



Parent & Family Handbook

2011 - 2012



Montserrat College of Art Parent and Family Handbook

Welcome to Montserrat College of Art, located in historic Beverly, Massachusetts. We hope this parent and family handbook will assist you in identifying different ways to support your student at Montserrat. Included in this handbook is information about college policies, academic support services and resources for students, the surrounding neighborhood and how you can partner with us as your student embarks on his or her Montserrat journey.

Important Telephone Numbers

All offices may be reached by dialing the switchboard number.

Main switchboard 1. 978.921.4242, press 0 for reception

For specific questions, please contact the appropriate person on the list below.

Academic issues (add/drop):	Marjorie Aguenbraum,	x1603
Registrar issues (grades, academic calendar):	Theresa Skelly	x1192
General Questions:	Maureen Wark	x1130
Residence Life questions:	Rob McLaughlin	x1134
Student Life/Activities:	Mark Bester	x1201
Writing Center:	Colleen Michaels	x1254
Financial Aid:	Creda Camacho	x1155
Bursar (paying the bills):	Nicole Gunn	x1172
Internship and Career Planning:	Joan Milnes	x1610
Counseling Center:	Janet Dauray	x1200
Health and Wellness:	Susan Calhoun	x1300
Security:	Rich Ringer	x1225

ACADEMIC SERVICES

The **Registrar's Office** is a good starting point for most academic matters. Through this office students register for classes, change advisers, obtain enrollment verification, discuss and seek approval of transfer credit, and learn of their progress toward graduation. Staff members also work with students on issues related to academic probation and waivers of policy, as well as changes to student records.

Faculty adviser

First-year students are assigned a faculty adviser. Students should be encouraged to initiate conversations with advisers as well as deans and faculty members. Students can change advisers as necessary, and should consult with the registrar's office if they have questions about changing advisers.

Academic assistance and tutoring

Students who find that they are struggling in class should begin by approaching their faculty member. If the student is not comfortable taking the first step, the Writing Center is the next place to go.

Support for students with disabilities

The college is committed to providing needed services to students experiencing physical, psychological, or learning disabilities. These services can include referral for testing and diagnosis; arrangements for tutoring, interpreting or note-taking; elimination of physical barriers where possible; and communication with faculty members about academic adjustment or alternative ways of fulfilling course requirements. Contact Colleen Michaels in the Writing Center for assistance with accommodations.

The Required Junior Year Internship Program

The Office of Internships and Career Services manages our nationally recognized internship program, which is a degree requirement for the Montserrat BFA. Our required internship program is an important part of the undergraduate experience and is designed to provide students the opportunity to apply to the workplace what they have learned in the classroom and the studio. By doing so, students gain practical work experience that strengthens their job marketability post-graduation. At the same time, it provides students 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 at least half the coursework for the BFA and are capable of making meaningful contributions to the workplace. In addition to working 120 hours, students keep a journal, write a paper, and attend preparatory and reflection seminars on campus. Three academic credits are granted upon successful completion of the program.

- Approximately half of Montserrat students receive offers of employment from their internship sites since the program began in 2006.
- From the National Association of Colleges and Employers:
“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.”

“Internship Program Do’s and Do not’s for Families”

- **Do** encourage your student to get an early start to searching for an internship. Waiting too long limits options.
- **Do** encourage your student to use the resources of The Office of Internships and Career Services which maintains internship listings and offers tips on researching specific areas of interest.
- **Do** suggest places or people to contact, or provide a phone number.
- **Do not** make the contact yourself (on behalf of the student).
- **Do** let family and friends know that your student is looking for an internship.
- **Do** allow your student to be responsible for finding the internship because the experience is good practice for the job search.

- **Do** be supportive in the event the internship is unpaid. Our three-credit internship experience is designed for learning, not earning.
- **Do not** make family vacation plans that will conflict with the dates your students has arranged to complete the internship.
- **Do** discuss the 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).

Career Services

The Office of Internships and Career Services at Montserrat College of Art is involved with bringing to campus employers, established artists, and other professionals in the art world to share their expertise and advice with students. Workshops, panel presentations and discussions about the business of working as an artist are regularly offered each semester. Topics include marketing, branding, writing a business plan, networking, professional presentation to the public, how to approach galleries, skills and attributes employers seek, and developing the "elevator speech" for self-promotion.

