



MERRIMACK COLLEGE

# SPRING 2023 RETURN TO CAMPUS HANDBOOK

Resources, Policies and Guidelines

Volume 4 • January 2023





# TABLE OF CONTENTS

## + PART ONE — CAMPUS EVENTS, WHAT'S NEW AND RESOURCES

- Save the Date: Campus-Wide Events Pg. 4
- Resources and Services Pg. 6
- Brand New and Enhanced Spaces and Buildings Pg. 7
- Meal Plans and Warrior Dollars Pg. 8

## + PART TWO — HEALTH AND WELLNESS

- Mental Health Pg. 10
- Medical Care Pg. 11
- COVID-19 and Other Communicable Viruses Pg. 12
- COVID-19 Vaccination and Vaccination Policy Pg. 12
- COVID-19/Campus Access Attestation Form for New Students, Faculty and Staff Pg. 13
- Face Coverings Pg. 13
- Departure Plans Pg. 14
- Daily Health Symptom Check and Symptomatic Testing Pg. 14
- Campus Community Members Who Test Positive for COVID-19 Pg. 14

## + PART THREE — GENERAL POLICIES

- Campus Access Pg. 16
- Tuition Refund Insurance Pg. 16
- Refund Policy Pg. 16
- Add/Drop Dates - Registering for Classes Pg. 17
- Cybersecurity Pg. 17
- RAVE Alert Pg. 18
- Campus Shutdown Policies and Plan Pg. 18
- Agreement Pg. 19
- Acknowledgment of Risk Pg. 19
- Contact Information Pg. 20

[Click here to view an accessible version of this document.](#)



# IN THIS SECTION

## + PART ONE — CAMPUS EVENTS, WHAT'S NEW AND RESOURCES

- Save the Date: Campus-Wide Events
- Resources and Services
- Brand New and Enhanced Spaces and Buildings
- Meal Plans and Warrior Dollars



## PART ONE - CAMPUS EVENTS, WHAT'S NEW AND RESOURCES

### SAVE THE DATE: CAMPUS-WIDE EVENTS

Mark these events on your calendar! These new and old traditions bring our community together and are a true reflection of our Merrimack spirit and Augustinian mission.

<b>Opening of The Collegiate Church of Christ the Teacher and Student Union Winter Welcome</b>	Tuesday, January 17 to Sunday, January 22
<b>Unity in Diversity Days</b>	Tuesday, February 7 and Wednesday, February 8
<b>100 Day Celebration</b>	Friday, February 10
<b>Professional Development Retreat</b>	Tuesday, February 14 and Wednesday, February 15
<b>Winter Ball</b>	Friday, February 17
<b>Pizza with the President</b>	TBA
<b>Spring Internship and Career Fair</b>	Wednesday, March 15
<b>Hops with Hopsy (graduate students)</b>	Wednesday, March 29
<b>LEAD Awards</b>	Wednesday, April 26
<b>Spring Weekend/Concert</b>	Thursday, April 27 to Sunday, April 30
<b>Cram Jam</b>	Monday, May 8
<b>Senior Week</b>	Tuesday, May 16 to Friday, May 19
<b>Commencement Weekend</b>	Friday, May 19 to Sunday, May 21

**There is always a lot going on and something to do! Keep up with College events through:**  
**CORQ** | Merrimack's go-to app where all campus events are posted – download the app today  
**Athletics schedule** | Complete schedule of athletics events to cheer on our Warriors  
**Academic calendar** | Includes key dates for our students, faculty, and staff



## Winter Welcome

January 16 - January 22

Join fellow Warriors for food, games, fun and much more! Join us for a week of celebration as we return to Merrimack for the spring semester.

For a complete schedule of events visit [merrimack.edu/winter-welcome](http://merrimack.edu/winter-welcome).

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### Student Union 1st Night Celebration

Tuesday, January 17 | 4 p.m. | Student Union

Join us as we re-open the cornerstone and gateway of campus, the Collegiate Church of Christ the Teacher and the new Student Union. Together, these spaces allow the Merrimack community to gather to nourish its soul - spiritually, intellectually, culturally, artistically and socially.

Celebrate the 1st night and blessing of the new Student Union! Bowl a few frames, take a few swings at the golf simulator, check out the esports facilities and sample the menu at Monica's Kitchen.

### Big Prize Bingo presented by Relay 4 Life

Wednesday, January 18 | 8 p.m. | Rogers Auditorium

Get out your lucky Bingo Boards and play for the chance to win fabulous prizes!

### Involvement Fair & Athletic Fan Sign Creation

Friday, January 20 | Noon - 2 p.m. | Multi-Purpose Room, Sakowich Campus Center

Find out how to get involved, how to join clubs, and talk with fellow students about all of the excitement planned for the spring. Take a few minutes create some amazing signs to help cheer on our Athletic Warriors, prizes given to the best signs. Do all of this while enjoying the tremendous Kane's Donuts!

