

Montserrat College of Art Parent Handbook

Welcome to Montserrat College of Art, located in historic Beverly, Massachusetts. We are honored to be an integral part of the local community. I hope this parent handbook will assist you as you seek different ways to support your student at Montserrat. Included in this handbook is information about our off campus dining plan, health insurance information, information about Beverly Massachusetts, Student Services, resources at Montserrat College of Art, and links to other helpful websites.

Resources for Students

Brian Bicknell is the Dean of Student Services. He oversees the Student Services department, including Housing, Student Life and Activities, and the Bookstore. He assists students in identifying resources and addressing both academic and personal issues.

Theresa Skelly is the Registrar. She maintains student records; organizes registration for classes and works with new students to develop schedules; processes enrollment verification and transcript requests, add/drop requests, academic alerts and warning notices, withdrawal and leave of absence forms; records grades; calculates academic standing; and determines honor awards, probation, and dismissal.

Laura Tonelli is the Dean of Faculty and Academic Affairs. She assists students with questions regarding their professors, classes, syllabi, grading, and other issues that may arise in the classroom. In addition, she oversees the Directors of the Paul Scott Library, Gallery, Academic Services, Registrar's office, Writing Center, Career Services and Continuing Education.

Marjorie Augenbraum is the Assistant Dean of Academic Affairs. She coordinates academic advising, academic probation, disability services and end-of-semester evaluations. She assists students with external educational opportunities.

Mark Bester is Director of Residential Life and Programming. He coordinates student housing, mediates resident disputes and supervises the Resident Assistants. He designs and implements programs for residents. He acts as a liaison to maintenance.

Janet Dauray Ph.D., Montserrat's Counseling Psychologist, provides confidential counseling for students about issues ranging from adjustments to college, depression, family troubles, eating disorders, and addiction. She can also direct students to long-term counseling and community resources. She is a resource for RAs and Peer Leaders.

Mark Kooken is the Facilities Maintenance Manager. He coordinates maintenance and facilities issues for all the college buildings, academic and residential.

Health Issues and Counseling Services

Parents and students should investigate their health insurance to make sure that coverage will exist away from home. Often health insurance that is convenient in one area may not be so in another. **It is suggested that students select a primary care physician when they arrive at the College, and schedule a check-up ASAP. This will expedite matters at a later date should students become sick, or need to be admitted for emergency care. Students should make sure that they keep their health insurance card with them at all times..**

Educational Records

Educational records are kept by Montserrat College of Art offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students. A federal law, the Family Education Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment) as amended, affords students certain rights concerning their student educational records.

Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

Students have a right to know about the purposes, content, and location of information kept as part of their educational records. They have a right to gain access to and challenge the content of their educational records. FERPA was not intended to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.

Parents have the right to expect confidentiality of certain information about them in student records and, under certain conditions, to gain access to information in student education records. For purposes of FERPA, Montserrat College of Art requires parents to provide proof to the Office of the Registrar that a student is a dependent within the meaning of Section 152 of the Internal Revenue Code in order to qualify to inspect and review educational records without the student's written consent. The College limits the information that may be released to parents of a non-dependent student to directory information unless the written consent of the student is obtained.

Events

New Student Orientation

Orientation welcomes and introduces first-year and transfer students to student life at Montserrat, through a series of events and activities. Students are guided through registration and an information fair where they get a chance to open bank accounts, sign up for phone service, join Student Voice and other clubs, and more. For more information on Orientation, contact Brian Bicknell, Dean of Student Services at (978) 921-4242 ext. 1130 or bbicknell@montserrat.edu.

Open House

Open House has been an annual event at Montserrat since the school's founding in 1970. It is a college wide event that everybody participates in: faculty, staff and students. Open House at Montserrat College of Art recognizes and honors the accomplishments of student artists and scholars and seeks to share the College's creative spirit. This annual event includes the enjoyment of visual and literary art forms and social activities that involve the entire College community, the public, alumni, parents, friends and future students of Montserrat College of Art. Open House is a collaborative effort involving faculty, administration and students at the College.

Commencement

Commencement is in the spring. The ceremony is followed by a reception in the Montserrat Gallery at the Hardie Building. A professionally produced video of the commencement ceremony is made available each year. Details are mailed to homes of graduating seniors in the spring. Please contact the Student Services department for more information.

