

# Welcome to Merrill!

## Meet our Merrill House Staff...

**Tiana Geurrero: A1, A2**

**Emory Ellis: A3, A4**

**Rejia Camphor: B Basement, B1, B2**

**Kia Boreland: B3, B4**

**Jada Fraser: C Basement, C1, C2**

**Hannah Jones: C3, C4**

**Makenzie Peterson: Area Coordinator**

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## What's an Area Office?

### Merrill/Dakin Area Office

The Merrill/Dakin Area Office is the combined house office for Dakin House & Merrill House. The Area Office's entrance faces the front of Dakin House. The Area Office is staffed by Merrill & Dakin House Resident Advisors and by two professional staff members; Makenzie Peterson, Merrill Area Coordinator and \_\_\_\_\_, Dakin Area Coordinator.

The Area Office is a great place to hang out, discuss issues you're having as a student or on your hall, drink coffee, or just take a break from your hectic academic schedule.

Here are some things available in the Area Office:

- Bus schedules
- Safer sex supplies
- Programming calendar
- Conversation
- Band-Aids and Ibuprofen
- Board Games

The Area Office is open: 9:00-4:30pm, Monday-Friday

## What is the Housing Operations Office (HOO)?

The HOO is located next to Merrill Hall. Amy Parker is the Associate Director of ResLife and Housing and she works with two Housing Operations Assistants. They are in charge of the maintenance of the residence halls. You can go to their office for: keys, room contracts, handle campus moves, and work orders. They are open 8:30am-4:30pm every day.

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## What's a Resident Advisor (RA)?

**Resident Advisors are the liaisons between students and the house office.** Resident Advisors are each assigned to one section in the building. Your Resident Advisor will introduce themselves sometime in the first few days of school. Resident Advisors are basically on duty all the time (but please, be considerate during the late-night hours). On the weekends, one Resident Advisor is on call for the entire building. The Resident Advisor-on-call's name will be posted in the building lobbies and in each stairwell so you know who to bug. If you need to reach the Resident Advisor, call Public Safety x5424 and ask them to page the Resident Advisor-on-call.

**The primary responsibility of Resident Advisors is to build community.** They are not-so-much "enforcers" of rules as they are "communicators" of community norms (confused? See the "What Are Community Norms?" section following this one). This distinction may seem silly, but it's really quite substantial. Resident Advisors are here to help the build community on campus, and part of building community is about understanding boundaries so that everyone can feel safe and at home in Merrill House. Basically, they're not here to harass you or give you a ticket...but they are here to help facilitate compliance to our community's norms. Also, please know if you do not listen to an Resident Advisor's "communication" about violating a community norm, you can more or less expect to hear from the Area Office or Campus Police in the very near future.

**More importantly though, Resident Advisors are a resource.** Don't hesitate to ask them for advice about moving in, classes, or anything else relating to your Hampshire experience. The Resident Advisor's job is to make sure everything runs smoothly on their halls. They mediate disputes between hall mates, function as informal academic and social advisors, and help to run house programming. They are also here to be a friend and a mentor to you as you settle into school. It's OK to ask them about anything even if it seems trivial. They can be there to listen and to recommend other resources on and/or off campus.

### Who is your RA?

Floors	Resident Adviser	Room	E-mail
A1, A2	Tiana Guerrero		
A3, A4	Emory Ellis		Ece16@hampshire.edu

B2, B1, B Basement	Kia Boreland		
B3, B4			
C2, C1, C Basement	Jada Fraser		
C3, C4	Hannah Jones		

## Here Are Some Of The Things Resident Advisors Do:

### Programming

Your Resident Advisor and the House Office sponsor events for Merrill called “programs.” Programming can be a great way to meet people and get snacks. Programming can also be informative, especially when Resident Advisors bring campus resources to you. Look for posters and advertising during the semester. If you have any ideas for programming, feel free to tell your Resident Advisor. We can help fund it! We love resident-initiated programming!

### Hall Meetings

The hall meeting is a forum for conversation, a decision-making body, and a source of information. This is when you decide as a hall what you want your community to look like, how you will keep the lounge clean, what your hall designations mean, and what will happen when someone on the hall doesn’t follow through.

**Your Resident Advisor will post the when and where of the first hall meeting. Everyone is expected to attend, no matter what.** It’s important that you be there to create and meet the expectations of your hall.

