

# PRE-COLLEGE '21 STUDENT SUPPLY LIST

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Your studio fee includes general foundation supplies such as paper, charcoal, utility knives and other basic supplies.

## **\*Recommended Art Supplies**

*\*Please note that students can purchase any of these items at **Art Mart**, an art supply store located across the street from MECA. All students get a 10% discount.*

- + Sketchbook
- + Notebook for taking notes
- + Pens/pencils
- + Lock to secure lockers (optional)
- + Personal favorite supplies such as colored pencils and markers, etc
- + Portfolio and sample work from home
- + Spending money

## **For Animation Majors**

- + A thumb drive (at least 16GB)

## **Suggested packing list for the Program:**

*\*Please note that many of the items below can be purchased at **Renys** (discount department store), if you can't/don't want to travel with them. Reny's is located between MECA and the Residence Hall.*

- + Reading lamp (there are none in the rooms)
- + Small fan
- + Sheets and blankets for a single bed (standard twin)
- + Pillow and pillow case
- + Toiletries including soap, toothpaste, shampoo, etc.
- + Towels (including hand towels)
- + Hand soap
- + Bath mat
- + Hangers
- + Wastebasket
- + Power strip with surge protector
- + Laundry basket/bag & detergent (laundry machines are free)
- + Swimsuit and sunscreen
- + Good walking shoes
- + Raincoat
- + Water bottle
- + Clothing: Maine weather is unpredictable in the summer, occasionally ranging from 50 to 90 degrees. Layers, sweatshirts, shorts, and pants are all good ideas.

# PRE-COLLEGE '21 DIRECTIONS + PARKING

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## From the North

Take Interstate 295 to Exit 7 onto Franklin Arterial.

## From the South

Take the Maine Turnpike northbound to Exit 44, Interstate 295. Follow Interstate 295 to Exit 7, Franklin Arterial. Then, From Franklin Arterial. Stay on Franklin Arterial until you hit the top of the hill. Take a right onto Congress Street. Passing City Hall on your right, you will continue on Congress several more blocks, past Monument Square (you'll see the statue on your left). MECA's Porteous Building (#522) will be a large building on your left shortly after Monument Square.

Oak St. is the first street after MECA's Porteous Building. The Oak Street Residence Hall is about halfway down the short block, on the left.

## Parking

Street Parking is available every day and requires plugging a meter, however parking is FREE on Sundays. After first pulling over to drop your belongings, proceed to a street spot or use the public parking garage around the corner. To get there, pass the Oak St. Residence hall and take your first left onto Free St. The parking garage (874.2842) is a short distance on your right. (At the parking garage entrance you will see the back entrance to MECA's Porteous across the street.)

## Portland Parking Garages + Lots

- + One City Center Parking Garage
- + Monument Square, 773.2761
- + Midtown Parking Lot, 44 Fore St.
- + Top of the Old Port Parking Lot, 119 Pearl & Congress Sts., 828.1212
- + Temple Street Parking Garage, 11 Temple St., 772.5762
- + Cumberland County Parking Garage, Newbury St., 871.8275
- + Custom House Sq. Parking Garage, Pearl & Fore Sts.
- + Fore Street Parking Garage, 439 Fore St., 772.7738
- + Casco Bay Parking Garage, Commercial St. at Maine State Pier, 774.8653
- + Cotton & Center Parking Lot, 57 Center St., 879.8983
- + Public Market Parking Garage, 315 Cumberland Ave, 774.2829
- + Spring St. Parking Garage, 45 Spring St., 874.2842
- + Gateway Parking Garage, 181 High St., 761.1568
- + Harbor Plaza Parking Garage, Union St., 775.3788
- + Monument Square Parking Garage, Cumberland and Brown Sts.

# PRE-COLLEGE '21 PHOTO RELEASE FORM

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**PLEASE RETURN BY 5/21/21**

Student's Name \_\_\_\_\_

Student's Preferred Name \_\_\_\_\_

At various points during the three-week Pre-College program, a staff photographer will visit classes and/or events to document the Program's activities. These images are an integral part of our marketing for the following year's program. For us to use these photographs, we need your approval. If you agree to Maine College of Art using images of your son/daughter for marketing purposes, please sign below. Student names will never be used. **Thanks very much!**

I consent to allow photographs of my son or daughter, \_\_\_\_\_ , taken as part of the Pre-College Program activities, to be used in future promotional materials published by Maine College of Art.

