

2007-2008
STUDENT
HANDBOOK

Dear Trinity Student,

Welcome! We are pleased that you are a part of the Trinity College community. Trinity International University is a unique and special place—a distinctly Christian community dedicated to the spiritual maturity, academic growth, and personal development of students.

This Student Handbook communicates lifestyle standards and values that are crucial to your success at Trinity. Also included in this handbook are the community life policies and procedures that will serve as shared “training guidelines” during your experience here.

In order to foster harmonious community living, it is important for you to find the proper balance between your own needs and the needs of the community.

Whether you are a commuter or a resident, you may find it necessary to yield certain personal desires in order to abide by common agreements, even when you may not fully concur with them. In that way, you will balance your personal growth with concern for the development of others.

Because Trinity is a distinctive Christian college, we believe that each member of the community is important and makes a difference. The Scriptures invite us to encourage one another in our mutual endeavor.

Remember that we are here to serve you! Take the time to develop valuable relationships with our excellent faculty and staff. Become actively involved in your education and in the life of the Trinity community. The benefits and rewards you receive may very well go beyond your greatest expectations.

May the Lord give you a great year!

Sincerely,

William O Washington, PhD
Senior Vice President for Student Affairs/Dean of Students



CONTENTS

Trinity International University Core Values	5
Residence Life Staff 2006-2007	6
Academic Information	7
General Information.....	7
Academic Appeals	9
Confidentiality of Student Records, FERPA	10
Summary of the Acceptable Use Policy	11
Security Services	12
The Lew Student Center	13
Melton Dining Hall.....	14
Student Development.....	14
Student Development Departments	14
Student Organizations.....	23
The Trinity Community.....	26
Restoration Program	26
Mandatory Reporting.....	27
Community Accountability	27
Restorative Discipline: Philosophy and Process.....	28
Restorative Discipline Process	28
Appeals Procedure	29
Disciplinary Records	29
Parental Disclosure	30
Formal Student Complaint Policy and Procedure	30
Community Life Expectations.....	30
General Policies	30
Specific Policies.....	31
Residence Life Information	36
How are the halls run?	37
Housing Policy.....	37
Students with Special Needs.....	37
Residence Life Policies.....	37
Appliances	37
Check-in/Check-out from Residence Halls	37
Children on Campus	38
Damage/Loss	38
Fire.....	38
Food in Residence Halls	38
Furniture Placement in Residence Halls.....	38
Grills	38

Guests of Students	38
Insurance/Liability	39
Keys	39
Late Study	39
Laundry/Vending	39
Lofts in Residence Hall Rooms	39
Lounges.....	39
Maintenance Concerns	40
Music Playing in Residence Halls	40
Notices	40
Open House	40
Painting Residence Hall Rooms	40
Pets.....	40
Poster/Decorations	40
Quiet Hours.....	41
Raids	41
Senior Privilege Housing.....	41
Single Room Availability	41
Storage	41
Storm/Tornado.....	41
Suite Care.....	41
Summer Housing	42
Sunbathing Areas.....	42
Theft.....	42
Trash Disposal	42

TRINITY INTERNATIONAL UNIVERSITY CORE VALUES

As an institution committed to inerrant Scripture, given by God as our final authority for faith and life, we hold ourselves accountable to it and to each other with regard to these values as we "form students to transform the world through Christ."

Christ centeredness. We are here to model and to engender Christ centeredness in all that we do. The lordship of Christ should affect and be evident in every aspect of education, relationship, and endeavor at Trinity.

Comprehensive education. We are here to educate for the whole of life, beginning with the mind and including a comprehensive discipleship that results in a comprehensive witness. We seek to nurture students to become spiritually mature and biblically informed persons who make well-reasoned and wise intellectual and moral judgments, thereby equipping and motivating them to tackle real-world problems.

Community. We seek to be a learning community that operates by the ethics and values of the Kingdom of God. The makeup of the community should be a reflection of the breadth and diversity of the family of God. The way we treat people should be consistent with the morals, justice, compassion, humility, and love of our Lord. Interaction with students should both reflect an attitude of service to them as individuals and take advantage of opportunities for mentoring and modeling and personal development.

Church connectedness. We value service to the Church because we believe that the Church is God's central vehicle to accomplish his work in the world. Our vision for serving the Church is a global vision, just as God's vision for his Church is global. A particular value affecting Trinity's work is to identify and meet the educational needs of the EFCA.

Cultural engagement. We seek to bring faith, life, and learning to bear on the issues facing our world. Our perspective is one of engagement with culture from a Christ-centered and biblically rooted foundation. We are committed to high standards of research, scholarship, thinking, and living as a means of preparing students to engage the world and to respond honestly and earnestly to those in a pluralistic society.

Trinity International University
RESIDENCE LIFE STAFF 2007-2008

		Phone #	Room #
Carlson Hall			
Residence Director	Israel Diaz	x6924	Madsen 523
	RD Office	x6924	Carlson 111
ARDs	Watson Jones	x6924	Carlson Apt.
	Silas Montgomery	x6991	Owens 702A
RA	Ben Yergler	x6882	210A (2E)
	Caleb Redelman	x6825	101D (1W)
	Jon VanMaaren	x6866	205A (2W)
	Tim Gioia	x6841	106D (1E)
	Joshua Held	x6889	301D (3W)
	David Goetz	x6906	306D (3E)
Johnson Hall			
Residence Director	Heather Harms	x8019	Madsen 522
	RD Office	x8019	Johnson 130A
ARDs	Hillary Leeper	x8019	Ludwigson
	Heather Armstrong	x8019	Madsen501B
RA	Leslie Girk	x6708	108 (1A)
	Krista McIntyre	x6795	323 (3B)
	Michal Beguin	x6747	223 (2B)
	Aleksa Petersons	x6780	308 (3A)
	Claudia Zelaya	x6732	208 (2A)
	Hannah Duncan	x6771	247 (2D)
	Kathryn DeLeo	x6756	232 (2C)
Madsen Hall			
Residence Director	Katherine Fulkerson	x7091	Madsen 524
	RD Office	x7091	Johnson 130A
ARD	Britt Hopkins	x4191	501A
RA	Rebekah Penn	x6675	601B
	Jenny Bardy	x6672	408B
	Mandy Zappia	x4178	504B
	Rebecca Highbargin	x8161	505B
	Heather Unruh	x6687	605B
	Sarah Fowler	x6657	403B
Owens Hall			
Residence Director	Eric Carlson	x7181	Lud. 302
	RD Office	x7181	Owens
ARD	Adam Riddell	x7181	Trinity Apt 147B
RA	Caleb Pahl	x6516	912B
	Alfred LaVire	x6599	905B
	Jake Sutton	x6514	904B
Trinity Hall			
Residence Director	Anne Tohme	x8200	Trinity Apt. 207
	RD Office	x8200	Trinity 105
ARDs	Graham Aitken	x8200	Owens 702C
	Alicia Ware	x8200	Mads 501C
RA	Natalie Zierten	x8244	223B
	Laura Costerisan	x8276	323B
	Paul Jessup	x8261	242E
	Josiah Giovanetto	x8293	342E

Dr. William Washington, Sr VP/Dean of Students: x7115 Greg Leeper, Assoc. Dean of Students: x8192
 Heather Sammons, Assist Dean of Students: x7072 Linda Casaletto, Stud. Dev. Office Manager: x7069

ACADEMIC INFORMATION

For a complete list of academic information and policies, please refer to the 2007-2008 Trinity College catalog, which may be viewed on the web at www.tiu.edu/college/academics/catalog0708.

General Information

Adding a Course

Students may add courses online via our web "TIU Access" using their assigned GroupWise username and password through the 10th class day of each semester. Thereafter, the student may only add a class using the Add/Drop form and submitting it to their advisor.

Advisement

Each degree-seeking student is assigned to an academic adviser whose responsibility is to assist the student in making course selections. The student is responsible for selecting courses which meet graduation requirements. Information about general education and major requirements are published in the college catalog. To further assist you, major-specific worksheets listing all requirements are available from the Department Chair or the Academic Dean's Office. (Education majors should obtain their sheets from the Education Office.)

Catalog

Students are expected to read and follow the catalog requirements that are current at the time of their matriculation! The catalog under which a student matriculates will be the catalog used to evaluate their degree requirements for graduation. Catalogs are online at: www.tiu.edu/tiu/academics/catalogs.

Commencement

University Commencement represents the culmination of a student's academic achievement. It is a time of celebration and reflection for students, families, friends, faculty and staff. Information about commencement is available on the Trinity International University website (www.tiu.edu) and on MyTrinity.

The catalog details the requirements for graduation. Please be certain that you have filed all of the necessary documentation with the University Records Office at least one calendar year in advance of your projected graduation. (See "Graduation Intent" for further details.)

The first commencement-related event is Grad Finale on March 12, 2008. Located in Hinkson Hall from 9:30 a.m.-7:00 p.m., Grad Finale is your opportunity to take care of all of your commencement needs and questions in one location, one stop.

Commencement 2008 will be held on May 10 at 10:00 a.m. in the Meyer Sports Complex. Tickets are required for all guests, and the number of tickets given to each student will be determined based on the number of graduands who have submitted their "Intent to Graduate" form to the Records Office. There are additional related events and activities during commencement weekend, so please check the website for details.

Credit by Exam (CBE)

A student seeking credit through a Trinity exam should follow these steps:

1. See department chair to determine if an exam is available for a particular course.
2. Go to Student Accounting. Complete a CBE form and pay the prevailing CBE fee per credit hour (nonrefundable regardless of exam results).
3. Give the CBE form to the department chair and arrange a time to take the exam.

4. After the exam is taken, the department chair or instructor will submit a grade to Records using the CBE form.
5. Records will post CBE credit to the student's TIU transcript. CBE credit is regarded as transfer work and does not figure into the GPA.

For complete detailed information regarding CBE policies, please check the current catalog.

Dropping a Course

Students may drop courses online via our web "TIU Access" using their assigned GroupWise username and a specifically assigned password (not the same as the GroupWise password) during the first 10 school days of each semester. In order to drop a course after the initial drop date, a student will need to see his or her advisor and use a drop form, which can be found in the Records office or online from the Records website at <http://mytrinity.tiu.edu>. Classes may be dropped through the tenth week of the semester. Check the academic calendar on the Records website for the specific date.

Fees—Course Related

A course-related fee is refundable according to the refund schedule published in the catalog. The fee for private music lessons is not refundable if the student has taken at least one lesson.

Final Exam Changes

Students may request to change the time of their final exam for the following reasons:

1. A death in the immediate family
2. A family wedding
3. Personal serious illness, as documented by a physician
4. Three or more final exams on the same day
5. Two final exams scheduled at the same time

Final exam changes will not be granted due to travel plans of a student. Students meeting the criteria listed above may make changes directly with the professor. If a professor is unable to accommodate the change or if requests for final exam changes are for other reasons, forms requesting such a change may be obtained in the Academic Dean's Office. All final exam changes must be approved prior to the week of Final Exams.

Grade Reports

Copies of report cards are no longer sent via U.S. mail. Grades are posted online and accessed at specific times at the end of each semester after all grades are posted and verified by the Records Office. Students may access their grades online using their GroupWise ID name and assigned Web Registration password (also called TIU Access password).

Graduation Intent

Students are encouraged to submit an *Intent to Graduate* form to the Records office when they have earned 80 credits toward their degree completion. The form can be found in the Records office or online on the Records website, under college forms.

The *Intent* should be a realistic approach to finalizing all the requirements needed to graduate and an accurate reflection of when the student will complete their final requirement in order to graduate. It must be submitted with a copy of the student's *Degree Audit* report indicating in what semester and year the student plans to complete any outstanding requirements. The Records office will do an evaluation and send a copy to the student and their advisor for review and as a reference guide for completion.

Turning in the *Intent* on time gives the student a way to plan and register for anything that may have been missed concerning graduation requirements. Students who have not turned in an *Intent* by 92 credits, will have a hold placed on future registrations until the form is submitted to the Records office.

Trinity students should be aware of their responsibilities as we work together toward successful degree completion. *The student is considered the primarily responsible party* for reviewing catalog requirements, course requisites, appropriate student handbooks and guides, and consulting with their advisor, as needed, to ensure all degree requirements are completed.

Incomplete Grade Requests

A request for an incomplete grade may be processed for a student who

1. Has carried a subject with a passing grade until near the end of the semester, and
2. Is unable to complete the final examination or a limited amount of term work due to
 - a. A physical or emotional condition (verified by doctor and/or the Dean of Students), or
 - b. A substantial cause beyond his/her control (verified by the Dean of Students).

