



UNITED STATES  
**COAST GUARD**  
ACADEMY



EDUCATING LEADERS TO PROTECT OUR NATION  
SINCE  
*1876*



CADET HANDBOOK





Commandant of Cadets  
United States Coast Guard Academy  
15 Mohegan Avenue  
New London, CT 06320-4195

To the Class of 2015,

Welcome aboard! Congratulations on your appointment to the United States Coast Guard Academy. You should be proud of your accomplishment, which puts you among the most select group of men and women in America.

Reporting-In Day (R-Day) for the Class of 2015 will be on Monday, June 27, 2011. This handbook and the associated paperwork is designed to help you prepare for your Academy experience, as well as provide us with the necessary information to get you “squared away” as you join the Coast Guard. You will also receive a letter about two weeks prior to R-Day which will give you a specific time to arrive at the Academy. Plan on starting early!

Three pieces of advice as you prepare for your time as a cadet at CGA:

**C**ommitment. Come here because *you* are ready for a challenge. Learn about our service at [www.uscg.mil](http://www.uscg.mil) and our Academy at [www.uscga.edu](http://www.uscga.edu).

**G**et ready. Your success this summer starts with physical fitness preparation *before* you arrive, so you can hit the deck running.

**A**merica. Embrace the ideal that we *serve* the United States of America as members of the Armed Forces in the greatest nation on Earth. Stand tall!

*Semper Paratus,*

A blue ink signature of John C. O'Connor III, written in a cursive style.

John C. O'Connor III, Ed.D.  
Captain, U.S. Coast Guard  
Commandant of Cadets

## Overview

Our Coast Guard Service Motto is *Semper Paratus* - Always Ready. The Coast Guard's Core Values are:

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*Honor, Respect, and Devotion to Duty*

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Since 1790, in war and peace, the Coast Guard has protected America's maritime interests. On March 1, 2003, the Coast Guard transferred from the Department of Transportation to the newly created Department of Homeland Security. Our flexibility makes us a unique instrument of national security and allows us to carry out defense, economic, environmental and humanitarian missions. While protecting our nation's coasts, we stop drugs, illegal immigration and pollution. Around the world, we help emerging nations build their Coast Guards. This is why we are regarded as the world's premier maritime service.

You will soon take an oath of office as a Cadet in the United States Coast Guard and will begin your development as a commissioned officer in the Armed Forces of the United States. You will be expected to protect and defend the Constitution of the United States and to selflessly serve the American people. America will place *special trust and confidence* in your integrity, ability and good character.

**This *special trust and confidence* must be earned.** Make no mistake, the Academy leadership program is designed to challenge you. Swab Summer will test your self-discipline, your physical stamina, your commitment to service, and your capacity for teamwork. Above all, your success will depend on your daily commitment to the Coast Guard's Core Values of Honor, Respect, and Devotion to Duty.

The Academy's entire faculty and staff is focused on YOUR success and in helping you to meet the challenge of becoming an officer in the United States Coast Guard.

## Getting Connected

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 wondering about. We recommend and encourage you to "get connected" with your future classmates and the Academy before Reporting-In Day. The more you know, the more comfortable and successful you will be after you arrive. Here are just a few ways to get ready:

**Join the Class of 2015 Facebook Group** and get to know your classmates now. This private group is just for people who have received appointments to the Class of 2015. You can become "friends" with your classmates and share your personal profile or just participate without sharing any personal information. If you don't already have one, you will need to create a Facebook profile before you can join the group at <http://www.facebook.com/group.php?gid=167741349911560>. Facebook is a great way to communicate with your future classmates before R-Day, but Cadet Regulations currently prohibit Fourth Class (freshmen) cadets from using Facebook or instant messaging software while at the Academy.

**Be a "Cadet for a Day"** by visiting campus. By now you have hopefully visited the campus. If not, do it! Our two-day Academy Experience Programs begin in early February and run until the third week in April. You will have the opportunity to meet our faculty and coaches, eat in the Cadet Wardroom, and have meaningful discussions with current cadets. The Academy Experience also includes a comprehensive Q&A session for your parents and guests, so log-in to your profile on the Admissions homepage and follow the links to "Schedule A Visit" to learn more and reserve your visitation dates online.

**Attend a welcome aboard event** hosted by your local Coast Guard Academy Parents Association Chapter. Each spring, the Parents Association hosts welcome aboard social events around the country for prospective cadets and their families. Either the Academy or Parents Association will notify you if there is an event in your area, so be sure to keep your mailing address, phone number, and e-mail address current with the Admissions Office. The Parents Association's homepage is <http://www.uscgaparents.org/>

**Read!** Top picks for the Class of 2015 are the *Running Light* (most of which you will be required to memorize during Swab Summer) and *Character in Action*, by best selling author Don Phillips. Both books will be issued to you on R-Day, so you do not need to purchase them in advance; however, a few copies of last year's *Running Light* are available for \$27.99 (plus S&H) from our Cadet Store and *Character in Action* is available nationwide, but is also available for \$19.99 (plus S&H) from the Cadet Store. Phone orders can be placed by calling 860-444-8308; you'll be reciting the Academy Mission and singing *Semper Paratus* before you know it!