Parent Name (please print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# PRE-COLLEGE 2021 POLICY AGREEMENT

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The primary goal for practicing these stated **Rules and Responsibilities** is to ensure your safety during this summer college experience.

The following are standards of conduct expected from all participants in the Pre-College program. Violations of the following standards will result in sanctions that range, depending on the severity of the offense, from warning to probation to dismissal from the program. Parents will be notified by telephone if their son or daughter has a Rules and Responsibilities violation.

Full policies are on the following page.

## OTHER MECA POLICIES

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**General Refund Policy:** Requests for refunds must be received in writing by **June 1, 2021**. No refund requests will be considered after that date. Application fees (\$40) and Program deposits (\$500) are not refundable.

Maine College of Art reserves the right to hold students to generally accepted standards of behavior, in addition to the policies stated in the Handbook of Policies and any other MECA publications given to students. MECA has the right to amend and supplement policy when necessary.

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.

# PRE-COLLEGE 2021 POLICY AGREEMENT

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## Rules + Responsibilities

**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 9:45pm residential hall check-in curfew (Sunday to Thursday) and a 10:30pm check-in curfew (Friday and Saturday), and students may not leave scheduled program events without permission by the Pre-College Coordinator.

**7. Guests:** Guests are not allowed at MECA during the course of the program. Please contact the Director of Continuing Studies and Pre-College with any special requests.

**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.

**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 asked to lock their residence hall room door whenever they are not in the room or when they are asleep.

**14. Transportation:** During scheduled or unscheduled program events, students must travel in transportation provided by the program.

**15. Parent Release Letter:** Should a student need to leave the program for short or extended periods of time, parents must submit a Parental Release form at least 24 hours prior to the departing. This form will state the date, time and purpose of the program departure, and releases Maine College of Art from any and all liability during this period.

**16. If a student** and/or parent/guardian chooses for the student to leave the Program prior to Graduation, the student and parent/guardian must fill out an Exit form. If a student leaves the Program in this way, there will be no refund of tuition or fees.

**17. Obstruction or disruption** of teaching, administration, or other College activities are prohibited and may lead to dismissal from the Program.

**18. Verbal or physical abuse** of any person in the College community is prohibited and may lead to dismissal from the Program.

**19. Unauthorized** entry or use of College facilities is prohibited and may lead to dismissal from the Program.

**19. Behavior that is self-destructive** or threatening to the safety of the individual or other members of the college community is prohibited and may lead to dismissal from the Program.

**20. False reporting** of emergency, including false reports of fires/bombs, is prohibited and may lead to dismissal from the Program.

# PRE-COLLEGE '21 POLICY AGREEMENT

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**PLEASE RETURN BY 5/21/21**

Student's Name \_\_\_\_\_ Student's Preferred Name \_\_\_\_\_

The primary goal for practicing these stated **Rules and Responsibilities** is to ensure your safety during this summer college experience.

The Rules and Responsibilities are standards of conduct expected from all participants in the Pre-College program. Violations of the following standards will result in sanctions that range, depending on the severity of the offense, from warning to probation to dismissal from the program. Parents will be notified by telephone if their son or daughter has a Rules and Responsibilities violation.

Maine College of Art reserves the right to hold students to generally accepted standards of behavior, in addition to the policies stated in the Handbook of Policies and any other MECA publications given to students. MECA has the right to amend and supplement policy when necessary.

***We agree to the Rules and Responsibilities and further agree to indemnify and hold the college harmless from any and all claims, demands, actions, and causes of action, damages, expenses, losses or liabilities arising in any way from or out of the occupancy, use, or enjoyment of the premises by me, my guests, and invitees.***

***By signing this form the student and parent/guardian have read, understood, and will abide by the Rules and Responsibilities.***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***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:***

- + Verbal warning issued by Pre-College Coordinator or Resident Advisor.
- + Written warning issued by the Pre-College Coordinator or Resident Advisor.
- + Student called in to meet with Pre-College Coordinator and Director. Parents notified.
- + 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.

