



**Ready.  
Set.  
Forward!**

*Marywood University's Plan  
for a Successful and Safe Academic Year*



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### **Planning Framework**

An extensive team of experts from across the university was established to develop this plan, based on the overall Guiding Principle of putting the health, safety, and welfare of Marywood students and employees first. Given the uncertain environment in which we are operating, this plan was written to be as flexible as possible, providing options that best meet student needs. Recognizing that the total college experience is a blend of academics, along with social activities, we strived to strike a balance between the two. We have done our best to take into account the most current direction, guidelines, and mandates from multiple outside parties, including, but not limited to, various federal, state, and local government agencies, healthcare providers, the PA Department of Education, the CDC, and the NCAA. The information contained in this plan is provided in good faith; however, we are constantly monitoring events and will make any adjustments should it become necessary.

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## **Ready. Set. Forward!**

### *Marywood University's Plan for a Successful and Safe Academic Year*

#### **I. INTRODUCTION**

Marywood University's expansive, yet versatile, plan—**Ready. Set. Forward!**—has been updated for Spring Semester 2021, continuing our comprehensive efforts to conduct a safe and successful university experience for our students and employees. Understanding that public health circumstances are continually evolving, our plan is not static—it is built to both prepare for and adapt to these unpredictable times. While this plan provides guidelines and protocols to operate safely and to continue to be productive in the upcoming semester, the latest updates can always be found at [marywood.edu/covid19](http://marywood.edu/covid19). Each PDF update will be noted/dated on the front cover.

**Marywood's HyBridge Education Model** remains central to our plan. Its versatile design allows for adaptations and provides students with options and choices. As we move forward into the spring, there are some changes (see Section V. Marywood Classes/Academic Support), based on feedback from the fall semester. This blended education model still ensures the continuity of learning, even if circumstances demand a pivot to entirely remote instruction at any point in the semester.

With the dedicated collaboration of many people throughout the University, we have a thorough approach to monitor the health, safety, and well-being of our entire Marywood community, while creating a deep culture of care. It is vital that we all continue our commitment to adhering to these criteria, as well as to the guidelines set forth by governmental and public health agencies.

The extensive protocols and options outlined in this plan serve to guide us through our intended, best-case scenario of on-campus learning, but also will adjust as needed to changing conditions. As we navigate the remainder of this academic year together, the trust, care, and patience that we continue to demonstrate to one another will sustain us. The foundation for success is there, no matter what the prevailing circumstances are.

We are ready, so let's get set, and move forward with purpose into the second half of our academic year!

#### **II. GENERAL PREPARATIONS**

Marywood University employees should refer to the [Workplace Health & Safety Plan for COVID-19](#) for specific information and workplace protocols. Additionally, the University is complying with all mandated employee safety training requirements.

***All members of the Marywood campus community are required to wear masks in all public spaces and to practice six feet of physical distancing.*** The University has provided a reusable cloth face mask to every student and employee. Additional masks are available for purchase at the bookstore.

All individuals on campus, both indoors and outdoors, **MUST** wear a face mask and continue to wear a face mask when in hallways, classrooms, public spaces, common spaces, and during office visits.

Meetings among students, faculty, and staff should be conducted online whenever feasible. If face-to-face meetings are needed, masking and proper physical distancing are required. We are asking everyone affiliated with Marywood University to monitor his or her own health on a daily basis. If you do not feel well, stay home, stay away from others, and seek medical advice if needed. Disinfecting materials have been installed near entrances to all buildings. Disinfecting materials have been installed within each classroom for students and faculty to utilize as needed.

## **A. Staying Healthy**

Everyone on campus is **required** to wear a face covering over the nose and mouth when on campus, both indoors and outdoors. This includes classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, libraries, theaters and other indoor and outdoor spaces.

## **B. Exceptions**

Individuals who are unable to wear cloth face coverings due to a medical or behavioral condition or disability may wear an alternate face covering, such as a shield, and maintain a minimum six-foot physical distance at all times.

Deans/department chairs may grant a waiver to this policy for students and faculty in a specific class, if requested by the faculty member and necessary to meet the curricular requirements of the course (e.g., theater, voice, language instruction, etc.). In those classes, a minimum six-foot physical distance must be maintained at all times, in addition to other protocols that may be established by the university.

**Students who require accommodations** must be registered with Disabilities Resources and contact Disabilities Resources ([kaanderle@marywood.edu](mailto:kaanderle@marywood.edu)) for next steps.

**Employees or campus visitors who require accommodations** should contact the Office of Human Resources.

Members of the Marywood University community continue to coordinate efforts to ensure our students, faculty, and staff have the proper personal protective equipment (PPE) upon arrival to campus for the spring semester.

## **C. Transportation and Travel**

University-sponsored travel will be limited in scope and must be pre-approved by the President or her designee. Any pre-approved travel to athletic contests will be day trips only; overnight travel is prohibited.

**Study abroad is not approved for the Spring 2021 semester.**

As a campus community, we are responsible for others, as well as ourselves, so by practicing safety measures and behaving responsibly in public spaces, we will each do our respective part to ensure the well-being of the entire campus and the surrounding community.

For students, especially those who reside on campus, and for staff members, we encourage you to exercise caution and adhere to the health and safety measures outlined in this document whenever you leave campus for any reason/length of time. This means wearing a mask, practicing physical distancing, and thorough hand washing/sanitizing. All students, faculty, and staff are expected to adhere to local, state, and federal travel advisories as they relate to COVID-19 testing and quarantine. Be sure to monitor COVID-19 information for Pennsylvania travelers prior to making any travel plans.

***It is important to be aware of where you go and how you interact with others, and, when possible, to keep track of persons with whom you've interacted or places you have been for the purpose of contact tracing. (See Section VIII Monitoring Campus, Part B - "Contact Tracing")***

## D. Admissions/Prospective Students

On-campus visits will occur by appointment only, and can be made at [marywood.edu/admissions/visit-campus](http://marywood.edu/admissions/visit-campus). All visitors must follow guidelines set forth by (but not limited to) the local government, the state of Pennsylvania, and the University, including face coverings and physical distancing.

**On November 17, 2020, the Pennsylvania Department of Health issued new guidelines for visitors traveling to Pennsylvania from other countries and states.** Please [carefully review these guidelines](#) for the most updated information. Prospective students should monitor their email for pre-appointment screening information, updates, and any additional information about their visit to campus. The situation can quickly change, and appointments may be cancelled by Marywood at any time. Marywood is continuously monitoring the public health situation related to COVID-19. We adhere to all Pennsylvania Department of Health and CDC guidelines regarding in-person visits.

