

U. S. Coast Guard Academy Scholar Program



Scholar Handbook

Congratulations!

Accepting your appointment is a big decision. Getting to know your classmates and the Academy before you report is something you may already be thinking about. We recommend and encourage you to “get connected” with your future classmates and the Academy before the Reporting-In Day. The more you know, the more comfortable and successful you will be after you arrive.

Join the CGAS Facebook Group and get to know your classmates. This private group is just for students who have received an appointment to CGAS. You can become “friends” with your classmates and share your personal profile or just participate without sharing any personal information. If you are interested in joining this group, you will need to create a Facebook profile and go to <https://www.facebook.com/groups/uscgas>.

Before Reporting-In Day

- Obtain a U.S. Passport. This must be valid for at least five more years. The process to obtain a passport can take up to eight weeks. If your passport is expected not to arrive before Summer Orientation, arrange for someone to send it to you, at the Academy via certified mail. (Do this *before* you send in your birth certificate)
- Review the Academy’s physical fitness standards and plan personal workouts accordingly.
- Review our grooming standards. If you prefer, get your hair cut or styled in advance. Males will get a haircut upon arrival at the U.S. Coast Guard Academy.
- Make your travel arrangements **in accordance with the provided travel documents, when you receive them**. If you’re flying to the Academy, you must make your travel arrangements by contacting ADTRAV at 1-855-576-4781, Monday to Friday from 8:00am to 8:00pm EST. You will be required to provide your Travel Order Number and e-mail a copy of your official travel orders once received when making any reservations.
NOTE: Travel Order Number can be found on your Orders, this is commonly referred to as a TONO.
- Read the Scholar Handbook.
- Review the list of required and optional items to bring.

Applying to your Preparatory School

Once it has been determined which Preparatory school you will be assigned to, you will be notified by the Coast Guard Academy Program Manager.

GMC and MMI students are required to apply directly to the preparatory school they have been assigned to. **You must go to GMC/MMI’s website and complete their online application and pay their application fee. Please keep in mind that they will require copies of many of the same documents you have already submitted in your CGA application. Financial deposits do not apply to/will be waived for CGAS members.**

Submit your preparatory school application documents directly to the school's admissions office. You may be able to transfer scholarships to your preparatory school to further offset the cost of uniforms, books, fees, room and board. Please contact the preparatory school's admissions office if you have questions about their application.

NAPS students are not required to complete a preparatory school application.

Administrative Forms

To complete your CGAS enrollment, you must submit the acceptance forms to the Coast Guard Academy Admissions Office by June 1st. Prior to submission, please ensure all required paperwork, noted in this handbook, is included.

All forms must be typed or printed legibly with **ALL signatures signed in blue ink**. Any signatures in black ink or electronically signed will not be accepted.

Remember to make an extra copy of all submitted documents and make sure you bring them with you on Reporting-In Day.

The following must be completed and returned in the mail to the Admissions Office:

- Scholar Consent to Disclosure Form
- Scholar Contact Form
- Scholar Information Form
- Scholar Pay Forms (CG-2015; CG-5200; CG 2020D; DD-2058; DD-2760; IRS W-4)
- Emergency Contact Form
- Immunization Record Form (sent to Medical; see below for more information)
- Parent Consent to Disclosure Form
- Servicemembers' Group Life Insurance Election and Certificate Form (SGLV-8286)
- Uniform Measurement Information

Optional Forms

- Appointment Presentation Request (completed online)

Below is a description of each form, listed in alphabetical order.

Scholar Contact Form. This information ensures the CGA Admission's office can send your Orientation information package to the correct address and will have the correct contact information prior to Reporting-In Day.

Scholar Information Form. The information contained on this form will assist you with completing the security clearance forms. All information must be accurate.

Scholar Pay Forms. This information is used to create your pay and personnel record. In addition, it authorizes the Academy to withhold funds from your pay for on-campus expenses.

CG-2020D, Designation of Beneficiaries Form. This form allows you to designate beneficiaries for death gratuity pay, unpaid pay and allowances, and selection of person(s) to receive allotment of pay if missing or unable to transmit funds.