### Preparation Checklist

Admiral Jim Loy, former Commandant of the Coast Guard, often said "preparation equals performance." We agree! The following is a checklist that you should use in order to prepare for R-Day.

Return the following to the Academy by June 1, 2011 either online or in the provided envelopes:

- Immunization Record Form
- Panorgraphic and bite wing dental x-rays taken **after** January 1, 2011
- Cadet Information Form
- Cadet Consent to Disclosure Form
- Parent Consent to Disclosure Form
- Cadet Contact Form
- Emergency Contact Form
- Designation of Beneficiaries Form
- Servicemembers' Group Life Insurance Election and Certificate Form
- Uniform Measurement Information (return to the Cadet Store via e-mail at [Bookstore@uscga.edu](mailto:Bookstore@uscga.edu))
- Learning and Study Strategies Inventory (LASSI) Assessment (completed online)
- Electronic Questionnaire for Investigation Processing (completed online; instructions sent separately)
- Appointment Certificate Presentation Request (optional; completed online)

Accomplish the following before R-Day:

- Make sure you have a U.S. Tourist Passport valid through June 1, 2015. The process to obtain a passport can take up to eight weeks, so plan accordingly. If your passport will not arrive before R-Day, arrange for someone to send it to you via certified mail to arrive no later than July 22, 2011.
- 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.
- Make your travel arrangements. If you're flying to the Academy, you **must** make your travel arrangements by contacting SATO Travel at 800-753-7286, Monday to Friday from 0800-2200 EST. You will be required to provide your Travel Order Number (and fax or e-mail a copy of your official appointment letter) when making any reservations. Contact Cadet Administration at 860-701-6156 for assistance, if necessary.
- Review the list of required and optional items to bring.

## What to bring on Reporting-In Day

As a new cadet, you will be issued almost everything you need to complete the Swab Summer Training Program safely and successfully, with the exception of a few personal items.

Please review (and follow) the provided list carefully. You will be required to carry your bag up and down stairs, so the items you bring should fit in a small, easy-to-carry suitcase or duffel bag. It is highly recommended that you do not bring anything that is not on the provided list, including stereo equipment, excess civilian clothing, and personal vehicles. These are among the privileges reserved for upperclass cadets, but not Swabs! You may bring your cellular phone, but it will be secured during Swab Summer.

**We recommend that you carry-on these required items if you are flying, in case your luggage is delayed:**

- Military ID Card (active duty and military dependents) or a state/federal government issued ID card
- U.S. Tourist Passport
- Travel Receipts (as described in the “Getting Here: Required Receipts” section of this handbook)
- Copies of all acceptance forms (as listed in the “Preparation Checklist” section of this handbook)
- Two pairs of glasses or contact lenses, if you wear them. Contact lens wearers must still bring two pairs of glasses, know their current contact lens prescription, and bring a lens case with solution.
- All prescribed and over the counter medications, 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, combs, nail clippers, shaving gear, etc. *Note: Male cadets are required to shave daily. Female cadets are allowed to wear conservative cosmetics after Swab Summer concludes. While you will be allowed to purchase items at the Cadet Store and Coast Guard Exchange Store, bring at least a one month supply of any needed (tampons, sanitary napkins) or desired toiletries.*
- For women: hair pins, combs, cloth covered elastic bands or barrettes similar in color to your hair color.

### Required Items:

- U.S. Tourist Passport valid through June 1, 2015; if you don't have one, visit <http://travel.state.gov/> to start the application. This process can take up to eight weeks, so plan accordingly.
- One pair of high-quality running shoes (white, gray, or dark blue), such as Nike, New Balance, Brooks, or Saucony. *Note: You will be wearing these shoes frequently starting on the first day of Swab Summer, so ensure that they fit correctly and are broken in before you arrive. Select a shoe specifically designed for running/jogging; you will be issued cross-trainer shoes for other activities.*
- Men:
  - 12 white cotton V-neck undershirts
  - 12 white cotton jockey or boxer shorts
  - 2 pairs of compression shorts
  - 6 pairs white athletic tube socks
- Women:
  - 12 white cotton V-neck undershirts
  - 12 white cotton briefs
  - 6 white regular bras and 6 white sports bras
  - 6 pairs white athletic tube socks
  - 1 full piece swimsuit (conservative; solid black or blue color)

### Required Items (continued):

- Civilian Clothing: One collared shirt/blouse, one pair trousers/slacks (no jeans), one sweater or light jacket. *Note: These may be authorized in foreign ports of call while aboard EAGLE.*
- Scientific calculator (for example: Casio Scientific FX-115MS) with solar power and battery back-up.
- Digital, waterproof watch with a durable, dark colored wrist band.
- \$200 (cash) to cover incidentals during Swab Summer. Your first “payday” will be around August 1st.