Services available to students and alumni through the Office of Internships and Career Services include career counseling, job search strategies, resume and cover letter writing, grant writing for individual visual artists, pricing artwork and negotiating with galleries and dealers. Graduate school and study abroad materials are also available in the office. The password protect JOBletter, a resource for all alumni, is an online listing of art-related jobs, freelance work, and general employment. The JOBletter also includes access to a national listing of dozens of jobs in the arts, which is updated weekly.

Parents' access to student information

The Department of Education's Family Educational Rights and Privacy Act (FERPA) protects the privacy of education records and establishes the right of students to review their records. The college provides each incoming student with information explaining the options for release of information to parents. The student and parents agree on the notification option and return the access form to the registrar. If the form is not returned, information on academic records will not be provided to parents without the student's written consent.

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.

Academic Contacts:

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

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.

STUDENT AFFAIRS

Residential Life

Any questions or concerns regarding your student's living situation can be directed to the Residential Life Office. Students have access to a Resident Assistant in their living area and who is able to assist with most concerns.

Dining At Montserrat

Montserrat does not have any dining facilities on campus. All students have access to kitchens where they may experiment with their cooking skills and enjoy meals with friends and roommates. If they prefer to dine out, the **Off Campus Meal Plan** is available for purchase. The program is provided by an off-campus vendor and Montserrat is not affiliated with the program. Some students find that the program is a good option to have.

With the Off-Campus Meal Plan, students get to make their own decisions about what, where and when to eat from the network of local restaurants chosen with your student's needs in mind.

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

Area Grocery Stores and Local Dining Options

Montserrat students start from the very first day to learn how to manage their money and shop for and prepare their meals. There are several dining options throughout the local area and there is a major grocery store approximately 2 miles from campus.

Student Life

There are many opportunities for a student to get involved in Montserrat life outside of the classroom and studio. The Student Life office provides a calendar of events each month and can direct a student to a club they may be interested in or assist them in starting their own club!

Health Issues and Counseling Services

The Montserrat Health Center is open from 9am to 2pm each weekday the school is open. The nurse Susan Calhoun, RN, is available to treat minor illness, injuries, and concerns. No appointment is necessary, as students are treated on a walk-in basis and all visits are welcome. In addition to dispensing advice, minor treatments and over the counter medications, she refers students to the North Shore Physicians Group in Beverly. As our covering physicians, they are available to see Montserrat students the same or next day when needed. They participate with all insurance companies except for MassHealth.

The following information is to share information and to guide students through situations that may occur during their time here at Montserrat.

Health Insurance

Massachusetts state law requires that all students enrolled for nine credits or more be covered by a medical insurance plan. For students who do not have medical insurance coverage, Montserrat provides a plan for basic health and accident coverage.

This health insurance fee is automatically added to the first semester's tuition bill. If covered by a comparable or better health insurance plan, the student may deduct the health insurance amount from the tuition bill and submit a completed health plan insurance waiver along with the initial tuition payment. The deadline for submitting health insurance waivers is 8/1/11 for students entering the Fall 2011 semester and 12/1/2011 for those entering the Spring 2012 semester.

Student Health Insurance

Massachusetts law requires all college students enrolled at least 3/4 time (9 credits or more) to be covered by a qualified health insurance program. Montserrat, working with Aetna Student Health, offers a student-focused health insurance plan that fulfills this requirement. All eligible students are automatically enrolled in and billed for this plan each year unless completing the waiver process by the required deadlines. To waive the student health insurance plan, students must complete an on-line waiver and submit proof of comparable coverage each year. For the 2011-2012 school year, the on-line waiver is available at www.aetnastudenthealth.com and needed to be completed by **August 1, 2011** for students entering the Fall 2011 semester and by **December 1, 2011** for all students who begin their enrollment at Montserrat in the Spring 2012 semester. International students covered by insurance carriers outside the United States and/or covered by a foreign National Health Service program are considered NOT to have comparable coverage.

The College's student health insurance plan is underwritten by Aetna Life Insurance Company and administered by Chickering Claims Administrators, Inc. A master copy of the policy is located in the Paul Scott Library in the Hardie Building and more information is available at www.aetnastudenthealth.com or by calling 1-800-867-8177. Students will be issued insurance cards at the start of the entering semester. Students who successfully waive the college plan need to carry the name of their health insurance provider and account number while at Montserrat. For more information about state health insurance requirements, please visit the Massachusetts State Office of Health and Human Services website at <http://www.state.ma.us/dhcfp> or call 1-800-888-2250.

Student Affairs Contacts:

Mark Bester is Director of Student Life. Mark is responsible for new student orientation, leadership development programs, student activities and the student conduct system.