Emergency Contact Form. This information is collected to ensure you have identified your emergency points of contact.

Immunization Record Form. The information contained on this form provides the medical division with your immunization history. They will review it to ensure you have received the necessary immunizations prior to reporting. A copy should be faxed to 860-701-6665 and the original must be mailed to the address provided on the Immunization Record form. If you have questions regarding immunizations, contact the CG Academy's Clinic Registered Nurse at 860-701-6155 or via email at Charlotte.J.Purdy@uscg.mil. Do not call to confirm receipt of the form.

Parent Consent to Disclosure Form. There are many organizations associated with the Coast Guard Academy, including the Parents Association, which may request the names and addresses of Scholar parents. This form allows or prohibits the release of your parent's information.

Servicemembers' Group Life Insurance (SGLI) Election and Certificate Form. This form allows you to elect whether or not to purchase SGLI coverage and designate beneficiaries. Please visit <https://www.benefits.va.gov/insurance/sgli.asp> for rates and additional program information.

Uniform Measurement Information. These measurements will ensure you receive the proper size uniforms and footwear on Reporting-In day.

Appointment Certificate Presentation Request. If you would like your appointment certificate formally presented at an awards ceremony, please complete this form online at least three weeks in advance. Participation is voluntary; questions should be forwarded to the point of contact provided in the Directory.

Getting Here

The Coast Guard will pay for official travel. Official travel is the transportation and expense involved in moving from one place to another to perform your required duties. Official travel includes the following movements:

- From home to Summer Orientation in New London, CT
- From Summer Orientation to preparatory school
- From preparatory school to home, upon completion of preparatory school, and upon discharge from the service
- From home to Swab Summer in New London, CT once you earn your appointment to CGA

Please note personal travel during the school year is your responsibility. If your family chooses to come with you at any point during your official travel, they are responsible for their own expenses.

Prior to making any travel reservations, you should know and understand your travel entitlements.

The Coast Guard will reimburse you for your travel only. If you do not understand your entitlements, or have a travel scenario that is not discussed in this handbook, please contact the CGAS Liaison or the Program Manager. If you are traveling by car, the Coast Guard will reimburse you at the government rate per day and you are authorized one travel day. The rate is a flat per diem rate that is used to offset the costs of lodging and meals for official travel. Mileage and tolls are not reimbursable since vehicles are not authorized for Scholars during Orientation, so you are considered to be traveling as a passenger. You will not receive reimbursement for your family's lodging or food costs, nor will you receive reimbursement for their return trip home, even if they drive you to the Academy. Travel reimbursement only applies to the Scholar, not family members. Save all receipts for your travel (plane/train/bus ticket and taxis) to turn in with your in-processing paperwork.

If you are flying to the Academy, you must make flight arrangements by contacting ADTRAV at 1-855-576-4781, Monday to Friday between 8:00am-8:00pm EST. Tell the agent that you're making official travel reservations to the United States Coast Guard Academy and they should bill your ticket against the TONO (Travel Order Number) provided on the letter containing your travel directions. This is the paper you will use as official orders, and ADTRAV requires you to send them a copy of it. Remember to write down the Record Locator provided by the agent. Unless authorized in advance, you must fly into T.F. Green Airport in Providence, RI or Bradley International Airport in Hartford, CT. The government will not reimburse you if you fail to make your flight arrangements with ADTRAV Travel, even if lower fares are available elsewhere. After making your flight reservation, you must fax or e-mail a copy of your official appointment letter and Record Locator to 1-888-225-2884 or uscg.travel@adtrav.com. You will receive an e-mail approximately 3-5 days prior to travel confirming issuance of your e-ticket and providing additional information; you must still show an official, state/federal government issued picture ID card as verification when you check-in for departure at your local airport.

If your family wants to fly out with you, they can make their reservations through ADTRAV Travel at the same time, but they must pay their expenses using a personal credit card; keep in mind lower rates may be available elsewhere. **Under no circumstances will the government pay for any unauthorized travel.** If traveling by train, use Amtrak's service to New London, Connecticut. You may take a taxi to the Academy, which will cost around \$10.00 from the New London train station or up to \$200.00 from either airport. It is your responsibility to save all your receipts and submit them with your in-processing paperwork.

