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WHEN YOU ARRIVE
Frequently Asked Questions (FAQs)
Welcome to Merrimack College!

On behalf of the Merrimack community, I want to personally congratulate and welcome you to graduate school at Merrimack College!

We are honored that you chose us to further your education and to help guide your future path to success. To make your graduate student experience at Merrimack College as robust as possible, we offer an abundance of resources to support you as you take on this new chapter in your life. Please use this resource guide to assist in your studies, career, and networking - Merrimack has so much to offer!

As a valuable member of our community, I encourage you to take all of the opportunities to get involved, and I am looking forward to meeting you, answering questions, and offering support throughout your time here. I hope you feel excited to embark on a great academic, cultural, and social journey at Merrimack College.

Please do not hesitate to reach out with any questions or comments.

Sincerely,

Allison Gill
Vice President of Student Affairs / Dean of Students
gilla@merrimack.edu
978-837-5175

FRIENDLY TRANSCRIPT REMINDER

- If you were admitted into a program before completing your bachelor’s degree, please remember to provide us with your final official transcripts. Please have them sent directly from your institution’s Registrar’s office.
- Your final transcript needs to show a degree conferral date.
- Please note a registration hold will be placed on your account if you do not submit final transcripts.

Questions? Contact Graduate Studies!
Graduate@merrimack.edu | 978-837-3563
What funding is available to graduate students?

Merrimack College offers fellowships, assistantships, and scholarships determined by the Graduate Admissions Office or your academic program directors. Eligible graduate students are also able to utilize federal Direct Unsubsidized Loans of up to $20,500 per year. These can be obtained by completing a FAFSA. Eligible graduate students are also able to utilize federal Direct Unsubsidized Loans of up to $20,500 per year. These can be obtained by completing a FAFSA. Students must also complete Entrance Counseling and the Master Promissory Note. The FAFSA, Entrance Counseling and Master Promissory Note can all be found at http://studentaid.gov

Additional instructions can be found on our website at www.merrimack.edu/aid/forms.

Office of Financial Aid
Monday-Friday 8:30 a.m. to 4:30 p.m.
Austin Hall, Room 15B

Ireni Rose
Financial Aid Counselor
rosei@merrimack.edu
978-837-3586

I need to take out loans for living expenses. What should I do?

First, make sure all items are submitted on the MyMack > Student Info > Financial Aid Portal. Each semester, funds typically disburse to student billing accounts after add/drop is over and all documentation is on file. The funds can then be requested from the Bursar’s Office to be direct deposited, mailed, or picked up by the student. Please note this process can take a few weeks after funds disburse.

What if I need additional funds for tuition, living expenses, and rent?

If you need more than the federal limit of loans, you can borrow through the Graduate PLUS loan program by applying at https://studentloans.gov, or through one of the alternative lenders listed on our website who have a graduate loan program: www.elmselect.com.

We always recommend exhausting federal loan programs first due to their flexible repayment options. Please note, educational loans are only for direct educational expenses.

If you have additional questions or concerns, please feel free to contact your financial aid counselor directly. Our financial aid experts understand what you’re going through and are ready with answers.
What happens to my undergraduate loans if I enroll? Do I need to submit any forms?

If you enroll at least half-time at Merrimack (4 credits), many loans will automatically go into deferment. You can request deferment manually via the Registrar’s Office. To ensure your loans are automatically deferred, Merrimack must have your correct social security number. You can view any previous federal loans you have taken out at nslds.ed.gov.

What is the interest rate of my loan? Are there any other fees that are deducted?

The Unsubsidized Stafford Loan is currently at a fixed interest rate of 6.08% for loans originated on or after 7/1/19, and there is a 1.059% origination fee on each disbursement before/ or after 10/1/2019. The Graduate PLUS loan is at a fixed interest rate of 7.08% (for loans on or after 7/1/19 and before 7/1/20) and has a 4.236% origination fee that is deducted from each disbursement.
OFF-CAMPUS LIVING

Graduate/Off-Campus Living Overview

Things to consider

Before you begin
Start by making a list of what you are looking for in a living space. Will you be looking for parking? How close do you want to be to campus? How many bedrooms? These are some of the questions that can help you decide what you are looking for in an apartment. And don’t be afraid to compare your options!