Susan Calhoun is the college's Registered Nurse who provides confidential medical services for students including administering over the counter medications and providing routine, non-urgent care. She can also direct students to local medical care facilities.

Janet Dauray Ph.D., is the college's Psychologist, who 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.

Rob McLaughlin, is the Director of Residential Life. He supervises the Resident Director and Resident Assistants, manages the different residences for students and responds to concerns of residents.

Alecia Probasco is the Residence Director. She works with the Resident Assistants on programming and dealing with student issues and concerns.

Rich Ringer is the Director of Security and oversees the general safety and security of the campus and supervises other security guards.

Maureen Wark is the Dean of Students and oversees Residential Life, Health Services, Counseling Center, Student Life and Security. All of these offices work to ensure that your student has a safe and healthy experience as they continue to learn outside of the classroom and studio.

BITS AND PIECES...

Banking and Check Cashing

There are a number of area banks within walking distance of the college and residence halls.

Mail

Each student receives a mailbox in the Hardie building where mail is sorted Monday – Saturday. Packages are also distributed from the mailroom. The mailrooms hours are posted outside the student lounge.

How do I send mail or a package?

Please address all mail and packages to:

Student Name

Box #__ (students receive their box number the first week of school)

23 Essex Street

Beverly, MA 01915

Policies and Procedures

All students receive a copy of the student handbook during orientation and can access the handbook on the website at any time. Montserrat College of Art does not tolerate disrespect of others, property or self and responds swiftly to any violation of policy.

PARENTS WORKING AS PARTNERS

Your student is likely to talk with you about concerns they may have regarding academics or student life. Here are some tips on how to bring those conversations as you, perhaps, gently move your student to an on-campus resource.

Strategies for Conversations with your student:

1. **Move forward** – ask, “What can I/we do to assist you with the process of adjusting to your new life in college?”
2. **Know the people (by name) on campus that the student should contact.**
e.g. Did you contact Marjorie in academic affairs? Did you talk to your RA? Did you contact Maureen, the dean of students?
3. **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.
4. **Set goals** – One of the primary reasons students leave college early is because they have not set goals and therefore their motivations are unclear.
5. **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.

6. 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.

7. Get involved –Research continues to document that regardless of institution type or student profile, the more students get involved on campus (working, volunteering, attending events, joining a club) the more likely they are to experience satisfaction, achieve success, and complete their degree.

8. Access campus resources – One major difference between high school and college is the number of resources available to students. Check our website frequently so you can suggest activities for your student to attend.

9. 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.

10. Identify and overcome problems – Sometimes it is helpful for family members to perform an assessment of their student’s skills even before the academic term begins. Prepare the student for a new roommate, adjusting to new study habits, and adapting to the social changes of college and the residence halls.

HIGHLIGHTED EVENTS

Open House – Saturday, April 14, 2012

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 (it’s sooner than you think!)

Commencement occurs 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. Commencement this year is on **Friday, May 25, 2012**. Please contact Student Affairs for more information.

Academic Calendar for 2011-2012

Fall Semester 2011

Thursday, August 25	<i>Summer retreat (all faculty and staff), 8:30 – 11:30am</i>
Saturday, August 27	Make-up day for Studio Evaluations, 1:00 - 4:00pm
Sat.-Tues., August 27-30	New students move into housing
Monday, August 29	Orientation for New Students*
Monday, August 29	Final Registration for New Students*
Tuesday, August 30	Returning Students move into housing
Tuesday, August 30	Final Registration for Returning Students*
Tuesday, August 30	<i>Faculty Meeting, 10:00am-12:00noon</i>
	<i>Montserrat All-School Kickoff*, 12:30pm, location TBD</i>
Wednesday, August 31	Fall Undergraduate Classes begin, 8:30am
Friday, September 2	<i>Freshman Convocation, 10:00 am, location TBD</i>
Monday, September 5	<i>Labor Day ~ no classes</i>
Wednesday, September 7	Last Day to Add/Drop Undergraduate Courses (except MONDAY-only classes)
Monday, September 12	Last Day to Add/Drop MONDAY-only classes
Saturday, October 1	<i>“Sophomore Day”*</i>
Monday, October 10	<i>Columbus Day ~ no classes</i>
Thursday, October 13	<i>Faculty Meeting, 12:30 – 3:00pm; classes resume at 3:30pm</i>
Saturday, October 15	<i>Bus Trip to NYC</i>
Wednesday, October 19	Warning Notices Due from Faculty
Wednesday, October 26	Advisor Meeting, 11:15am – 12:15pm
Tuesday, November 1	Advising Day* ~ <i>No undergraduate classes, day or evening; student workshops*</i>
Mon.-Fri., November 7-11	Registration Week*
Tuesday, November 8	Last Day to Withdraw from Undergraduate Classes
Friday, November 11	Veterans’ Day—full day of classes, as usual
Tuesday, November 22	Classes end for Thanksgiving break at 9:10pm
Wed.-Fri., November 23-25	<i>Thanksgiving Recess ~ no classes (College closed Thursday and Friday)</i>
Wednesday, December 7	<i>Faculty Meeting, 9:00am-12:00pm; classes resume at 12:30pm</i>
Wednesday, December 14	Last Day of Undergraduate Classes (classes end at 9:10pm)
Thurs., Fri., December 15-16 and Mon., Tues., December 19-20	Semester-end Studio Evaluations*
Monday, December 19	All Studio and Liberal Arts Grades Due from Faculty by 5:00pm
Friday, December 23	Official Date of December Graduation; Commencement: Friday, May 25, 2012