***Note: 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.***

# PRE-COLLEGE '21 MEDICAL FORM

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PAGE 1/4 • PLEASE RETURN BY 5/21/21

**Student's Name** \_\_\_\_\_ **Student's Preferred Name** \_\_\_\_\_

**Student's Home Address:** \_\_\_\_\_

**Social Security #** \_\_\_\_\_ **Student's Date of Birth** \_\_\_\_\_

*(We need SS# in order to assign 3 college credits at the end of the Program)*

**Parent/Guardian Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Home Address, City, State** \_\_\_\_\_

**Cell Phone #** \_\_\_\_\_ **Home Phone #** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Employer's Name/State/Zip** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Home Address, City, State** \_\_\_\_\_

**Cell Phone #** \_\_\_\_\_ **Home Phone #** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Employer's Name/State/Zip** \_\_\_\_\_

**Person responsible for payment of tuition and fees:** \_\_\_\_\_

**Relationship to student:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

# PRE-COLLEGE '21 MEDICAL FORM

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PAGE 2/4 • PLEASE RETURN BY 5/21/21

Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Please write N/A on each line that is not applicable.

**Date of last Tetanus Shot (REQUIRED):** \_\_\_\_\_  
*(Note: Tetanus shot required; must be within 10 years for Pre-College participation).*

I verify \_\_\_\_\_'s tetanus shot is current within the last 10 years.  
(Student's Name)

**Parent/Guardian's Signature:** \_\_\_\_\_

**2. Allergies to food, or medication:**

**3. If vegetarian or vegan, please describe needs:**

**4. Medications, current or anticipated:**

**5. Are there any medical or emotional difficulties that may prevent the student's full participation? Use this opportunity to let us know of anything that might come up during the Pre-College timeframe.**



# PRE-COLLEGE '21 MEDICAL FORM

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PAGE 3/4 • PLEASE RETURN BY 5/21/21

Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Please write N/A on each line that is not applicable.

## 6. Health History (please check):

- |                                                      |                                          |
|------------------------------------------------------|------------------------------------------|
| <input type="radio"/> No significant medical history | <input type="radio"/> Fainting           |
| <input type="radio"/> Ear infections                 | <input type="radio"/> Epilepsy           |
| <input type="radio"/> Diabetes                       | <input type="radio"/> Latex              |
| <input type="radio"/> Allergies                      | <input type="radio"/> Convulsions        |
| <input type="radio"/> Uncontrolled Bleeding          | <input type="radio"/> Hemophilia         |
| <input type="radio"/> Heart Defect                   | <input type="radio"/> Penicillin Allergy |
| <input type="radio"/> Hives                          | <input type="radio"/> Asthma             |
| <input type="radio"/> Hay fever                      |                                          |
| <input type="radio"/> Insect Stings (which?) _____   |                                          |
| <input type="radio"/> Environmental _____            |                                          |
| <input type="radio"/> Pollen/Dust/Mold _____         |                                          |
| <input type="radio"/> Other _____                    |                                          |

## 7. If an emergency arises, please contact (list in order of priority):

A. Name/Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

B. Name/Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

## 8. In case of medical emergency, Pre-College students will be taken to Portland's Mercy Hospital.

MECA has my permission to obtain emergency medical care for \_\_\_\_\_  
if necessary. Please print **Student's Name** in the above sentence.

Parent's Signature: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

# PRE-COLLEGE '21 MEDICAL FORM

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PAGE 4/4 • PLEASE RETURN BY 5/21/21

Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

**Pre-College student coverage at MECA is limited to accident insurance.  
Primary coverage is considered the parent/guardian's responsibility.**

\_\_\_\_\_ No, I do not have other insurance coverage (either individual or group) under which I am covered as an individual or as a dependent.