### Lunar New Year with Intercultural Initiatives and Unity House

Friday, January 20 | 7 - 9 p.m. | H-Lot and Unity House

Make your way to H Lot for delicious food from the Moyzilla Food Truck as you head over to the Unity House to celebrate the Lunar New Year.

### Gaming Club Showcase & Open eSports Recruitment

Friday, January 20 | 8:30 p.m. | Student Union

Have you been a Fortnite pro since middle school or are you now just diving in and exploring everything from Mario to League of Legends, it's time to show your gaming skills and check out the Gaming Club as they showcase the new esports room in the Student Union. You might get selected for the upcoming esports team.

### Winter Carnival

Saturday, January 21 | 7 p.m. | Student Union

Round out the week with festive winter games, magicians and fun.



## RESOURCES AND SERVICES

### Warrior Shuttle

Merrimack College is offering a shuttle service for the 2022-2023 academic year. The service includes two lines, blue and gold, which offer students, faculty and staff the flexibility to travel both within campus and to off-campus locations.

- **The Blue Line** provides shuttle access to: Crowe Hall, McQuade Library, Rogers Center for the Arts, Lot J, The Center for Innovation and Research in Engineering and Computational Sciences and Hamel Health Center.
- **The Gold Line** provides shuttle access to: Crowe Hall, McQuade Library, Downtown Andover, Andover Train Station and Andover Landing.

In response to student feedback, the shuttle also provides weekend access to: Market Basket, CVS, West and East Mill in North Andover, The Loop (Methuen, MA) and Tuscan Village (Salem, NH).

For more information and to view the shuttle schedule, visit the **Warrior Shuttle webpage**, call the Warrior Shuttle hotline at (978) 837-5505 or email [warrionestop@merrimack.edu](mailto:warrionestop@merrimack.edu).

### Warrior One Stop

The Warrior One Stop is a centralized location in Austin Hall that brings together the offices of the Bursar, Financial Aid, Registrar, Parking & Transportation, Student Employment and the Task Force. Our cross-trained specialists are a single and convenient resource to help answer important questions in areas such as FAFSA completion, financial aid/scholarship review, billing and insurance information, parking, Warrior Shuttle, course registration, transcripts and enrollment-related information.

#### SPRING 2023 HOURS OF OPERATION

**Monday – Friday: 8:30 a.m. – 4:30 p.m.**  
(in-person, email and phone)


**Saturdays: 10 a.m. – 2:30 p.m.**  
(email and phone)

The Warrior One Stop will be open for additional hours during the week of spring student move-in and throughout the first two weeks of classes.

The Warrior One Stop monitors emails and phone calls outside of regular operating hours. Please note that responses may be slightly delayed during these times.

#### To contact the Warrior One Stop:

- Visit: Austin Hall first floor
- Email: [warrionestop@merrimack.edu](mailto:warrionestop@merrimack.edu)
- Call: (978) 837-5599



Take the Blue Line to the Center for Innovation and Research in Engineering and Computational Sciences and you're steps away from The Friendly Toast, Tripoli Pizza and Bakery, Pita Thyme, Eva's Farm and Starbucks.



## BRAND NEW AND ENHANCED SPACES AND BUILDINGS

### The Collegiate Church of Christ the Teacher and Student Union

The **Collegiate Church of Christ the Teacher** is a reminder of Merrimack's living tradition and a cornerstone of our campus. This spring, the Collegiate Church will re-open featuring much-needed renovations and restorations, and will serve as the College's proper gateway and community center. Reflecting the Augustinian ideals of faith, scholarship and community, it will be a place where the Merrimack community can gather to nourish its soul — spiritually, intellectually, culturally, artistically and socially. The church will host traditions including Baccalaureate Mass, worship for Mass and Sacraments and weddings.

The **Student Union** will open to the campus community on Tuesday, January 17, 2023 as a hang-out space with exciting new activities including a six-lane bowling alley, golf simulator, esports and pool tables. Students should visit the front desk of the Student Union to book a bowling lane, rent bowling shoes, book the golf simulator and pick up billiard supplies. Bowling lane rental will be offered at a rate of one Warrior Dollar per student and bowling shoes will be an additional one Warrior Dollar per student. Events and student programming will be scheduled throughout the semester. Students should visit **Corq** for the most up to date details.

**Monica's Kitchen** (within the Student Union) expands campus dining as a new café and grill featuring indoor and outdoor seating. A variety of food options will be served – from all day coffee and breakfast to paninis, soups, salads, pub fare, daily specials, plus gluten-free and vegan options. Meal swipes and Warrior Dollars will be accepted at Monica's Kitchen.

Additional Warrior Dollars can be added to student's Mack Card:

- **Online via Transact** using a Mastercard or Visa
- **MACK Card Management Stations** located outside the Campus Post Office on the second floor of the Sakowich Campus Center, and in the lobby of the McQuade Library. Mack Card Management Stations accept cash only

### STUDENT UNION BUILDING HOURS AND MONICA'S KITCHEN SERVICE

**Monday - Wednesday: 7:30 a.m. - 11 p.m.**

**Thursday - Friday: 7:30 a.m. - 1 a.m.**

**Saturday: Noon - 1 a.m.**

**Sunday: Noon - 11 p.m.**

### FUN FACT

Monica's Kitchen is named after St. Augustine's mother, St. Monica, the patron saint of mothers.