Incomplete Request forms may be picked up in the Academic Dean's Office. They should be completed and returned to the Academic Dean's office prior to the Final Exam week.

Pre-Approval of Transfer Credit

Students wishing to do course work away from Trinity and have the credits accepted toward their degree(s) at TIU must complete a Pre-approval of Transfer Credit form to certify the work prior to taking the class(es). Forms may be obtained from the Records Office, or printed from the Records website at <http://mytrinity.tiu.edu>. Students should check online for courses that have already been pre-approved. In those cases, no pre-approval form is necessary. For a list of courses already approved, click the "Transfer" link at <http://mytrinity.tiu.edu>. *Important note:* All pre-approved transfer courses listed on the Records website are approved for the classroom method of instruction only. **Online, correspondence, and any other type of distance education courses must be reviewed and approved by the appropriate department chair using the Pre-Approval of Transfer Credit form.**

Registration

After meeting with their advisor and receiving registration clearance, students will register for courses online via our web "TIU Access" using their assigned GroupWise username and a specifically assigned password (not the same as the GroupWise password). First-time freshman will receive their initial schedule from the Records office before school begins or at New Student Orientation. Thereafter, they will follow the above format of meeting with their academic advisor, receiving clearance, and then handling their course registration online.

Tutoring Services

When having academic difficulty in a course, students are encouraged to seek assistance from their instructor. In addition, group tutoring and individual tutoring are available. Applications to be a tutor or to receive tutoring are available in the Johnson Hall 131 classroom. The campus extension for tutoring services is x8193.

Withdrawal from the College

A student who officially withdraws from the college between the first day of class and the last day to drop a class will receive a W for the semester course(s) on the college transcript. A student who withdraws from the college following the last day to drop a class will receive the grade earned in the course. (*A W may be granted only by the Academic Dean in consultation with the Dean of Students in cases of significant extenuating circumstances.*) The last day to drop classes is published in the college catalog and may be viewed online.

The withdrawal process begins in the Student Development office and includes a scheduled appointment with the Dean of Students or the Associate Dean of Students.

Academic Appeals

Students with concerns about course grades or the interpretation and/or implementation of academic policies may pursue resolution through the following appeal process. (There is a separate process for

appealing an academic dismissal; see catalog.) At each stage students should attempt to clearly articulate and document any unusual or extenuating circumstances that they feel have bearing on the issue. Each stage in the process is essential, and every effort should be made to resolve concerns as early as possible in the process, making further appeals unnecessary.

1. First and foremost, the student should attempt resolution by discussing the issue with the faculty member involved.
2. Next, the student should approach the chair of the Department or director of the School to seek resolution.
3. Failing resolution at the department/school level, the student may submit a written appeal to the Registrar for the consideration of the Academic Appeals Committee (a standing committee composed of the Registrar and two full-time faculty members). *Instructions on how to appeal and what to include can be found on line in the Records webpage under "Forms."* Most appeals are resolved at this level.
4. If the student feels the matter is still not resolved, the student has recourse to the Academic Dean of the college.
5. Finally, the student may file a written appeal with the Academic Council of Schools by submitting it to the chair of the Council. In the written appeal the student may request to meet with the Council.

The decision of the Academic Council of Schools is final. At any stage, students may elect to be represented by counsel; however, the Academic Dean of the college should be informed of this in advance to give the college the opportunity to obtain legal representation.

CONFIDENTIALITY OF STUDENT RECORDS, FERPA

Public notices of Trinity International University's response to Public Law 93-380 The *Family Education Rights and Privacy Act* of 1973 (as amended) are available for your inspection at the Records Office located in the basement of the Petersen Administration Wing of McLennan Hall. Trinity International University fully supports the purpose of this law that gives each student access to his or her permanent files. We encourage you to inspect these records if you have reason to suspect any inaccuracy. Please be advised that the following information is considered to be directory information and may be released:

A student's name, address, telephone, date and place of birth, sex, major field of study, academic classification, person participating in school activities and related statistics, dates of attendance, degrees and awards, denominational preference, previous educational agencies or institutions attended, and career plans.

It is your right to request that all directory information be withheld. Such requests should be written and filed with the Office of the Academic Dean by the tenth day of classes of the first semester of enrollment of any school year and are valid for the balance of that school year. Requests to withhold any item in the above list results in having all items withheld. In such a case, no directory information will be available to the general public either in response to inquiries or in Trinity publications prepared for distribution to non-Trinity people.

In compliance with the Family Educational Rights and Privacy Act of 1974 TIU-TC follows the guidelines as posted in *Guidelines for Post Secondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as Amended: Revised Edition 1995*.

At the postsecondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances:

- 1) Through the written permission of the student (e.g., FERPA release form).
- 2) In compliance with a subpoena.

- 3) By submission of evidence that the parents declare the student as dependent on their most recent federal income tax form (see Internal Revenue Code of 1954, Section 152). An institution is not required to disclose information from a student's education records to the parents of a dependent student. It may however, exercise its discretion to do so (p. 13, 5.4).

SUMMARY OF THE ACCEPTABLE USE POLICY

The following summarizes major points contained in the Acceptable Use Policy. Please refer to the Terms and Conditions for University Technology and Telecommunications Systems—Acceptable Use Policy, version 1.4 for details. Click [here](#) to view the entire policy online. This policy supersedes all other policies with respect to Acceptable Use of University networks, phone systems, computer systems, and technology.

The University network and systems are to be used primarily for activities related to the educational mission of the University. Personal use of the network is limited to transacting e-mail and accessing Intranet or Internet Web pages, providing such use complies with these Terms and Conditions and does not, at the University's discretion, utilize excessive capacity of resources, or in the case of employees, interfere with the employee's work. For any other personal use, written approval is required from the Office of Student Development or Student Services.

Computer login and phone PIN (Personal Identification Number) account holders are responsible for any activity originating from their accounts. Your computer and account may be used for authorized network access to university systems and resources that are used for curricular, academic, and administrative activities for e-mail and access to Worldwide Web pages

Official notifications made by University offices are increasingly made using e-mail, rather than by paper memos sent through the University mail services. E-mail used for such notifications will be delivered to the recipient's University e-mail account. *Employees and students are expected to read their University e-mail and are strongly encouraged to use their University e-mail accounts for all communication within the University to ensure reliable and secure delivery.*

University personnel can and will access files when necessary for maintaining the University network and computer systems. Every effort will be made to respect privacy of user files, and the contents of user files will be examined only when it is required by law or by the policies of the University.

You may not use University computers, networks, system resources, and phones

- for commercial or business purposes
- in a manner that requires TIU network security to be compromised
- for accessing or distributing defamatory, abusive, obscene, sexually oriented/pornographic, threatening, racially offensive, or illegal material
- for any activity that interferes or inhibits the use of the network or University systems by others
- to connect nonauthorized private networks
- university networks may not be modified or extended in any manner that violates a federal, state, or local law or a University policy

Additionally, you may not use University computers, networks, and system resources

- for unauthorized browsing or exploring, or making other unauthorized attempts to view data, files, or directories belonging to TIU or to other users
- to transmit, use, or serve unauthorized software
- to violate copyrights of documents or media
- for misuse of message boards or any web-based community
- for computer tampering or unauthorized alteration of data, identification, or credentials
- for introducing deviant software (viruses, worms, etc.) into the University network and systems

The University reserves the right to cooperate fully with local, state, and federal officials in investigations relating to information accessed or distributed using University computing systems, the University network, the University phone system, or the University Internet connection.

Campus Safety & Security Services

Campus Safety & Security Services includes the three areas of Security Services, Parking Services and Safety Services. The department provides a full range of services 24 hours a day, 365 days a year. Students are encouraged to communicate security, parking and safety concerns, as well as other potential problems, to officers without hesitation. Campus Safety & Security Services serves as the University's primary contact with civil law enforcement and fire authorities. All personnel are university employees and most are presently or have been university students. The Campus Safety & Security Service department reports to the Vice-President of Institutional & Auxiliary Services

Security Services serves to respond to the immediate needs of the campus community. Officers are authorized to detain any person on campus if there is reasonable cause to believe the individual may have been involved in a violation of Trinity's Community Life Policies, or state or federal law. When necessary, Bannockburn Police may be called to assist and to aid in determining the proper response to an alleged offense. The response may range from a disciplinary response by the University to arrest by the police.

Parking Services administers the university's parking program, including the issuing of all parking permits and the enforcement of the university's parking regulations.

Safety Services leads the university in the implementation of safety standards and training. It is headed by the Director of Campus Safety & Security Services, and works in conjunction with the university safety committee as well as other departments.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Campus Safety & Security Services of Trinity International University has compiled and published the required Campus Security Report. This report contains the following information:

General Statement; Mission Statement; Security Personnel; Authority to Detain; Working Relationship with Local Police Agencies; Daily Open Crime Log; Access to and Security of Facilities; Reporting of Crime and University Response; Timely Warnings; Sexual Assault Policy; Sexual Assault Prevention Programs; Security Awareness and Crime Prevention Programs; Possession, Use, and Sale of Alcoholic Beverage and Controlled Substances Policy; Drug and Alcohol Prevention Programs; Monitoring Off-campus Criminal Activity; Preparation of the Annual Disclosure of Crime Statistics; Programs to Inform Students and Employees about Security Procedures and Practices; Crime Definition; Hate Crimes; and Annual Crime Statistics for the Previous Three Calendar Years.

The Campus Security Report may be viewed at the Campus Safety & Security Services website: <http://www.tiu.edu/tiu/security/>. A hard copy of the report may be printed at the Campus Safety & Security Services website using Adobe® Acrobat® Reader®, or you may request a hard copy from the Campus Safety & Security Services Department of Trinity International University.

For more information, visit their website at www.tiu.edu/tiu/security/ or contact the Director of Campus Safety & Security Services at 847.317.6400. In emergencies, an officer can always be reached through this number by pressing 1 if you reach the voicemail.

THE LEW STUDENT CENTER

The Lew Student Center serves as a gathering place and a source of entertainment and relaxation for the entire Trinity Community. It's open to all students, administrators, faculty, and staff, as well as their guests.

There are many different options for entertainment in "the Lew": a big screen TV and two smaller TVs, all of which are equipped with dish antennae; a fireplace for warming up on cold days; a quiet study area; a computer station with Internet access and Wi-Fi; and game equipment for carpet ball, ping pong, air hockey, pool and foosball.

A Fitness Room is also available to students, faculty, staff and their guests.

New Hours:

Monday-Friday	6:00 a.m. to 2:00 a.m. (Fitness Room closed during TC Chapel)
Saturday	7:30 a.m. to Sunday 2:00 a.m.
Sunday	12:30 p.m. to Monday 2:00 a.m.

Summer Hours:

Monday-Friday	9:00 a.m. to 4:30 p.m.
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The Lew also has two lofts that are ideal for reading, studying, or working on group projects. The Lew is a great place to hang out with friends, meet with groups for class, check your mail, or just take a minute or two to relax during the day. In the evening, students can grab a snack at the Fireside Café, which is open from 8:00pm to midnight.

Commuter students have a lounge area for their convenience, equipped with a fridge, microwave and pop machine. Small lockers are available for use by commuters and can be reserved through the Student Development Office for the duration of the school year.

The Student Development Offices, Lew Conference Room, a Lost and Found, college student mailboxes, and the College Union, Leadership, *Digest*, Yearbook, and Student Government Offices are also housed in the Lew Center.

Campus events and activities are often held in the Lew. These activities provide a great opportunity for fellowship and serve to enhance the Trinity community. Several bulletin boards, as well as a monthly calendar display, enable students to stay informed of what is happening on campus. Contact Linda Casaletto, Student Development Office Manager (847.317.7069) to reserve the Lew Conference Room and areas of the Lew Center.

Lew Center policies are posted in five areas throughout the Lew Center. It is expected that everyone in the Lew Center will uphold these policies. For a full list of all Lew Center Regulations, including information on fines and other specific policies, please go to the Student Development Office, located in the Lew Center.

Fliers must be approved by the Student Development Office and may only be posted on bulletin boards and specifically designated and marked wall space in the Lew Center. Students may not tape fliers to glass, doors, walls, posts or pillars. For a complete list of Guidelines for Posting Fliers on campus, see the Student Development Office.

MELTON DINING HALL

Dining services are provided by Sodexho. Sodexho Food Service works with the Melton Task Force to provide you with a wide variety of nutritious and great-tasting food options. Students living in Residence Halls are required to participate in one of the dining hall residential meal plans.