## III. RESIDENT STUDENTS

### A. Housing

In alignment with recommendations from the Pennsylvania Department of Health (DOH) and the Department of Education (DOE), **ALL** residential students **must** provide proof of a **negative COVID-19 test** to Marywood Student Health Services 3-5 days prior to arriving on campus. Any student who does not fulfill this requirement must quarantine for 14 days upon arrival to Pennsylvania. **During quarantine you may not report to classes, clinical sites, internships, athletic practices, or University sponsored events.** You should plan to attend classes online and are encouraged to reach out to your faculty members to explain that you will be unable to attend any face-to-face class component, including studios, labs, etc. during that time. **In place of testing, we will accept proof of a positive COVID-19 test result obtained from November 1, 2020, to date or completion of the vaccination series.** Proof of COVID-19 entry/re-entry testing and/or completion of the COVID-19 vaccine must be uploaded electronically to the [Student Health Portal](#). All documents must be legible and in English. To complete your Health Information Requirements please log into your [Student Health Portal](#) using your MU username and password and upload your required documents.

Marywood University undergraduate housing (Loughran Hall, Regina Hall, Madonna Hall, and Woodland Residences 1-22, 26-32) Students who live in campus housing will not report to campus until the weekend of January 30-31. They will receive notice from the Housing and Residence Life personnel. **To support public health guidelines and ensure physical distancing protocols, returning residential students will be required to sign up for a return time on Monday, January 18, 2021, to create a staggered return of students.** Please continue to monitor your Marywood email account for further information.

**New** residential students (those that did not reside on campus during the Fall 2020 semester), will move-in on **Saturday, January 30, 2021**, between the hours of 9 a.m. – 4 p.m. New residential students are allowed to bring one (1) guest to assist with the move-in process. Volunteers are not available to provide assistance with move-in, to prevent crowding, and enable compliance with physical distancing guidelines. Housing and Residence Life has limited green moving bins available and will provide disinfectant to clean bins before and after use. Students are encouraged to bring their own hand trucks and dollies to assist with the move-in process. Please continue to monitor your Marywood email account for further information.

**PLEASE NOTE: We will notify students via their Marywood email account should the move-in date change for the Spring 2021 Semester.**

**Whenever on campus, all students, guests, and staff are required to wear masks at all times in public spaces on the University's campus (buildings and grounds).** This includes outdoors when a distance of six-feet cannot be maintained, with the exception of individuals who are members of the same household.

All staff and students will be required to wear a face covering over the nose and mouth when indoors, with the exception of their own residence hall room/apartment. This includes hallways, stairwells, elevators, classrooms, public restrooms, open office and common spaces, meeting rooms, libraries, theaters, and other indoor spaces. Face coverings are also required outdoors when six-foot physical distancing cannot be maintained.

Individuals who are unable to wear cloth face coverings due to a medical or behavioral condition or disability may wear an alternate face covering, such as a shield, and maintain a minimum six-foot physical distance at all times. Students who require accommodations must contact Student Disability Services (kaanderle@marywood.edu) for next steps.

Cleaning in common areas of the residence halls will continue to occur regularly, following recommended guidelines from the CDC. This includes community bathrooms; however, suited and private bathrooms – i.e. bathrooms shared with occupants between or within rooms – must be cleaned by room occupants.

Marywood University has configured the furniture to meet social distancing guidelines in multiple occupancy rooms. Students may not rearrange the furniture in multiple occupancy rooms.

Lounge space, game/theater rooms, and public kitchen areas within residence halls will continue to be closed until further notice.

Room changes for the Spring 2021 semester will only occur in situations deemed necessary by Housing and Residence Life staff. There will not be an open room change period after the second week of classes.

**Housing and Residence Life policies and procedures are subject to change as a result of local, state, and/or federal mandates, recommendations, or guidance or if COVID-19 conditions worsen on-campus or within the local community.**

Occupancy of the residence halls will remain consistent with the adjustments made prior to the Fall 2020 semester so that appropriate physical distancing (six feet) can be maintained.

**Occupancy determinations for residence halls are as follows:**

**Madonna Hall:** Rooms that were double rooms will remain double rooms, but the furniture set up in the rooms is being changed to allow for the ability to maintain six feet of distance between occupants. The only room types in Madonna Hall that were reduced are six quints, five-person living areas, which were reduced to quads, four-person living areas – going from a triple and a double room to two double rooms.

**Loughran Hall:** Singles remain singles; doubles were converted to singles; triples went to doubles, and quads went to triples. The double rooms were converted to singles because the size of the rooms did not allow for six feet of physical distancing, no matter what the furniture configuration. The triple rooms (now doubles) and quads (now triples), will, like Madonna doubles, have furniture set up in rooms to allow for the ability to maintain six feet of distance between occupants.

**Regina Hall:** The rooms will be majority singles with a total of six doubles, three doubles each on the 3rd and 4th floors. Regina 2nd floor will be all single rooms.

**Woodland 4-person Apartments:** These units have been reduced to 2-person apartments, 1 person per bedroom, as they are too small to accommodate six feet of physical distancing space for more than one resident (plus the 1.5 bathrooms, kitchen, living room, and washer/dryer).

**Woodland 5-person Apartments:** These units remain 5 people with 1 single room and two double rooms with a furniture set-up which allows for six feet of physical distance (plus the two bedrooms, kitchen, and living room – laundry is located in the Woodlands Community Room).

**Woodland 10-person Apartments:** These units remain 10 people with 5 double rooms with a furniture set-up which allows for six feet of physical distance (plus five bathrooms, kitchen, living room, dishwasher, and washer/dryer).

**Resident students who will be living in a shared room, suite, or apartment will be considered a “family unit”.** Within the “family unit”, students are not required, but are encouraged, to maintain six feet of physical distance.

**Non-resident guests are prohibited until the pandemic is over, including residents of other buildings/apartments and family members, except in the lobby areas of Loughran, Madonna, and Regina Halls.**

All lobby guests must wear a mask or face covering and physically distance (six feet apart). Students are strongly encouraged to regularly wash hands after passing through public spaces, after using bathroom facilities, before and after eating, etc.

**Resident students must bring sanitizing cleaning supplies to be utilized for cleaning within their individual rooms and bathrooms.** A list of possible sanitizing cleaning supplies and other related items may be found on the [“Suggested Items to Bring 2020-2021” document](#) available through the Office of Housing & Residence Life website on the [Resident Resources](#) page.

**Signage to remind students of expectations related to physical distancing, masks and/or face coverings, hand washing, and sanitizing protocols will remain posted in each residence hall.**

To minimize contact in the event that a staff member must enter a student room for maintenance-related purposes, students are advised to leave the room until the work is completed. In the event that a student cannot leave the room, all staff members and room occupants will wear masks and maintain a physical distance. In situations where Housing and Residence Life or Campus Safety staff would need to enter a student room, all staff members and room occupants will be expected to wear masks and maintain a physical distance.