### Optional Items:

- Handheld musical instruments as requested by the Director of Cadet Bands.
- Sports equipment as directed by a Coast Guard Academy faculty or athletic coach.
- Camera. *Note: You will most likely not have access to a computer, to download images from a digital camera, until Swab Summer concludes. Consider bringing a disposable camera to mail home or multiple memory cards.*
- 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 Exchange Store, but your time is limited.*
- One 4x6 framed photo or photo cube.
- 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)**

## Reporting to the Academy

Cadets are not authorized to stay at the Academy prior to Reporting-In Day (R-Day). If you arrive early, you should plan to stay at a local hotel. You will not be reimbursed for the cost of lodging, but will receive travel entitlements as described later in this handbook. Please refer to <http://www.uscga.edu/hotels> for a list of local accommodations offering discounted rates to Coast Guard Academy cadets and their guests.

The day before R-Day is full of activities at the Academy for you and your guests. We encourage you to tour the campus (including Chase Hall from 1600-1700) and join us for dinner on Sunday, June 26, 2011; you will be receiving additional information about these events in early June.

On R-Day, plan to arrive early. The members of each company will report together sometime between 0700 and 0900. You will be notified by letter exactly when to arrive at Leamy Hall. Parents, relatives and friends are encouraged to accompany you. After you depart with your company, guests are invited to meet with Academy staff members and Parents Association representatives in Leamy Hall between 0800 and 1400 to learn more about Swab Summer and the Academy. Your first day will include a haircut, uniform issue, and military drill instruction. Family and friends are cordially invited to attend your swearing-in ceremony on Washington Parade Field in the afternoon. At the 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.

Your first seven weeks at the Academy, referred to as the Swab Summer Training Program, are a period for training in military fundamentals and physical conditioning. It will prepare you to join the Corps of Cadets at the start of the fall semester. Your first week onboard will primarily be spent completing the numerous tests, medical examinations, and administrative paperwork associated with joining the military.

All members of the incoming class will be tested by urinalysis for evidence of recent drug use. This test will identify individuals who have used a controlled substance; anyone identified will be removed from cadet status, unless such use was prescribed by competent medical personnel for a valid medical purpose. All cadets will be periodically tested in a similar manner throughout their time at the Academy and during their service following graduation.

You will also be given a physical examination by the Academy's medical staff to ensure you meet all medical standards. Anyone not meeting these requirements will be disenrolled. If your medical status changes before you report (e.g. you break a bone, experience health problems, etc.) please notify the Admissions Office right away.

**Note: Every year, a few members of the new class are disenrolled for medical reasons which they knew existed beforehand, but did not disclose. Please do not deny someone else an appointment when you suspect you are physically disqualified. If you have any doubts about meeting medical standards, please contact the Admissions Office for clarification and to learn about medical deferrals to the Class of 2016.**

The physical demands placed upon you after your arrival are immediate and considerable, so it is imperative that you report in excellent physical condition. Maintaining aerobic endurance (running) and upper body strength are essential to meeting our requirements. A Physical Fitness Examination (PFE) and swimming test will be administered during the first week of Swab Summer.

**Note: All cadets are required to achieve a minimum combined score of 165 points on the PFE by the end of their first semester – this is the same test (cadence push-ups, sit-ups, and 1.5 mile run) you took during the application process. If you do not score at least 130 points on the PFE given at the beginning of Swab Summer you will be disenrolled. Additionally, your swim skills will be evaluated; the swim test includes a 100 yard swim, three meter jump, and five minutes of treading water. It is used for evaluation purposes only and cadets will not be disenrolled based on their performance.**

The challenges you will encounter during the Swab Summer Training Program will test your desire to remain a cadet. At some point, you may consider resigning your cadet appointment. Every year, we have a small number of new cadets resign during Swab Summer. Those individuals probably did not have a sincere interest in making an attempt to meet the challenges offered by the Coast Guard Academy. They were quick to leave when they encountered the challenges, frustrations and discomforts of homesickness, physical training and time management. There is no doubt that everyone experiences all of these to some degree, but almost everyone learns to accept and overcome them as they continue training alongside their classmates. It is our mission to see each member of the class complete Swab Summer and begin the fall academic semester. Make that your personal goal as well!

Some cadets who voluntarily resign indicated they came to the Academy because of parental pressure, not because of a personal desire to become a Coast Guard officer. It takes dedication and commitment to successfully overcome the numerous challenges you will encounter at the Academy between R-Day and graduation. Come to the Academy because you want to, not because someone else wants you to. We are confident that anyone who has the ability to earn an appointment to the Academy also has the ability and perseverance to complete the Swab Summer Training Program.

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*Your success is our mission and together we will succeed!*

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## Getting Fit

As a Swab, you will engage in vigorous physical activity as soon as you arrive. In order to participate, and succeed, you must be in top physical condition.

