or endangers one’s self or others’ well-being or property is prohibited. This includes the alteration or destruction of artwork of others.
4. Tobacco: The use of tobacco by anyone under the age of 18 is illegal in the State of Maine. Maine College of Art is a tobacco-free campus. No smoking is allowed within 20 feet of any entrance/exit.
5. Health: All participants are expected to be able to take care of themselves and show minimal competencies, such as taking medication in a safe and appropriate way.
6. Hours: Students must abide by the posted hours of the program. There is a 9:30pm residential hall check-in curfew (Sun–Thurs) and a 10:30 pm check-in curfew (Fri–Sat). Students may not leave scheduled program events without permission.
7. Guests: No guests are allowed during the program. Any visitor must have prior approval of the program Director.
8. Residence Hall Safety: Going onto the roof, sills, balconies or ledges of Oak St. Residence Hall is strictly prohibited and will result in dismissal from the program.
9. Fire Safety: Tampering with, disconnecting or obstructing fire alarm bells, smoke detectors or other fire equipment is strictly prohibited. Students must evacuate the building when a fire alarm sounds and follow the instructions of the residential staff. Fire doors cannot be used to enter or exit buildings and should not be opened except in an emergency.
10. Fireworks/Weapons: The use or possession of firearms, other weapons, explosives or fireworks are prohibited.
11. Damage: Damages to a student’s room beyond normal wear and tear will be billed to the responsible student. Costs for anonymous damages will be shared among the students responsible for the damaged space. No painting or drawing on walls, floors, ceilings or dormitory fixtures is tolerated. Use the common project room whenever possible.
12. Harassment: Intimidation or harassment will not be tolerated under any circumstances.
13. Loss: Maine College of Art accepts no responsibility for items that are lost, stolen, or damaged. Participants are encouraged to lock their residence hall room door whenever they are not in the room or when they are asleep.
14. Transportation: Students must travel to a scheduled or unscheduled program event in transportation provided by the program.
15. Parent Release Letter: If an individual has to leave the program, parents must fill out Parental Release form stating the date, time and purpose of the program departure, and releasing Maine College of Art from liability during this period, at least 24 hours prior.
16. Obstruction or disruption of teaching, administration, or other College activities.
17. Verbal or physical abuse of any person in the College community.
18. Unauthorized entry or use of College facilities.
19. Behavior that is self-destructive or threatening to the safety of the individual or other members of the college community.
20. False reporting of emergency, including false reports of fires/bombs.

Depending on the severity of the violation students may be issued a warning or may be immediately dismissed from the program or residence hall. **Students in violation of the Student Code of Conduct may be subjected to any of the following:**

1. Verbal warning issued by Pre-College Coordinator or Resident Advisor.
2. Written warning issued by the Pre-College Coordinator or Resident Advisor.
3. Student called in to meet with Pre-College Coordinator and Director. Parents notified.
4. Student dismissed from Program. There will be no refund of tuition or fees in such circumstances and parents will be held responsible for the immediate collection of the dismissed student.
RESIDENCE HALL AND STUDENT INFORMATION

Oak Street Residence Hall
Pre-College students will be housed at 51 Oak Street in single and double rooms with shared adjoining bathrooms. This residence hall offers a common lounge with a television, vending machines, a microwave and coin-operated laundry. Coin/debit card-operated washers and dryers cost $1.50 per cycle and a change machine is available. A CVS is conveniently located next door to MECA for laundry soap and other necessities.

Check-In and Check-Out
Upon arrival, students need to first check-in at the Porteous building, 522 Congress Street, between 1:00-3:00pm on Sunday, July 12th. Once students check-in at the Porteous building they will be directed to check-into the Residence Hall at 51 Oak Street, located in downtown Portland on the same city block as the Porteous building. The Resident Advisors at 51 Oak St. will provide keys and information about the residence hall and surrounding area. Check-out will occur on Saturday, August 1st, from 12:00-2:00pm. Students must be fully moved out of 51 Oak St. by 2:00pm.

Keys and Fees
Each resident student is given a front door residence hall key and a room key. She or he is responsible for the return of those keys to the Resident Advisor during check-out on August 1st. If the keys are not returned, a lost key penalty will automatically be deducted from the dorm security deposit ($20 for the front door key and $20 for the room key). If keys are lost during the student’s stay the student must pay for issuance of a new key.