## **B. Quarantine & Isolation Protocols for Residential Students**

Rooms have been set aside in the event that students are required to isolate. Students who are able to safely travel home are encouraged to do so. Students who need to isolate on campus will move to a designated location for the duration of the isolation period, and services such as meal delivery will be provided during this period. Students required to quarantine due to a suspected exposure to COVID-19 will remain in their assigned room for the duration of the quarantine period. Refer to the section on **Testing, Contact Tracing, and Quarantine** in this document for more detailed information.

#### IV. COMMUTER STUDENTS

The health and safety of the Marywood campus depends on a deep culture of care for every member of the community, and this includes our commuter students. **All students attending campus in person must provide proof of a negative COVID test prior to the start of the spring semester. In place of testing, we will accept proof of a positive COVID-19 test result obtained from November 1, 2020, to date or completion of the vaccination series.** Commuter students received an email about on-campus COVID testing available prior to the start of the spring semester.

Proof of COVID-19 entry/re-entry testing and/or completion of the COVID-19 vaccine must be uploaded electronically to the [Student Health Portal](#). All documents must be legible and in English. To complete your Health Information Requirements please log into your [Student Health Portal](#) using your MU username and password and upload your required documents.

We must be diligent—in every hour of every day and in each personal decision we make—to safeguard our own health and the health of others. Every member of the community should monitor their own health and conduct a daily health check. If you do not feel well, do not report to campus, instead seek medical consultation and follow provider recommendations prior to coming to campus.

##### A. Between Classes

It is not necessary or generally recommended to go home between classes, unless you have many hours between classes. This is a personal decision for every commuter student. Gathering areas on campus will be de-densified. Commuter lounges and areas within the Learning Commons will remain open with physical distancing and masks must be worn. Housekeeping will increase their cleaning frequency in common areas, following CDC guidelines. An evening cleaning shift, 3 to 11 p.m., is in effect to ensure common areas and common restrooms are disinfected more often.

#### V. MARYWOOD CLASSES/ACADEMIC SUPPORT

##### A. Academic Calendar

The Spring Academic Calendar features a regular schedule. The spring semester begins on Tuesday, January 19, 2021 and ends with Commencement on Saturday, May 15, 2021. There will not be a weeklong Spring Break, but there are two vacation/no class days: Wednesday, March 3, 2021, and Friday, April 2, 2021 (Good Friday). In the event of snow days, classes will move online. Our spring semester will begin on January 19, 2021, as scheduled; however, all classes will be online from Tuesday, January 19 to Friday, January 29.

The HyBridge 2 model will begin on Monday, February 1, with the same online and in-person schedules that we observed in the fall semester with the changes that have been approved by Academic Affairs.

##### B. Classes and Attendance Policy

Our distinctive, versatile approach to instruction, **Marywood's HyBridge Education Model**, will continue in the spring, with most courses operating in the HyBridge model but incorporating a few changes. The HyBridge 2 model will begin on Monday, February 1, with the same online and in-person schedules that we observed in the fall semester with the changes that have been approved by Academic Affairs. A small number of courses will run as fully online or fully in-person. In-person meetings can address new academic content; in that event, instructors will offer a parallel and equitable learning experience for "online only" students. **Instructors may hold HyBridge students (that is, those who do not apply to attend as online-only students) accountable for attendance in the face-to-face on-campus meetings.**



Students who must quarantine at the start of the semester can fulfill this expectation by participating in the activities offered for online-only students.

Faculty will detail their requirements and expectations on their course syllabi, available on Moodle, and as always you can contact them by email to ask questions.

A [Spring 2021 Attendance Notification form](#) is available to complete, and you can find it on the website under "Online Forms for Students." If you know that you will attend classes this spring as an "online-only student," please complete that form as soon as possible.

**Spring Academic Calendar:** Please note the adjusted registration dates and the adjusted [Spring 2021 academic calendar](#). The spring semester will begin a week later, on Tuesday, January 19, 2021, and will end, as normally scheduled, with Commencement on Saturday, May 15, 2021. Because of that and our obligation to comply with the Department of Education's required number of instructional days, **there will be no Spring Break**; instead, there will be vacation days (no classes) on **Wednesday, March 3**, and on **Friday, April 2 (Good Friday)**. Research Day will occur on Tuesday, April 20, 2021. *In the event of snow days, classes will move online rather than be cancelled.*

#### **HyBridge Student Attendance Policy for Spring 2021**

In accordance with Marywood's HyBridge Education Model, explained above, students are expected to attend on-campus, face-to-face enrichment activities, *unless their circumstances qualify for a waiver*. Students may seek a waiver for medical reasons either at the start of the semester or whenever a situation arises necessitating such a waiver. Any student pursuing remote-only learning must complete the online [Attendance Notification Form](#).

**If the campus closes by government order because of a COVID-19 outbreak at any point in the semester, all on-campus, face-to-face enrichment activities will cease, and waivers will be unnecessary.**

#### **Waiver Qualifications:**

1. The student will attend Marywood only as an online student for the Spring 2021 semester.
2. The student is immunocompromised or has another condition that places them in a higher risk group for COVID-19.
3. The student lives with someone who is in a high-risk group for COVID-19.
4. Other (please explain).

For short-term absences from on-campus, in-person experiences due to temporary illness, students shall follow the attendance policies and procedures contained in their course syllabi. Absences will be considered as either excused or unexcused based on the policy of the department as described in the course syllabus. **Students are strongly encouraged to promptly report an absence to their instructor.**

**All students who do not attend the in-person, face-to-face enrichment activities should do the equivalent online activities provided by their faculty.**

### C. Technology

With the continuation of the HyBridge model for the spring, which requires all course material to be online, it is strongly recommended that all students have a personal laptop computer that is powerful enough to support the requirements for coursework. **A list of recommended technology specifications for students (see chart to follow)** has been developed.

**Please note that some programs (Architecture, Multimedia Communication, and Graphic Design, Illustration, and Photography) require very distinct specifications** for computer hardware, operating systems, and software.