### McQuade Library

Students will notice some changes in McQuade library as we focus on updating various spaces throughout to offer opportunities for students and our community to come together to study, learn, collaborate and socialize. The first and second floors have new furniture designed for coming together, finding quiet space, enjoying a bite to eat or coffee and more. Be sure to check out these newly furnished areas.

### Coming Soon: New McQuade Library Dining Options

Exciting work is underway in McQuade Library. The Café will remain and will be available for coffee, pastries and yogurt parfaits. The former pizzeria is undergoing a transformation and will open later this winter with a new selection of grab and go options such as ice cream, assorted beverages, salads, sandwiches and snacks. More information will be shared as the new space progresses.





## MEAL PLANS AND WARRIOR DOLLARS

Our dining program offers students a variety of dining location options and ways to access food options. Student meal plans include the choice of one of the following:

- Meal Plan A** 19 meals per week plus \$50 Dining Dollars
- Meal Plan B** 13 meals per week plus \$200 Dining Dollars
- Meal Plan C** 7 meals per week plus \$450 Dining Dollars (apartment-style living only)



Students can use a **meal plan swipe** at the following locations:

- Sparky's - 15 different stations, including: pizza, pasta, salad bar, deli, the grill, and comfort station with a rotating menu offering daily, simple servings and a variety of dessert choices
- Monica's Kitchen - includes soups, sandwiches, salads, paninis, pizza and daily specials
- Warrior's Den - includes hot grill options, sub connections, salad bar and smoothie bar
- Merrimack Food Truck
- Wood Fire Grill



Students can use **Dining Dollars** at the following locations:

- Sparky's
- Monica's Kitchen
- McQuade Café
- Warrior's Den
- Merrimack Food Truck
- Dunkin' Donuts (10% of a meal plan Dining Dollars may be used at the Dunkin' Donuts per semester)

Students and their families can supplement Dining Dollars by adding Warrior Dollars to their individual accounts. Warrior Dollars will be accepted at the following campus food venues and locations:

- Sparky's
- Monica's Kitchen
- Warrior's Den
- Merrimack Food Truck
- McQuade Café
- Dunkin' Donuts in the MAC
- Campus Bookstore
- Campus Post Office
- Bowling lanes/shoe rentals
- Concessions at on-campus athletic events (excluding alcohol)
- Vending machines
- Wood Fire Grill (special events)
- Majors and Minors (special events)

Additional Warrior Dollars can be added to student's Mack Card:

- **Online via Transact** using a Mastercard or Visa
- **MACK Card Management Stations** located outside the Campus Post Office on the second floor of the Sakowich Campus Center, and in the lobby of the McQuade Library. Mack Card Management Stations accept cash only.



Food deliveries should **NOT** be made to addresses in our surrounding community or campus gates. All food deliveries must be ordered to the campus address and should specify the building for the delivery.

As a reminder, the main address is:  
315 Turnpike Street, North Andover, MA 01845

Please respect our neighbors and follow our community standards.



# IN THIS SECTION

## + PART TWO — HEALTH AND WELLNESS

- Mental Health
- Medical Care
- COVID-19 and Other Communicable Viruses
- COVID-19 Vaccination and Vaccination Policy
- COVID-19/Campus Access Attestation Form for New Students, Faculty and Staff
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## PART TWO - HEALTH AND WELLNESS

The health and wellness of our students, faculty and staff is always a number one priority. The College is constantly reviewing, adjusting and investing in health and wellness resources to ensure we are providing the best services to our community. From a full-service campus health center, to free 24/7 mental health resources, to advising and wellness programming – the College is committed to helping our campus community live, work and study in an environment that fosters physical, spiritual, mental and emotional wellness.

### MENTAL HEALTH

The past few years have been difficult for everyone. We have all been juggling the routines of everyday life, a rapid and ever-changing society, pursuing our dreams, and protecting our health and the health of our loved ones – all while living through the uncertainty of the world and a global pandemic. It is a lot for all of us and each of us.

We want to remind everyone that no one is alone, someone is always available to help you and the College has many free resources available on campus. Please do not hesitate to take advantage of these resources.