Roommates
If you are thinking of having roommates, a roommate finder can be found on our website. Make sure you are having honest conversations before committing to live together. Ask questions about study habits, work and sleep schedules, and what type of relationship you are looking to have with your roommate.

Lease
Consider what length of lease would be the best fit for you. The length of your lease is the amount of the time you are expected to pay. Therefore, you want to make sure that your lease fits your needs and is comfortable for you. If the space you are looking to lease has a 12-month lease, and you cannot stay the entire time, you should ask if they have different options, such as a shorter lease or the option to sublet the space.

Finances
Planning your finances is very important. You want to be comfortable with what you are spending, and consider things such as rent, utilities, and furnishings. Depending on your personal finances, you may need a co-signer. Remember to reach out to your financial aid counselor to talk about your personal situation.

Learn more by visiting our website: www.merrimack.edu/offcampushousing

Local Leasing Companies
Andover Place, Andover 978-685-0552
Appleton Square, Methuen 978-903-3033
River Pointe at Den Rock Park, Lawrence 978-946-9494
The Riverwalk Lofts, Lawrence 978-683-3550
Royal Crest, North Andover 978-682-7200
Summit Place, Methuen 978-688-6300
TGM Andover Park, Lawrence 978-975-8900

Liz Kew
Assistant Director, Housing Operations and Off-Campus Residential Services
kewe@merrimack.edu
978-837-6748
Getting Involved on Campus: Make it your Merrimack Experience

Graduate Student Senate

Graduate Student Senate (GSS) provides all graduate students at Merrimack with a collective voice to advocate for needs, enrich the graduate student experience, and develop a sense of community across academic programs. The GSS supports the graduate student experience, providing ways to get involved with our advisory council, executive board and general membership.

Unity House

The Unity House and its leadership team, the Unity House Council, serve as active and engaged leaders in the continued enhancement of social inclusion at Merrimack College. Merrimack continuously strives to increase understanding of diversity through education and involvement.

Office of Student Involvement

The Office of Student Involvement (OSI) is at the center of all student engagement on campus. Working directly with Graduate Student Senate, OSI looks to create opportunities for graduates to feel connected and a part of campus.

Graduate Student Lounge

Cushing Hall, 3rd Floor

Graduate students have 24/7 access to the graduate student lounge located in Cushing Hall. Some of the lounge amenities include a kitchenette, tv, apple tv capability, study space, whiteboards.

More information on engagement opportunities can be found at: www.merrimack.edu/involved
ACADEMIC SUCCESS CENTER

Academic Support Overview
Graduate level academic support at Merrimack College includes the Writing Center and the Tutoring & Math Center. Our mission is to provide timely, theoretically grounded, and pedagogically sound support and resources for the campus community. Our offices are located in the Academic Success Center, McQuade Library 3rd floor.

How can the Writing Center support your work?
The Writing Center is a writing in the disciplines-based center, which means we support any discipline, including education, business, and the natural and health sciences. Our tutors can help you get started, find a research question through invention activities, develop a literature review, format in APA style, revise, and edit.

Even if you just want to read through your work--or even your textbook--to get more comfortable with your material, we’re happy to listen and to be your sounding board. Finally, if you just want to use our resources on technical, business, and academic writing, we have a variety of book and web-based tools available. More information on the Writing Center can be found by visiting: www.merrimack.edu/writingcenter

Do you provide online support?
Presently, the Writing Center provides online consulting via chat during Fall and Spring Semesters and Summer I & II terms.

What are your hours?
While we have consistent hours during the academic year, our summer hours vary. Check our websites to learn more.