To get in shape, we recommend a rigorous daily schedule of workouts that include warming up, stretching, running and/or swimming, doing push-ups, sit-ups, and pull-ups in the months prior to Reporting-In Day.

The major environmental factors that confront new cadets are heat and humidity. By following the steps discussed below, you can become acclimated to these conditions before you arrive, making your transition a lot more comfortable.

We recommend you start acclimating at least one month before R-Day. First, gradually raise the thermostat temperature in your home, if it is air conditioned, or at least close off the air ducts to your bedroom. If possible, no air conditioning should be used for two weeks prior to arriving at the Academy. Be aware that only certain areas in Chase Hall have air conditioning, but small fans will be issued for use during the summer.

Second, be sure to reach and maintain optimal hydration. Drink 8-16 ounces of water or non-carbonated fluids every 2-4 hours during the week before R-Day. Drink 2-3 glasses of fluid over two hours before strenuous activity and maintain hydration during the activity by drinking 4-8 ounces of fluid every 30-60 minutes. Avoid caffeinated beverages during the week before R-Day, since they will promote dehydration, and do not drink alcoholic beverages.

Since you may experience warm conditions and delays during your travel to New London, please carry a water bottle with you and maintain your hydration as previously outlined.

The signs that suggest you are susceptible to the effects of heat and humidity include:

- *Perspiration stains*
- *Salty tasting sweat*
- *A pulse that is fast and remains above the resting rate for over one hour after exercise is complete*
- *Fatigue, exhaustion, and continuous thirst*

Signs that you are acclimated to the heat and humidity are voiding pale, clear urine at least every two hours and perspiring appropriately. Contact your family physician if you have additional questions about optimal hydration.

## Getting Here

You are responsible for making travel arrangements to get to New London, Connecticut. Prior to making any travel reservations, you should know and understand your travel entitlements. The Coast Guard will reimburse your (cadet) travel only. If you do not understand your entitlements, or have a travel scenario that is not discussed in this handbook, please call Cadet Administration at 860-701-6156.

## Travel Arrangements

If you are traveling by car, you will be reimbursed at the government rate of \$123.00 per day and are authorized one travel day. The \$123.00 is a flat per diem rate that is used to offset the costs of lodging and meals for official travel. Mileage and tolls will not be reimbursed since vehicles are not authorized for Fourth Class cadets, so you are considered to be traveling as a passenger. You will not be reimbursed for your parents' lodging or food costs, nor will you be reimbursed for their return trip home, even if they drive you to the Academy. Travel reimbursement only applies to the cadet, not parents or relatives. Save all receipts for your travel (plane/train/bus ticket and taxis) to turn in with your processing paperwork.

If you are not driving to the Academy, **you must make flight arrangements by contacting SATO Travel at 800-753-7286, Monday to Friday between 0800-2200 EST.** Tell the agent that you're making official travel reservations to the United States Coast Guard Academy and your ticket is funded by "the CBA" (Centrally Billed Account); 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 flight arrangements with SATO 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 866-914-7386 or [uscg@cwtsatotravel.com](mailto:uscg@cwtsatotravel.com).** You will receive an e-mail approximately 3-5 days prior to travel confirming your e-ticket has been issued 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 SATO Travel at the same time, but their expenses must be paid using a personal credit card and 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 less than \$10.00 from the New London train station or up to \$100.00 from either airport. It is your responsibility to save all your receipts and submit them with your processing paperwork.

## Hotel Accommodations

Please refer to <http://www.uscga.edu/hotels> for a list of local accommodations offering discounted rates.

## If You Are Traveling Alone

If you are traveling alone to the Academy, you are still responsible for arranging your transportation to New London and remember we are unable to provide lodging before June 27, 2011. Fortunately, there is help! The Captain Paul Foye (Connecticut) Chapter of the Parents Association has a network of families to meet you at the airport, train/bus station, or ferry terminal, and provide lodging for one or two nights prior to R-Day. They will also travel with you to the Academy when you report and make sure everything goes smoothly. There is absolutely no charge!

If you would like to learn more about or take advantage of this program, please contact:

Megan Grills at 860-599-0814 or [dschmhstfamcoord@aol.com](mailto:dschmhstfamcoord@aol.com)

The sooner you call, the easier it will be to coordinate a host family. These volunteer families are looking forward to introducing you to the Academy and the New London area. We encourage you to take advantage of this program or just call if you have questions or need some help. **If you need a host family, please make your request no later than June 13, 2011.**

### **Required Receipts**

During the first week of Swab Summer, you will file a travel claim for reimbursement of expenses incurred with your (cadet) travel to the Coast Guard Academy. To ensure proper reimbursement, keep the following:

Airline ticket/travel receipts.

**You must make all flight arrangements by contacting SATO Travel at 800-753-7286, Monday to Friday between 0800-2200 EST; reservations made via other means will not be reimbursed.**

Train/Bus/Ferry ticket/travel receipts.

Taxi or travel shuttle receipts.