Hotel Accommodations

Please refer to <https://www.uscga.edu/travel-and-lodging/> for a list of recommended local accommodations.

Required Receipts

During the first week of Orientation, you will file a travel claim for reimbursement of the expenses you incurred (reimbursement is only for the Scholar) while enroute to the Coast Guard Academy. To ensure proper reimbursement, keep the following:

- Airline ticket/travel receipts. You must make all flight arrangements by contacting ADTRAV Travel at 1-855-576-4781, Monday to Friday between 8:00am-8:00pm EST; reservations made via other means will not be reimbursed.
- Train/Bus/Ferry ticket/travel receipts.
- Taxi or travel shuttle receipts.
- Lodging receipt for the one night prior to your designated reporting-in day. Your hotel must be within the local area and the receipt must be in the name of the Scholar.

Separation from CGA Scholar Program: If you do not complete the CGA Scholar Program, or if you are separated for any reason, the Coast Guard will only provide reimbursement for the estimated cost of a bus ticket from your point of departure, either CGA or preparatory school, to your home of record.

Summer Orientation

Scholars are not authorized to stay at the Academy prior to the start of Summer Orientation. Please refer to the section above titled, *Getting Here* and *Hotel Accommodations* for more information.

Plan to arrive on time for the first day of Orientation. You will receive an email stating exactly when and where to report, this will also be noted on the orders which you will receive in the mail. You should arrive wearing comfortable, broken-in sneakers. Almost immediately following your check-in, you will be changing into the Coast Guard issued PT gear. Your first day will include a haircut, uniform issue, and an introduction and instruction on military drill.

We encourage parents, relatives, and friends to accompany you. After you depart from the check-in area, all guests are welcome to meet with the CGA staff members and Admissions representatives to learn more about the CGA Scholar Program and the CG Academy. Family and friends are also encouraged and welcome to attend your Reporting-In ceremony in the afternoon. Upon conclusion of the ceremony, you will have a brief opportunity to say good-bye to your guests before returning to Chase Hall for the start of training.

Our orientation will also fulfill various administrative requirements. This will include setting up your own personal pay accounts, obtaining a military ID card, completing a security clearance investigation request, learning how to wear your Coast Guard uniforms, and many other things you need to know as a new member of America's armed forces.

The CGA Scholars Summer Orientation mirrors the Swab Summer experience. This condensed program is intended to provide new CGA Scholars training on the Coast Guard's roles and missions, military protocol, military bearing, and physical fitness. A typical day starts early, normally around 0600, (6:00am) and ends with "taps" at 2200 (10:00pm).

During orientation, you will take assessment tests in math, writing, study skills, and swimming. You do not need to know how to swim to be a Scholar. Our Faculty and Staff will review the results and forward those results to your preparatory school to help ensure you receive proper placement in the appropriate level courses. You will also encounter additional placement tests at your preparatory school.

All members of the incoming class are subject to a urinalysis. “Administrative urinalysis inspections are designed to determine and maintain the unit’s security, military fitness, and good order and discipline. Inspections using urinalysis are permitted under Military Rule of Evidence 313.” COMDTINST M1000.10A, Military Drug and Alcohol Policy. Members who have been identified as failing this test, failure would constitute a member using a controlled substance or illegal substance, will be removed from the CGA Scholar Program. Medical Documentation documented by a competent medical physician is required for all prescribed medications and must be required for present use. All Scholars will undergo periodic testing in a similar manner throughout their time in the U. S. Coast Guard.

During Summer Orientation as a Scholar, medical and dental care takes place at the Coast Guard Academy. Our CG Academy medical staff includes family physicians, physician assistants, optometrists, physical therapists, nurse practitioners, pharmacists, and registered nurses. Our Clinic and pharmacy is located in Michel Hall. Our dental staff is composed of three dental officers, dental technicians, and a dental hygienist who will provide comprehensive dental care. Scholars requiring emergent care and referrals receive transportation to nearby Naval Ambulatory Care Center Groton, Lawrence and Memorial Hospital, Backus Hospital, or Yale New Haven Medical Center. Please be aware, anyone who does not meet our required medical standards may be subject to disenrollment. If your medical status changes before you report (e.g. you fracture a bone, experience health problems, etc.) you must notify the Admissions Office immediately.