Residence Hall Deposits and Damages
Before checking out on August 1st, students must make an appointment with a Resident Advisor to complete a room inspection. If the Resident Advisor determines that there are damages, the Director of Student Affairs and the Housing Coordinator will assess the damage and determine the billing amount. After the above assessments have been completed, residence hall deposits will be mailed to students in mid-August. Any deposit subject to withholding for damage or cleaning will be accompanied by an itemized list and description of charges. The following will be charged against the residence hall deposit: damage to furniture or walls, individual rooms or common areas; a dirty room; or loss of keys. When individual responsibility cannot be determined, residents are held collectively accountable. Students are responsible for damages caused by their guests.

Inspection
Maine College of Art reserves the right to inspect rooms at any time to ensure compliance with health, safety, fire codes and residence hall policies. The College also reserves the right to show the residence facility to prospective students and their families.
Custodial Services
51 Oak Street Residence Hall has a custodial staff that works Monday through Friday. This staff cleans all public areas, including shared bathrooms. Custodians do not clean individual student rooms. If a problem arises that requires the custodial staff, such as a clogged toilet or leaky faucet, talk with the Resident Advisor. Trash removal is provided only for public areas. Resident students must dispose of personal “room trash” in the can in the hallways. Please help maintain a pleasant living environment by disposing of trash appropriately.

Building And Personal Safety
51 Oak Street is staffed by Maine College of Art Resident Advisors. Maine College of Art buildings are staffed in the evenings by security personnel. Students are encouraged to use the “buddy system” when walking to and from the studio buildings, especially in the evening. Students are encouraged to lock their rooms and not lend their keys. Students are issued exterior door keys to the residence hall. All are responsible for the security in the building and may not prop open any door at any time. No student, at any time, should permit non-residents to follow him/her into the building. Your cooperation increases and improves security for all residents.

Resident Advisors
The Maine College of Art Pre-College program employs Resident Advisors who oversee the daily functioning of the residence hall and enforces residence hall policies. The Resident Advisors hold weekly meetings with students to discuss current issues or problems and to inform them of school events and activities. The meeting time also provides a forum for special presentations or workshops. The Resident Advisors may also accompany students on trips and off-campus activities.

Room Assignments
Maine College of Art reserves the right to make all room assignments. Roommates are matched according to information obtained on the Roommate Questionnaire.

Residence Hall Policies
If a student fails to comply with residence hall policies and procedures, he or she will be asked to leave the residence. Termination under these circumstances does not entitle the student to a refund of residence hall fees or deposits.

Guests And Visitors
No guests are allowed during the program. Any visitor must have prior approval of the program director.

Curfew and Quiet Hours
Students are expected to be in the residence hall by 9:30 pm Sunday – Thursday and 10:30 pm Friday & Saturday. Students are expected to be in their assigned rooms no later than 9:30 pm Sunday through Thursday, and by 10:30 am Friday and Saturday with the exception of special events planned by the Pre-College staff.

**Quiet Hours Are In Effect The Following Times**
Sunday through Thursday 9:00 pm – 9:00 am
Friday and Saturday 12:00 am –12:00 pm

Quiet hours are established to provide an atmosphere conducive to studio work and, most importantly, uninterrupted sleep. These rules are meant to protect the rights of everyone living in the residence hall and to promote a respectful community environment.

**Tardiness**
1. After 2 times of being late to curfew by 15 minutes, the student's parents will be notified and students who repeatedly violate this policy may be dismissed.
2. If a student is more than 30 minutes late to curfew then the student's parents will be called immediately.

Both offenses are subject to disciplinary action at the discretion of the Pre-College staff.

**Café and Meals**
Students will be on a meal plan that is provided by the college Café. The café is located on the second floor of the Porteous Building. Students are not required to attend every meal however they are required to attend the Morning Meetings at 8:30-8:45. The meal plan provides breakfast, lunch and dinner for students Monday through Friday. brunch and dinner are provided on the weekends. Vegetarian/vegan meals are available. If you have dietary restrictions, please indicate this on your Medical Form.

**Dining Hours**
Weekday Breakfast, 8:00am – 8:45am
Weekday Lunch, 12:00pm – 1:00pm
Weekday Dinner, 5:00pm – 6:00pm
Weekend Brunch, 11:00am – 12:30pm
Weekend Dinner, 5:00pm – 6:00 pm
Students Must Not Bring

- Pets
- Valuables
- Weapons of any kind
- Firecrackers
- Alcohol/drugs
- Candles/incense
- Air coolers
- Appliances with burners or open coils (including toasters)

Where To Send Mail

Students may have mail directly mailed to:

Student Name
Pre-College 2015
51 Oak Street
Portland, ME 04101