If you are unsure about anything travel related, or have a travel scenario that has not been covered, please call Cadet Administration at 860-701-6156. It is better to know your entitlements up front rather than be denied reimbursement later for something you thought was covered.

### **Academic Matters**

The Academy is a highly selective institution that provides its students with one of the most rigorous and rewarding college experiences in the country. During the next four years, you will earn not only a Bachelor of Science degree in one of eight majors, but you will graduate with a commission as an Ensign in the United States Coast Guard. Because of the Academy's unique mission, the program of study is structured and fast paced. Each semester you will enroll in at least five courses, participate in a tough physical education program, take part in a sport - either intramural or intercollegiate - and become actively engaged in leadership development.

Although each member of your class excelled in high school or college, we realize not all students are equally prepared for the Academy. To help ensure you succeed academically, you will take placement and assessment tests including mathematics, English, and reading during the first few weeks of Swab Summer.

### **Mathematics**

In mathematics you will be tested on your knowledge of Algebra, Trigonometry, and Pre-Calculus. The results of these diagnostic exams, along with information concerning your high school mathematics experience, will be used by the Mathematics Department to make one of three possible placement recommendations: Introduction to Calculus, Calculus I or Advanced Placement. The majority of entering cadets are placed in Calculus I, a typical first semester college level Calculus course. Cadets with less developed skills will be placed into Introduction to Calculus, a slower paced Calculus I course. Incoming cadets who have had a college level or Advanced Placement (AP) Calculus course may be eligible to validate one or more Calculus courses.

To validate Calculus you will have to pass a validation exam given by the Mathematics Department which, due to the unique nature of the Coast Guard Academy's freshman year, is not based on AP scores or past college transcripts. Validation of any mathematics course is based on demonstrated proficiency with course material. Ultimately, the final placement decision will be yours to make in consultation with the Mathematics Department's placement coordinator.

## **English**

The system for English placement is similar. During Swab Summer you will take a Coast Guard Academy English Department essay exam. Based on your performance, the English Department will place you in one of three English courses: Principles of Expository Writing, English Composition and Speech, or the Art of Effective Writing. If you are placed in the Principles of Expository Writing class, you may have to take English Composition and Speech during the spring semester, unless you earn a B or better. While AP courses and AP exam performance, or having had a college level English course prior to matriculating at the Academy, is considered in placement, it is not possible to completely validate English courses.

## **Reading**

The third assessment you will take during Swab Summer is a nationally recognized reading comprehension and vocabulary test. The Academy uses the Descriptive Tests of Language Skills Reading Comprehension from the Educational Testing Service (ETS) Assessment Program Services. This may be available from your school counseling services. We have used a scaled score of 119 and above to indicate reading effectiveness. Depending on your score on this assessment, you will either be placed in an effective reading course or recommended to participate in one of several reading workshops offered here.

The Academy is not alone in finding that a number of freshmen need continued work to improve basic communication and computational skills. Colleges across the country find up to one-third of their entering students need refresher courses in English, mathematics, or reading.

## **Validating Courses**

It is possible to validate courses at the Academy. Validation is a process where you may request a course exemption, based on personal competency or academic work completed elsewhere. Validation gives you the opportunity to enroll in additional elective courses that will enrich your undergraduate education.

Validated courses are not awarded credit hours, nor may they be used to satisfy the minimum semester course load requirement. Courses accepted for validation may not be taken at a subsequent time for academic credit.

Criteria to validate are governed by the Academic Department responsible for offering that course. In general, the accomplishments below may lead to granting a validation request:

1. Score of "4" or better on the College Board's Advanced Placement exams; or
2. Grade of "B" or better in an Advanced Placement or college level course that has been certified by an accredited college or university as noted on the high school transcript; or
3. Grade of "C" or better in an equivalent college course at an accredited college or university, evidenced by an official transcript; or
4. Passing score on a validation exam administered by the Coast Guard Academy.

Courses subject to validation are specified by the Academic Department responsible for offering that course. In the past, these have included Chemistry I and II, Physics I and II, Macroeconomics, Introduction to Electrical Engineering, Digital Circuits and Computer Systems, Introduction to C++, Calculus I and II, Multivariable Calculus, Differential Equations, Probability & Statistics, Statics and Engineering Design.

For additional information please consult our Catalogue of Courses.

## Preparing

By now I'm sure you are wondering what you can do to prepare yourself. By working now you will be able to screen into the appropriate level courses and therefore keep yourself on track. Here's what you can do:

- Read as much as possible! As you read, think about the reading strategy you are using. If you are a slow reader, try a speed-reading strategy while maintaining comprehension. If your vocabulary is weak, create flash cards of all the words you are unfamiliar with. This will help you develop good study habits. Do not merely try to cram vocabulary into your brain (something you might have done in preparation for the SAT). That kind of learning quickly fades. Reading will help you with the English placement essay exam.
- In preparation for the mathematics diagnostic exams, a review of basic Algebra, Trigonometry and Pre-Calculus topics is beneficial. To prepare for the Calculus I validation exam, review basic differentiation rules, applications of the derivative (related rates, minimization, maximization problems), and basic integration. Calculus II validation will require knowledge of integration techniques, and applications of the integral and power series.