Note: Each year, we find a few members of our new class cannot medically qualify and are disenrolled. At times, it is for pre-existing medical reasons. This means they knew these problems existed beforehand and did not disclose this information. Please do not put yourself in this position. If you suspect you may not physically qualify and or you have any doubts about meeting the medical standards, please contact the Coast Guard Admissions Office for clarification. Do not allow any medical official to assist you or guide you through any physical exam test or requirement. If you cannot pass any element of the physical exam on your own, without assistance, the CGA medical staff will most likely disqualify you and you will not continue the program.

The physical demands this environment places upon you after your arrival are immediate and strenuous for some. It is imperative to report in excellent physical condition. Maintaining endurance (running) and upper body strength are essential to meeting our requirements. You should expect to take the Physical Fitness Examination (PFE) and swimming test within the first several days of Summer Orientation.

Note: The PFE is the same test (cadence push-ups, sit-ups, and 1.5 mile run) you took during the application process. The swimming evaluation is composed of a 100-yard swim, a three-meter high jump, and five minutes of treading water. We use this swim test for evaluation purposes only.

The challenges you will encounter during Summer Orientation and your year at preparatory school will test your desire to become a CGA Scholar. At some point, you may even consider resigning your CGA Scholar Program position. The frustrations and discomforts of homesickness, physical training, and time management are experiences all members endure to some degree. Upon completing orientation, you will find you overcome these obstacles and challenges and will gain pride and a large sense of accomplishment. Our job here at the CG Academy is to help you do just that and be a part of the next CGA class.

If you are coming to the Coast Guard Academy to satisfy someone else's goals and expectations, please take the time to ensure this decision becomes your own as you are accepting an appointment into this highly competitive program. It takes dedication and commitment to successfully overcome the numerous obstacles and challenges you will encounter during Summer Orientation and throughout your time at preparatory school. Because it will be your commitment and determination which will drive you to achieving successful completion of the program, the Coast Guard Academy, and your career as an Officer in the U. S. Coast Guard. We are confident that anyone who has the ability to earn an appointment into the CGA Scholar Program also has the ability to achieve a CGA appointment.

At the end of Summer Orientation, all Scholars will be escorted by CGAS Program personnel directly to their respective preparatory schools. Parents are welcome to meet their Scholars at their preparatory school. Visitation and time off from school, from this point on is at the discretion of the respective school and in accordance with each schools specific policies regarding liberty and excused absences.

Grooming Standards

On Reporting-In day, all men will receive a close-cropped haircut. All women must arrive with their hair styled above their collar or cut to a length specified in accordance with the standards noted below. Since the Academy's daily routine is rigorous and demanding, hairstyles which do not require much attention and are easy to manage will be highly beneficial. Maintaining a professional appearance is key and managing your time will be a huge factor in determining your success.

Grooming Standards for Men

Hair will be neat, clean, and present a groomed appearance at all times. Hair on the back and sides of your head must be tapered, with no abrupt or "blocked" hairline. Hair may not touch the back of your shirt collar, extend over or touch your ear, and the bulk of your hair shall not exceed one and a half inches. For those who choose to wear crew cuts, the hair on top of your head must be at least 1/16 of an inch in length. Your hair will be kept combed and worn off the forehead. No hair may show under the front brim of military headgear. Sideburns will be trimmed straight with no flare. The lower limit of the sideburn will be the bottom of the opening of the ear. No facial hair is permitted.

Grooming Standards for Women

Short hairstyles may touch the collar but must not fall below the bottom edge of your shirt collar. No hair may show under the front brim of your combination cap or garrison cap, nor shall it extend below your eyebrows when headgear is removed. Hair may be worn layered or one length. Hair on the sides of the face may extend to the jawbone. Hair color must be a solid natural color.