Important Phone Numbers

Montserrat College of Art 978.921.4242, press 0 for reception
Brian Bicknell, Dean of Student Services ext. 1130
Janet Dauray, Counseling Psychologist ext. 1200
Mark Bester, Director of Residential Life ext. 1134
Theresa Skelly, Registrar ext. 1192
Creda Camacho, Director of Financial Aid ext. 1155
Nicole Gunn, Bursar ext. 1172
Laura Tonelli, Dean of Faculty and Academic Affairs ext. 1601
Marjorie Augenbraum, Assistant Dean of Academic Affairs ext. 1603

Suggested Reading

Letting Go, A Parents Guide to Understanding the College Years.

By Karen Coburn and Madge Treeger.

When Your Kid Goes to College: A Parents's Survival Guide.

By Carol Barkin

Don't Tell Me What to Do, Just Send Money: the Essential Parenting Guide to the College Years.

By Helen Johnson and Christine Schelhas-Miller

You're on Your Own (But I'm Here if You Need Me): Mentoring Your Child During the College Years.

By Marjorie Savage

Additional Website Resources:

<http://www.collegeparents.org/>

This is the College Parents of America website, which is dedicated to advocating and serving current and future college parents and students, and is the only national membership association for parents. The website provides a one-stop shop on critical resources relating to savings strategies, financial aid, scholarships, academic information, and challenges and opportunities student and parents encounter during the college years.

<http://www.edc.org/hec/parents/>

This is the Higher Education Center: The Parent Connection website provides a comprehensive listing of resources for parents of college bound students and addresses college drinking and drug use. A sampling of letters on what colleges and universities are saying about alcohol, drugs, and parental notification can be accessed on this website, along with information on several organizations and services for parents of college-age students.

National On-Campus Report [Internet version]:

<http://www.magnapubs.com/student/index.html>

This newsletter reports on trends in campus life outside the classroom, and has addressed topics on families of undergraduate students, residence halls, marketing trends, counseling, student activities, campus security and other student affairs issues.

Parents, you're not done yet: [Internet version]
<http://www.edc.org/hec/parents/centurycouncil.pdf>

This pamphlet, *Parent's, you're not done yet*, is funded by America's leading distillers and created by the Century Council. The pamphlet provides helpful alcohol-related information and statistics for families of undergraduates. Free copies of the pamphlet are available from the Century Council.

In conclusion, we welcome parents to partner with us as we guide our Montserrat students through their career paths. Parents you can help your college students through this process, whether it is sitting back and being patient or offering advice and encouragement. Your sons and daughters will come to you with questions about major choice and career direction. The resources we provide may help you with their career-related concerns. Please look at the wealth of information that we provide via our website and encourage your son or daughter with their career choices. Together we can provide the ultimate in learning experiences. ***The college years!***

Helping your child succeed ...

1. **Move forward** – ask your student, “What can I/we do to assist you with the process of adjusting to your new life in college?”
2. **Develop an attitude for success** – Students who possess high self-esteem are most likely to take on college demands with the attitudes and enthusiasm needed to meet expectations.
3. **Set goals** – One of the primary reasons students leave college early is because they are goalless and therefore their motivations are unclear.
4. **Establish a support network** – Prior academic accomplishments, social experiences, and personal achievements have less to do with a student's satisfaction in college than do the quality of academic and social engagement and relationships established with college faculty and peers.
5. **Develop new habits for a new learning experience** – The best learning experiences in the college classroom will be those that challenge students to think in new ways, to question the assumptions they brought with them to college, and to interact with people who are different from them.
6. **Get involved** – National research continues to document that regardless of institution type or student profile, the more students work to play a meaningful role on campus, the more likely they are to experience satisfaction, achieve success, and complete a degree.

7. **Access campus resources** – One major difference between high school and college is the number of resources available to students.
8. **Become responsible** – Successful college students practice particular behaviors. They prioritize educational goals, consistently practice good study habits, and manage time effectively to meet these goals. Their desire to succeed drives them to organize their responsibilities and to practice discipline and determination. Successful college students learn to stay financially afloat and take responsibility for their own health and safety.
9. **Identify and overcome problems** – Sometimes it is helpful for parents to perform an assessment of their student's skills even before the academic term begins. Ask yourself whether your student can or will accept a new roommate, adjust to new study habits, and adapt to the social changes of college and the residence halls.