**If you are unsure of the appropriate laptop for your program, please contact your Program's Director.**

General Technology Recommendations	PC	Mac
<b>Operating System</b>	<b>MINIMUM</b> Windows 10 Home  <b>RECOMMENDED</b> Windows 10 Pro	macOS 10.13 or Higher
<b>Processor Type</b>	<b>MINIMUM</b> Core i3 Processor  *AMD NOT Recommended*  <b>RECOMMENDED</b> Core i5 or Core i7 Processor	<b>MINIMUM</b> Core i5 Processor  <b>RECOMMENDED</b> Core i7 Processor
<b>Memory</b>	<b>MINIMUM</b> 4GB RAM  <b>RECOMMENDED</b> 8GB RAM or Higher	<b>MINIMUM</b> 8GB RAM  <b>RECOMMENDED</b> 16GB RAM or Higher
<b>Hard Drive</b>	<b>MINIMUM</b> 256GB SSD or 500GB HD  *Do <b>not</b> purchase a 128 GB HD*  <b>RECOMMENDED</b> 512GB SSD or Higher	<b>MINIMUM</b> 256GB SSD  *Do <b>not</b> purchase a 128 GB HD*  <b>RECOMMENDED</b> 512GB SSD or Higher
<b>Graphics Card</b>	<b>MINIMUM</b> 512 MB Video Memory  <b>RECOMMENDED</b> 2GB Video Memory or Higher	<b>MINIMUM</b> 2GB Video Memory  <b>RECOMMENDED</b> 4GB Video Memory or Higher

<b>Other Hardware</b>	Built-In Webcam	Built-In Webcam
<b>Software</b>	MS Office 2016 or newer	MS Office 2016 or newer
<b>Warranty</b>	3 year parts and labor <b>(on-site strongly recommended)</b>	3 year parts and labor (AppleCare+)
<b>Insurance</b>	Comprehensive breakage, theft, liquid spill, hazard <b>(strongly recommended)</b>	
<b>Virus Protection Software</b>	Sophos Home or similar protection.	

***These specifications work for most departments and programs. The College of Professional Studies and the Communications & Science Disorders Department have a preference for Windows-based Laptops meeting either configuration above.***

***Specific operating systems/requirements are listed for the following majors:***

<b>Technology Recommendations</b>	<b>Architecture</b>	<b>Multimedia Communication</b>	<b>Graphic Design, Illustration &amp; Photography</b>
<b>Operating System</b>	Windows PC, 15" Screen Minimum, Windows 10 OS	Mac Required, macOS 10.13 or Higher	Mac Preferred, macOS 10.13 or Higher
<b>Processor Type</b>	<b>MINIMUM</b> Intel® Core™ i7-6820HQ (2.7 plus turbo)	<b>MINIMUM</b> Core i7 Processor  <b>RECOMMENDED</b> Core i9 Processor	<b>MINIMUM</b> Core i7 Processor
<b>Memory</b>	<b>MINIMUM</b> 8 GB RAM  <b>RECOMMENDED</b> 16 GB RAM or Higher	<b>MINIMUM</b> 16 GB RAM  <b>RECOMMENDED</b> 32 GB RAM or Higher	<b>MINIMUM</b> 16GB RAM or Higher
<b>Hard Drive</b>	<b>MINIMUM</b> 1 TB SATA Hard Drive <b>OR</b> 512 GB SSD <b>OR</b> some combination of SATA and SSD	<b>MINIMUM</b> 512 GB SSD  <b>RECOMMENDED</b> 1 TB SSD	<b>MINIMUM</b> 512GB SSD or Higher

<b>Graphics Card</b>	<b>MINIMUM</b> Nvidia Quadro M1000M w/2 GB GDDR5  <b>RECOMMENDED</b> Nvidia GeForce GTX 970M w/3 GB GDDR5 or better	<b>MINIMUM</b> 4 GB Video Memory  <b>RECOMMENDED</b> 8 GB Video Memory	<b>MINIMUM</b> 4GB Video Memory or Higher
<b>Other Hardware</b>	Built-In Webcam	Built-In Webcam  1 TB External Hard Drive Recommended	Built-In Webcam , USB Ports, Illustration students will also need WACOM drawing tablets.
<b>Software</b>	MS Office 2016 *	MS Office 2016 *  Adobe Suite, Final Cut Pro, Logic Pro X (all required) and Final Draft 11 (recommended)	MS Office 2016 *  Adobe Creative Cloud subscriptions. Maya will be needed for animation.
<b>Warranty</b>	3 year parts and labor <b>(on-site strongly recommended)</b>	3 year parts and labor (AppleCare+)	3 year parts and labor (AppleCare+)
<b>Insurance</b>	Comprehensive breakage, theft, liquid spill, hazard <b>(strongly recommended)</b>		
<b>Virus Protection</b>	Sophos Home or similar protection.		

**\*Marywood students are eligible for Microsoft Office 365 Web and Desktop versions.** A link to request a license can be found on the IT Help Desk - Student Help website:  
<http://www.marywood.edu/helpdesk/student-help.html>

**The Graphic Design, Illustration, and Photography majors in the Art Department** have a preference for Mac-based Laptops with the “Recommended” configuration or higher.

**Architecture** requires all majors to have a laptop with a strong preference for Windows-based laptops, meeting the minimum specifications listed above. More details can be found on their website:  
<http://www.marywood.edu/architecture/students/laptop-program/>

**Multimedia Communication** requires majors to have a Mac Computer meeting at least the Minimum specifications with the Recommended specifications preferred.

Marywood has implemented **Apps Anywhere**, a virtual app solution that will allow students to remotely run many of the software applications that are provided in the computer labs on campus.

## D. Academic Support Services

### **Learning Commons**

The library will continue to provide access to physical and virtual resources and services. Social distancing protocols will be developed for checking out books, reserving study rooms, and scheduling face-to-face consultations with a librarian. Interlibrary loan resources will be available. The library has an extensive virtual collection of ebooks, databases, research articles and videos. The library research experts developed an [Online Resources Portal](#) that explains all of the online resources and how to get access anywhere 24/7.

### **Advising**

Students will meet with advisors virtually or in person. Faculty are required to have office hours. Of course, faculty might have issues that do not allow them to meet in person, but they can meet virtually. Every student should be able to meet with their advisor either online or in person.

### **Office of Student Success Services**

Advisement sessions and career counseling sessions will continue to be held via ZOOM and GoogleMeet. The Office of Student Success Services will also continue to meet with students to provide in person support while complying with physical distancing and mask requirements. Spaces have been identified that will allow for face-to-face meetings with appropriate distancing between staff members and students. Virtual training/workshops will be held for students in order to support their academic success. These will be focused on the range of skills that students need to be successful, both from the student academic support and the career development perspectives.

All tutoring, writing center, disability/testing services will be provided in a variety of virtual modalities including Zoom, Facetime, TeamViewer, MicrosoftTeam, and email. Additionally, virtual experiences are provided which supersede the drop in center tutoring service.

## VI. CAMPUS SERVICES

### A. Dining

**The hours of operation for the Main Dining Hall are:**

<b>Monday-Thursday</b>	<b>7:30 a.m. - 11 p.m.</b>
<b>Friday</b>	<b>7:30 a.m. - 7 p.m.</b>
<b>Saturday</b>	<b>11 a.m. - 7 p.m.</b>
<b>Sunday</b>	<b>11 a.m. - 11 p.m.</b>

**All dining facilities will have reduced occupancy to maintain CDC and PA Department of Health physical distancing guidelines.** Physical distancing requirements will be denoted using appropriate signage. Hand sanitizing stations are available for use in dining locations.