Long hairstyles must comply with the following regulations. No hair may show under the front brim of your combination cap or garrison cap, nor shall it extend below your eyebrows when headgear is removed. Hair may be worn layered or one length. Hair on the sides of the face may extend to the jawbone. Hair color must be a solid natural color.

- Women who choose to wear their hair in a long style will wear it "up" (in a bun) when in

uniform. During study hour, acceptable styles are single French braid, inverted French braid, Swiss braid, and bun.

- During athletic activities you may wear your hair “down” in a single ponytail or braid.
- The depth of your hair may not exceed two inches (2”); in no case will the bulk or length of hair interfere with your training or the proper wearing of headgear. Buns, not characterized as bulk, may be three inches (3”) from the scalp.
- Loose hairs must be kept flush to the sides of the head.
- Hair may not be shaved to a defined line on the scalp.

This applies to all hair styles: Hair ornaments, such as ribbons, head bands, and clips, will not be worn when in uniform. Pins, combs, cloth-covered elastic bands or barrettes similar in color to the individual’s hair color may be worn, but shall not interfere with the wearing of military headgear.

Required Items

You will have to carry all of your belongings with you when you report to CGA and when you depart for preparatory school. During Summer Orientation, you will be issued Coast Guard uniforms. You will bring these items uniforms with you to preparatory school.

You will need to pack for two separate trips.

Only bring the items on the CGA list to the CG Academy.

Your preparatory school will have a list of its own required items. We highly recommend you call the school and request permission to ship your luggage there. You can also have someone deliver these items to you after you have physical reported to your assigned preparatory school. For more information, contact your assigned preparatory school’s admissions office.

If an item is listed on both lists, you are not required to purchase two of the same item. Everything you bring to the CG Academy will be transported with you to preparatory school.

- Debit Card for your own personal checking account (no joint accounts).
- \$250 (cash) to cover incidentals during the first month. Your first payday will be around August 15th.
- U.S. Passport valid through June 1, 2025
- State/federal government issued ID card (driver’s license or state identification card) or military ID card (active duty and military dependents).
- Copy of Birth Certificate
- Copy of Social Security Card
- Travel Receipts (as described in the “Required Receipts” section of this handbook)
- Copies of all acceptance forms (as listed in the “Administrative Forms” section of this handbook or the CGAS class page)

- Two pairs of glasses or contact lenses, if you wear them. Contact lens wearers must still bring two pairs of glasses, know their current prescription and bring a lens case with solution. If you wear glasses, you may bring an eyeglass strap to ensure your glasses stay in place.
- All prescribed, over-the-counter medications and/or dietary supplements you require, including prescription documentation. *Note: You may bring non-prescription medications such as Tylenol, as long as the medication does not contain alcohol or ingredients that may make you drowsy. Do not bring stimulants such as No-Doz or other “energy enhancing” supplements.*
- Toiletries: soap, shampoo, toothpaste/toothbrush, deodorant, hair comb, nail brush and nail clippers, sunscreen, lint rollers, cotton balls, shaving gear, etc. Note: Male Scholars are required to shave daily. Female Scholars are allowed to wear conservative cosmetics upon completion of Summer Orientation. While you will be allowed to purchase items at the Exchange located on base, we suggest you bring a three-week supply of any needed (tampons, sanitary napkins) or other desired toiletries as you may not get time to purchase these items during the first few days and our exchange may not be stocked with preferred brands.
- For women: hair pins, combs, cloth-covered elastic bands or barrettes similar in color to your hair, personal hair care products necessary to comply with military regulations; see Grooming Standards.
- One or two pairs of high-quality and supportive athletic shoes (black, white, gray or dark blue), such as Asics, Brooks, New Balance, Nike or Saucony with any needed custom insoles, orthotics or laces. Minimalist shoes (such as Nike Frees) are not recommended. You will be wearing these shoes frequently starting on the first day of Orientation, so ensure that they fit correctly and are broken in before you arrive.
- Men:
 - 6 white cotton **V-neck** undershirts
 - 12 black/blue underpants (polyester boxer briefs with moisture wicking properties for most activities are highly recommended).
 - 9 pairs white athletic tube socks (moisture wicking without bulky seams recommended)
 - 2 pairs of compression shorts
 - Swimsuit (black or blue)
- Women:
 - 6 white cotton **V-neck** undershirts
 - 12 black/blue underpants (polyester with moisture wicking properties for most activities are highly recommended. Nylon/spandex briefs with a cotton lining are an alternative).
 - 9 pairs white athletic tube socks (Moisture wicking without bulky seams recommended)
 - 2 white regular bras and 9 black/blue sports bras
 - 2 pairs of compression shorts (black or blue)
 - 1 full piece swimsuit (conservative, solid black or blue)
- Digital, water-resistant watch with a dark-colored wrist band. Smart watches are not authorized during