Meal plan changes may be made during the first two weeks of each semester at Student Accounting. Sodexho Food Service is able to accommodate students who have special dietary needs for medical reasons. To submit your situation for review, the following procedure must be followed:

1. Obtain a letter from your physician, including medical diagnosis and listing the special diet that is required.
2. Submit this letter to the TIU Director of Housing and Food Services (office located in the Institutional and Auxiliary Services building) via mail or via fax 847.317.8148 or via e-mail attachment ahorton@tiu.edu for review by the University and Sodexho Food Services.
3. A written response will come from the TIU Director of Housing and Food Services after the Vice President of Institutional & Auxiliary Services, the Associate Dean of Students, and the Sodexho General Manager have reviewed your situation.

Students are responsible to abide by the Melton Dining Hall Policies posted in Melton. Any student abusing his or her dining hall privileges will be referred to Student Development.

STUDENT DEVELOPMENT

At the heart of each member of the Student Development staff, you will find a deep desire to serve you, our students, and to facilitate your intellectual, spiritual, emotional, social, and physical development. In order to encourage this holistic growth, we are very intentional about providing a positive, co-curricular environment with numerous on- and off-campus opportunities. Our aim is to foster an encouraging atmosphere that radiates love and unity and affirms each individual's unique identity in the body of Christ, while supporting the academic rigors of a Christian liberal arts education. Whether assisting you with a housing need or "doing life" together, we seek to be available and to cultivate your growth regardless of the venue. In all things, we desire to encourage and model an intimate relationship with Christ, "in whom are hidden all the treasures of wisdom and knowledge" (Col. 2:2-3).

The Student Development Office houses the offices of the Sr. VP for Student Affairs/Dean of Students, Associate Dean of Students (including New Student Orientation), Assistant Dean of Students (including Residence Life and Students with Special Needs), Director of Career Services, Director of College Activities, Director of Multicultural Development, and Director of Student Ministries. The directors of Athletics, Chapel, Counseling Center, and Health Services each have their own offices in the Chapel, Meyer Sports Complex, and Owens Hall respectively.

The Student Development Office is located in the Lew Student Center, and the Office Manager, Linda Casaletto, can be reached at x7069. Office hours are Monday through Friday, 9:00 a.m. to 4:30 p.m. Please visit the Student Development website at <http://mytrinity.tiu.edu/>.

Student Development Departments

Athletics

Director, Patrick Gilliam x7099

We desire to form men and women who pursue wholehearted excellence for Christ through unique educational experiences in intercollegiate athletics. We develop and demonstrate excellence in the following areas:

Competition (Matthew 25:14-30, 2 Thessalonians 1:11)

- Focus on excellence and fulfillment of God-given potential, refusing to define success solely on the contest's final score
- A genuine respect and concern for our opponents and the realization that a worthy foe elicits the best in us

Academics (Proverbs 23:12, 2 Timothy 4:14-17)

- Coaches and programs that promote a genuine desire for learning among our student-athletes
- Coaches and teammates who provide accountability and motivation toward excellence in academics and overall progress toward graduation

Personal Growth (Proverbs 2:9-11, 2 Timothy 2:20-21)

- Commitment to use the athletic experience as a vehicle to develop the whole person
- The establishment of a true and lasting legacy within our programs based upon our student-athletes' future roles as leaders (husbands/wives, parents, employers/employees, friends, etc.)

Community and World Impact (Mt. 28:19-20, Mark 12:29-31)

- A whole-hearted commitment to use the athletic experience as a platform for sharing the gospel of Christ
- Student-athletes and coaches who will seek to model the life of Jesus Christ through acts of service toward their teams, the TIU campus, the Chicagoland area, and the world

The Athletic Department encourages all interested students to participate in either intercollegiate or intramural sports. Physical development is viewed as a vital part of a holistic approach to the Christian life. The Meyer Sports Complex contains a full gymnasium and a weight room with free weights and other strength training machines. The Fitness Center in the Lew Student Center contains aerobic and strength training machines.

Trinity competes in the Chicagoland Collegiate Athletic Conference (CCAC) and is a member of both the National Association of Intercollegiate Athletics (NAIA) and the National Christian College Athletic Association (NCCAA). Intercollegiate competition for men includes baseball, basketball, football, and soccer. Women's sports are basketball, soccer, softball, and volleyball. Game schedules and up-to-date results can be accessed by contacting the athletic department hotline at 847.317.7125 or the athletics website at <http://www.tiu.edu/athletics/>.

Career Services/Student Employment

Director, Amy Croft x7121

Career Services, located in the Lew Student Center, assists students in all phases of career planning, job search preparation, and employment acquisition. Our goal is to help each individual identify personal skills and interests, guide students in developing and marketing those abilities, and encourage each student to grow in his or her career area.

Our office maintains an online resource center that includes full-time, part-time and Work-Study job listings, résumé and cover-letter templates, career website directory, and calendar of upcoming workshops and on-campus recruitment dates. We also maintain Trinity's e-Classifieds listing, which provides advertisements of babysitting and domestic jobs, house- and pet-sitting, roommate connections, apartments and homes for sale/rent, and ride-share opportunities.

As a participating member of the Illinois Small College Placement Association (ISCPA), our center is able to partner with other local colleges to offer a variety of additional opportunities, such as the Fall Interview Day, CareerFest and TeacherFest job fairs, and full-time professional job and internship listings. Services are available free of charge to all students and alumni. Please visit the Career Services website at www.tiu.edu/careers or call 847.317.7120 for more information.

Chapel

Director, David Whited x4195

At Trinity we are committed to “Forming students to transform the world through Christ.” Corporate worship, the hearing of God's Word, prayer, and community life are seen as essential means to that transforming purpose. That is why Chapel at Trinity is not considered an optional religious exercise. It is an integral and important part of our educational mission. Because of this commitment, participation in Chapel is a requirement for graduation. Such an expectation distinguishes Trinity as a university that is not only Christian in name but in practice.

While it is acknowledged that spiritual formation is not accomplished merely by a requirement, we do affirm the importance (and historical precedence) of committing ourselves to the kinds of spiritual disciplines found in Chapel. We encourage all Trinity students to embrace this requirement positively as a spiritual discipline through which God can stretch them, transform them, and better equip them for service and witness in the world.

What is the Chapel requirement?

- Students are required to fulfill **32 chapel credits per semester**.
- Chapel Reduction Requests - A reduction of the total required credits may be granted to students in special circumstances. Special circumstances may include such things as marriage, children, or distance of residence from campus. Please note that on- and off-campus employment is not a reason for reduction. An application for reduction in chapel requirement can be obtained from the Chapel Office and should be submitted along with a copy of the student's course schedule at the beginning of each semester in which a reduction is requested. *The deadline for submitting this application is September 30 in the fall and January 31 in the spring.*

How do I fulfill the Chapel requirement?

Chapels and Chapel Electives

Students can receive chapel credit by attending regular weekly chapels meeting in A.T. Olson Chapel. These chapels meet on Monday, Wednesday, and Friday from 11:00 a.m. to 11:50 a.m. All students should bring their student ID card with them to chapel in order to receive chapel credit. No Chapel credit will be given to students who arrive after 11:05 a.m. or who leave before the conclusion of the chapel.

Students can also receive chapel credits by participating in “Chapel Electives.” These electives vary in format but may include RA/DP3 Discipleship Groups, Prayer Groups, Bible Study Groups, Faculty Mentoring Groups, Special Discussion Groups, and so on.

Students are encouraged to participate in chapel electives as an ongoing means of spiritual growth. However, *chapel electives may count for no more than 12 of the 32 required chapel credits per semester*. This limit is to maintain balance with corporate gathering in our regular chapels.

Only approved Chapel Electives will be eligible for chapel credit. The Chapel Office will maintain a list of eligible chapel electives and make this list available to students throughout the semester.

Chapel electives may be scheduled during the Monday chapel hour (11:00-11:50 a.m.) as well as other times. They will not be scheduled during the Wednesday or Friday chapel hours.

How can I keep track of my attendance?

Students are responsible for monitoring their own progress toward the 32-chapel-credits requirement, as well as being aware of the remaining opportunities for chapel credit. Should you have any questions regarding your attendance record, please visit the office of the Director of Chapel.

Methods for tracking Chapel attendance:

- Log into TIU Access, which can be done in the MyTrinity website (<http://mytrinity.tiu.edu/>).

- Individual memos specifying the required number of chapels and the student's attendance for the semester will be distributed in all student mailboxes three times during the semester:
 - * Memo #1 - The week after semester break
 - * Memo #2 - Four weeks prior to the last day of finals
 - * Memo #3 - Shortly after the last day of class

Finishing the Semester Well

- All chapel requirements for the semester must be completed by 4:30 p.m. on the Friday of finals week. There is no system for probation, warnings, or chapel credit rollovers as has been the case in the past
- Students will receive an attendance memo four weeks before the end of the semester and have the remainder of the semester to ensure that their chapel requirements are fulfilled. Students will be expected to maximize their participation in chapel/chapel electives for the remainder of the semester to fulfill their requirements.
- If students anticipate that they will still be unable to fulfill the requirement even after attending all the remaining chapels and chapel electives, other alternatives for making up the difference before the end of semester may be available. Please see the office of the Director of Chapel for further information.

Consequences for Failure to Fulfill Chapel Requirements

- Students failing to fulfill their chapel requirement will receive a written Chapel Warning from the Chapel office. The Dean of the College, Associate Dean of Students and advising Faculty will also be notified.
- Once a student has received a Chapel Warning at Trinity, subsequent failure to meet chapel requirements will be referred to the Associate Dean of Students and the student will be required to enter into the program of restorative discipline as outlined in the Student Handbook. Please see “Restorative Discipline” (pp. 29-31) for a more complete explanation of the program.
- As stated in the Student Handbook, the goal of the restorative discipline process is “to help community members take responsibility for their actions and make right what they have wronged, which sometimes includes restitution and/or consequences.” (p. 35). Consequences for failure to fulfill the chapel requirement will be determined by the Associate Dean of Students and the Trinity College Student Hearing Committee and may include a one-semester suspension from the university.
- Should a student be suspended for failing to fulfill the chapel requirement, the student may appeal this decision within five (5) days of receipt of notification. Since chapel attendance is both a graduation requirement and a Community Life Expectation, this appeal must be addressed to both the Academic Dean and Dean of Students at Trinity College.
- Students seeking reinstatement after suspension will be expected to affirm their renewed commitment to fulfilling chapel requirements as an integral part of Trinity’s educational mission.

College Union

Director, Adam Gustine x7071

College Union (CU) serves the Trinity student body by providing events that entertain, energize, and add excitement to Trinity’s campus. College Union strives to enhance the campus community with events that foster an environment that gives you the opportunity to build relationships with other students while

cultivating school pride and loyalty. Memories make up a large part of your college experience, and College Union provides perfect opportunities for memories to be made!

College Union is made up of six students who are passionate about Trinity, campus unity, and event planning. The 2007-2008 College Union Cabinet is Stephanie Erickson (Student Director), Abby Leggett (Office Administrator), and Event Planners Corey Fruin, Eric Mayes, Kayla Sheveland, and Ryan Dollard.

Some of CU's upcoming events for the 2007-2008 school year include dances, trips into the city to see professional sports games and plays, capture the flag, bowling, and ice skating. Visit our website at MyTrinity (<http://mytrinity.tiu.edu/>) for details on CU's events. If you would like more information about CU's events or would like to be a part of an event planning committee, contact Justine Lanktree, Director of College Activities, at x7071.

Counseling Center

Director, Cathy Conway x4067

The Trinity Counseling Center exists to serve the university and the community by offering services that address healing, growth, and life formation through integrating God's truth and grace with psychological principles in the context of the client-counselor relationship. The Center is staffed by professionally trained practitioners and provides affordable, fully confidential services for students, their spouses, staff, and the community. Group therapy settings provide for mutual and cooperative discussions. Assessment services are available for personal, premarital, educational, and career direction. The Center is an approved site for the administration of the Miller Analogies Test (MAT) and Counselaid. The staff is dedicated to serving each person who comes to us.

Health Services

Director, Barbara Vietmeier, RN x6698

Health Services provides treatment of minor illnesses and injuries, referrals to off-campus health care facilities, and health and wellness education. State required immunizations are also available for a minimal fee. A physician is on campus to see students for a limited number of hours each week. All students are required to carry their medical insurance card (or a copy) on their person at all times in case of an emergency.

Students with ongoing medical issues must be self-sufficient and are strongly encouraged to establish a relationship with a doctor in the community. Referrals are available upon request. All students under a doctor's care must be in full compliance with medical advice to remain on campus. A doctor's written approval for return to campus may be required after surgery, hospitalization, or a prolonged illness.

