

NEXT STEPS

TO ENROLL AT MECA
FALL 2020

Welcome to Maine College of Art! The list below will help you check off all requirements to enter the Fall 2020 class. You can also view it online here.

If you need assistance at any time, contact Admissions at 800.699.1509 or admissions@meca.edu

IMPORTANT DATES

New Student Move-in Day:

Thursday, August 27, 2020

New Student Orientation (Required):

Thursday–Sunday, August 27–30, 2020

First Day of BFA Classes:

Monday, August 31, 2020

CHECKLIST OF REQUIREMENTS

- 1. BFA Enrollment Agreement
- 2. Immunization Records (or waiver)
- 3. Housing Deposit & Fee and Housing Application **or** request for on-campus housing exemption
- 4. Signed Financial Aid Agreement
- 5. Financial Aid Master Promissory Note & Entrance Counseling
- 6. Budget Worksheet
- 7. Tuition payment plan — optional
- 8. Health Insurance (or waiver)
- 9. Official Final High School Transcript
- 10. Official Final College Transcript

1 BFA ENROLLMENT AGREEMENT

Your **BFA Enrollment Agreement** outlines information on tuition and fees for the 2020–2021 academic year. Please read it thoroughly, then sign and submit electronically through AdobeSign (at the link) by August 1, 2020. **If you are under 18 at time of signing, please email admissions@meca.edu for instructions.**

2 IMMUNIZATION FORM (OR WAIVER)

According to Maine State Law, every post-secondary student born after 1956 must be immunized against the diseases of DIPHTHERIA, MEASLES, MUMPS, RUBELLA (MMR) and TETANUS. You must submit **proof of immunization** before you can complete your registration and attend classes. Your doctor can fill out **this form** or they may simply fax the records to the Admissions Office at 207.699.5080. Please make sure it is filled out completely or it will not be accepted.

3 HOUSING APPLICATION OR EXEMPTION

Housing is required for all full time, incoming students. For priority consideration, please **submit your \$200 housing fee + deposit**—which includes a \$100 one-time non-refundable housing placement fee and a \$100 refundable housing security deposit — and complete your **housing application** by May 1, 2020, if you haven't done so already. Both payment and application are necessary to hold your place. Housing applications received after May 1 will be considered on a first-come, first-served basis. Housing assignments will be emailed to students in early July. For information about the residence halls, visit meca.edu/residence-life. If you would like to apply for an exemption from the live-on requirement, please fill out the **housing exemption form**.

4 SIGNED FINANCIAL AID AGREEMENT

Please carefully review your Financial Aid, then sign the **Financial Aid Agreement**. Be in contact if you have questions 207.699.5074.

5 FINANCIAL AID MASTER PROMISSORY NOTE & ENTRANCE COUNSELING

If you are accepting federal student loans, you will need to complete entrance counseling and sign a master promissory note.

STEP 1: COMPLETE A LOAN AGREEMENT (MASTER PROMISSORY NOTE)

1. Go to www.studentaid.gov
2. Sign in at the box in the upper right hand corner with your FSA ID
3. Click on Complete Master Promissory Note in the middle of the page
4. Select Subsidized/Unsubsidized

STEP 2: COMPLETE LOAN ENTRANCE COUNSELING

1. Go to www.studentaid.gov
2. Sign in at the box in the upper right hand corner with your FSA ID
3. Click on Complete Counseling
4. Select Entrance Counseling

6 BUDGET WORKSHEET

In order to help plan out your budget for the upcoming academic year, please fill out and return the **2020–2021 BFA Budget Sheet provided here**. This sheet, for new students, will let us know whether you would like to use a payment plan, loans, or other means of payment for your bill. Please fill out and return the budget worksheet for new students by Friday, July 10, 2020.

7 TUITION PAYMENT PLAN — *Optional*

If you would like to pay your tuition using a payment plan, you can sign up at www.MyCollegePaymentPlan.com/meca

Additional info on back



ADDITIONAL INFORMATION

8 HEALTH INSURANCE (OR WAIVER)

All enrolled students are required to have health insurance. If you are already covered by outside health insurance you can opt out of the health insurance charge online and it will be waived on your student account. Information about opting out will come with the billing statement in July. If you do not already have health insurance, you will be billed for MECA's health insurance. The cost of the insurance for the 2020–2021 year will be determined by July 2020; last year (AY 19–20) it was \$2,400. The current insurance information can be viewed at crossagency.com/meca.

9 OFFICIAL HIGH SCHOOL TRANSCRIPTS

In order to disperse your federal financial aid, MECA needs proof of your high school graduation. Please have your guidance counselor send an official copy to the Admissions Office — these can be either a physical copy with a seal or delivered through an official transcript service like Common App, Parchment, or National Student Clearing House. Any of the following will fulfill this requirement: final high school transcript with printed graduation date, or official copy of GED, HISET, or other high school equivalency test.

10 OFFICIAL FINAL COLLEGE TRANSCRIPTS

Applicants who are completing or have completed college coursework will need to submit a transcript containing final grades to the Admissions Office in order for the coursework to be considered for placement. This applies to both transfer students as well as high school students who may be taking college classes. Transcripts can be either an official physical copy with a seal or delivered through an official transcript service like Common App, Parchment, or National Student Clearing House.

Applicants seeking Advanced Placement credits must submit official test scores to the Admissions Office, preferably no later than August 1, 2020. Maine College of Art awards credit for test scores of 4 or above.

ORIENTATION

New Student Orientation is required for all incoming students and starts on Thursday, August 27, 2020 and goes through Sunday, August 30, 2020. Orientation information will be sent by email to your MECA email account from Student Life to all deposited students throughout the summer. Contact studentlife@meca.edu or 207.699.5035 with questions about Orientation or Student Life.

REGISTRATION

In June, you will receive a link to set up your MECA email account. This link will be sent to the email address that you used to apply with. Once you set up your MECA email account, you'll receive more information about orientation, course registration, Disabilities Services, etc. If you have questions about any aspect of your MECA experience in the meantime, please be in touch!

DISABILITY SERVICES

Maine College of Art provides a wide range of services to qualified students with disabilities. Students who wish to request accommodations should contact the Disabilities Services Coordinator at disabilityservices@meca.edu to review procedures and discuss next steps.

BILLING INFORMATION

You'll receive information in late Spring about registering for Fall classes. Beginning in mid-June or once you are registered for classes, you will receive a bill for tuition, fees, and any related room and board costs. Payment is due in full by July 10, 2020. Students enrolling after that date will receive an updated payment due date and may be subject to a \$3,000 earnest deposit on tuition. To discuss payment options, please contact the Student Accounts Office at billing@meca.edu or 207.699.5049.

MECA CONTACT INFO BY DEPARTMENT

Academic Affairs

207.699.5036
callen@meca.edu

Admissions Office

800.699.1509
207.699.5026
admissions@meca.edu

Café

207.699.5066
cafe@meca.edu

Counseling & Wellness

207.699.5056
sgeant@meca.edu

Disabilities Services

207.699.5051
disabilityservices@meca.edu

Financial Aid

207.699.5074
finaid@meca.edu

Student Accounts

207.699.5049
billing@meca.edu

Student Life

207.699.5035
studentlife@meca.edu

Registrar

207.699.5054
registrar@meca.edu

Please reach out if you have any questions, concerns, or simply want to talk through the registration process. We're here for you! We look forward to seeing you on campus in August!