Wintersession 2012

Tues., December 27-Fri., January 13**	Study Abroad to Africa
Mon.-Tues, January 2-17**	Study Abroad to Vieques, Puerto Rico
Tuesday, January 3	Wintersession Undergraduate Classes Begin
<i>Monday, January 16</i>	<i>Martin Luther King Day</i>
Friday, January 20	Last Day of Wintersession Classes
Monday, January 23	All Wintersession studio and liberal arts grades are due by 5:00pm

Spring Semester 2012

Saturday, January 21	New students move into housing
Sunday, January 22	Returning students move into housing
Monday, January 23	Orientation New Students/Final Registration
Monday, January 23	<i>Faculty Meeting, 9:00am-11:00am</i>
	Make-up day for Studio Evaluations, 1:00 - 4:00pm
Tuesday, January 24	Spring Undergraduate Classes begin, 8:30am
Tuesday, January 31	Last Day to Add/Drop Undergraduate Courses
<i>Monday, February 20</i>	<i>Presidents' Day ~ no classes</i>
Tuesday, February 28	<i>Faculty Meeting, 9:00am-12:00noon / no 8:30 or 9:55 am classes.</i>
	<i>Classes resume at 12:30pm</i>
<i>Mon.-Fri., March 12-16</i>	<i>Spring Break – No Undergraduate Classes</i>
Tuesday, March 20	Warning Notices Due from Faculty
Wednesday, March 21	Advisor Meeting, 11:15am – 12:15pm
Thursday, March 22	Warning Notices Distributed to Students
Tuesday, March 27	Advising Day* ~ <i>No Undergraduate Classes</i>
Saturday, March 31	<i>Bus Trip to New York City</i>
Mon.-Fri., April 2-6	Registration Week*
Wednesday, April 11	Last Day to Withdraw from Undergraduate Classes
Tuesday, April 10	<i>Faculty meeting, 12:00noon-3:00pm / no 12:30 or 1:55pm classes. Classes resume at 3:30pm.</i>
Saturday, April 14	Open House
<i>Monday, April 16</i>	<i>Patriots' Day ~ No undergraduate classes</i>
Tuesday, May 15	Last Day of Undergraduate Classes (classes end at 9:10pm)
Friday, May 18	All Studio and Liberal Arts Grades Due from Faculty by 5:00pm
Wed.-Tues., May 16-22	Semester-end Evaluations*
Wednesday, May 23	<i>Faculty Meeting, 12:00-3:00 pm</i>
Friday, May 25	Commencement
<i>Monday, May 28</i>	<i>Memorial Day</i>

Summer Semester 2012

Thursday, May 24 – Friday, June 22**	Study Abroad to Niigata, Japan
Friday, June 29 – Friday, July 27**	Study Abroad to Viterbo, Italy

* **student attendance is required**
****dates subject to change**

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 that is 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.

Suggested Reading

I'm Going to College---Not You!: Surviving the College Search with Your Child. by Jennifer Delahunty, St Martin's Griffin, 2010

Letting Go, A Parent's Guide to Understanding the College Years (Fifth Edition). By Karen Coburn and Madge Treeger. Harper. 2009

The iConnected Parent: Staying Close to your Kids in College (and Beyond) While Letting them Grow Up. by Barbara Hofer and Abigail Sullivan Moore, Free Press, 2010

When Your Kid Goes to College: A Parents' 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, St Martin's Griffin, 2000

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

Website Resources:

The College Parents of America

<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.

The Higher Education Center: The Parent Connection

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

This 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.