#### Free Mental Health Resources for Students

The College's Office of Counseling and Wellness is located on the third floor of the Sakowich Campus Center (Room 370) and provides three different ways for students to access free mental health services:

- In person appointments can be scheduled with mental health clinicians or a Wellness Educator by calling (978) 837-5444. The Counseling and Wellness Center is open Monday–Friday 8:30 a.m. to 5 p.m. Free, 24/7 immediate access to a mental health clinician is available by calling (978) 837-5444. If calling outside of the normal operating hours stated above, press 2 to access the call center. The College also has information and links to alternate off campus resources and local care on the [Office of Counseling and Wellness website](#).
- Private spaces are available and can be reserved for telehealth or virtual appointments with personal therapists from home/off campus by calling the Office of Counseling and Wellness at (978) 837-5444 during the regular office hours stated above.
- The College also offers regular campus programming that promotes mental health and wellness, which can all be found in **CORQ** marked with a "Mental Health Matters" icon. This icon means that an event nurtures mental health and wellness while also providing the opportunity for our community members to come together to support one another.



#### Resources for Faculty and Staff

Employees seeking mental health support can access Merrimack's Employee Assistance Program through the Human Resources page on **MyMack** or by contacting Human Resources. These free and confidential services are available to promote well-being and enhance the quality of life for employees and their families.

The Office of Human Resources is located on the fourth floor of Austin Hall and can be contacted at [humanresources@merrimack.edu](mailto:humanresources@merrimack.edu).



## Additional Resources

We recognize that some students may feel general stress and anxiety from the day-to-day logistics of being a college student. At times, many may also feel as if they are falling behind academically. We understand and this is why the College has identified numerous new ways to streamline the student support experience. Please take advantage of the following:

### Dean of Students Office

Sakowich 310  
978-837-5175 | deanofstudents@merrimack.edu

### Academic Success Center

Third floor of the McQuade Library  
asc@merrimack.edu

### Warrior One Stop

First floor of Austin Hall  
978-837-5599 | warrioronestop@merrimack.edu

### Residence Life

Building located in Lot J by the St. Thomas Apartments  
978-837-5507 | reslife@merrimack.edu

### Academic and Career Advisors

Both academic and career advisors are conveniently located within school Advising Centers. Students should get in touch with their Assistant Dean to get started.



## MEDICAL CARE

Through our partnership with On-Site Medical Services (OSMS), the newly located Hamel Health Center offers expanded and high-quality medical care without having to leave campus. These expanded services are equivalent to the type of medical care received at any urgent care center and are accessible using most insurance carriers. Medical services available at Hamel Health Center include:

- 24/7 on-call provider
- Sports physicals
- Telehealth services
- Minor surgical procedures
- Symptomatic assessment and treatment
- Sport injuries, splinting and head injury assessments
- COVID-19 rapid testing
- Skin infections
- Influenza, strep, mono, urine analysis and other rapid testing
- Allergy, asthma exacerbations, spirometry and pulmonary function testing
- Phlebotomy services
- Vaccinations
- Physical exams

Hamel Health Center is located at 477 Andover Street, which is directly across from the main campus entrance. Appointments can be made by calling (978) 837-5441 or **online**. Hamel Health Center can be accessed through the on-campus Warrior Shuttle Blue Line. Hamel Health Center is open weekdays during the academic year when school is in session from 8:30 a.m. to 4:30 p.m., Saturday, 9 a.m. to 1 p.m. and Sunday, 9 a.m. to 1 p.m.

In order to ensure our community members have access to high quality medical care, students, faculty or staff who utilize Hamel Health Center will be charged directly through their own health insurance as they would at other medical facilities or their own doctor's office.

## COVID-19 AND OTHER COMMUNICABLE VIRUSES

The number one priority of the College remains the health and safety of our community, and our commitment to providing an exceptional experience has never been stronger.

The College will continue to work closely with public health agencies such as the Massachusetts Department of Public Health (MADPH) and the Centers for Disease Control (CDC) to meet the public health needs of our community as the conditions of the pandemic or other public health issues change.

The College will remain vigilant and responsive. Merrimack reserves the right to alter or amend its health and safety policies and will communicate any adjustments to policies if it becomes necessary and in accordance with institutional, public health and government guidelines, and authorities.

## COVID-19 VACCINATION

Merrimack's success over the past several years in the face of the global pandemic has been the result of institutional commitment and flexibility as well as personal responsibility on the part of every member of our community.

What makes Merrimack College unique as a community is that we all look out for one another. We know that one of the clearest actions everyone can take to keep one another safe and to enjoy our campus and residential experience is to ensure that our community is vaccinated and up-to-date with booster recommendations.

Having all students, faculty, staff, vendors, visitors and guests vaccinated is a key step to reduce the risk of COVID-19 on campus.