## The Honor Concept

There exists a higher standard of conduct that can neither be delineated by laws nor defined by regulations. It is the concept of Honor.

Because Coast Guard cadets are called to a life of public service, and desire to attain that *special trust and confidence* which is placed in our nation's commissioned officers, their actions must be straightforward and always above reproach. As future law enforcement officers, each cadet's word and signature must be regarded as verification of the truth.

The Coast Guard Academy's Honor Concept is exemplified by a person who will neither lie, cheat, steal, nor attempt to deceive. It is epitomized by an individual who places loyalty to duty above loyalty to personal friendship or to selfish desire.

While the Coast Guard Academy's Honor Concept differs from a code, in that failure to report an honor offense is not itself an honor violation, cadets are required to report all activity that does not incriminate themselves. Moreover, the condoning of an honor violation is a Class I offense under the Cadet Regulations. Disenrollment is a very possible outcome.

The Corps of Cadets are stewards of their Honor Concept. The following words are emblazoned in the tiling of Chase Hall's Quarterdeck, the cadet barracks' lobby:

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*Who Lives Here, Reveres Honor, Honors Duty*

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## **Grooming Standards**

On R-Day, all men will receive a close-cropped haircut. Women must arrive with their hair cut or styled above their collar, in accordance with the standards explained below. Since the Academy's routine is rigorous and demanding, hairstyles which do not require much attention and are easy to manage are key to maintaining a professional appearance and to managing your time. You may find it helpful to have your hair cut or styled before reporting to the Academy, so you can adopt a comfortable style.

### **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 (1.5"). For those who choose to wear crew cuts, the hair on top of your head must be at least 1/16 inch in length. 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**

With a short hairstyle, hair may touch your 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. The standards for wearing hair in a long style are the same as those for the short hairstyle with the following exceptions:

- Women who choose to wear their hair in a long style will wear it "up" when in uniform and 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 single 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.
- Women who fail to comply with these regulations will be required to change to a short hairstyle.

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.

## **Medical Matters**

The Academy Clinic consists of an outpatient clinic, an ambulatory observation suite, a Dental Department and several ancillary service departments. We provide routine care to cadets and the Academy community for illnesses and minor injuries. Our professional staff consists mainly of Public Health Service Officers and Coast Guard active duty personnel.

The medical staff includes family physicians, a psychiatrist, physician assistants, an optometrist, physical therapists, a pharmacist and registered nurses. We have the capability to perform routine laboratory tests and x-rays within our facility. Prescribed medication is provided onsite. Three dental officers, dental technicians and a dental hygienist provide comprehensive dental care to cadets. Necessary care beyond our capability may be referred to specialists.

The Coast Guard pays for all necessary medical and dental care for you through the military health insurance system known as TRICARE. Occasionally cadets are disenrolled for medical or other reasons. Health Insurance coverage under TRICARE is terminated if you are disenrolled. **Therefore we recommend that you keep existing health care insurance until graduation from the Academy.**

Although nearly all cadet illnesses and injuries are mild, self-limiting in nature, and well suited to outpatient care, the occasional more serious problems are referred to the U.S. Naval Ambulatory Care Center in Groton, CT, Backus Hospital in Norwich, CT, or Lawrence and Memorial Hospital in New London, CT. All of these medical facilities are within twenty minutes of the Academy. Additional treatment or consultation is sought when needed from Walter Reed Army Medical Center, Washington, D.C., the National Naval Medical Center, Bethesda, MD, the Veterans Administration Hospital in Newington, CT (an affiliate of Yale Medical School), or other facilities, as appropriate. Due to Privacy Act limitations, it is not our practice to inform your parents of any injury or illness, or of admission to our infirmary or a hospital. Cadets are legal adults and active duty members of the military, and parent notification is your responsibility. However, we will discuss significant illnesses or injuries with parents if given your permission to do so.

Coast Guard policy dictates that incoming cadets be given certain immunizations or demonstrate proof of immunity in order to protect all cadets from those diseases. Please read and ensure you understand all information contained in the medical folder you received with your acceptance package. **It is in your best interest to complete all required immunizations by June 1, 2011, as receiving these vaccinations close to or at the start of Swab Summer may adversely affect your PFE and military training performance.** Return your completed Immunization Record Form (enclosed in the medical folder) in the gray envelope and fax a copy to 860-701-6352. If you have any questions regarding immunizations, or believe you cannot receive all required vaccinations prior to June 1, 2011, please contact a clinic Registered Nurse directly at 860-701-6155 or Medical Administration at 860-444-8430.