Orientation.

- 1 pair shower shoes
- 3 white bath towels. If you use washcloths, please bring three.
- Laundry detergent (40oz or less) or laundry detergent pods.

Optional Items

- Cell Phones: Although the use of cell phones is not permitted during Summer Orientation, you may bring these to the Academy and resume use on your way to preparatory school.
- Stationery for writing friends and family. *Note: Bringing pre-addressed, stamped envelopes or postcards will make it easier to write home. Stamps are available at the Academy's post office, but your time is limited.*
- Journal, religious book, or other personal reading (limit of three books, total).
Please label all of your belongings with your first initial and last name (e.g. J. Doe)

Personal Computers

Many Scholars decide to bring a personal computer to preparatory school; however, it is not required and if you choose not to bring one, ample access is available at your school. You will not need a computer during Summer Orientation at CGA.

If you want to bring a personal computer to your preparatory school, you have options:

Bring a laptop (desktops will be hard to transport and are therefore not recommended unless your family ships them for you). You will have to configure the computer to meet the preparatory school's requirements after arriving. For more information about your school's network, and compatibility issues, call Information or Computer Services at your preparatory school.

If you earn your CGA appointment, then you will receive a brand new laptop the next year as a part of your CGA Cadet initial issue. Therefore, we recommend you purchase an economical, practical model to get you through the preparatory school year.

After Orientation - Financial Matters

When you arrive at your preparatory school, you are required to visit the business office and make bi-monthly payments to satisfy your school debt.

Scholars receive pay and benefits sufficient to cover normal expenses during the preparatory school year, and the excess funds will easily cover your personal travel expenses.

Scholarships: You may be able to transfer scholarships to your preparatory school to further offset your expenses. Please contact your preparatory school Admissions Office to explore this option, as noted on Page 3.

Medical & Dental Matters

The Coast Guard pays for medical and dental coverage for service members, regardless of their location through a healthcare program called TRICARE. The coverage start date will be the first day you report to Summer Orientation at the CG Academy. However, this coverage will take effect once proper enrollment into a system called DEERS (Defense Enrollment Eligibility Reporting System) has taken place. This will happen during summer orientation. Dental coverage is provided through United Concordia. Your insurance number will actually be your Social Security Number. You will use this to identify your account when calling Tricare about medical or dental care matters. Your military identification card serves as your insurance card and you should provide it when you have any medical or dental services performed. Before leaving New London you will receive instruction on how to access medical and dental care while attending preparatory school.

In the event that you separate from the Coast Guard for any reason, health insurance coverage under TRICARE is terminated. It is recommended to keep existing health care insurance until you have verified successful enrollment through Tricare at 1-800-444-5445.

Due to Privacy Act limitations, we are not permitted to inform your parents of any injury or illness, nor your admission to our Clinic (if utilized) or a hospital. Upon entry into the Scholar program, each Scholar has enlisted into the U.S. Coast Guard. Anyone enlisting at age 17 is now an emancipated adult, and all others who enlist at the age of 18 and above are legal adults, active duty members of the military, and the release of any personal information is now protected by federal law. Parental notification relies solely on the Scholar. However, we will discuss significant illnesses or injuries with parents if given written permission to do so.