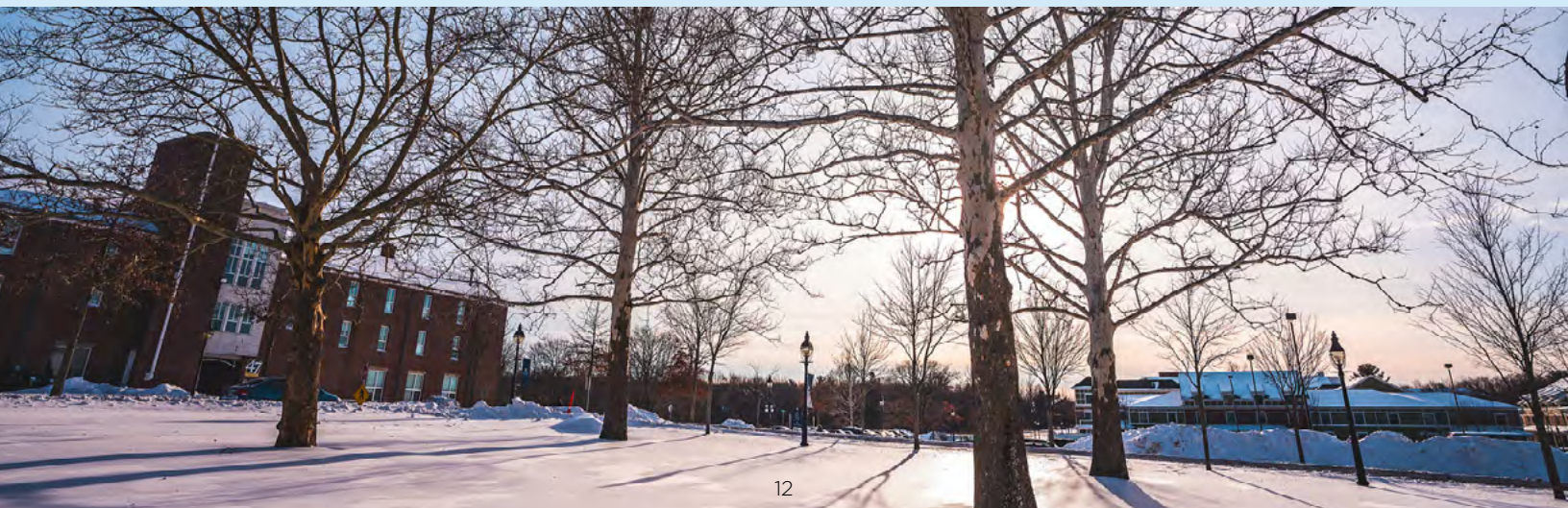
Vaccinations have proven to be effective in reducing the risk of serious illness and we ask all members of our community to take advantage and keep up to date on vaccinations.

## COVID-19 VACCINATION POLICY

### Merrimack College Students, Faculty and Staff

All Merrimack College students, faculty and staff are required to be vaccinated for COVID-19 and up to date with booster recommendations as outlined by the Center for Disease Control (CDC), or attest to a medical, religious or personal concern about being vaccinated. Every member of the Merrimack College community must take personal responsibility and complete an attestation that validates each individual's compliance with the College's COVID-19 vaccination policy. See attestation form on the next page. **Students, faculty and staff who submitted an attestation form in fall 2022 do not need to take any action. New students, faculty and staff must complete an attestation form.**

While all students must provide only an attestation to the College's COVID-19 vaccination policy, Merrimack College requires proof of vaccination for all state mandated immunizations which can be found on the [Merrimack Student Health Portal](#).





## COVID-19/CAMPUS ACCESS ATTESTATION FORM FOR NEW STUDENTS, FACULTY AND STAFF

New students, faculty and staff are responsible for completing a COVID-19 attestation form. This form states:

- I acknowledge the College's COVID-19 vaccination and face covering policies, and acknowledge that the College has the right to change them.
- I acknowledge that Merrimack College has done much to mitigate the risk of the spread of COVID-19 and despite collective best efforts, it is not possible to fully eliminate the risk of a COVID-19 infection while on the campus and among our community population. Therefore, there is a risk that some members of the community may become infected with COVID-19, and additionally may further spread the disease due to their interaction with other members of the Merrimack community and beyond.

By accessing campus, I acknowledge, understand and agree to Merrimack College policies and procedures as outlined in the Merrimack College Return to Campus Handbook.

### Anyone wishing to access campus must provide one or the other:

- I acknowledge the College's COVID-19 vaccination, booster and face covering policies, and CDC recommendations, and I acknowledge that I must be up to date on all vaccinations and boosters.

**OR**

- I acknowledge the College's COVID-19 vaccination and face covering policies, including the College's requirement to be vaccinated, and CDC recommendations, and I have a medical, religious or personal concern about receiving a COVID-19 vaccination. I take responsibility for my own health and to protect the health of my community.

Completing this form is the only action required to be compliant with the College's COVID-19 policy.

## FACE COVERINGS

Merrimack College does not have a campus-wide face covering requirement. Face coverings are recommended in Hamel Health Center, as in most medical facilities. Faculty and staff may choose to require that face coverings be worn in their classrooms or offices. Residential students may require guests to their room to wear a face covering. The College fully supports faculty, students and staff who choose to require face coverings in their work or living space. The Merrimack College Police Department is available to enforce this policy.

The College fully supports members of our community who choose to wear face coverings. Anyone who shames, bullies or intimidates those wearing face coverings will be dealt with through our disciplinary processes.