Health Services is located in the Owens 800 building in conjunction with the Counseling Center and is open weekdays when classes are in session. Hours are posted on the door, on the MyTrinity website, and recorded on the office answering system. Contact a member of the Residence Life staff when Health Services is closed.

Class Absences

Health Services does not issue excuses for missed classes. Upon permission of the student, assistance will be given through Student Development to notify appropriate faculty and staff of extended absence due to illness or injury.

Communicable Disease Policy

A copy of Trinity's Communicable Disease Policy is available to students in the Student Development Office.

Confidentiality

All services and conversations with the nurse are kept confidential except when a student refuses to follow his health care providers' advice and becomes a serious health threat to him- or herself or to

others. In this case, the Dean of Students/Associate Dean of Students will be contacted, and appropriate action will be taken.

Elective Surgery

Students must notify Health Services if they are seeking to have elective surgery during the academic year. This is to ensure that the individual will be able to care for his or her post-surgery needs. Students are reminded that they must comply with all university attendance and academic requirements when choosing to schedule medical procedures.

Immunizations

Illinois State Law requires that all full-time students show proof of immunity to measles, mumps, German measles, and tetanus/diphtheria. This requirement helps to make our community a safer place for everyone. Completed immunization records should be submitted prior to registration. Verification of having had a TB skin test within three months of entrance to Trinity is also required.

Meal Trays

Authorization to receive meal trays because of illness or injury is obtained through Health Services or from a student's RA.

Outpatient Care

Trinity does not allow, or accept responsibility for, certain outpatient care such as allergy injections or intravenous fluids in campus residences. This does not apply to diabetic maintenance.

Multicultural Development

Director, Orlando Feliciano x7151

The Multicultural Development Office, in its efforts toward Trinity's commitment to prepare fully equipped graduates, encourages the inward spiritual transformation of each student as an individual and recognizes the importance of an outward expression of unity among the student body. The office aims for a holistic development of the student through commitment to community, discipleship, acceptance, and diversity. These goals are accomplished by accepting all students as unique individuals with important gifts, by providing resources and relationships to honor their diversity, and by coordinating programs and events to celebrate various ethnic backgrounds and cultures on campus.

The office provides various avenues of spiritual development for students, including the Trinity International University Gospel Choir. This group has ministered through music in Europe, Japan, and the Chicago metropolitan area. The office prepares students to live, relate, work, and minister in an increasingly multiethnic world, desiring to live out John 17:21: "That all of them may be one, Father, just as you are in me and I am in you. May they also be in us so that the world may believe that you have sent me."

Residence Life

Director and Assistant Dean of Students, Heather Sammons x7072

Community life at Trinity College is vibrant and active. It is brought together, and held together, by Jesus Christ. There is interdependence upon each other in Christian community by God's design; each member is responsible for the care and welfare of the other. In *Connecting*, p. 95, Larry Crabb offers this perspective:

The center of Christian life, we should remind ourselves, is not about killing anything. The route to life is death, but the center of life, the point of Christianity, is living together in the enjoyment of God. We die in order to live.

More than anything else, Christianity showcases the risen Christ. We're invited to know him, spend time with him, draw strength and encouragement from him, relax in his laughter when we expect him to yell, and serve him gladly because we genuinely like what he's up to.

Christianity is about the life of the Trinity released in human community. But the doorway into that life is death, and death is always painful. When Jesus died, he died alone. There is no greater pain. When we die to ourselves, we're to do it together, with our community. There is no stronger bonding.

At Trinity, we believe that people are created for relationship, and community is paramount for growth in Christ—a drastic contrast to the independent, self-reliant nature. Think of this growth process as a group expedition of walking together as honest strugglers who share the life of Christ and nourish each other throughout the journey.

Community means walking through the valleys with a guide who has been, and still is, on a similar journey, together relying on grace and pressing on toward the mark of maturity. This burden-bearing, iron-sharpening-iron perspective is what Jesus demonstrated with his disciples, and it is at the core of what we value for our community at Trinity.

We facilitate an environment that is conducive to the educational goals of students. The residence halls can also be a place where lifelong friendships are formed. The Residence Life staff seeks to model these types of relationships. Another facet of Residence Life is facilitating activities that meet the needs of residents. Residence halls at Trinity are active and provide many opportunities to get to know people on many levels.

Student Ministries

Director, Kent Hansen X7031

The Student Ministries Department of Trinity College, located in the Lew Center, is committed to developing students in their unique callings to make a strategic impact on their campus, in their communities, and around the world. We draw this commission and these concentric spheres of influence from Acts 1:8: “You will receive power when the Holy Spirit comes upon you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth” (NIV).

The Student Ministries Department has established two major ministry objectives: First, we seek to **develop** students in a growing relationship with God. We do this through discipleship programs, chapel speakers, conferences, and special events that we host throughout the year. Second, we seek to facilitate opportunities for students to have an **impact** on campus, in the community, and around the world. Student Ministries is committed to helping students apply lessons from life and the classroom in a supportive, supervised, “real world” environment.

We seek to accomplish these objectives through many different opportunities for spiritual growth and service at Trinity International University.

Campus Impact

AoA - Trinity's student group committed to help raise awareness and advocate for those affected by the HIV/AIDS pandemic.

Discipleship

Student Ministries seeks to nurture spiritual growth in the lives of students through active participation in one-on-one mentoring relationships and Resident Hall based small group activities. We provide a form where students can express their interests and take initiative toward a mentoring relationship; the Discipleship Cabinet then seeks to match each student with a qualified mentor. Our network of volunteer mentors is made up of caring faculty, staff, and seminary students. We also recruit and train student discipleship leaders called dp3's for each residential floor. The dp3 is a discipleship “partner, presence, and promoter” who works in conjunction with the Resident Advisor on each floor to facilitate a variety of small group activities focused on spiritual formation.

F.A.T. (Faithful, Available, Teachable)

Student Ministries sponsors this student initiated, student led, worship service which meets weekly on Thursdays at 9:30pm in the ATO Chapel. These services are primarily focused on praise and prayer with a brief devotional message called the “F.A.T. 5”.

Women’s Ministry Counsel

The vision of the WMC is to “Advocate. Compel. Empower.” our female student body. This vision is modeled by the student leadership of the Women’s Ministry Council, which seeks to advocate on behalf of women, compel them to live transformed lives of worship, and empower them with tools for renewing their minds. Our purpose is to support TIU’s core values in advocating for and fostering a holistic academic environment that will promote spiritual and physical wellness for women. This will be done through various events like:

- “At The Well” a quarterly Women’s forum
- Annual Retreat
- Women’s Forum for Global Christian Week
- Special events with speakers, lectures, small groups, etc.
- Santa Lucia chapel and breakfast, (in partnership with College Union)

Community Impact Teams

To develop student leadership and servanthood, Student Ministries supports several student-led, student-initiated outreach teams that challenge students to make an impact in the local community: Every year student ministry teams serve in areas like the following:

- Tutoring Inner City Youth
- Spanish Speaking Children’s Ministry
- Working with special needs students
- Working with recent immigrants and refugees
- Ministry in area High Schools
- Evangelistic outreach teams
- Working with the homeless

Ministries continue or change from year to year depending on student leadership and participation. A student cabinet of ministry leaders, along with Student Ministries staff, gives oversight to these ministry teams. A special chapel in the fall is devoted to the presentation of the various ministry opportunities that are available. Students who participate with Community Impact Teams may receive Service Learning Credit.*

Global Impact Teams

Students can participate in a number of outreach trips offered during Fall Break, Christmas Break Spring break, and May Term. These trips provide the opportunity to serve and minister with a team of students in national and international, rural and urban, ministry projects. Preparation includes instruction in cross-cultural ministry, biblical and evangelistic training, team building, and prayer, as well as training in support-raising. Recent teams have been sent to Africa, Europe, Asia, the Middle East, the Caribbean and Urban centers in the United States. Students who participate in these outreach trips may receive Service Learning credit.

Local Church Involvement

The Student Ministries Office seeks to communicate and model the importance of local church involvement. The office provides a Local Church Guide updated each year and periodically invites pastors/college ministers on campus so that students may find and connect to the ministries of a local church. Students may fulfill Service Learning credits through ministry involvement in a local church.

Service Learning (graduation requirement)

The Service Learning Program mobilizes students to serve Christ by serving others. Students are challenged to be aware of the human condition and to become involved in meeting spiritual, emotional, and physical needs of those around them. Service experiences are designed to provide students with a

strong foundation of biblical servanthood and to help them prepare to meet the demands of a constantly changing society.

In 2006 Trinity International University was honored twice on President Bush's Higher Education Community Service Honor Roll. First, TIU was recognized with distinction for general community service, and we were recognized a second time with distinction in a separate category for our specific efforts regarding hurricane Katrina Relief in New Orleans. Through a wide variety service learning opportunities our students have applied and embodied the University's core values of Christ centeredness, Comprehensive education, Community, Church connectedness, and Cultural engagement, demonstrating these values on campus, in the community, and around the world.

Opportunities range from a variety of on-campus activities and programs to serving in local churches, working with community programs, and cross-cultural ministry on mission trips. Any activity that involves voluntary* service toward others in a supervised capacity can be considered. The Student Ministries Office must approve any specific service-learning project or activity in advance. Other specialized ministries and opportunities are described in the Student Ministries Office.

**In rare situations some paid positions qualify for service learning credit, but these must be pre-approved by the Student Ministries Office.*

Service Learning Requirements:

- Each full-time undergraduate student is required to complete three service-learning credits while at Trinity College. Transfer students may be required to complete only two if they transfer with 58 or more approved hours.
- A student may receive one credit for each service experience when the following guidelines are met:
 - The service experience must be a minimum of twelve hours over the period of a semester.
 - The service experience must demonstrate weekly faithfulness .
 - The service experience must be completed under the guidance of a recognized supervisor.
 - The service experience must involve serving others.
 - The properly *completed forms* are turned in to the Student Ministries Office (Planning Sheet, Reflection Form, and Supervisor Form).
- A service-learning project or activity requires a minimum of twelve hours of supervised service in a manner that demonstrates weekly faithfulness over the period of a semester. (Short-term activities such as leading a weekend retreat for a high school youth group do not qualify, even though they may result in more than twelve hours of service, because they do not meet the weekly faithfulness requirement.) The only exceptions to the weekly faithfulness requirement are intensive one-week or two-week ministry trips. A mission trip of seven to thirteen days qualifies for one service-learning credit, and a mission trip of fourteen days or longer may qualify for two credits.
- At least one Service Learning credit must be done off campus, however, all three may be done off campus. On-campus activities may not be repeated for two semesters or two credits. Each on-campus credit must represent a different service-learning project. Several alternative service-learning opportunities are available for students who have difficulty finding a service-learning project or activity. Please speak with someone in the Student Ministries Office if you need assistance in finding an appropriate activity or project.
- In order to receive credit for a service-learning experience, all forms must be completed and submitted to the Student Ministries Office. The "Planning Sheet" must be submitted at the beginning of the semester or prior to the beginning of the service learning project. The "Reflection Form" and "Supervisor Form" must be submitted by the last day of class during the fall and spring semester, or two weeks prior to the first day of the fall semester if the service-learning project was done over the summer. Apart from this, credit will be given in the semester in which the properly completed forms* are turned in.

***All questions on the Reflection Form must be answered in complete paragraphs; short, cryptic answers will not receive credit.**

Please consult the Service Learning webpage on the [MyTrinity](#) website for additional information, exceptions, and requirements.

Spiritual Counsel

Student Ministries staff members are available to talk with students about their spiritual and personal concerns.

Student Organizations

Student Organizations provide opportunities for students to integrate the knowledge and skills they are acquiring in the classroom and apply them in practical ways that benefit the Trinity student body, the university, and the surrounding community. To learn more about many of these organizations, attend the Opportunities Fair, which is held in the McLennan Atrium during the first week of the fall semester.

Athletic Training Club

The Athletic Training Club is a student-managed organization that promotes and plans special events, arranges guest speakers, and organizes educational field trips for Athletic Training Education Program majors. These special events emphasize the prevention, recognition, treatment, and rehabilitation of athletic injuries. In addition, students are encouraged to integrate their faith into the daily use of their new skills as they interact with peers, faculty, and the community around Trinity International University.

Chapel Team

The Chapel Team works behind the scenes on chapel services through organization, prayer, and administration.