**Anyone in a dining location will be required to wear a mask at all times unless seated at a table.** The dining staff will now plate all food for guests, including custom made salad options which will replace the salad bar, as self-serve stations will not be available. Dining will continue to offer a diverse menu and meet all student dietary needs. All prepared meals will be available to go with the use of to-go boxes. Refrigerated meals-to-go will also be available in the Main Dining Room and Study Grounds Café.

**To better serve our students, the Boost Mobile Food Ordering app will allow students various dining options for to-go ordering.** This option will be available in each location with a menu specific option per location.

Protective shielding has been installed at all cashier and food transaction locations and self-scan card readers will allow students to process their payment individually. To ensure the well-being of our students, Marywood Dining has implemented daily associate wellness checks to include a self-reported illness system and a contactless temperature check. Appropriate PPE is being utilized at all times by dining associates. The sanitizing of the dining facilities has increased and special attention has been given to high traffic areas and touch points.

## **B. Bookstore**

Marywood Bookstore hours are posted and updated on the [Marywood Bookstore Website](#). For all in-store transactions, appropriate social distancing and occupancy limits will be in effect as required by the CDC and the PA Department of Health. Individuals entering the Bookstore must wear masks at all times. Facemasks and hand sanitizer are available for sale.

Safety shielding has been placed at all transaction counters and increased sanitization procedures have been implemented in high traffic areas and point of contact locations.

## **C. Campus Safety**

Marywood University's response to the COVID-19 pandemic focuses on the safety of its students, faculty, and staff. Marywood's policies and procedures comply with both the Center for Disease Control and the Pennsylvania Department of Health guidelines.

When necessary, Campus Safety will conduct interviews with students or staff members by phone or in an area that will facilitate proper physical distancing. If necessary, transportation will be limited to one passenger in a campus safety vehicle. After each transport, the campus safety officer will disinfect the vehicle.

## **D. Building Protocols**

Campus Buildings have been marked with signage to enhance safety protocols. These signs outline the university's protocols, health guidelines, and safe physical distancing.

### ***The following protocols must be followed while in campus buildings:***

- When entering and exiting buildings, individuals should use the right door entrance, or wait until those coming in the opposite direction have passed.
- Residence Hall entrances will continue to be restricted by access control and function in accordance with current security protocols.
- While walking through buildings, individuals should stay to the right side of the hallways and stairways. Signage is placed in these locations as a reminder.
- When entering or exiting a classroom or office, individuals should wait until those coming from the opposite direction have passed the entrance.
- Students, faculty, and staff must avoid congregating in common areas including hallways, lobbies, and building entrances.
- Elevators are limited to single occupancy. Using the stairs, whenever possible, is highly encouraged. When using an elevator, a face mask or face covering must be worn. Housekeeping will be sanitizing elevator buttons frequently throughout the day.

## VII. STUDENT LIFE

### A. Athletics

Over the past several months, the [Atlantic East Conference](#) and member institutions have worked tirelessly to formulate resocialization plans for the return of intercollegiate athletics to our campuses. The health and safety of its member institutions' communities and overall well-being of our student-athletes are top priorities.

After months of careful consideration regarding possible options for safely engaging in athletics this spring, the Atlantic East Conference Presidents' Council and athletic administrators have come to the decision to cancel conference competition in fall and winter sports during the spring 2021 semester with the exception of a possible swimming championship due to its low-risk exposure category and the possibility to run the championship virtually.

The conference office and institutional leaders have agreed upon allowing institutional autonomy to schedule competition at their discretion. Activities are not limited by the conference, and may include practices, strength and conditioning, inter-squad events, and intercollegiate contests where safe to do so.

Division III previously announced that all Division III student-athletes are able to participate in athletics during this academic year without being charged a season of participation or semester of eligibility. The blanket waiver allows student-athletes to compete up to the established dates of competition/contest maximums without being charged a season of intercollegiate participation or a term of attendance for any term during the 2020-2021 academic year in which they are eligible for competition.

At this time, spring sport scheduling and championships continue to have priority due to their lost season in Spring 2020. The Presidents' Council is scheduled to meet again soon to further discuss spring sports scheduling for the spring semester.

In preparation for future competition, enrolled student-athletes may be permitted to participate in practice, conditioning and other athletic training opportunities in the spring, provided they are structured in accordance with federal, state, and local public health recommendations, the NCAA, and institutional guidelines. Any questions can be directed to: [athletics@marywood.edu](mailto:athletics@marywood.edu).

### B. Athletics Facilities

#### ***Sign Up Procedures and Safety Protocols***

Students will need to sign up for time slots to use the fitness center, aquatics center, and for Zumba classes - each have maximum occupancy limits. We will have to limit the number of people in the arena at any one time to 25; you will sign in and out at the front desk. Zumba will be held in the arena with a pre-registration and class limit of 24 people. The Athletic Training Room is open by appointment only.

There will be no concessions available, and locker rooms will be offline for the spring semester.

**Please refer to the Athletics website to [get more details](#) on specific hours and occupancy limits, as well as sign-up procedures and specific health/safety protocols for various athletic facilities. Social distancing and masks are required while in the Center for Athletics and Wellness, including while working out.**

### **C. Student Engagement**

The Office of Student Engagement will continue to offer a variety of activities, balancing students' safety with their need for socialization, entertainment, connection, and leadership development. Virtual events will be offered in addition to limited in-person activities that allow for adherence to physical distancing and all other guidelines. Face coverings are required at all events, and a minimum six-foot physical distance must be maintained. In-person activities will only be held if all guidelines are able to be followed for the duration of the event. Students not adhering to guidelines will not be permitted to attend or participate in events. Additional requirements will be determined on a case-by-case basis dependent upon the nature of the event.

#### ***In-person activities may include:***

- Grab and Go events – such as giveaways of free food, t-shirts, or other items; themed art nights, with students picking up supplies and then participating from their residence halls/homes; scavenger hunts
- Outdoor events – such as drive-in movies, drive-thru meals, car washes, outdoor fitness classes/sports events, mini golf, laser tag, etc.
- Indoor events with restricted capacity that students must sign up for or reserve a timeslot to attend – such as performances, workshops, contests/competitions, DIY events, and holiday/seasonal celebrations

Off-campus trips may be offered, depending on the status of our state and county at the time of the trip, as well as the status of the county to which we are travelling. Trip destinations will only be considered if they are permitted to be in operation by the appropriate authority, with preference given to outdoor attractions (zoos, state parks, etc.). Additional restrictions, such as reserved seating, 50 percent capacity on buses, and temperature declaration/health screenings will be required in order to make trips possible and safe.