While there are certain situations where face coverings are required, we remind all members of the community that shaming, bullying or intimidation for not wearing a face covering will not be tolerated. As always, we expect that our community will respect and support one another. Shaming, bullying and intimidation will not be tolerated and we must all understand that everyone deals with the risk and the anxiety of COVID-19 differently.



## DEPARTURE PLANS

All students living in campus-designated housing must submit a departure plan on their MyHousing Portal in **MyMack**. Any student within a 200-mile radius of campus who needs to isolate will be responsible for leaving campus to complete their isolation period. Students who are unable to travel home due to great distance can submit an appeal to the Dean of Students Office by calling (978) 837-5175 or emailing [deanofstudents@merrimack.edu](mailto:deanofstudents@merrimack.edu). There will be a limited amount of space near campus for students to isolate.

## DAILY HEALTH SYMPTOM CHECK AND SYMPTOMATIC TESTING

Members of our community are responsible for monitoring their own health. Students, faculty and staff should use common sense and if they do not feel well – do not go to class, do not come to work and visit Hamel Health Center or their own medical provider.

COVID-19 has made us more aware of the potential overlap and differences between symptoms of colds, the flu, seasonal allergies and COVID-19. If you are experiencing flu or cold-like symptoms, Hamel Health Center has COVID-19 rapid tests as well as other diagnostic tests available.

## CAMPUS COMMUNITY MEMBERS WHO TEST POSITIVE FOR COVID-19

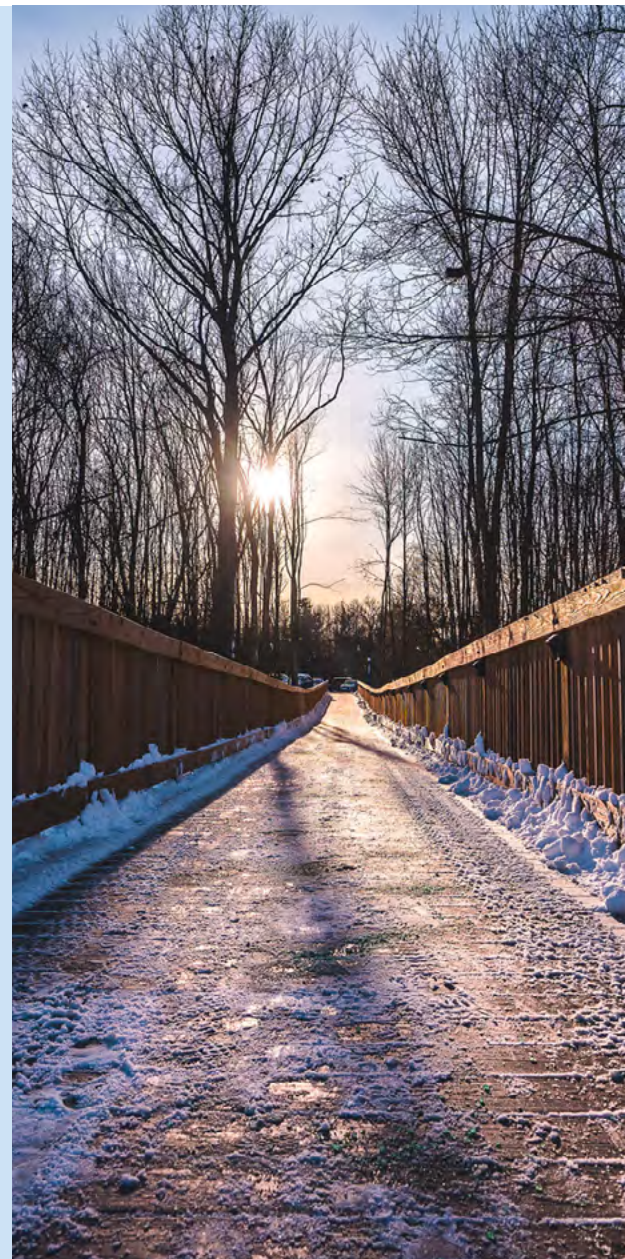
Campus community members who test positive for COVID-19 must isolate as directed by the local board of health (BOH) and CDC, regardless of whether they are vaccinated or not. Staff and faculty should remain off campus and at home for this period of time. Students who test positive for COVID-19 and who live within a 200-mile radius of campus should plan to leave campus to isolate at home and will need to make arrangements to travel home. The College has limited space available for students to isolate nearby campus.

For students who are unable to travel home due to being outside of a 200-mile radius, there is a limited amount of space near campus to isolate. All instances must be reported to and approved by the Dean of Students Office.

Students who test positive for COVID-19 must notify the Dean of Students at [deanofstudents@merrimack.edu](mailto:deanofstudents@merrimack.edu) or (978) 837-5175. Students should report to faculty if they test positive for COVID-19 and make arrangements for course materials during that time. If there are any questions in regards to isolation, please contact the Dean of Students Office at (978) 837-5175 or [deanofstudents@merrimack.edu](mailto:deanofstudents@merrimack.edu).