Departmental Clubs

- Business Club
- Education Club
- History Club
- Philosophy Club
- Psychology Club
- Science and Math Club
- Sports and Medicine Athletic Trainers Club

Kappa Delta Pi

Kappa Delta Pi, an international honor society in education, is a network of more than 520 chapters with 60,000 members around the world. It is organized to promote scholarship and excellence in education. Its membership is intergenerational, and members include undergraduate and graduate students, university faculty and administrators, classroom teachers, school administrators, and retired educators interested in supporting and encouraging the next generation of teacher-scholars.

Members receive helpful publications, are invited to attend nationally sponsored conferences, job fairs, and worldwide study tours, and have the opportunity to apply for scholarships and awards. In order to be eligible for membership, students must rank in the top 20 percent of their class, have a GPA of 3.0, and have officially declared an education major. Students are invited to become members at the annual meeting held during the spring semester.

Kids on Kampus

Kids on Kampus is a ministry of the Trinity community that seeks to disciple the children of Trinity students and encourage their families. Currently there are over 70 children from all over the world that

live on our campus. Our vision is to help them with the adjustment to living in a new place, help them enjoy their time here, and to help prepare their whole family for ministry. Opportunities include helping with large group meetings, childcare, and various trips and special events. In addition to gaining experience with children, youth and family ministry, Service Learning Credit is also available. For more information, please contact Mike Phillips at 847-317-4068.

Psi Chi

Psi Chi is the National Honor Society in psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining scholarship and advancing the science of psychology. Membership is open to both undergraduate and graduate men and women who are making the study of psychology one of their major interests and who meet these minimum qualifications: completion of 9 semester hours of psychology; registration for major or minor standing in psychology; rank in the upper 35 percent of their class in general scholarship; a minimum 3.10 cumulative GPA and 3.25 GPA in psychology courses; and high standards of personal behavior. Application forms are available from the Psychology Department web page.

School of Music Ensembles

The School of Music offers a number of ensemble performance opportunities. All students, regardless of major, are encouraged to audition for membership in these groups. (School of Music ensembles are also classes, so all student members must be registered appropriately.) There are three large ensembles: the Concert Choir and Symphonic Band rehearse three times each week and perform concerts on and off campus (including regional, national, and international tours); the Trinity Community Philharmonic Orchestra rehearses one evening a week, and performs a series of concerts on campus throughout the year. The Handbell Choir, Jazz Ensemble, and a number of chamber groups perform on campus, at local churches, and for community functions. For more information, please contact Laurie Homuth at 847-317-7035 (lhomuth@tiu.edu)

Student Ministries

Campus Impact Teams

AoA (Acting on Aids) - a Trinity's student group to help raise awareness and advocate for those affected by the HIV/AIDS pandemic.

Discipleship Cabinet – Provides support to the dp^3 's and leadership for campus spiritual formation projects such as retreats, forums and prayer.

dp^3 - discipleship “partner, presence, and promoter” who works in conjunction with the Resident Advisor on each floor to facilitate one on one discipleship and a variety of small group activities focused on spiritual formation.

F.A.T. - A weekly student led praise and prayer service featuring a brief devotional message called the “F.A.T. 5”. (Meets Thursdays @ 9:30pm in the ATO Chapel)

Women's Ministry Counsel – A Student leadership team advocating for and fostering a holistic academic environment that will promote spiritual and physical wellness for women. The WMC hosts various events like: “At The Well”, the “Women's forum” at Global Christian Week, and the Santa Lucia chapel and breakfast.

Community Impact Teams - Student initiated, student led, teams serving weekly in the local community.

Global Impact Teams – Short-Term-Mission teams sent out over Fall, Christmas, Spring and Summer breaks

(*See the Student Ministries Section above, visit us on the web @ MyTrinity.tiu.edu/spiritual life, or stop by our office in the Lew Student Center for more details.)

Student Government Association

The purpose of the SGA is to maintain and enhance the quality of student life at Trinity International University. In order to fulfill that purpose, SGA seeks to fulfill the following objectives:

- To glorify God and further the gospel of Jesus Christ

- To represent the interest of the student body to the proper authorities
- To serve the student body through programs and policies developed in accordance with the principles of the university administration
- To foster and encourage student involvement through an assortment of events and activities
- To aid and support constructive efforts and communication between individuals, classes, and organizations in regard to the student body
- To maintain effective channels of communication between the university administration and the student body
- To train its members in the skills of effective leadership and administration in order to equip them to serve with excellence
- To encourage and develop relations with other colleges and universities

Please visit the SGA website at http://www.tiu.edu/files/college/studentdevelopment/sga_website2.swf or feel free to contact your SGA by e-mail at tcsqa@tiu.edu.

Together Making a Difference (NSSED)

This organization works as a ministry to serve the North Shore Special Education District. This partnership allows Trinity Students to buddy-up with a college-age special needs student in the community.

The Trillium

The *Trillium* is a literary compilation of poetry, short stories, and photography collected within the Trinity community.

Theater and Music Theater

The English Department produces a play each year (in either the fall or spring semester). Recent productions include *The Crucible* and *Spoon River Anthology*. The School of Music presents a musical, opera, or operetta annually as well (i.e., in the semesters when the English Department is not producing a show). Recent productions include *Camelot*, *Gianni Schicchi*, and *You're a Good Man, Charlie Brown*. Auditions are open to all students, and anyone with interest and/or experience is encouraged to become involved. For more information about plays, contact Professor Lindholm Gumminger at 847-317-7169 (klindhol@tiu.edu); to enquire about music theater, contact Dr. Hedges at 847-317-7141 (dhedges@tiu.edu).

TIU Gospel Choir

This group ministers through gospel music both in the Chicago metropolitan area and through international tours.

Trinity Digest

Trinity's weekly school newspaper is a student publication encouraging wide participation. Letters to the Editor must be submitted by 10:00 on Tuesday mornings to the Digest office in the Lew Student Center. To submit ideas or articles, contact the editorial staff at trinitydigest@tiu.edu

Trinity Ambassadors

Trinity Ambassadors is a service organization of students who assist the Admissions Office in meeting the needs of prospective students and their parents, especially those who visit the campus. They conduct campus tours and assist with campus events arranged specifically for prospective students and their families.

Trinity Council on Business/Accounting Students Association (TCB/ASA)

TCB is the Business club for all Business majors and minors in the college. Organized on a corporate model, TCB puts classroom theory and principles into practice. It sponsors and participates in numerous spiritual, career, and social events, both departmental and campus wide. In addition, TCB coordinates the

extensive mentor leadership program within the Business Department. Recently merged with TCB, ASA is responsible for hosting accounting seminars on campus featuring well-known speakers and past graduates.

Yearbook

The Yearbook strives to honor God as we celebrate the mission, values, and traditions of Trinity College and the achievements of its students, faculty, and staff through a quality keepsake published annually by our students. There are countless ways to be involved from submitting photos, researching and writing articles, proofreading, data entry, layout design, and fundraising. The editorial staff can be contacted at tiuearbook@tiu.edu.

THE TRINITY COMMUNITY

We are a distinctly Christian institution that sees educating and developing the “whole person” as the core of fulfilling our mission of “forming students to transform the world through Christ.” We believe that students’ experiences outside of the classroom are instrumental in turning classroom learning into everyday living. Considering students will spend more time outside of the classroom studying, involved in cocurricular activities or just hanging out with friends, we believe that the environment on campus is crucial to holistic development. In order to maximize the potential for growth, we seek to create and maintain an environment on campus that will encourage, challenge, and hold each member accountable. Once enrolled at Trinity, you become a part of the “Trinity Community.”

We believe that it is truly a blessing to be members of a Christian community. Psalm 133:1 reads, “Behold, how good and how pleasant it is for brothers and sisters to dwell together in unity!” By putting our faith and trust in Jesus alone for the forgiveness of our sins, we have been united into one body, the body of Christ. By living life together, we are able to learn from one another, encourage one another, and rejoice with one another as we share our unique backgrounds and stories. We want to help each other, as Paul said in Ephesians 4:1-3, to “live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.”

In order to foster and maintain a healthy Christian community, we must depend on each other to preserve the unity of the Spirit. Being a member of the Trinity Community offers unique privileges, but it also requires unique responsibilities. In signing an application for admission, students assume the responsibility to abide by and maintain our Community Life Expectations. Paul writes that if a person is caught in a sin, that person ought to be restored gently. “But watch yourselves, or you also may be tempted” (Gal. 6:1). When members of our community are in violation of our Community Life Expectations, we must be willing to confront, not out of condemnation, but out of love and a genuine desire to see restoration and growth.

RESTORATION PROGRAM

At the heart of our Restoration Program is our desire to see each member of the community growing in their knowledge of, love for, and obedience to our Lord Jesus. As a result, we will partner with anyone who desires to change patterns of behavior in their life that are contrary to scripture or are in violation of our Community Life expectations. If a student voluntarily comes forward to an RA, a staff person, or a faculty member and confesses sin and/or a violation of our Community Life Expectations (i.e., cheating, smoking, use of pornography, sexual misconduct, drug or alcohol use), we will partner with him or her in our Restoration Program.

This partnership will include the following:

- A commitment from the student to turn from that behavior and to grow in his or her relationship with the Lord and the community
- An accountability/mentoring relationship with a staff or faculty member, an RA (if appropriate), or a counselor by referral
- A periodic evaluation by Student Development staff (If it is determined that the partnership is ineffective and the behavior is continuing, then the normal restorative discipline process will begin.)

If these criteria are established and maintained, then the student will not receive disciplinary action. (However, students in leadership positions may be asked by their mentor to step down for a time.) This program is designed to provide an opportunity for students to *voluntarily* come forward and deal with significant issues in their lives. It is not designed to help a student avoid consequences for behavior after being caught. If a violation of the community standards has been reported, the Restoration Program may no longer be available, in which case the normal restorative discipline process will be carried out.

Mandatory Reporting

All community members are required to immediately report the following situations to an appropriate individual in authority:

- Illegal activity, including but not limited to theft, illegal drug possession or use, underage drinking, sexual or physical assault
- Possession of a weapon
- Any situation judged to be dangerous or threatening for a student or the community, including but not limited to a suicide threat, bomb threat, or any harmful or endangering behavior

Community Accountability

Violations of our Community Life Expectations tear at the fabric of our community and our Christian character and compromise the kind of environment we are striving to nurture. The following are guidelines for community accountability, *except when violations warrant mandatory reporting.*

Student Responsibilities

If a student is present when a policy violation is taking place or has firsthand knowledge of a violation, he or she is expected to confront the student(s) and to remove him- or herself immediately so as not to give the impression of condoning the activity. If after confrontation the offending student(s) cooperate and agree to abide by the Community Life Expectations and make restitution where necessary, then the matter is considered to be over. When appropriate, students are encouraged also to recommend that the offending student(s) enter the Restoration Program.

If the offending student(s) are belligerent, deny the accusation, or refuse to comply, then the student should take one or two others (ideally individuals who know the person and the situation) to talk with them. If the offending student(s) cooperate and agree to abide by the Community Life Expectations and make restitution where necessary, then the matter is considered to be over. If they remain unresponsive, the situation should be reported to the RA, ARD, or RD, who will seek to restore the erring student(s).

With this model, we are asking individual community members to take responsibility and ownership of the community environment. By asking members to confront their fellow students, each member has a responsibility to do what is right not only for the community but also for the well-being of the offending student. (See Matthew 18:15-17.)

Resident Assistant (RA) Responsibilities

If an RA is present when a policy violation is taking place or has firsthand knowledge of a violation, he or she must confront the student(s). If after the confrontation the student(s) have cooperated and agreed to abide by the Community Life Expectations and make restitution where necessary, then the RA must submit an incident report and the Residence Director (RD) will follow up only if necessary. If the

student(s) are belligerent, deny the accusation, or refuse to comply, then the RA may get a second RA for assistance or contact the RD on duty.

If students want to confess a violation to their RA, they may do so, and the RA will initiate the Restoration Program. When approved by the RD, the RA may act as the accountability partner/mentor.

Staff and Faculty Responsibilities

If a staff or faculty member is present when a policy violation is taking place or has firsthand knowledge of a violation, he or she is strongly encouraged to confront the student(s). If after confrontation, the student(s) have cooperated and agreed to abide by the Community Life Expectations and make restitution where necessary, then the matter may be considered to be over.

Faculty and staff ought to exercise judgment concerning when a violation ought to be communicated to Student Development to maintain consistency and records (e.g., cohabitation, alcohol or drug use). When appropriate, faculty and staff are encouraged also to recommend that the student(s) enter the Restoration Program. If a faculty or staff member chooses to report the student(s) to the Student Development staff, the latter will determine whether or not the student(s) may enter the Restoration Program.