## —————What are Community Norms?

Community norms are the “rules” regarding social policy at Hampshire College. Community norms are designed to help ensure that all members of our community feel safe and productive (as well as be in accordance with local, state, and federal laws). *The Hampshire College Student Handbook*, which details all the community norms as well as academic policy, is available online at [handbook.hampshire.edu](http://handbook.hampshire.edu). Read it!

## Some Commonly “Misunderstood” Community Norms:

### Smoking

Merrill House is a non-smoking residence (this includes vapes, e-cigarettes, and marijuana). No one is allowed to smoke anywhere inside (this includes stoops, entryways, and balconies). Smoking

should only take place in the designated smoking areas (DSA), which can be found in the student handbook.

## **Alcohol**

Like every other school, the alcohol policy of Hampshire follows the state law. The legal drinking age in Massachusetts is 21. It's illegal for someone of age to buy for underage drinkers. Public Safety and House Staff will confiscate your alcohol or tell you to dump it out if you are underage or if you are drinking in a public space. Lounges, bathrooms, hallways, and outside areas are all public spaces.

If you or someone you know feels like they have a problem with substance use and abuse, there are AA and Al-Anon groups. Health Services (x5458) can steer you in the right direction.

## **Drugs and Substance Use**

Again, **Hampshire enforces all Federal and State Laws regarding drug use.** Before you make an unwise decision, read The Student Handbook for the details. For now, here's some practical advice:

- Stay far, far away from hard stuff. Use or possession of heroin is a felony, in Massachusetts being in the presence of a person using or possessing heroin is also a felony.
- If you use marijuana, there will be follow-up. Use of substances often affects the community and we want to ensure the best environment possible for all students.
- Don't do anything that could get you arrested. Federal law states that you will lose your eligibility for financial aid if convicted of drug-related offences. It's not worth it.
- Plenty of people at Hampshire are sub-free (no drugs or alcohol). If you don't engage in substance use, you're not the only one here. There is also a substance-free student group on-campus that you can join.
- Make smart choices. And what you choose to do, do responsibly, with regard for yourself and our community.

## **Noise Levels & Quiet Hours**

As you already know, each hall has a designation and a specified noise level. Please respect the designations on halls.

### **Campus Wide Quiet Hours Begin:**

**Sun-Thurs: 11:00PM**

**Fri-Sat: 2:00AM**

Quiet hours end daily at 7:30 am, however courtesy hours are always in effect. Amplifiers, drum circles, etc. are also against policy. This includes residential halls as well as the surrounding areas.

## **Where's The Party?**

A party at Hampshire is defined as any event with 15 people or more or *any* event where alcohol will be served – these events need to be registered with the house office. Think twice before going to a party on a floor – the residential halls are not allowed to have parties so it’s an illegal party. Area Coordinators and Campus Police will shutdown the party and the conduct meetings required for each person afterwards just aren’t worth the trouble. **The only areas where registered parties are allowed to be are in the mods. Try to only attend parties that are registered with the house offices.**

## **Candles, Incense & Other “Health & Safety” Violations**

Here’s the hard-line: a disabled smoke detector (or any other safety equipment, such as a card reader) will result in immediate House probation AND 20 hours of community service. If you do it a second time, you will be immediately removed from campus housing. Covering your smoke detector puts and all other residents of the building in danger. It will NOT be tolerated.

Here are some other “health & safety” violations:

- You can’t have candles or incense in the building.
- Excessive paper and posters on walls (no more than 40% of walls can be covered)
- Pretty much anything left in the hallway (state fire-code regulations require that hallways remain clear and open)
- Nothing can be hung from the sprinkler pipes, not even twinkle lights
- Cords/holiday lights strung across doorways/hallways
- Only slow cookers and microwaves are allowed
- Any unsanitary conditions in rooms/hallways/bathrooms/lounges
- False fire-alarms! (you will be fined \$100-\$300 or given substantial community service)

# **—Other Important Info About Living In Merrill**

## **Your OneCard**

Hampshire uses a OneCard ID access system for access to most of the residential areas on campus. This is an exciting step forward in terms of security for both houses.

## **Here are some other uses for your ID:**

1. Eat meals in the dining commons
2. Check out library books
3. Get the student discount at the local movie theaters
4. Show Public Safety and House Staff you are a Hampshire student
5. Pick up your packages at the Post Office
6. Check your evaluations at Central Records

## **“What Happens If I Lose My ID and/or Keys?”**

Call Campus Police and they'll send an officer over to let you back into your room. For lost door keys, contact the HOO. For lost OneCards, contact the OneCard office. Do this immediately to preserve community safety.