\_\_\_\_\_ Yes, I do have other insurance (either individual or group) under which I am covered as an individual or as a dependent. **(Please complete information below.)**

Does your insurance require pre-certification?      Yes      No

Pre-Certification Phone # \_\_\_\_\_

Name of Insured if other than Student \_\_\_\_\_

Insurance Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # of Carrier \_\_\_\_\_

Policy # \_\_\_\_\_ Group # \_\_\_\_\_

Subscriber \_\_\_\_\_

# PRE-COLLEGE '21 TRAVEL INFORMATION

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PLEASE RETURN BY 5/21/21

Student's Name \_\_\_\_\_ Student's Preferred Name \_\_\_\_\_

Home Address, City, State \_\_\_\_\_

**On Sunday, July 4th, my plans for arriving at MECA are:**

\_\_\_\_\_ **I am arriving with my parents/guardians on Sunday, July 4th between 1–3pm.**

\_\_\_\_\_ **I am arriving on my own and need to be met:**

\_\_\_\_\_ At the Concord Trailways station, Portland, ME, Sun, July 4th at \_\_\_\_\_ am/pm

\_\_\_\_\_ At the Greyhound Bus station, Portland, ME on Sun, July 4th at \_\_\_\_\_ am/pm

\_\_\_\_\_ At the Amtrak train station, Portland, ME on Sun, July 4th at \_\_\_\_\_ am/pm

\_\_\_\_\_ At the Portland International Airport, Portland, ME on Sun, July 4th

My flight # is \_\_\_\_\_ on \_\_\_\_\_ air carrier and arrives at \_\_\_\_\_ am/pm

**On Saturday, July 24th, my plans for returning home are:**

\_\_\_\_\_ **I am leaving with my parents/guardians on Saturday, July 24th between 1–3pm.**

\_\_\_\_\_ **I am leaving on my own on Saturday, July 24th between 1–3pm.**

\_\_\_\_\_ At the Concord Trailways station, Portland, ME, Sat, July 24th at \_\_\_\_\_ am/pm

\_\_\_\_\_ At the Greyhound Bus station, Portland, ME on Sat, July 24th at \_\_\_\_\_ am/pm

\_\_\_\_\_ At the Amtrak train station, Portland, ME on Sat, July 24th at \_\_\_\_\_ am/pm

\_\_\_\_\_ At the Portland International Airport, Portland, ME on Sat, July 24th

My flight # is \_\_\_\_\_ on \_\_\_\_\_ air carrier and departs at \_\_\_\_\_ am/pm

**Parent/Guardian Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

# **MECA PRE-COLLEGE '21 FAQ**

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## **Are there laundry facilities in the Residence Hall?**

Yes, there are laundry facilities available in the Residence Halls, free of charge. Students must have their own laundry detergent.

## **What size are the beds?**

The beds in the residence halls are standard twin beds. Students must provide their own linens, bedding, pillows, and towels.

## **When is move in? May I arrive earlier than July 4th?**

Due to the continuous use of the rooms during the summer, it is not possible for students to move in prior to the designated move-in day. Move-in day is July 4, 2021. Please plan to arrive between 1:00–3:00pm. We will begin at 3:00 with a general orientation for students and families.

Exceptions may be made for those traveling by plane, train, or bus.

## **Is WiFi available on campus?**

Yes, WiFi is free and available in the Residence Halls, the Porteous Building and 380 Cumberland.

## **Can I have appliances in my room?**

Students may use small appliances such as hairdryers in the residence halls. Cooking appliances in any capacity are strictly forbidden, including, but not limited to, toasters, camp stoves, and hot plates. Open flames and open coils are forbidden. MECA also does not allow air coolers of any kind, though a plug-in fan is OK.

## **Are pets permitted in the residence halls?**

No pets are allowed on campus. The presence of animals within MECA housing poses serious health, safety and maintenance risks. Please note that service animals are the only exception to this rule. If you have a pet allergy please indicate so on the Medical form.

# MECA PRE-COLLEGE '21 FAQ

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## Where should my parents and friends send letters and packages?

Friends and family can mail you packages here:

Student Name  
Pre-College 2021  
Maine College of Art  
522 Congress St.  
Portland, ME 04101

**Letters should be mailed directly to whichever Residence Hall your student is assigned to. Specific addresses will be provided at a later date.**

## When will I get my Housing deposit back?

Housing deposits are refunded after a student completes the checkout process when our staff has the opportunity to review your room status. Typically refunds are mailed within three weeks from the last day of Pre-College. Any charges for room damages will be automatically deducted from the deposit and the balance returned to you.

## What do you suggest I bring with me to Pre-College?

Please refer to the Student Supply Checklist.

***Note: While students may study in the residence halls, we ask that you make art only in the MECA studios. Lockers will be provided in the Porteous building in which students may store their art supplies, if needed. If you plan to use a locker, please bring a lock.***