RESTORATIVE DISCIPLINE: PHILOSOPHY AND PROCESS

Discipline is rooted in God's love. It is not punitive in nature but restorative. It is a way to build relationships and reconcile and restore individuals to the Lord and the community. Our approach to discipline focuses on people and relationships, not rules and regulations. Although we strive to maintain a healthy environment, we are more concerned about the motives, attitude, and persons involved than with the policy violation itself.

When a policy violation occurs, various parties can be affected, including the individual, members of the community, or the community itself. In this light, we approach discipline holistically. We seek to help community members take responsibility for their actions and make right what they have wronged, which sometimes includes restitution and/or consequences. In every situation we seek to take all things into consideration. Attitudes, repentance, and honesty play a large part in the decision-making process. We strive to embrace individuals throughout the discipline process and seek to avoid feelings of alienation in the community. We want Trinity to be an environment in which members feel loved unconditionally. We seek the Lord for wisdom in all decisions and act in a manner that we believe has the highest potential for restoration and growth for all those involved.

Restorative Discipline Process

When a violation of the Community Life Expectations is made known, the discipline process begins.

Information Gathering

This beginning stage of the discipline process is a time of gathering all information available so that we can make a fully informed decision. This can include incident reports and interstaff memos from RAs, ARDs or RDs, a phone or personal conversation with the alleged offender and witnesses or victims, if applicable. It is sometimes necessary to meet with students again as new information arises.

Decision Making

After we have gathered all the information possible, we prayerfully begin the decision-making process. All decisions are made with the intent to make right what was wronged and to bring about restoration to the community and its members and growth for the student(s) involved. The following is a list of possible outcomes, and often it is a combination of more than one:

- Counseling, professional or pastoral
- A monetary fine
- Community service
- Repayment for damages or loss

- Apology
- Accountability/Mentoring relationship
- Journaling
- Book reading with reflection paper
- Loss of privileges for a set period of time (e.g., Open House)
- A verbal warning
- A formal written warning
- Disciplinary Probation for a set period of time
- Convening of the Student Hearing Committee
- Dismissal from the university

Disciplinary Probation

During the probationary period, students are not permitted to be involved in leadership on campus. This should be a time of reflection, evaluation, and ideally much growth. Students may begin pursuing leadership opportunities, which would begin after the probationary period is over. Students demonstrating a high level of growth during this time may be released from their probationary period early.

Student Hearing Committee

If, in the judgment of the Associate Dean of Students, the seriousness of a student's violations jeopardizes the health or safety of the community or its members, the Student Hearing Committee will be convened. This committee consists of the Associate Dean of Students, Assistant Dean of Students, Director of Multicultural Development, an assigned faculty member, an additional assigned staff or faculty member, the SGA President or designate, and a staff or faculty member of the student's choice. Legal representation or any other form of advocacy representation from outside the college community is not permitted. Normally the student will be notified at least twenty-four hours before the hearing is scheduled to convene. As a result of the hearing, the committee makes a decision often from the above listed possible actions.

Dismissal

If a student is dismissed from the university, he or she has twenty-four hours to be withdrawn from classes and checked out of his or her residence. If a student poses a severe risk to the community the university reserves the right to escort him or her off campus immediately. Dismissals follow the Trinity College Refund Policy found in the college catalog. Dismissed students are not allowed on campus without prior permission from the Associate Dean of Students.

Appeals Procedure

Any disciplinary action may be appealed in writing within five business days of receiving official notification. The following is a guideline to assist in determining the proper procedure for appeal. If the decision was made by the

- Resident Assistant—appeal to the Residence Director
- Residence Director—appeal to the Assistant Dean of Students
- Director of Residence Life—appeal to the Associate Dean of Students
- Associate Dean of Students—appeal to the Student Hearing Committee
- Student Hearing Committee—appeal to the Sr. VP for Student Affairs/Dean of Students

Disciplinary Records

Records regarding disciplinary action are kept by the Student Development Office. The record is not a part of the student's official transcript.

Parental Disclosure

Students are encouraged at all levels of discipline to share the information with their families. Parents of dependent children (as defined by the Internal Revenue Service) have the right of access to the records of their dependents. Parents of dependent students will be notified if a student is placed on probation for an alcohol or drug violation or if the student is dismissed from the university. Students will be given the opportunity to notify their parents *before* the institution contacts them.

Trinity International University assumes that all single students are income tax independent of the parents unless notified otherwise by submission of the parents' income tax return and, therefore, may not communicate academic or behavioral information to parents without written student permission or a subpoena.

In the case of alcohol or drug violations, the university reserves the right (in accordance with FERPA) to notify parents regardless of dependency status. For more information, see FERPA on page 8.

Formal Student Complaint Policy and Procedure

Trinity International University, in accordance with the Federal Compliance Policy, keeps a record of formal student complaints. Students who have a complaint should follow the procedures in their respective student handbook. In the event that the complaint is not resolved the student may choose to submit a formal complaint to one of the following individuals: University President, Executive VP/Provost, Academic Dean, Sr. VP for Student Affairs, or Associate Dean of Students. The complaint must be *dated, written, and signed*.

Upon receipt of the formal complaint, the person to whom the complaint is addressed will initiate the *Student Complaint Tracking Form* that records the nature of the complaint, the steps taken by the institution to resolve the complaint, the institution's final decision regarding the complaint, and other external action initiated by the student to resolve the complaint.

Information regarding student complaints is accessible to members of the North Central Association evaluation team. A student's privacy will be protected by removing the names of individuals involved unless the student has given permission for release of his or her name.

COMMUNITY LIFE EXPECTATIONS

The foundation of our community is the Great Commandment found in Mark 12:30-31: "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. . . . Love your neighbor as yourself. There is no commandment greater than these" (NIV). In a perfect community, we would all live by the Spirit, and "the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control,"(Gal. 5:22, NIV), and we wouldn't need any further guidelines. However, no perfect community exists. Therefore, in order to foster a healthy, vibrant community environment, which encourages loving the Lord and loving others, Trinity College has established the following policies for all students (both full and part time, residents and commuters alike).

General Policies

Practices that are specifically forbidden in Scripture are prohibited, such as dishonesty, theft, premarital sex, abortion, adultery, homosexual behavior, use of pornography, profanity, gossip, racism, or infringement upon the rights of others. Some of the following Community Life Expectations are specified in Scripture as sinful behaviors, while others reflect a prayerful, contemporary application of biblical principles to our specific context. Though some are inherently sinful (whether enrolled at TIU or not), other listed behaviors are not. These acts become sinful because, when performed while enrolled, they entail the breaking of a promise made to the other members of the community. In adhering to these expectations, we strive together to nurture a growth environment where individual freedoms are balanced

with the needs of others, where both the liberties of the “strong” and the consciences of the “weaker brother/sister” are respected.

Students violating any of the following policies or any other university policies will be subject to disciplinary action as outlined in this handbook. Students are expected to abide by other procedural rules and regulations as announced. These policies apply to students during the academic semesters, on or off campus, including all breaks, as well as before and during May Term. During the summer and winter semester breaks, students are not responsible to Trinity for abiding by these expectations unless he or she represents the university in an official capacity, resides on campus, or is visiting on campus. Trinity also reserves the right to refuse continuation to a student who compromises the safety or integrity of our community by his or her actions during these breaks. These policies also apply to any prospective students, and involvement in any violations may jeopardize their admittance to the university.

Specific Policies

Academic Dishonesty

In a Christian academic community, academic dishonesty, including cheating, plagiarism, misappropriation of library materials, and fabrication of submitted work is regarded as a serious violation. Academic dishonesty is defined as the intentional misrepresentation of all or part of one's work to deceive for personal gain or assisting another to do the same. For more information, go to the Official Policies section of the Trinity College Catalog.

Any student who breaks the standard of academic integrity by cheating or plagiarism will be dealt with severely by the faculty and staff and will be reported to the Associate Dean of Students. This may result in a failure of the course, expulsion from the institution, or a revocation of a degree already granted by Trinity.

Alcohol, Tobacco, and Illegal Drugs

Trinity International University is a drug-free campus. Possession or consumption of alcohol, tobacco, or any illegal drug is not permitted. Trinity College students, regardless of age, are not permitted, under any circumstances, to purchase, possess, consume, or distribute alcoholic beverages or tobacco products of any kind on or off campus. Nonalcoholic beer and other drinks containing a percentage of alcohol are also prohibited. Individuals may be subject to having their breath smelled or tested by a Breathalyzer exam given by a staff member. Students may also be asked to undergo drug or alcohol testing available at Condell Medical Center. Any student refusing to submit to any of these tests will be held in violation of our standards.

***Any student who is involved in the purchase of alcohol for a minor or provides an off-campus location for a party where alcohol is available is subject to immediate dismissal from the college.*

Counseling services for drug and substance abuse are available through Trinity's Counseling Center located in Owens Hall. Along with individual counseling for drug or substance abuse, the Counseling Center will schedule forums as needed to address issues pertinent to the Trinity student body at large. Information regarding off-campus substance abuse, counseling service, and rehabilitation programs can be obtained at the Counseling Center or at the Health Services Office information rack.

Trinity reserves the right to report instances of illicit drug use and alcohol possession or use to the proper authorities.

Athletic Field Usage

The Athletic fields on Trinity's campus are primarily intended to be used by the TIU Athletic Department. Students or student groups wishing to use the fields must receive permission from the Athletic Department prior to any usage. Further, even when permission has previously been granted, the fields are not to be used when not in playable condition due to weather. Any questions concerning usage of the athletic fields should be directed to the Athletics department.

Bicycles

Anyone who has a bicycle on campus must register it with Parking Services and display a **free** Trinity ID tag within seven (7) days of bringing the bicycle on campus. ID tags may be obtained at the Security Gate House during normal business hours. Bicycles are to be stored only in bicycle racks located outside buildings (Carlson-northwest corner, Johnson-North and south entrance, Owens-800 building south side), designated storage units or inside dorm rooms or apartments. Bicycles are not to be stored in common suite areas, hallways, stairwells or left lying out on the grass. Any bicycle not registered or left in an inappropriate place is subject to removal. Bicycles may be reclaimed at Institutional & Auxiliary Services by paying a \$5 fee and completing the registration if not already done. Any bicycle not claimed within 30 days or impounded a 3rd time within the same academic year becomes property of Trinity International University and is subject to disposal as deemed appropriate.

Cohabitation

In order to protect students from the appearance of and potential for inappropriate behavior, cohabitation is prohibited. Cohabitation is defined as living/residing with a non-related person of the opposite sex outside of marriage for any amount of time without approved accountability, which is defined as parents, grandparents, aunts or uncles, TIU staff/faculty, or a pastor. Living/residing is defined as sleeping with members of the opposite sex in private quarters (e.g., house, apartment, hotel room, parked car, sleeping quarters, or tent). If students have questions regarding this policy, they should contact their RD. However, if students find themselves in an emergency situation, they should contact Security at x6400 to be immediately connected to the RD or ARD on duty.

Computer Misconduct

Please see the university's Acceptable Use Policy on page 11.

Dancing

Social dancing is permitted on campus only when it is part of a college event and has been approved by the Dean of Students.

Disobedience or Disrespect

Deliberate refusal to comply with a clearly stated, reasonable directive issued by any school personnel, including RAs, Security staff, Sodexo personnel, and athletic trainers, acting in the performance of their duties, is prohibited. Disrespect by word or manner of conduct to any school employee or any officials and players at all athletic events is also prohibited.

Disorderly Conduct

Any of the following are considered disorderly conduct and are not acceptable: lewd, indecent, offensive, annoying, obscene, or inappropriate conduct or expression thereof on school-owned property or at school-sponsored events; the disruption of any student function or activity; conduct on or off campus that is in conflict with the welfare and integrity of the school and that identifies the student as an unfit associate for other students; any unauthorized demonstrations.

Distribution or Posting of Publications

The Student Development Office must approve any newspapers, newsletters, posters, tabloids, advertisements, and so on before being distributed on campus.

Dress Code

Trinity has no dress code, per se, other than the principle of modesty, which is outlined in Scripture. (Items to consider regarding appropriate dress: Are any undergarments showing? Is an inappropriate amount of skin visible? Is the clothing too tight?) If a student dresses in a manner that is considered immodest by a staff member (i.e., RA, RD, etc.) or faculty member, he or she may be asked to change clothes as soon as possible. In addition, articles of clothing that promote or represent substances (i.e., drugs, alcohol) or lifestyles contrary to Trinity's Core Values are not allowed.

Falsification of Records

Falsification of college records, including but not limited to admissions, registration, health, disciplinary, exemption forms, chapel attendance records, and residence hall forms is prohibited.