Faculty or staff who test positive for COVID-19 must contact their supervisor and follow CDC guidelines for isolation.

For those who believe or know they have been exposed to someone who has COVID-19, the College encourages that individual to take personal responsibility for their health and to follow **CDC recommendations**.





# IN THIS SECTION

## + PART THREE — GENERAL POLICIES

- Campus Access
- Tuition Refund Insurance
- Refund Policy
- Add/Drop Dates - Registering for Classes
- Cybersecurity
- RAVE Alert
- Campus Shutdown Policies and Plan
- Agreement
- Acknowledgment of Risk
- Contact Information

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## PART THREE - GENERAL POLICIES

Additional College policies and procedures can be found in the [Student Handbook](#) and the [Academic Catalog](#). This section highlights key information and changes to general campus policies. Please contact the [Warrior One Stop](#) with any questions.

### CAMPUS ACCESS POLICY

All Merrimack College students, faculty and staff entering campus will be asked to show their 2022-2023 Mack Card at the security gates and will have to do so each time they enter campus. All guests coming to campus should be prepared to show identification at the security gates and provide their reason for visiting campus.

As a private institution of higher education, Merrimack College reserves the right to restrict or prohibit access to campus as necessary. Examples of restricting access to campus include:

1. Merrimack may close the campus perimeter or restrict access to certain areas of the campus and/or buildings or other College property, with or without notice, in the event of an unusual occurrence or emergency that poses a threat to the safety of persons on the campus.
2. Merrimack may prohibit access to the campus or specified College property by any individual who engages in conduct that violates College policies.
3. Merrimack may establish special health-related requirements for access to the campus or specified buildings, or College-sponsored events or activities, to support the health and safety of the College community. These requirements may be equal to or exceed guidelines issued by public health institutions.

### TUITION REFUND INSURANCE

New this year, the College has partnered with DEWAR Tuition Insurance to protect your investment. The Tuition Refund Plan enhances the College refund schedule and provides a more generous refund throughout the entire term. All students are automatically enrolled into the plan but can waive the insurance if they so choose to do so. All waivers must be submitted no later than Tuesday, January 31, 2023. [Visit the website](#) for more information.

### REFUND POLICY

#### Spring full semester courses

Within the first 15 days of the term (through 1/31/23)  
After the fifteenth day of the term

Full refund  
No refund

Students enrolled in Winter term or continuing education courses can review the refund policy [here](#). Graduate students enrolled for spring can review the refund policy [here](#).

Students enrolled in the Tuition Refund Insurance may receive a refund after 15 days. Please see the [website](#) for more details on the Tuition Refund Insurance policy.

Please note that there are no refunds for tuition or any fees (comprehensive fee, nursing fee or music lesson fee) nor a refund on room and board in the event that Merrimack College determines, at its sole discretion, that it must shut down and transition to remote learning.





## ADD/DROP DATES - REGISTERING FOR CLASSES

Students may add or drop classes, through **myMack**, during the official period outlined in the **2022-2023 Academic Calendar**. The Academic Calendar also highlights all of the important dates throughout each session and semester.

## CYBERSECURITY

The Office of Information Technology cares about your online safety and cybersecurity education. Hackers are more sophisticated than ever and are causing havoc in nearly all industries – especially at colleges and universities. Being proactive about cybersecurity is a great way to keep yourself safe and make your data less likely to be targeted.

### Best Practices for the Merrimack College Community:

1. Passwords should not be reused for multiple accounts. Passwords that contain letters, numbers and symbols will greatly reduce the risk of your password being compromised.
2. Keep all of your devices and software updated. Updates patch weaknesses that hackers are aware of and continue to keep you and your devices protected.
3. Many people think that they are not likely to be targeted by hackers. Unfortunately the reality is that if you have a social security number or a bank account you are an appealing target.
4. Be suspicious of emails you were not expecting that contain attachments, links or urgent requests. Phishing is on the rise on college campuses, think before your click.
5. Use 2-factor authentication or multi-factor authentication for any application you can. With 2-factor and multi-factor authentication the hacker needs more than your password to get into your account. Multi-factor authentication will be rolled out for students this fall.
6. Report suspicious emails or incidents to the Help Desk in the McQuade Library, or email [askit@merrimack.edu](mailto:askit@merrimack.edu).

If you would like to learn more about cybersecurity, please visit our [website](#).

Be cautious when sharing personal information or photos with others. Scammers and predators are watching too. Stay safe and keep your personal information and pictures private.



## RAVE ALERT

Merrimack College has partnered with Rave Mobile Safety to offer Rave Alert emergency notification messaging to keep our community informed of emergency situations and school closings via phone, email and text alerts to your cell phone.

Please visit the [website](#) to update your contact information. If you have previously updated your information and there are no changes to your contact information then you are all set and no need to proceed further. Please contact the Office of Information Technology at [askit@merrimack.edu](mailto:askit@merrimack.edu) with any questions.