The Required Junior Year Internship & Apprenticeship Program*

Our Internship & Apprenticeship Program is an important part of the undergraduate experience at Montserrat College of Art. It is designed to provide students the opportunity to apply what they have learned in the classroom to the workplace. By doing so, students will gain practical working experience that will strengthen their job marketability post graduation. At the same time, it will provide each student the opportunity to examine specific types of work as they develop their future career path.

Our program is required for juniors, third year students who have completed 4-6 semesters of coursework. In addition to working 120 hours, students are required to maintain a journal, write a paper, and attend preparatory and reflection seminars on campus. Three academic credits are granted upon successful completion of the program.

*The Internship & Apprenticeship Program at Montserrat College of Art was created through the generosity of a grant from the Davis Educational Foundation, which was established by Stanton and Elisabeth Davis after his retirement as chairman of Shaw's Supermarket, Inc.

“An internship...may lead to a full-time job offer. Employers say they look within...to recruit new graduates. In addition, many employers said they offer higher salaries to new graduates who have...internship experience than they do to those who do not have that experience.”

Job Outlook 2006, National Association of Colleges and Employers

“Internship Program Do’s and Don’ts for Parents”

Do encourage an early start to searching for an internship or apprenticeship. Waiting too long limits options.

Do encourage use of the resources available at Montserrat College of Art. The Director of the Office of Internships & Apprenticeships maintains listings and leads as well as tips on researching specific areas of interest.

Do suggest places or people to contact, or provide a phone number.

Don’t make the phone call yourself.

Do let family and friends know your son or daughter is looking for an internship or apprenticeship.

Do allow your son or daughter to be responsible for finding it. This is good practice for the job search.

Do be supportive in the likely event the internship or apprenticeship is unpaid. Our 3-credit 120-hour field experience is designed for learning, not earning.

Don’t make family vacation plans that will conflict with the dates your son or daughter has arranged to complete the field experience.

Do discuss realities of the workplace such as “snow days” (not usually observed in the business world) and missing a day or two due to illness (acceptable).

Off Campus Meal Plan

The dining experience at Montserrat is as unique as our resident halls and campus. It allows for students to enjoy experimenting with their cooking skills and enjoy meals with friends and roommates. If they prefer to dine out, we can offer the *Off Campus Meal Plan* for them. Allowing them to pick and choose from a variety of local restaurants.

The freedom to choose their own meals! With the Off-Campus Meal Plan,[™] students get to make their own decisions about what, where and when to eat from our network of local restaurants chosen with your student’s needs in mind.

Better choices that save you money! Campus meal plans make money when students miss meals, so they don’t really want to be too good. Restaurants on our plan compete for your business, offering you choice, value and dining times

that on-campus options just can't match. In addition to not paying for what students don't eat, your money rolls over from semester to semester and year to year, or is refundable. You also get even more value with special "member only" VirtualCoupons™ at www.ocdn.com that can save you additional hundreds of dollars.

Freedom as close as your keyboard! At www.ocdn.com you can check your balance, add money, check transactions and download VirtualCoupons™ - all 24/7 and all there to serve you better.

For more information call 1-866-512 DINE or visit www.ocdn.com

Financial Aid - Scholarship web sites

Now is the time to begin to search for scholarships for the next school year.

Some helpful websites are:

The Montserrat College of Art website at www.montserrat.edu

<http://www.fastweb.com>

<http://www.fastap.org>

<http://www.srnexpress.com>

<http://www.collegeboard.org>

<http://collegenet.com/mach25>

<http://scholarshipamerica.org>

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Montserrat College of Art Mission Statement

Montserrat College of Art, *an independent institution of art* , provides an intensive visual arts education that enables students to sustain a lifelong involvement in art and design and to become informed, responsible members of society. In addition, Montserrat is committed to contributing to the cultural life of its surrounding communities. Through its degree, diploma, and community-based programs, Montserrat offers:

- ❖ A vital learning community for students deeply engaged in the study of art and design which encourages and nurtures their unique talents, visions, aspirations, and commitment;
- ❖ A varied curriculum that challenges the individual by fostering the growth of technical and perceptual skills, as well as intellectual awareness and understanding;
- ❖ An accomplished and diverse faculty of artists, designers and scholars who are dedicated to stimulating and reinforcing students' progress and to promoting the highest standards of artistic and intellectual development; and
- ❖ A continuing array of public programs such as exhibitions, artist talks, master classes and more, which enhances the cultural life of our campus and the surrounding communities.