Firearms, Weapons, and Explosives

Possession of firearms, weapons, or explosives on campus is not permitted. Students who are found in possession of any type of these are subject to immediate dismissal from the college. This includes, but is not limited to, BB guns, paint ball guns, air-soft pellet guns, bow and arrows, ammunition, sling shots, knives with blades of more than four inches, toy guns, and any other weapon of any kind or imitation thereof that could be used to cause fear or injury to another person.

Fireworks

Possession of firecrackers, fireworks, and other explosives on any college-owned or leased property or at any college-sponsored event is prohibited.

Gambling

Any form of gambling, including but not limited to lotteries, betting, and any casino-related activity where money is at stake is not permitted.

Golf on Campus

Due to the potential danger for personal injury and property damage, golf may not be played on campus other than on a designated athletic practice field and with prior permission from the Athletic Director.

GroupWise E-mail

The university and all its offices now use GroupWise as the primary tool for communicating to students. Each student is fully responsible to read and act on e-mail communications from all offices on campus. A student may choose to use the forwarding function to have all GroupWise e-mail go to an alternate address, but the student is still responsible for appropriate responses to information, policies, deadlines, and so on mailed via the school system. For instructions on how to set up such a forward, contact Information Technology at x8175.

Harassment

Any form of harassment, including verbal, physical, written (including e-mail) or mental abuse will not be tolerated. This may include a persistent pattern of behavior directed at another individual that distresses, frightens, or is in some manner inappropriate or threatening. Examples include but are not limited to hate speech, stalking, abuse because of one's race, gender (see sexual harassment), religion, nationality, or disability. In the event of threats or the potential of stalking, TIU reserves the right to contact law enforcement agencies immediately.

Any incidents of harassment should be reported to the Student Development office (x7069) or Security Services (x6400) to ensure safety, proper follow-up care, investigation, or notification of law enforcement agencies.

Hazing

No form of hazing will be tolerated. Hazing is defined as the infliction of physical violence on any individual; any activities calculated to be embarrassing, harassing, or imposing physical, emotional, or mental strain on any individual; or any activity that would, in any way, jeopardize the physical, moral, or scholastic well-being of any individual. This also includes harassment by requiring unnecessary work and harassment through banter, ridicule, or criticism.

ID Card Usage

ID cards are provided to all students at the start of the school year. Students should carry their ID card for the current school year at all times. Students should not allow others to use their ID for any reason. Students are required to produce their ID when requested by any Trinity International University staff or faculty, including all Security Officers.

As our ID cards are similar in nature to a debit card, it is important to treat them carefully:

- Do not punch holes in your card.
- Keep your card in a wallet or purse to avoid bending.
- Do not expose ID cards to extremes in temperature.
- Keep track of your card at all times.

To request a new ID card, visit the Student Development Office during office hours (M-F, 9:00 a.m. - 4:30 p.m.). The charge for replacement of lost or damaged cards is \$10.00.

Illegal Activity—Committing a City, State, or Federal Crime

Scripture explicitly teaches respect for governmental authority. Students are therefore expected to uphold the laws of the local community, the state, and the nation except on those occasions where obedience to civil authority would require behavior directly in conflict with other scriptural principles. The college will cooperate with all law enforcement agencies as requested.

Internet Posting

Trinity may investigate any information brought to the attention of University officials when individuals have allegedly been involved in violating federal, state, or local law(s) or Trinity's Community Life expectations or that harass, harm, or discriminate against other individuals. This may include information found on personal websites, Facebook, Xanga, MySpace, or other Internet-based postings. Students may be asked to remove information from the posting, and violations may result in further disciplinary action.

Misrepresentation or Forgery

Providing false identification or information to Trinity International University officials with intent to deceive will not be tolerated. This includes forgery, unauthorized alteration, or unauthorized use of any TIU document or instrument of identification, including PINs and computer passwords and log-ins.

Passwords

Upon arrival on campus, new students are given a username and password to access their GroupWise e-mail to register for classes and access all their academic records. This password should be respected and kept confidential. Students cannot register, change their registration, or see their grades without it. For the sake of security, the school does not give out passwords by phone! Should a student lose or forget their password, he or she must come to the Records Office personally with their student ID.

Personal Identification Number (PIN)

It is each student's responsibility to maintain the integrity of his or her PIN for phone usage. If you disclose it to another student, you are responsible for any and all calls made. If your PIN is lost or stolen, it is your responsibility to contact Campus Communications by calling toll free 800.965.4838 or Information Technology at x8175.

Prank Guidelines

- Pranks must not result in personal harassment, excessive inconvenience, invasions of privacy (i.e., entering a room without prior permission of the resident of that room), or destruction, damage, or removal of property.
- Pranks must be safe. Any prank that jeopardizes the safety of individuals will not be tolerated. The responsibility for cleaning up, financial remuneration for damages, applicable fines, and additional costs incurred by the college lies with those who were involved with the pranks.
- Pranks must not violate college policies. If you have some concerns about the appropriateness of a prank, **please** check first with your ARD or RD.

Search and Seizure

Trinity reserves the right to enter all college facilities, including residence hall rooms, as required for building supervision, maintenance, or other college-related business. A search may be made of a resident's personal belongings or vehicle when believed to be necessary to investigate an alleged violation or hazard, as determined by the Assistant Dean of Students, Associate Dean of Students, or Dean of Students.

A search will be conducted by two or more persons, normally including the Assistant Dean of Students or Residence Director. In addition, if contraband (i.e., alcohol, controlled substances, drug paraphernalia, and items found to be in conflict with Trinity's Community Life Expectations) is found in a room in which other students are present, the college reserves the right to search the other students' rooms also. A notice stating the reason for the search (room or vehicle) and its findings will be provided for the resident. Items believed to be evidence regarding violations or endangering personal health or safety may be impounded, and the resident will be given a receipt for such items removed from the room, vehicle, or area.

Sexual Harassment/Assault Policy

Trinity will not tolerate sexual harassment/assault of any kind. Those found in violation of Trinity's Sexual Harassment/Assault Policy will be subject to discipline that could include dismissal from the university. A copy of Trinity's Sexual Harassment/Assault Policy may be obtained from the Office of Student Development.

If you are a victim of sexual harassment or assault, please contact Security immediately at x6400 to be connected with a representative from the Sexual Assault Emergency Response Team.

Sexual Misconduct

Sexual misconduct is prohibited and includes but is not limited to sexual activity outside of marriage, adultery, rape, sexual assault, harassment, or homosexual acts. In addition, overly affectionate or prolonged public displays of affection are inappropriate.

Skateboards/Rollerblades

Skateboards and rollerblades present safety concerns when used improperly or in inappropriate areas. Consequently, no skateboards or rollerblades are to be used or worn in any buildings. Use of any of these items in a manner that damages property or endangers or inconveniences vehicles or pedestrians is prohibited.

Slander, Gossip, and Ridicule

Slander, gossip, and ridicule are prohibited and include but are not limited to impugning another's character through false or true information that will discourage people from placing confidence in a person. This includes spreading rumors or presenting a person in an unfavorable light by stating suspicion as fact.

Solicitations

Persons or offices wishing to solicit support for specific programs or for particular student accounts in the name of Trinity International University or from lists made up primarily of constituencies thereof should contact the office of Student Development prior to making any solicitations. Door-to-door solicitations are not permitted on campus.

Stealing and Possession of Stolen Property

Any unauthorized taking or keeping of items of college property, items rented, leased, or placed on the campus, property leased by the college, items belonging to students, faculty, staff, or guests of the college, using another student's or employee's PIN, computer log-in or computer password, or possession of suspected stolen property is prohibited.

Trespass

Unauthorized presence on or use of any TIU property is prohibited (i.e., vacant rooms, suites, or apartments, or going on rooftops), as is unauthorized visitations in residence halls or intentionally trespassing in areas from which individuals have been banned by previous order (i.e., residence halls, dining hall, sports complex).

Vandalism

Destroying, defacing, or damaging of college property, owned or leased, and property belonging to students, faculty, staff, or guests of the college will not be tolerated, including but not limited to misusing computer equipment or programs, vending machines, furniture, or personal property.

Vehicles on Campus

Anyone who parks a vehicle on campus must register it with Parking Services by purchasing and displaying a valid Trinity parking permit within seven (7) days of bringing the vehicle on campus. Permits may be obtained at the Security Gate House during normal business hours or through the Campus Safety & Security Services site in MyTrinity, and the fee will be charged to the student's account. Temporary parking permits are available for visitors and may be obtained at the Security Gate House at no charge. Vehicles may be parked only in lots authorized for designated permits. Any vehicles involved in violations are subject to ticketing and fines being assessed. Appeals to citations may be submitted in writing to Parking Services as outlined on the back of the citation.

Progressive Parking Enforcement Policy—Students owning vehicles that receive multiple violations will be responded to in the following manner:

1. If assessed three (3) tickets: The student must schedule a meeting with the Parking Supervisor or the Director of Campus Safety & Security Services for review of the parking regulations. If arrangements for a meeting with Parking Services do not take place within two weeks of the citation, the student's vehicle will be immobilized and a fine assessed for removal of the immobilization device.
2. If assessed four (4) tickets: The student must meet with the Associate Dean of Students, and the fine will be doubled. If arrangements for a meeting with the Associate Dean of Students do not take place within two weeks of the citation, the student's vehicle will be immobilized and a fine assessed for removal of the immobilization device.
3. If assessed five (5) tickets: The student's vehicle will be towed at the owner's expense, and parking privileges may be revoked for the remainder of the current semester as well as the entire following semester.

Vehicles involved in property damage or unsafe motor vehicle operation may be immobilized or towed at the owner's expense and may, under special circumstances, be eligible for immediate suspension.

More detailed information concerning motor vehicles on campus can be found in Motor Vehicle Regulations, at the Campus Safety and Security Services website www.tiu.edu/tiu/security/ or by contacting the Parking Supervisor at x6400. If urgent assistance is needed an officer can always be reached through this number by pressing 1 if you reach the voicemail.

Water Fights

Water fights or snowball throwing in buildings is not permitted. Water fights or snowball throwing should occur only with students who have willingly chosen to participate. Throwing water or water balloons on unsuspecting students or staff is prohibited. Use of water balloon launchers or slings is prohibited due to the serious potential for personal injury and property damage. Individuals involved in a water balloon fight are expected to take responsibility for cleaning up the litter created by the activity. Specific guidelines are available from Residence Life staff.

RESIDENCE LIFE INFORMATION

How are the halls run?

Our staff structure provides for one Residence Director (RD) in each building/complex who leads a team of Resident Assistants (RA) and one or two Assistant Residence Directors (ARDs). The RD's role is that of educator, facilitator, helper, adviser, and friend. He or she gives a great deal of time to working with the RAs with whom you will most frequently have contact. Resident Assistants (RAs) are students on the

residence life staff. Each residence hall is divided into units with student resident assistants as leaders. RAs are carefully selected and trained to serve as peer leaders in the halls. We hope that you will get to know the Residence Hall staff and that you will actively participate in the residence hall communities here at TIU.

Housing Policy

Trinity College believes that residence hall living fosters social and emotional development, so it is required that full-time students live on campus unless they meet one of the following criteria:

- Those living with their parents
- Seniors within 30 hours of graduation
- Students having permanent live-in job situations
- Students 21 years of age or older
- Married students

The college does not permit co-ed cohabitation off campus in which coeds live in the same dwelling unit at any time. All residential students must be full-time students, maintaining a schedule of at least 12 credit hours per semester. Any student who does not qualify to live off campus may submit a written request to the Director of Residence Life to be considered for off-campus approval.

Students with Special Needs

Trinity seeks to provide a safe and hospitable living environment for all students. To that end, Trinity will cooperate with students who have special needs, such as medical conditions that may require an accommodation, in accordance with applicable laws. In general, students are expected to be able to navigate the campus and their living environment within the residence halls without reliance on assistance from other students, faculty, or staff. If medical equipment is required, students must provide their own equipment and be able to operate it.

While Trinity will endeavor to provide reasonable accommodations that are supported by medical documentation, in the context of a group living environment it is not always possible to meet each and every request that a student may make. Therefore, depending upon the circumstances, if an accommodation is not possible, the student may need to live off campus.

RESIDENCE LIFE POLICIES

Appliances

Residents may use hair-care and styling appliances, electric coffee makers, hot-air popcorn poppers, hotpots, refrigerators of less than five-cubic-feet capacity, and personal computers. One microwave oven is allowed per suite. Due to fire code, touchier halogen lamps are not allowed in residence halls. For fire safety reasons, ironing is not permitted in any residence room but may be done in suite lounges.