***Out-of-state trips will not take place during the 2020-2021 school year.***

### **D. Campus Ministry**

Sunday Mass will be held in the Marian Chapel according to the guidelines of the Diocese of Scranton. We will ensure that those in attendance practice physical distancing, wear masks, use hand sanitizer, and there will be no singing. Options for Sunday Mass online will be made available.

Faith and spirituality programs, such as Bible Study, Delight, Agape Latte, and other small groups will meet with those in attendance practicing physical distancing, wearing masks, using hand sanitizer, etc. Larger groups will meet using Zoom or Google Meet.

Local service activities will continue but will adjust to new circumstances and new needs. All health and safety precautions will be taken.

## **VIII. MONITORING CAMPUS**

The success of Marywood's plan to gather together the community on campus depends on creating a deep culture of care for every member of the community. We must be diligent—every hour of every day, and in each personal decision we make, to safeguard our own health and the health of others.

In alignment with recommendations from the Pennsylvania Department of Health (DOH) and the Department of Education (DOE), Marywood University will require entry screening testing (testing students prior to or at the beginning of the semester) to prevent and reduce COVID-19 transmission.



This requirement is for all students who will attend campus in-person during the spring 2021 semester. (Students attending online only are exempt from this testing requirement).

***In place of testing, we will accept proof of a positive COVID-19 test result obtained from November 1, 2020, to date or completion of the vaccination series. (See Section VIII Monitoring Campus, Part A “Testing, Contact Tracing, and Quarantine”)*** Proof of COVID-19 entry/re-entry testing and/or completion of the COVID-19 vaccine must be uploaded electronically to the [Student Health Portal](#). All documents must be legible and in English. To complete your Health Information Requirements please log into your [Student Health Portal](#) using your MU username and password and upload your required documents.

***Students, faculty, and staff should not report to campus, clinical sites, internships, athletic practice/competitions, or University-sponsored events if they are experiencing symptoms of COVID-19 or if they have had a known or suspected exposure to someone with COVID-19.*** Instead, please isolate, seek medical consultation, and follow provider recommendations prior to coming to campus.

Students, faculty, and staff must agree to complete daily verification checks to monitor symptoms. This will include a daily temperature reading and verification that they are not experiencing any **new or unexplained** COVID-19 symptoms not attributed to allergies, asthma, or other pre-existing **noninfectious** medical conditions.

These symptoms may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

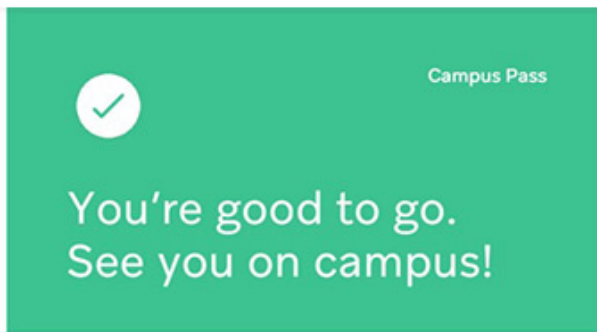
**All students are expected to complete the COVID-19 Symptom Screening on the Marywood App BEFORE coming to campus or leaving their dorm room each day.** The Marywood App can be downloaded for free from the App Store and Google Play. Search for "Marywood University." Students can log in to the app with their Marywood email and password. Faculty and staff can log in using their Marywood email, along with their Portal password. Please note that faculty and staff should enter their emails "@marywood.edu" NOT "@maryu.marywood.edu."

**The screening tool can be found on the app home page. Click "Marywood Health Pass" to take the screening.** Based on your answers to this screening you will receive one of two campus passes. A green pass would indicate that you are cleared to come to campus and a red pass would indicate that you should **not** come to campus and should instead seek medical consultation with Student Health Services **by appointment only** or with your health-care provider.

Faculty have the option of requiring the “campus pass” prior to a student engaging in face-to-face engagement activities. This information will be denoted in the course syllabi.

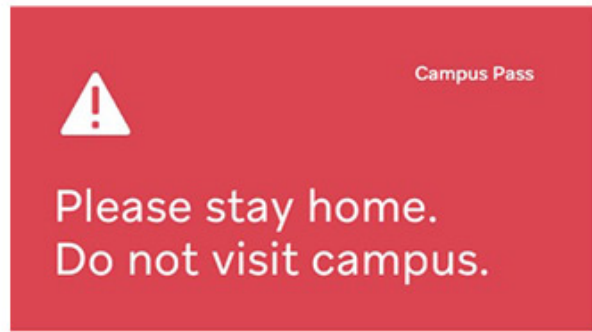
Once the screening is completed, a user will see instant results, which will display the pass within the app (click "Marywood Health Pass" again to see the pass) until 11:59 p.m. on the day responses are submitted. The campus pass will also be sent to the user via email. The questions will need to be answered again the following day, as passes are only valid for one day.

See below for pass examples:



Michael  
Kalage

Valid only on **Friday, July 17, 2020**  
Must be presented with official photo ID  
Issued on July 17 at 2:37 pm



Michael  
Kalage

Valid only on **Friday, July 17, 2020**  
Must be presented with official photo ID  
Issued on July 17 at 2:38 pm

#### A. Student Health Center

Marywood University's Student Health Center has partnered with local healthcare organizations and other regional facilities to assure that COVID-19 testing is available for students who report to the campus Health Center with symptoms consistent with coronavirus infection and to those with a known exposure to COVID-19.

The Student Health Center responds to students' health and wellness needs Monday through Friday from 8:30 a.m. to 4:30 p.m. Students should **call ahead** (570-348-6249) before visiting the Health Center, unless they are experiencing an emergency such as respiratory distress or an injury with profuse bleeding. (For all after hour medical emergencies call **911**.)

**Health Center staff will determine whether telemedicine services can be utilized, or if an in-person visit is warranted.** Special arrangements will be made for students showing symptoms of an infectious nature. Students who are advised to report to the Health Center in person will be instructed on which entrance to use. Patients with general medical issues will use the front entrance; those with COVID-19 symptoms will use the back entrance.

Health Center workers will use respiratory protection when encountering patients showing signs of infectious disease. Patients in waiting areas and exam rooms **must wear face coverings that completely cover the nose and mouth.** Patients in the waiting areas will be seated 6 feet apart.

**Isolation areas have been identified for students awaiting COVID-19 testing results and for those who have tested positive for the virus.** After hours and on weekends, students should utilize the **Geisinger COVID-19 hotline at 570-284-3657** for answers about care recommendations and more.

In addition to this option, students can seek guidance from [Medicus Urgent Care](#) by calling ahead to 570-207-2612. Other local care options can be found on the [Student Health Resource Page](#).