How can the Tutoring & Math Center support your work?
All graduate students can access the Tutoring & Math Center for support with any academic needs related to math, including questions related to statistics. More information on the Tutoring & Math Center can be found by visiting: www.merrimack.edu/academics/academic-success-center/tutoring-and-math-center/

Are employment opportunities available?
Yes! If you have a background in writing (any discipline) or mathematics, and you are interested in becoming a writing consultant or a math tutor, please contact us at writingcenter@merrimack.edu or MathCenter@merrimack.edu.

Robert Koch, Ph.D.
Assistant Dean of Student Success:
Director of the Writing, Tutoring and Math Centers
kochr@merrimack.edu

More information can be found at: www.merrimack.edu/writingcenter

STAY CONNECTED @merrimack_writingcenter @WritingCenterWC
Accessibility Services Overview

The Accessibility Services Office serves as a hub for any and all students on campus who self-identify and register with a disability, the ASO works with students to determine the scope of reasonable campus accommodations and to facilitate communication with other parts of campus.

- We embrace the College’s mission to enlighten minds, engage hearts and empower lives.
- Our office serves as an advocate for students to level the playing field.
- We work closely with the College community to increase campus awareness of disability-related access issues.
- We develop collaborative relationships on campus and in the community to promote an environment conducive to the completion of higher education degree requirements.

How to register any accommodations needed?

Graduate students who need accommodations during their time at Merrimack are welcome to register with the Accessibility Services Office. Graduate students are encouraged to contact the Accessibility Services Office or visit our website for more information on how to register with our office.

Contact Us

www.merrimack.edu/aso
accessibilityservices@merrimack.edu
978-837-5722

Jodi Rachins
Director

Moriah John
Assistant Director

Ashley Callis
Specialist

Carlene Bell-Flanagan
Accommodation Assistant

Danielle Lamy
Accommodation Assistant

What are reasonable accommodations?

Reasonable Accommodations can be used to assist graduate students through the creation of an Academic Accommodation Plan. Students with disabilities might register with our office for various reasons, including learning needs, psychiatric conditions, physical limitations, and medical diagnoses. They will utilize their Academic Accommodation Plan to collaborate with their faculty to be successful.
The Hamel Health and Counseling Center provides confidential health and counseling services to all Merrimack students.

**Health Services Overview**
- Care of acute and chronic health issues and injuries
- Preventative and wellness care
- Lab work, prescriptions, and medications
- Assessment and referral to local specialists

**Education & Programming**
Health and Counseling Services offers a wide variety of educational programming to the campus community to increase awareness and promote health and wellness. Workshops, seminars and groups are held throughout the school year to address a wide range of topics.

**Counseling Services Overview**
- Short-term, individual counseling services for all Merrimack students.
- Consultation to parents, students, faculty and staff who have concerns.
- Assessment and referrals for specialized services, psychiatric care or long-term counseling.
- Counselor on call for after-hours crisis intervention.

**Health Forms**
Health forms and immunization requirements can be found at merrimack.medicalatconnect.com

**Local Medical Providers**
Community Medical Associates-Andover
YMCA: Primary Care
Andover Medical Center: Primary Care, OB/GYN Services, and Express Care
Greater Lawrence Family Health Center: Primary Care (Multiple Locations)

**Local Dentists**
Gentle Dental North Andover
Beliveau Dental (North Andover)

**Clinical Hours**
During Academic Year
Monday-Friday: 8:30 a.m - 5 p.m.
Appointments required: 978-837-5441
After hours crisis coverage available for counseling services.

During Summer Break
Monday-Thursday: 8:30 a.m - 5 p.m.
Counseling services available by appointment.
Medical services not available.

**Contact Information**
978-837-5441
hamelhealthcenter@merrimack.edu

Visit our website for more!
www.merrimack.edu/hamel
MCQUADE LIBRARY

McQuade Library fosters the intellectual growth of the Merrimack community and serves as a valuable center of information resources and customized instruction.

Circulation Information
Library materials can be checked out at the Help Desk on the first floor using your MACKCard. You are able to checkout an unlimited number of items each semester. Books in the general circulating collection checkout for 30 days with 2 renewals and DVDs checkout for 5 days with 2 renewals.