## CAMPUS SHUTDOWN POLICIES AND PLAN

The College will maintain a shutdown protocol in the unlikely event it is necessary. In the event of a major outbreak on campus, or by order of the government, the College reserves the right to evacuate the campus and send students home for a short or long period of remote learning to contain the outbreak. Following the containment, the College would then bring students back to campus. The College will do its best to give students and families 24 hours' notice in the event a shutdown must take place. Although not required by the Commonwealth of Massachusetts, the College also has plans for a partial shutdown of the campus if such a shutdown is warranted. The College will strive to provide as much notice as possible if a partial shutdown is warranted.

Further, the College reserves the right to shut down or quarantine parts of campus, specific buildings or small groups of students or individuals in response to an outbreak. The College reserves the right to alter safety policy, or require any additional efforts or actions so as to assist the safety of the campus community.

**Nothing set forth in this handbook or on its website constituting general descriptions of Merrimack College's campus, facilities, services, classes and programs is intended or should be understood to be a specific promise by the College or to otherwise be a term or condition of contract between the student and Merrimack College.**







## AGREEMENT

By registering for classes, the student agrees that the College reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures and any other information that pertains to students or the institution, including but not limited to admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy and graduation. This includes changes to the Merrimack College Student Handbook which further outlines College policy and procedures regarding the expectations within the Merrimack College community.

The College reserves the right to change fees, modify its services or make modifications to its program and the manner in which education or other services are delivered for any reason, including but not limited to economic conditions, health conditions, government orders or a national emergency.

**Nothing set forth in this handbook or on its website constituting general descriptions of Merrimack College's campus, facilities, services, classes and programs is intended or should be understood to be a specific promise by the College or to otherwise be a term or condition of contract between the student and Merrimack College.**

## ACKNOWLEDGMENT OF RISK

Merrimack College is not responsible for any injuries sustained by those on the Merrimack College campus, including but not limited to the athletic facilities. By visiting the campus and/or attending any event at Merrimack College, those on campus assume all inherent risk of injury resulting from, or in connection with the planned or unplanned visit to the campus, any game, performance, or event, including, without limitation, the risk of falling down, being struck by a puck, stick, ball, players or other participants, and agree that Merrimack College, the Arena, the Theater, the League, the participating clubs, performers and corporate sponsors, and each of their officers, employees, agents, trustees, performers, and players shall not be responsible or liable for any loss, damage, or injury resulting from such causes.



## CONTACT INFORMATION

At Merrimack, we depend on one another as a community grounded in the care and concern we show for others — within our community and beyond. If you have questions or concerns, please use the contact list provided below.

### CONTACT LIST

**Academic Success Center**

(978) 837-5278 | [asc@merrimack.edu](mailto:asc@merrimack.edu)

**Accessibility Services Office**

(978) 837-5722 | [accessibilityservices@merrimack.edu](mailto:accessibilityservices@merrimack.edu)

**Campus Ministry and Mission**

(978) 837-5450 | [campusmin@merrimack.edu](mailto:campusmin@merrimack.edu)

**Dean of Students**

(978) 837-5175 | [deanofstudents@merrimack.edu](mailto:deanofstudents@merrimack.edu)

**Graduate Student Center**

(978) 837-5805 | [gradcenter@merrimack.edu](mailto:gradcenter@merrimack.edu)

**Hamel Health Center: On-site Medical Services (OSMS)**

(978) 837-5441 | [hamelhealthcenter@merrimack.edu](mailto:hamelhealthcenter@merrimack.edu)

**Human Resources**

(978) 837-5157 | [humanresources@merrimack.edu](mailto:humanresources@merrimack.edu)

**International Student Support**

(978) 837-5225 | [iss@merrimack.edu](mailto:iss@merrimack.edu)

**Merrimack College Police Department**

(978) 837-5555

**McQuade Library**

(978) 837-5215 | [mcquade@merrimack.edu](mailto:mcquade@merrimack.edu)

**O'Brien Center for Career Development**

(978) 837-5480 | [obriencenter@merrimack.edu](mailto:obriencenter@merrimack.edu)

**Office of Counseling and Wellness**

(978) 837-5444 | [counseling@merrimack.edu](mailto:counseling@merrimack.edu)

**Office of Information Technology**

(978) 837-3500 | [askit@merrimack.edu](mailto:askit@merrimack.edu)

**Office of Student Involvement**

(978) 837-5508 | [osi@merrimack.edu](mailto:osi@merrimack.edu)

**Residence Life**

(978) 837-5507 | [reslife@merrimack.edu](mailto:reslife@merrimack.edu)

**Warrior One Stop**

(978) 837-5599 | [warrioronestop@merrimack.edu](mailto:warrioronestop@merrimack.edu)

**Warrior Shuttle Hotline**

(978) 837-5505 | [warrioronestop@merrimack.edu](mailto:warrioronestop@merrimack.edu)

*Merrimack College reserves the right to change this Handbook and the policies and procedures herein in its sole discretion without notice. The College will endeavor to provide as much advance notice as possible.*