Among the activities during your first few days at the Academy is a thorough physical examination, which includes visual acuity and color vision tests. **If you wear contact lenses, please remove them before reporting to the Academy.** Please report with eye glasses, as you will be tested with and without correction. You will be required to maintain two pairs of glasses while at the Academy, even if you wear contact lenses. **Even partial color perception deficiency is a medically disqualifying condition; cadets who fail the American Optical Company PIP test shall be considered qualified if they pass the military's FALANT test.**

All medications need to be authorized by the medical officer performing your pre-training exam. Please bring all prescribed drugs (and corresponding prescriptions), over-the-counter drugs, and dietary supplements so they may be evaluated and authorized. Authorized prescriptions will be reissued by the clinic, so you can refill your prescription for free at the Academy's pharmacy.

**You must provide panoramic and bitewing dental radiographs (taken after January 1, 2011) along with your immunization certification by June 1, 2011.** All radiographic films/x-rays must be diagnostic quality images that are taken with digital systems and printed on high quality glossy photo print paper, plain flat paper is not acceptable; standard plain films (non-digital) must be originals. Dark or otherwise non-diagnostic quality x-rays will not be accepted. You are responsible for any costs incurred in getting these radiographic images completed. **Any active orthodontic treatment must be completed prior to R-Day; retainers are allowable.**

## **Instrumental Music Program**

The Cadet Instrumental Music Program at the Coast Guard Academy spans musical activities from Brass Quintet performances at chapel services to halftime shows at NFL games. It is one of the most diversified, exciting and popular activities in which cadets from all four classes can participate. The program is performance oriented with over 150 performances each year and annual recording projects for most ensembles.

The nucleus of the program is the **Regimental Band**. This is a traditional marching band that provides the musical support for cadet regimental drill and ceremonies. This band performs at the Academy and represents the Coast Guard in parades and special functions such as the Macy's Thanksgiving Day Parade in New York and Presidential Inaugural Parades in Washington, DC.

The **Cadet Concert Band** gives students a chance to enjoy the challenges of traditional concert band literature. The concert band performs at the Academy and at community celebrations throughout the Northeast. Select members of this prestigious ensemble often participate in national and regional college music festivals.

In the fall, the band's program shifts into high gear with the **Windjammers Cadet Drum & Bugle Corps**, one of the most exciting components of our program. The **Windjammers** perform halftime shows during football season and perform in field competitions throughout the United States and Canada.

The **NiteCaps Jazz Band** presents concerts of big band jazz throughout the United States. Past performances include the National Olympics Committee, concerts at Quincy Market in Boston, overseas USO tours to Europe, and a full schedule of appearances during the annual Spring Break Tour in Florida.

If you are interested in instrumental musical activities at the Academy, please contact the Director of Cadet Band Activities at 860-444-8461. We encourage you to bring your musical talents to the Academy!

## **Intercollegiate Athletics Program**

The Coast Guard Academy's athletics program is one of the most comprehensive in the nation for a school our size. The Academy currently sponsors 23 intercollegiate varsity sports, an impressive number considering a Cadet Corps size of approximately 1,000 cadets. Our cadet-athletes have achieved numerous All-Conference and All-New England honors, and we have had several All-Americans in cross-country, track, swimming, softball and wrestling, including a few national champions over the past few seasons.

Most of our teams are members of the highly competitive New England Women's and Men's Athletic Conference. Other conference members include Babson, Clark, Massachusetts Institute of Technology, Mount Holyoke, Smith, Springfield, Wellesley, Wheaton, and Worcester Polytechnic Institute. In football, we are members of the New England Football Conference and compete in the Bogan Division with Bridgewater State, Maine Maritime, Massachusetts Maritime, Worcester State and other schools.

The Academy's goal is to provide a developmental model for the cadet to excel in academics, military training for a humanitarian service, and of course, athletics. On any given year, two-thirds of our cadets are involved in an intercollegiate sport at some level. We take sincere pride in the role that our athletics program plays in producing the future leaders of our nation.

For additional information on our programs, please contact Athletics or visit [www.uscgasports.com](http://www.uscgasports.com)

## **Administrative Forms**

In order to enroll, you must submit the acceptance forms by June 1, 2011 and meet all other requirements in this handbook. All forms must be typed or printed legibly in black ink. We recommend that you make an extra copy of all submissions and bring them to R-Day.

### **Gray Envelope**

The following items must be returned to the Academy in the prepaid **gray envelope** enclosed in the medical folder. If you have questions about these medical items, please contact Ms. Roni Pyzalski (Medical Administration) at 860-444-8430 or [Roni.J.Pyzalski@uscg.mil](mailto:Roni.J.Pyzalski@uscg.mil)

**Immunization Record Form.** The information contained on this form will allow the medical division to register you in the Coast Guard Composite Health Care System and provide all necessary immunizations. A copy of this form should also be faxed to 860-701-6352.

**Dental bite wing and panoramic radiographs.** X-rays must be taken after January 1, 2011; they will be evaluated by the Dental Department before your arrival.