Interlibrary Loan (ILL)
If McQuade doesn’t have access to the materials you’re looking for, there’s no need to panic! We’re able to reach out to other institutions across the country to have the item sent here at no charge to you.

Library Hours
During the academic year, MACKCard holders can visit the library 24 hours a day during the week (Sunday at 10 a.m. to Friday at midnight) and from 10 a.m. until midnight on Saturday.

During the summer, McQuade is open Monday–Thursday 8:30 am-7 pm and Friday 8:30 am-4:30 pm

During summer session finals, McQuade opens on Sunday. Please see website for additional details.

Off-Campus Access
Databases can be accessed off-campus by logging in with your regular Merrimack credentials when prompted. Please keep in mind that all databases and electronic resources should be accessed through McQuade and not via search engines (i.e. Google).

Research Help
Professional librarians can be found in the Research Center on the second floor. The Research Center is open during the hours listed below:

Monday-Thursday 9am-10pm,
Friday 9am-6pm,
Saturday 10am-6pm
Sunday 2pm-10pm.

Katherine Turcotte, MLIS
Instruction & Liaison Librarian for Graduate Programs
turcottek@merrimack.edu
978-837-5260

More information can be found at:
https://libguides.merrimack.edu/GraduateServices

Stay Connected
@McQuade.Library  McQuade.Library  McQuade Library (MC)
**Career Exploration & Advising**

As a graduate student at Merrimack College, you will be pre-assigned a career advisor based on your program and school. They will help develop an individualized career action plan to better prepare you for success upon completion of your degree and beyond.

**Handshake**

Handshake is the online portal you can use to book career advising appointments, check out upcoming networking and professional development events at Merrimack College and search for internship and job opportunities.

**Networking Events**

Throughout the year, the O’Brien Center for Career Development in conjunction with specific programs and schools, host networking events, providing the opportunity to connect with a high caliber of Merrimack alumni, industry professionals and Merrimack College senior leadership. Some areas of networking events hosted in the past include criminology, health sciences, marketing and more.

**Interview Techniques & Mock Interviews**

Our career advisors work with you one-on-one to prepare for upcoming interviews and provide resources to practice on your own. In addition, some specific programs and departments work with the O’Brien Center to host mock interview events, where you can interact with Merrimack alumni and professionals, expanding your network and honing your interview skills in a supportive environment.

Come visit us to learn more!  
www.career.merrimack.edu
CAREER DEVELOPMENT

Career Advisors

At Merrimack College, we believe career preparation is not a one-time event. That’s why Merrimack’s O’Brien Center for Career Development offers school-specific advisors that offer resources, connections, and tools, all aimed at one thing: getting you career-ready.

Laura Thibodeau
Assistant Director of Career Advising, School of Science & Engineering, Interim School of Health Sciences
✉ thibodeaul@merrimack.edu
📞 978-837-5447

Sarah Mackler
Assistant Director of Career Advising, School of Education & Social Policy
✉ macklers@merrimack.edu
📞 978-837-5589

Morgan Phipps
Business Career Advisor, Girard School of Business
✉ phippsm@merrimack.edu
📞 978-837-5030

Katie Fell
Career Advisor, School of Liberal Arts
✉ fellk@merrimack.edu
📞 978-837-5442

Joe Jenkins
Assistant Director of Career Advising, Girard School of Business
✉ jenkinsjo@merrimack.edu
📞 978-837-5091
Block meal plans are available for graduate students to take advantage of throughout their time at Merrimack. These plans offer students the flexibility to choose from a variety of different food options on campus. Graduate students can take advantage of the commuter block meal plan packages. More information on the packages and how to purchase one can be found via the link below:

https://merrimack.sodexomyway.com/my-meal-plan

"Who should I ask if I have questions about my student experience?"

For questions related to your specific academic program, including fellowships and/or assistantships, contact your individual program director.

For any general questions about your student experience, including getting involved on campus, please contact Preston Croteau, Assistant Dean of Students.

Preston Croteau
Assistant Dean of Students
@email croteaup@merrimack.edu
@phone 978-837-5175