**\*\*It is important to note that you must call ahead when seeking evaluation and/or treatment for COVID-19 symptoms from any health care provider\*\***

## Testing, Contact Tracing, and Quarantine

In alignment with recommendations from the Pennsylvania Department of Health (DOH) and the Department of Education (DOE), Marywood University will require entry screening testing (testing students prior to or at the beginning of the semester) to prevent and reduce COVID-19 transmission. This requirement is for all students who will attend campus in-person during the spring 2021 semester. (Students attending online only are exempt from this testing requirement). ***In place of testing, we will accept proof of a positive COVID-19 test result obtained from November 1, 2020, to date or completion of the vaccination series.*** Proof of COVID-19 entry/re-entry testing and/or completion of the COVID-19 vaccine must be uploaded electronically to the [Student Health Portal](#). All documents must be legible and in English. To complete your Health Information Requirements please log into your [Student Health Portal](#) using your MU username and password and upload your required documents.

All residential students and all students whose primary residents are out of state must provide proof of a negative COVID-19 test to Marywood Student Health Services 3-5 days prior to arriving on campus. Any student who does not fulfill this requirement must quarantine for 14 days upon arrival to Pennsylvania.

During quarantine you may not report to classes, clinical sites, internships, athletic practices, or University sponsored events. You should plan to attend classes online and are encouraged to reach out to your faculty members to explain that you will be unable to attend any face-to-face class component, including studios, labs, etc. during that time.

All Commuter students enrolled in in-person classes also must comply with this entry testing requirement. Future announcements will be made regarding a limited number of on campus testing opportunities for commuter students as we approach the start of the semester.

***Marywood University will follow local, state, and federal guidelines for testing, contact tracing, and quarantine.*** Students who visit the Health Center with symptoms consistent with COVID-19 will be referred for testing. Employees will be sent home and referred to their medical providers.

### ***Students diagnosed with probable or lab-confirmed COVID-19:***

- If the student is residential, unless the student chooses to return home, s/he will be instructed to self-isolate in a designated area on campus and the Health Center will monitor their condition (preferably by phone or video conference).
- Students living off-campus will self-isolate in a designated area of their residence. Self-isolation in this context means isolating from others living in the same residence. If space limitations or limited facilities – i.e. bathrooms, kitchens – make some interaction unavoidable, the individual self-isolating should avoid usage when others are occupying these spaces, whenever possible, and maintain a minimum of six feet of social distance, wear face covering, and practice hand washing at all other times. Student Health Services will monitor their condition (preferably by phone or video conference).
- While a residential student is in isolation, University staff will arrange for food delivery and address other needs.
- All academic content will be delivered remotely.
- To be cleared to leave isolation, a minimum of 10 days must have passed since either the start of symptoms or test date if asymptomatic. An individual must have improved symptoms and experience 24-hours without a fever (without the use of fever reducing medication). These

guidelines have been developed following recommendations from the CDC and the PA Department of Health and will be monitored as new information becomes available.

- Individuals who have come in contact with an infected individual, but are not symptomatic, must quarantine in their residence for 14 days (for residential students quarantine takes place in their residence hall rooms). This includes roommates/suitemates/floormates (if sharing a bathroom)/housemates. These students should attend class virtually and refrain from entering public areas outside of their residence while the quarantine is in place.

***Residential students will not be permitted to remain in student housing if they refuse to quarantine under these circumstances.***

#### **B. Contact Tracing**

If a member of the Marywood community is diagnosed with COVID-19, contact tracing can help to keep our campus safer by identifying others who may be at risk and directing them to quarantine or obtain medical care. **Confidentiality laws prohibit the university from disclosing any identifying information about affected individuals.**

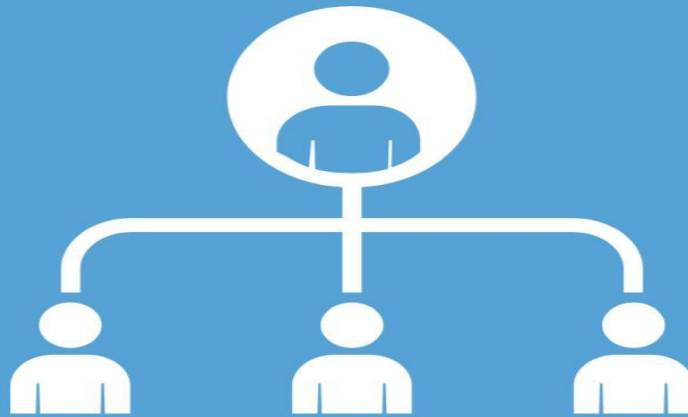
***Any individual who has tested positive will be isolated, and anyone believed to be at risk for exposure will be contacted and asked to self-quarantine.***

It is expected that all faculty, students, and staff identified as COVID-19 positive who were on campus up to 48 hours prior to symptom onset or date of testing report such findings to the appropriate department so that contact tracing can be initiated. Students are to notify Student Health Services and employees should notify Human Resources.

Several Marywood staff members have been trained and certified in contact tracing.

# CONTACT TRACING

Reaching out to anyone who came into direct contact with an individual who tested presumptive positive with COVID-19 to see if they have developed symptoms and if they need to be tested.



## ***What is Contact Tracing?***

Contact tracing is the process of identifying, notifying, and monitoring anyone who came in close contact with an individual who tested positive for COVID-19 while they were infectious (2 days before onset of symptoms until the end of the person's isolation period). Contact tracing is a key strategy for preventing the further spread of infectious diseases, such as COVID-19. Close contacts of a case are considered to have been exposed to COVID-19, and may go on to develop the disease. Identifying and quarantining close contacts limits their ability to spread disease should they become infectious and helps to limit community spread.