### **White Envelopes**

The following forms must be returned to the Academy in the prepaid **white envelopes** enclosed in your acceptance package. If you have questions about or need assistance completing these forms, please contact the individual listed on the form or consult the directory on the last page of this handbook.

**Note:** Multiple white envelopes have been enclosed and you do not have to submit all forms at the same time. Simple forms (e.g. Consent to Disclosure) may be completed and returned quickly to facilitate processing; however, all forms must be received by June 1, 2011.

**Cadet Information Form.** The information contained on this form is used to start your pay and personnel record and necessary security clearances. All information must be completed thoroughly and accurately.

**Cadet Consent to Disclosure Form.** The Freedom of Information Act does not allow the disclosure of your records (academic grades/military performance evaluations) to third parties without your consent. This form allows you to specify who may view your records.

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

**Cadet Contact Form.** This information ensures Admissions can contact you prior to R-Day.

**Emergency Contact Form.** This information designates your emergency points of contact.

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

**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.

**Alumni Association Information Form.** Instructions are included and participation is voluntary.

### Other Items

**Learning and Study Skills Inventory.** This assessment will gather information about your personal learning and study practices; the exercise consists of responding to 80 statements and must be completed online.

**Uniform Measurement Information.** These measurements will ensure you receive the proper size uniform t-shirts and footwear on R-Day; must be returned to the Cadet Store via e-mail at [Bookstore@uscga.edu](mailto:Bookstore@uscga.edu).

**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.

**Fleet Hometown News Release.** This form is used to prepare a news story for release to the media about your appointment to the Coast Guard Academy. Participation is voluntary, but encouraged; you should submit this form directly to your local newspaper(s) or other appropriate media.

### Gray Envelope Checklist

The following must be completed and returned in the gray envelope:

- Immunization Record Form
- Dental Bite Wing and Panographic X-rays

### White Envelope Checklist

The following must be completed and returned in the white envelopes:

- Cadet Information Form
- Cadet Consent to Disclosure Form
- Parent Consent to Disclosure Form
- Cadet Contact Form
- Emergency Contact Form
- Designation of Beneficiaries Form
- Servicemembers' Group Life Insurance Election and Certificate Form
- Alumni Association Information Form (Optional)

### Electronic Submission Checklist

The following must be completed online or returned electronically via e-mail:

- Learning and Study Skills Inventory (LASSI) Assessment (Completed online)
- Uniform Measurement Information ([Bookstore@uscga.edu](mailto:Bookstore@uscga.edu))
- Appointment Presentation Request (Optional; completed online)

## Directory

### Academics:

CAPT Richard Sanders

(860) 444-8646

[Richard.W.Sanders@uscg.mil](mailto:Richard.W.Sanders@uscg.mil)

### Academic Support Programs:

Dr. Evelyn Ellis

(860) 444-8608

[Evelyn.A.Ellis@uscga.edu](mailto:Evelyn.A.Ellis@uscga.edu)

### Admissions:

Chris McMunn

(860) 701-6778

[Chris.A.McMunn@uscga.edu](mailto:Chris.A.McMunn@uscga.edu)

### Admissions (Appointment Presentations):

LTJG Guillermo Holmes

(860) 701-6321

[Guillermo.Holmes@uscga.edu](mailto:Guillermo.Holmes@uscga.edu)

### Admissions (Medical):

Bill Anderson

(860) 701-6776

[William.J.Anderson@uscga.edu](mailto:William.J.Anderson@uscga.edu)

### Admissions (Campus Visitation):

LT Lindsey Seniuk

(860) 701-6323

[Lindsey.E.Seniuk@uscga.edu](mailto:Lindsey.E.Seniuk@uscga.edu)

### Athletics:

(860) 444-8600

<http://www.uscgasports.com>

### Cadet Band Activities:

CWO Mark McCormick

(860) 444-8461

[Mark.E.McCormick@uscg.mil](mailto:Mark.E.McCormick@uscg.mil)

### Dental:

CAPT Kelly Buttrick

(860) 444-8424

[Kelly.L.Buttrick@uscg.mil](mailto:Kelly.L.Buttrick@uscg.mil)

### Medical Administration:

Roni Pyzalski

(860) 444-8430

[Roni.J.Pyzalski@uscg.mil](mailto:Roni.J.Pyzalski@uscg.mil)

### Reporting-In Day/Swab Summer:

LCDR David Bradley

(860) 444-8236

[David.L.Bradley@uscg.mil](mailto:David.L.Bradley@uscg.mil)

LT LuAnn Kehlenbach

(860) 444-8415

[LuAnn.J.Kehlenbach@uscg.mil](mailto:LuAnn.J.Kehlenbach@uscg.mil)

### Travel Arrangements:

SATO Travel (Monday-Friday, 0800-2200 EST)

(800) 753-7286

[uscg@cwtsatotravel.com](mailto:uscg@cwtsatotravel.com)

Fax: (866) 914-7386

### Travel Entitlements:

Cadet Administration

(860) 701-6156