At Preparatory School: Your preparatory school has on-campus healthcare facilities, an infirmary. You must see the registered nurse assigned to the school infirmary before you request treatment from an outside provider. The way TRICARE will work, is for the Scholars assigned to MMI or GMC, they are considered to be assigned at a remote location. Tricare will first assign each Scholar to a Primary Health Care Provider. If it has been recommended you seek additional treatment from another provider, your primary health care manager (PCM) will need to authorize a referral prior to your appointment. For example, if I believe I need to see a dermatologist, I will first see the school nurse, then make an appointment to see my PCM. If the PCM determines this is appropriate, then the PCM will authorize the referral to see the dermatologist. All billing must be processed through Tricare. All authorized medical treatments are covered under Tricare. If at any time, you receive a medical bill, please contact the Scholars Program Support Chief. The Chief will assist you with resolving the bill with Tricare using our Tricare representative located at the CG Academy clinic.

Medical Treatment while in a Leave Status or in Travel Status: When you are away from school or in a travel status, in the unlikely event your condition requires treatment right away, you may access medical care at any emergency room using your military ID card as your insurance card and your

social security number as your insurance number. You may also call Tricare and they will locate the nearest Urgent Care facility and let you know if it is covered under Tricare. You must receive authorization before arriving at an Urgent Care facility. (1 visit a year is authorized)

If feasible, contact the CGA Scholar Program Manager prior to visiting an emergency room. We understand some situations may not warrant time to contact us however proper notification to the CGA Scholar Program Manager and Academy Medical Administrator must be made once you are able to do so. You may also have someone else make contact on your behalf. This is to ensure you have all the support you need and we can take appropriate action to ensure your physical and emotional safety.

Performance Expectations

Your academic, physical, and military performance during your time at preparatory school will determine your future acceptance to the Coast Guard Academy. Your fundamental responsibilities are to work to the best of your ability each day, seek help when necessary, and keep your teachers and advisors informed.

To help you stay focused on what counts, please carefully review the following list and commit to meeting these expectations:

- Maintain regular contact with the CGA Scholar Liaison to report on your academic performance.
- Maintain contact with your preparatory school advisors as directed. Seek assistance when necessary or directed to do so.
- **Retake the SAT/ACT exam prior to 1 May 2021 and have these results sent directly to CGA.**
- Maintain a strict regimen of physical fitness. Participate fully and to the best of your ability in your school's physical fitness program. You will be required to **repeat the PFE prior to 1 May 2021, earning a score of at least 165 points.**
- Immediately notify the CGA Scholar Program Manager of any change in your medical status or admission eligibility. Consult in advance concerning elective surgeries or medical treatments as they may affect your medical qualification.
- Immediately notify the CGA Scholar Program Manager of any arrests or incidents with law enforcement. This applies once you submit your CGA online application.
- Immediately notify the CGA Scholar Program Manager of adverse academic or disciplinary actions that occur while you are in preparatory school.
- Notify the CGA Scholar Program Manager and your Academy Advisor of any email and telephone number changes, you are expected to notify us as soon as possible.
- Adhere to the conditions of your enlistment contract.
- Serve as an exemplary representative of the Coast Guard in thought, word, and deed.

Academy Appointment Decisions

An offer of appointment to the Coast Guard Academy will be made at the discretion of the Director of Admissions. A holistic review will be conducted to determine if you have met Academy admissions standards, academic and military performance, and suitability/eligibility for service. Teachers' and advisors' recommendations will also have weight on this determination.

We will review each Scholar's file at mid-term and at the end of each term. For those attending MMI, if you do not achieve a minimum GPA of 2.0 in your core classes or receive an F in any of your core courses (English, Mathematics, Chemistry and Physics) during the first term you will be considered for removal from the program. If you are attending GMC or NAPS, which operate on a trimester system, and do not obtain a minimum GPA (cumulative) of 2.25 in your core courses or receive an F in any of your core classes (English, Mathematics, Chemistry and Physics) through completion of the second trimester you will be considered for removal from the program. Coast Guard Academy early appointments may be offered in the spring. Scholars with a cumulative GPA of 3.0 and higher will be offered appointments, provided they meet all other requirements. Scholars with a GPA between 2.5 and 3.0 will be reviewed by Admissions personnel for appointment *consideration*. Scholars falling below a 2.5 cumulative GPA in their core courses (English, Mathematics, Chemistry, and Physics) will not be offered an appointment.