## **Trash & Recycling**

As a resident of Merrill, you are responsible for the following:

- A.) Removing your own trash & recycling from your room and bringing it to the dumpster bin and recycle bin located outside the Merrill laundry room by the loading dock.
- B.) Cleaning up any “egregious” mess you or your hall mates make.
  - Custodians will conduct routine cleanings of each hall **but they are not your maids**. If you or your friends make a mess, you need to clean it up. Failure to do so may result in fines/disciplinary actions.

## **Maintenance and Repairs (Work Orders)**

Any requests for repairs or attention to physical concerns in the mods that need immediate attention should be directed to the Housing Operations Office at x5453 Monday through Friday from 8:30am – 4:30pm. Do not call the Facilities directly. You can request a work order yourself at [MySchoolBuilding.com](http://MySchoolBuilding.com); account #: 670970164, password: password.

Serious emergencies (overflowing toilet, electricity or gas problems) that occur when the Housing Operations Office is closed should be reported to Campus Police at x5424.

## **Doing Laundry**

Laundry machines are located in the basement of Merrill B. Hampshire College is committed to energy efficiency and energy saving practices. If you wash with cold water, it's free! If you need to use warm or hot water, you will need to insert 50 cents into the washer for it to start. The dryers are free. Please, don't leave your clothes unattended in the laundry room. Clothes that are sitting wet in a washer for hours become moldy and will need to be re-washed. Dirty/half-washed clothes end up in huge, smelly piles that people mistake for “free piles.” **THERE ARE NO FREE PILES IN THE MERRILL LAUNDRY ROOM.** Don't take what isn't yours!

## **Where Do I Park My Car?**

Students must register their cars within 7 days of arriving on campus. It's first come first served, and space is limited. Public Safety issues parking stickers each semester; don't forget to register in the spring as well!

## **PVTA (The Bus)**

Riding the bus is really easy & environmentally friendly, but it can be a little confusing the first couple of times. You can check the schedule out online at <http://www.pvta.com>

### **Where's Should I Get Food?**

- 1.) The Dining Commons
- 2.) The Bridge Café (top floor of the RCC)
- 3.) Hampstore (located in the basement of the library, food is located in the back)
- 4.) Atkins Market (across Bay Road from Hampshire College)
- 5.) Any of the local eateries in the Amherst/Hadley/Northampton area

## **Frequently Used Campus Numbers**

Business Office	5497
Campus Bookstore	6000
Campus Leadership and Activities (CLA)	6005
Career Options Resource Center (CORC)	5445
Center for Academic Support and Advising (CASA)	6064
Central Records	5421
Cultural Center	5461
Directory Information	5456
Dining Commons	5750
Center for Women and Community (formerly EveryWoman's Center)	545.0800
Financial Aid	5484
IT Help Desk	5418
Peer Academic Resource Center (PARC)	5425
Pioneer Valley Transit Authority (PVTA)	586.5806
Campus Police	5424
Robert Crown Center (RCC)	5470
School Closing Information	5508
Special Programs & Events	5610
Student Computer Diagnostic Center	6602
Student Life Office	5412
Writing Center	5646
Voicemail	6900
<b>Five College Switchboards</b>	
Amherst College	542.2000
Hampshire College	549.4600
Mount Holyoke College	586.3100
Smith College	584.2700
UMass	545.0111
Five Colleges, Inc.	256.8316

## **Food, Entertainment, & Travel** (Area Code 413)

### **Foods:**

Delivery Express, <a href="http://deliveryexpress.com">deliveryexpress.com</a> (Order delivery from many local restaurants)	549.0077
Amherst Coffee	256.8987
Rao's Coffee	253.9494
Esselon (coffee and food)	585.1515
The Lone Wolf (Breakfast spot)	256.4643
Domino's Pizza	256.8911
Sibie's Pizza and Subs (Right down the road!)	256.6100
The Black Sheep (Great sandwiches!)	253.3442
Mission Cantina (Right down the road!)	230.3580

### **Entertainment:**

Academy of Music Theatre	584.8435
Amherst Cinema	253.2547
Cinemark Theatres at Hampshire Mall	587.4233
Family Golf (Mini Golf)	586.2311
Hiking	

### **Travel:**

Celebrity Taxi	253.7330
Peter Pan Bus	800.343.9999
Pioneer Valley Transit Authority (PVTA)	781.7882
Valley Transporter (Airport Shuttle)	253.1350

## **Campus Resources**

### **Wellness Center**

5743

This office is great - their purpose is to promote the health and wellness of the Hampshire College community. Programs related to gender, alternative health, harm reduction education, safer sex supplies and education, stress reduction... these are just a few of the topics brought to you by the folks in the Wellness Center. This is a space for talking about important issues with people who want to hear your concerns.