Check-in/Check-out from Residence Halls

The halls will close for Christmas break from 10:00 a.m. on Friday, December 14, 2007, until 8:00 a.m. on Tuesday, January 8, 2008. They will close for the summer at 10:00 a.m. on Friday, May 9, 2008, for anyone not involved in commencement. Graduands, their siblings, or those working at graduation must be checked out of the residence halls by Saturday, May 10, 2008 at 3:00 p.m. All residential students are required to check in prior to occupancy and to check out prior to withdrawal or summer vacation. Fines will be assessed for improper check-in and check-out.

Children on Campus

Baby-sitting and nanny positions are a good source of income for students. However, the college does not permit elementary school-level children or below in our classes. Children must be eight years or older and of the same gender as the host to stay overnight in the host's residence hall.

Damage/Loss

Each room has a bed, desk, desk chair, and dresser for each resident. Assigned furniture must be kept in the student's room during the school year. The suite furniture must be kept in the suite. Residents are responsible for damage or loss of college property. Wall surfaces should be protected. Only masking tape, white or yellow poster putty, and removable fabric picture hooks with rubber cement are allowed for wall hangings. Please start by following the manufacturer's guidelines for each of these products. When you check in, please report any damages that you find to your RA so that you will not be charged when you check out. For a list of possible damage/loss charges, please visit the Student Development Office.

Fire

Open flames are not permitted in the residence halls except for birthday cake candles with the RA's permission and candle-lightings (engagement ceremonies) with the ARD's permission. At all other times, open flames are not allowed and include candles, grills, incense, lighters, and matches. Fire alarm drills will be held periodically, and disciplinary action may be imposed on anyone not evacuating the building during an alarm or anyone misusing a fire extinguisher. The current fire department fee of \$300 may also be charged to the person responsible for tampering with, discharging, or removing fire alarms, fire extinguishers, exit signs, or other safety equipment and activating false alarms. This includes abuse or misuse of microwave ovens (e.g., burnt popcorn setting off alarms) and will result in the loss of this privilege.

Food in Residence Halls

Residents keeping food snacks in their rooms should keep these in airtight containers. Dishes and utensils may not be kept in bathrooms and may be disposed of if left in these areas.

Furniture Placement in Residence Halls

Furniture should be arranged so that no obstacles hinder room entry or exit. In Carlson, wardrobes must have their backs against a wall so as not to obstruct the view into a room or exit out of a room. At the end of the year, furniture must be arranged according to floor plans posted in each suite. Furniture placed in common areas other than TIU furniture must be in good, safe condition.

Grills

Charcoal or gas grills may not be used by college students on decks, patios, or in courtyards. Grills may be used if they are at least twenty-five feet from any buildings. Under *NO* circumstances should hot charcoal be dumped into any trash receptacle.

Guests of Students

Students may host an overnight guest without charge with the consent of roommates in the residence halls. Each guest may stay on campus for a maximum of five nights per semester. Parents are allowed to stay in the residence halls for special occasions with approval from the RD. The host student must check guests in with the RA upon arrival to fill out an overnight guest form in case of an emergency. The college reserves the right to limit the number of guests and visits. Hosts are responsible for notifying guests of college Community Life Expectations and regulations and are also responsible for violations and damages caused by their guests.

Insurance/Liability

Trinity is responsible for any permanent losses to personal property caused by ground water seepage that occurs in ground-level or below-ground-level rented residential space in residence halls and apartments. (This does not include damage done to items stored in general storage areas anywhere on campus.) Should such seepage damage occur, the individuals affected will be asked to submit a list of items damaged along with an estimated value of each item to the residence life or housing departments. A receipt or other documentation must be provided for any item with a value of \$200 or more. The individuals will be asked to turn in any items to the school for which a claim is being made before reimbursement is issued.

Residents are responsible for any losses to personal property in the premises where the damage is caused by failed mechanical systems. Such damage includes but is not limited to the bursting, leaking, or running from any water pipe, sprinkler system, tank, washer, gas line, washroom fixture, or waste pipe on the premises, as well as any damage from water, snow, or ice coming through the roof. The coverage offered by renters insurance policies may cover these types of losses. All campus residents, whether they are living in apartments or residence halls, are strongly urged to get renters insurance or off-the-premises coverage under a homeowners policy to cover circumstances such as these.

Residents are responsible for any type of damage to items that they store in general campus storage areas outside of their rooms, suites, or apartment living areas. Trinity will not assume any responsibility for any damage incurred to items in these general storage areas.

Keys

Students are expected to lock their room doors at night and when they are out. Key replacement is \$10 for room keys and \$50 for stairwell keys. Any key unreturned at check-out is \$50. Keys may not be duplicated, and unauthorized use of a key may result in a fine or dismissal from the University.

Late Study

Trinity Hall's Rushford Commons is open 24 hours. The Lew Student Center is open until 2:00 a.m., and Johnson Hall Lounge is open until 1:00 a.m.

Laundry/Vending

Coin operated laundry machines are available in all of the campus residence halls and apartments with the exception of Gunderson Apartments. Rolls of quarters can be obtained in Student Accounting in the A.T. Olson Chapel. If you are experiencing problems with the machines, contact the Institutional and Auxiliary Services office at ext. 7127.

Lofts in Residence Hall Rooms

Lofts in student residence hall rooms are permitted in Johnson, Trinity, and Carlson Residence Halls and in Owens Hall B rooms. All equipment needed to loft beds in Johnson and Trinity Halls may be obtained from a Resident Assistant. Construction of other lofts is not acceptable in Johnson Hall or Trinity Hall. The furniture in Carlson and Owens Residence Halls is not designed specifically for lofting, but lofts may be constructed. For safety reasons, lofts must be constructed according to regulations outlined in the Loft Safety Policy, and construction may begin only after the Residence Director has given prior written approval. A copy of this policy may be obtained from the Residence Life website or from the Residence Director. Failure to follow this policy will require removal of the loft. The building of lofts for furniture in Madsen Hall is not permitted.

Lounges

The Johnson Hall main lounge, Trinity Hall lounge (Rushford Commons), and Owens Hall lounge are available for group meetings and student use. Schedule the use of these lounges with the Residence Director responsible for the lounge desired.

Maintenance Concerns

All routine maintenance concerns should be directed to the RA (not to Institutional and Auxiliary Services), who will issue work orders accordingly. Students are not to contact Institutional and Auxiliary Services directly except in the case of an emergency (i.e., flooding, dorm-wide power outages, no heat). Please immediately report repair needs to your RA. Repairmen will not be in a women's hall for a repair until after 10:00 AM.

Music Playing in Residence Halls

Music that contains profanity or promotes a lifestyle that does not reflect Trinity's Core Values is not to be played anywhere on campus. Trinity Student Development Staff can confiscate music that is offensive. Repeated issues with these guidelines (inappropriate language, connotations, volume, and so on) can result in progressive disciplinary responses.

Musical instruments that interfere with consideration of others, such as drums, horns, and amplified guitars are not permitted in the residence halls.

Notices

Residents are responsible for being aware of all official university notices printed in *The Digest*, which is the college newspaper, posted on the MyTrinity site, and those that are on broadcast via Trinity voicemail and GroupWise e-mail.

Open House

Open House coed visitation in the residence halls is allowed only during open house. Open house hours are as follows:

- Fridays: 6:00 p.m. to 11:30 p.m.
- Saturdays: 3:00 p.m. to 11:30 p.m.
- Sundays: 3:00 p.m. to 11:30 p.m.

When an opposite-sex student or guest is in a residence hall room, the door to the room must be open at least two inches and the room must be well lit (i.e., a light other than the TV must be on). Student conduct is expected to be above reproach. Lying down together, for example, is prohibited. If an RA deems conduct inappropriate, then full cooperation is expected.

There are no open house hours during Fall Break, Thanksgiving Recess, Spring Break, or Easter Break. During fall and spring check-in/out times residence halls are open only for moving purposes. Open times will be posted in each hall prior to these events. Women are not permitted in the Carlson Hall courtyard except during open house hours.

Painting Residence Hall Rooms

Students are not permitted to paint their rooms or put up borders or wallpaper. Contact paper is allowed.

Pets

The only pets permitted in the residence halls are fish.

Posters/Decorations

Posters and decorations should reflect the Core Values of the Trinity community. They are not to be hung using nails or tacks, but poster putty and masking tape are permissible. Residence halls need to reflect our community's desire to honor Jesus Christ. We do not see this being demonstrated in material that promotes, for example, alcohol or sexually provocative images. This type of material cannot be displayed. Inappropriate posters or decorations will be required to be removed.

Quiet Hours

An expectation of community living is that consideration for others will be shown at all times. Specific quiet hours are 11:00 p.m. to 10:00 a.m. Monday through Thursday, and 11:30 p.m. to 10:00 a.m. Friday through Sunday. During these times, noise must not be heard outside an individual room or suite, to allow others to study or sleep.

Raids

The purpose of “raids” is to increase community building and instill a tradition at TIU. By the coordination of the RA, floors/suites have the opportunity to SURPRISE their brother/sister floor/suite through a variety of raid types (i.e., quiet, loud). A quiet raid is defined as a floor/suite *quietly* entering its brother/sister floor and without making disturbing noise leave gifts or messages at the door of each room and perhaps in the lounge of the floor/suite. A loud raid is where a floor/suite enters its brother/sister floor making noise of some kind (i.e., singing). They wake the floor/suite bringing gifts or food. Following the raid, the students may hang out on that floor/suite up until 2:00 a.m. or go to the lounge of that hall until it closes. Raids can become a tradition in which brother/sister floor/suites become better acquainted with each other and create fun memories of residential life at Trinity College. If you are interested in participating in a raid, contact your RA, who will begin the process.

Senior Privilege Housing

Senior Privilege housing is a program that rewards outstanding seniors and second semester juniors. This housing is located on the first floor wings of Trinity Hall. Privileges include extended open house hours (M-F 6:00 p.m. to 11:30 p.m.), minimal supervision, and no meal plan requirements. Residents are responsible for upkeep of the suite, including the kitchen and bathrooms. To qualify, students must commit for an entire academic year and meet the following criteria:

- No current probation of any kind (academic or disciplinary)
- Cumulative GPA of 2.5 or higher
- Class standing of a 2nd semester junior or senior
- Display of leadership and service while at Trinity

Single Room Availability

All rooms in the residence halls are double or triple occupancy rooms, by design, with the exception of the B rooms in Owens Hall, the B rooms in the 500 Madsen Hall, and some suites in Trinity Hall. These rooms will be awarded on the basis of seniority. Exceptions will be considered for those with disabilities, when single occupancy is a necessity.

Storage

Limited storage is available in the lower levels of Johnson, Owens, and Madsen for student use. The college is not responsible for lost or damaged items. Items left unclaimed after one year will be discarded.

Storm/Tornado

In the event of a tornado or violent storm, open windows slightly and go to a first-floor protected area (i.e., an inner hallway or room) away from windows.

Suite Care

All residents, including Senior Privileged students, are responsible for cleaning and caring for their rooms, suite areas, floor lounges, and kitchens (where applicable). Students will share weekly suite cleaning duty. Any personal items left in the bathrooms on cleaning day will be thrown away. In dorms where bathrooms are not cleaned by janitorial staff, residents are responsible for the care and upkeep of the bathroom facilities.

Summer Housing

Summer housing for students is very limited due to the university's conference center program. However, students are permitted to live on campus during the summer if the University employs them for a minimum of 25 hours each week. Details regarding summer housing and employment requirements can be obtained at the Office of Student Development.

Sunbathing Areas

Due to concerns expressed by neighboring businesses, sunbathing is not permitted on the west side of Johnson Hall and on the north side of Johnson, Trinity, and Carlson.

Theft

Report any thefts immediately to your RA and Security Services. *Students should secure their possessions by always locking their room door as they leave.* The University works closely with the Bannockburn Police regarding theft on campus. Thefts over \$250 in value and any involving credit cards are automatically reported to BPD, while all others are reported at the request of the victim.

Trash Disposal and Recycling

In Johnson Hall, wastebaskets may be emptied in the outdoor garbage barrels or in the trash chute on the second and third floors. Boxes, glass, and wet garbage should not be placed in the chutes. Trinity Hall has a garbage collection closet on each floor. Carlson and Madsen Halls trash should be placed in the dumpsters by Melton Dining Hall and Madsen Hall. Likewise, Owens Hall has its own dumpster. Students are responsible for removing trash rather than dumping it into bathroom containers.

Students are encouraged to use campus recycling containers whenever possible.