The Coast Guard will not support you for an additional term if you are not showing strong progress during the first term. The expectation is to demonstrate continued improvement throughout the entire year.

If something affects your performance at preparatory school, speak with your mentor, preparatory school advisor or the CGA Scholar Program Manager. We take every aspect of your record into account when making admission decisions. The more information given will assist us in a complete picture of your experience at school and at "home."

We make appointment decisions immediately after grades close each May. By working closely with your advisors, teachers and CGAS program staff throughout the year, you will give yourself the advantage to know where you are standing at all times.

Resources for Parents & Scholars

The faculty and staff of the Academy and your preparatory school are committed to your success. As a result, many resources exist to support you and your family. During preparatory school orientation you will learn about the services and programs available at each school. Here are some resources available at the Coast Guard Academy.

CGA Scholar Program Liaison Officer: A Coast Guard Chief Petty Officer is stationed at the Coast Guard Academy to directly assist the Service Academy Preparatory Program Director at preparatory schools with the CGA Scholar Program. The role is served to personally interface with the Scholars.

CGA Scholar Program Manager: This Admissions Officer is ultimately responsible for managing all

aspects of the program. If unable to address a problem locally, please contact this officer, who is stationed in the Academy Admissions Office.

Preparatory School Advisors: You will be assigned to an Advisor at your preparatory school. The advisor will work with you, your teachers, and Admissions ensures the appropriate class placement is made. Most importantly, the Advisor monitors your performance on a weekly basis, and maintains a steady flow of communication with Admissions concerning your progress. You are expected to keep your Advisor informed every week and act on his or her advice as this will influence your appointment.

Chaplains: Three military chaplains are stationed at the Academy. They are available to provide confidential counseling services.

Academy Parents Association: The Parents Association is a national organization with local chapters.

Their purpose is to provide support to Scholars and their parents. The parents of CGA Scholar Scholars are welcome to join and will find opportunities for fellowship, as well as abundant information about CGA Scholar life.

Phone Directory

Please contact the staff and faculty members listed here if you have questions concerning the CGA Scholar Program. For a more complete phone list, please check the institutional websites.

CGA Scholar Program Manager

LT Marvi Rivera
marvi.m.rivera@uscga.edu
860-701-6322

CGA Scholar Program Liaison

Chief Jennifer Rosen
Jennifer.c.rosen@uscga.edu
860-701-6511

CGA Admissions (Document Processing)

Mr. Brad Beckwith
Brad.J.Beckwith@uscga.edu
860-444-8502

CGA Admissions (Medical)

Ms. Shannon Castineira
Shannon.E.Castineira@uscga.edu
860-701-6775

Travel Arrangements

ADTRAV
uscg.travel@adtrav.com
1-855-576-4781

CGA Medical (Administration)

Ms. Roni Pyzalski
Roni.J.Pyzalski@uscg.mil
860-444-8430

CGA Medical (Immunizations)

Ms. Charlotte Purdy
Charlotte.J.Purdy@uscg.mil
860-701-6155

CGA Dental

860-444-8424

Marion Military Institute

1101 Washington St.
Marion, AL 36756
1-800-664-1842
www.marionmilitary.edu

Georgia Military College

201 East Green St.
Milledgeville, GA 31061
1-800-842-0413
www.gmc.cc.ga.us

Naval Academy Preparatory School

440 Meyerkord Ave.
Newport, RI 02841
401-841-6999
<https://www.usna.edu/NAPS>

Coast Guard Academy Scholar Facebook page
<https://www.facebook.com/groups/uscgas>

Coast Guard Academy Parents Association

www.uscgaparents.org

Coast Guard Academy Alumni Association

www.cgaalumni.org

Tricare Prime

www.mytricare.com

United Concordia

www.tricare dentalprogram.com