### **Cultural Center**

5461

A space that celebrates and honors students of color and international students, the LeBron-Wiggins-Pran Cultural Center is located right next to Prescott House. The Cultural Center also has a library and peer mentor program as additional sources of information and support.

### **The Center for Feminisms**

5320



Working for an anti-sexist campus. The CFF also has a good library of relevant books and periodicals.

### **Queer Community Alliance**

5714

Dedicated to raising awareness and visibility of the Queer Community.

### **Spiritual Life Center**

5282

A great office housing many student groups focusing on spirituality. Offers programs and guidance for those of any spiritual persuasion. The Peer Chaplains are housed there and are able to talk confidentially if you need a listening ear.

### **Health and Counseling Services**

5458

Feeling down and can't pull yourself out of it? Getting sick? Call this office and make an appointment. If you are feeling really down, you should feel free to come to the area office to talk to the Area Coordinator. In addition to being a good set of ears, they can also get you an appointment at the counseling center quickly - usually the same day - or help you find other supports you may want.

## **Campus Police**

Emergency

413.559.5555

Non Emergency

413.559.5424

The main Campus Police building is located on Bay Road, next to Facilities.

Campus Police officers are available 24 hours a day, seven days a week. These officers have attended the Massachusetts Police Academy in order to learn how to keep the peace, investigate theft and other security concerns, and respond to accidents or unusual situations. Campus Police officers are sensitive to the needs and circumstances of college-aged students and are available to help when called upon. This does not mean that the Campus Police officers will not enforce Massachusetts State law. They will. However, their first priority is to ensure the safety and well-being of Hampshire students. Call them to report crimes, to describe a suspicious person on campus, or to respond to situations that appear threatening. In addition, a campus escort can be obtained to walk students across campus if a student feels unsafe.

There is a wide range of attitudes, experiences, and relationships with the police force. While still holding that, please consider that Campus Police are people who are here to help you, not to hurt you. If you ever have any questions or concerns regarding an interaction with Campus Police, please contact your Area Coordinator right away. They can either provide clarity or address the issue at a higher level on your behalf. Through collaboration, we can work to make Hampshire a safe, welcoming, and affirming space for all its community members.

### **Ways to Keep Merrill Safe**

- Don't perpetrate or threaten violence, stalk, harass, steal, cause harm to others or property, etc...

- a. Note: It is never the fault of a victim and/or survivor of crime and/or violence. We can work together to create a culture of respect and safety, hold each other accountable for our harmful actions, and treat one another with care.
- Look out for your friends and neighbors. Take responsibility for the safety of this community by intervening if you see harm being caused.
  - Hold yourself and your fellow residents accountable for being safe and abiding by safety guidelines.
  - Call Campus Police if you notice anything/anyone suspicious. We have an open campus.
  - Keep your mods and rooms locked.
  - Lock your cars and keep your valuables out of sight.
  - Keep your bikes locked up in the bike racks.
  - Report burned out lights to the Housing Operations Office.
  - Use the emergency phones.
  - Abide by Fire Safety Guidelines!
  - Believe, empower, and support your fellow community members

### **Medical Emergencies: Call x5555**

A caller should give the operator the following information:

- the location of the emergency
- the nature of the emergency
- the caller's name

When Campus Police receives a Medical Emergency call, they also send an officer to the scene with EMTs. x5555 should be called only in true medical emergencies.

If there is an emergency that may have been caused by a violation of community norms, do not hesitate to call. We are most concerned with students' safety and prefer having them healthy. There is no level of "in trouble" at Hampshire that is worth the risk of a person's life. We do not overreact to mistakes, and view every situation as a learning opportunity. You can review the medical amnesty policy in The Hampshire College Student Handbook.

FAQ: *"Why shouldn't I just call 911?"*

When you call 911 from Hampshire Campus you are calling the town of Amherst's Emergency Response System. The town then contacts Hampshire Campus Police in order to get you the help you need in the fastest time possible. Calling 911 gets you the same emergency responders, it just takes longer.

### **And Remember, We're Here to Help!**

If you have questions, problems, or suggestions, find your Resident Advisor or stop by the Area Office to talk to the Merrill or Dakin Area Coordinator. Come find us in the Merrill/Dakin Area Office!

**We hope everyone has a great  
year in Merrill!**