## ***What Happens During the Contact Tracing Process?***

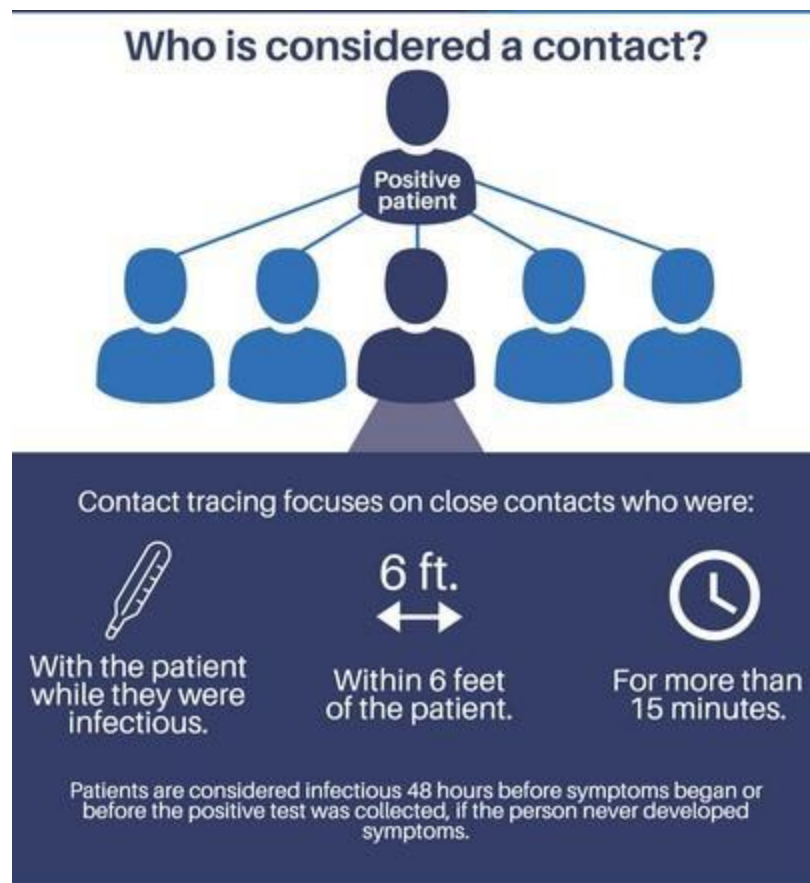
Contact tracing for COVID-19 typically involves:

- Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious;
- Notifying contacts of their potential exposure;
- Referring contacts for testing;
- Monitoring contacts for signs and symptoms of COVID-19; and
- Connecting contacts with services they might need during the self-quarantine period.

**All communication related to contact tracing is private and confidential.**

To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for [symptoms of COVID-19](#).

**Learn more about the [Contact Tracing Process](#) or read the [Contact Tracing Frequently Asked Questions](#) on the PA Department of Health website. Also, view the PA Department of Health video, [“What to know about contact tracing.”](#) Questions? Call 1-877-PA-HEALTH (1-877-724-3258)**



**Students, faculty, and staff who are positive for COVID-19 must comply with requests for information related to the contact tracing process.** In most cases, The Pennsylvania Department of Health will take the lead in contact tracing off-campus exposures. Student Health Services will take the lead in contact tracing for those exposed on campus.

**In the event of a confirmed case of COVID-19, the university will follow contact tracing and notification protocols as directed by local and state health authorities.** Identified contacts will receive guidance about monitoring and testing.

**Contact tracing may include notification of:**

- Close personal contacts identified by the confirmed positive individual. (Close contact is defined by the CDC as within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient is isolated.)

- Those in close housing proximity with the student (roommate, suitemates, apartment mates, those who may share a bath).
- Classmates, university staff, and faculty members with whom the individual may have come in close contact while contagious. (Close contact, as defined above.)
- Members of student organizations with whom the individual may have come in close contact while contagious.
- On-campus employees with whom the individual may have come in close contact while contagious.

### C. Coordination with Local Public Health Officials

Marywood University's Director of Student Health Services (or designee) will communicate any identified cases of COVID-19 to the Pennsylvania Department of Health as per protocol. The Director or designee will also activate plans for isolation/quarantine as deemed appropriate. Visit the [Pennsylvania COVID-19 Early Warning Monitoring System Dashboard](#), which provides information on statewide and county COVID-19 prevalence to track increases in disease in the community on a weekly basis.

## IX. CARES ACT AND REFUNDS

**Certification and Allocations:** On April 16, 2020, Marywood signed and returned to the Department of Education the Certification and Agreement and the assurance that the institution has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students. Marywood University received \$2,020,450 from the CARES Act. Fifty percent (50%) of those funds or \$1,010,225, was allocated for Emergency Financial Grants to Students. These funds were received on May 7, 2020. The program concludes on December 31, 2020, and, as of that date, Emergency Financial Aid grants, totaling \$1,010,225, were allocated to students.

**Eligibility of Students/Disbursement of Funds:** At Marywood, there were 2,282 students eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act.

**Methods of Determination/Guidance to Students:** To determine which students received allocations of Emergency Financial Aid Grants, as well as how much they received, under Section 18004(a)(1) of the CARES Act, Marywood devised and used formulas based on need (according to financial aid records) and the cost of attendance. Students were told that the funds from the Emergency Financial Aid Grants were allocated to cover expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care. They were also asked to indicate how they generally intended to use their allocation to offset those expenses.

## X. COMMUNICATIONS AND CONTACT INFORMATION

Marywood University has sent a series of announcements to update the campus community, including students, faculty, staff, alumni, parents, and prospective students and their families, about multiple initiatives including Health and Wellness, FAQs, Housing and Residence Life, protocol updates, and information related to the spring, summer, and fall 2020-2021 academic year, as well as plans for spring 2021.

**Communications and resources** can be accessed on our website, including [What you need to know about Covid-19](#) and answers to frequently asked questions, which can be found at [COVID-19 FAQs](#).

**The Incident Command Team (ICT)**, a group of dedicated Marywood University administrators, worked unceasingly throughout the spring and summer of 2020 to determine the best course of action for our students, who are at the center of what we do, for our faculty and staff, and for Marywood in general. The ICT was thoughtful, cautious, selfless, and honest in its deliberations. During the Fall 2020 Semester, three **COVID Action Teams (CAT)**, including Financial, Logistics, and Communications, were formed to implement the ICT plans, relay communications to multiple constituencies, and provide updates in a timely manner. The CAT teams continue to meet and to prepare for the spring semester. The teams will operate throughout the spring semester.

**Important Contacts:**

**Health-related Concerns**

Student Health Services at [healthservice@marywood.edu](mailto:healthservice@marywood.edu) or 570-348-6249.

**Campus Pandemic Coordinator**

Contact Dr. Yerodin Lucas at [ylucas@marywood.edu](mailto:ylucas@marywood.edu) or 570-340-6042.

**Academic-related Questions**

Students should contact their instructors, and faculty should contact their department chairs.

**Housing & Residence Life Questions**

Contact the Office of Housing and Residence Life at [reslife@marywood.edu](mailto:reslife@marywood.edu) or 570-348-6236.

**Study Abroad**

Contact the Office of International Affairs at [international@marywood.edu](mailto:international@marywood.edu) or 570-961-4581.

**Questions related to international student immigration and other non-immigrant matters**

Please contact [registrar@marywood.edu](mailto:registrar@marywood.edu) or 570-348-6280.

**Student Activities**

Please contact the Office of Student Engagement at [mkalage@marywood.edu](mailto:mkalage@marywood.edu) or 570-340-6016.

**Athletics & Recreation Questions**

Contact the Athletics & Recreation Department at [prmurphy@marywood.edu](mailto:prmurphy@marywood.edu) or 570-961-4724.

**Staff Questions**

Contact the Office of Human Resources at [humanresources@marywood.edu](mailto:humanresources@marywood.edu) or 570-348-6220.