

# Thunder Alumni Student Recruitment (TASR)

## Volunteer Guide

Revised September 2008



Trine University  
One University Avenue  
Angola, IN 46703

## Introduction

The Alumni Recruiting Program is designed to coordinate the efforts of well-informed alumni with those of the admission staff. We encourage your participation; your involvement is absolutely essential to the maintenance of this university's long tradition of academic excellence. Success of the program should be demonstrated by increases in the number of admission applications, a rise in the percentage of accepted students who pay deposits, as well as increases in the number of students who state alumni contact as influencing the decision to attend Trine.

As in any volunteer program, it is important that the participants know what is expected of them, as well as what the admission staff will deliver in terms of its support. This handbook is designed specifically for alumni who wish to help Trine personalize the process of selecting a college. The amount of time given to the various activities presented will depend on your geographic location as well as your interests and time availability. This information is far from complete, but I hope it offers some help to you as you extend your support to Trine University. Feel free to write or call us when you are confronted by difficult questions or problems.

Above all, I hope that the work will be rewarding to you. The admission staff invites your questions, ideas, concerns, and requests – whatever they may be. We want to work successfully with you and will try in every way to make this a mutually beneficial undertaking.

Julie Parrish, Admissions and Alumni Coordinator  
[parrishj@trine.edu](mailto:parrishj@trine.edu)

## Talking about Trine University

The NACAC “Statement of Principles of Good Practice”: in recruitment make it clear that “bad-mouthing” a competing college or university is not acceptable. At Trine, we encourage volunteers not to talk about other schools at all, with the possible exception of congratulating a prospective student on the general quality of her or his interest pool.

### **Trine University Mission Statement:**

Trine University promotes intellectual and personal development through professionally-focused learning opportunities, preparing graduates to succeed, lead and serve.

### **Trine University Vision Statement:**

Trine University will be the premier private university, recognized by our stakeholders as engaged, dynamic, growing and adding value.

### **“When I was at Trine....”**

The first rule of volunteer recruitment: never speculate or project on an admission decision. The second rule: never start a sentence with, “When I was at Trine...”

Volunteers must realize in every engagement with a prospective student or parents that Trine has changed – in many instances, considerably. Even the most recent graduates can be “out of date” on some issues.

Volunteers must become very adept at keeping their talk about Trine in the here-and-now, while keeping their ability to reflect on what a Trine education and the character of the institution have meant in their lives – professionally and personally.

It is critically important that volunteers consider the sometimes-subtle difference between the reflecting on their Trine experience and telling stories of their Trine experience. The former doesn’t date us, even if our class year was 1967 or 1939. The latter dates us even if our class year was 2000! The former creates the “value added” that is desired in an alumni network supporting recruitment. The latter risks boring the very people that we are trying to excite about the Trine educational experience – or worse yet, offending them completely.

## **So, just what is the character of this place today?**

Recent Trine presidents have said on more than one occasion that Trine's goal is to be the best-privately funded university in America. Add to this the notion of a beautiful campus and a strong tradition of academics, and you have a concise portrait.

We back up our commitment to this focus. Our student-faculty ratio is 15:1. Across the campus, the average class size is 20, with a maximum of 40 students. Many of the 70 full-time faculty have earned the terminal degree in their field. Teaching is the number one priority, rather than research, so all classes are taught by faculty rather than graduate assistants.

### ***The First Rule of Volunteer Recruitment:***

You ARE NOT an admission officer of Trine University and, therefore, MUST NOT discuss the possibility or probability of a specific admission decision at any time.

You ARE a resource to students and parents seeking information and, therefore, MUST be, and must stay, current with Trine University today. You also SHOULD be an advocate for Trine University in its admission processes.

## Talking about Admission

### **Talking about Admission: The Language of “Apps”**

Every field of human endeavor seems to develop its own special language – or jargon. It is helpful for the admission volunteer to understand some of the language of admission. You may hear prospective students or their parents to refer to some of these things as well. Since many of these terms and concepts are not unique to Trine, the students and parents quickly learn them and use them. So when you are asked how many apps Trine received this year, you will know that an “app” is an application for or an application for admission.

### **Standardized tests...**

Standardized tests ACT or SAT are part of the information used for making the admission decisions.

The ACT is the American College Testing examination, created and administered by the American College Testing Service. Scores from the ACT are reported as several sections (verbal, social sciences, etc.) and a composite score. We do not require students to complete the writing section of the ACT. If a student takes the ACT more than once, Trine will use the highest combined score. *Trine University’s ACT code is 1250.*

The SAT I examination is the Scholastic Aptitude Test created and administered by the College Board. The SAT I is sometimes referred to as the “college boards.” We do not require students to complete the writing section of the SAT. . If a student takes the SAT more than once, Trine will use the highest reported combined score. *Trine University’s SAT code is 1811.*

Parents and students typically ask what are the minimum scores needed for admission to Trine. The best response would be to provide a profile of the average student who comes to Trine University. An average ACT score of 23, SAT of 1080, GPA of 3.32 and 82% graduate in the top half of their class. We would need additional information (i.e. 7<sup>th</sup> semester grades, counselor recommendation, new scores, etc) on students with ACT scores below 20 or SAT below 1000, GPA below 2.75 and a class rank below the top half.

Standardized test scores are one element of Trine’s admission decision process.

## Materials and forms...

One piece of literature that is common to all applicants is the **Viewbook**. The Viewbook is an expanded introduction to Trine, and it includes campus visit brochure.

The other form that may be mentioned during the admission process is the **FAFSA** – the Free Application for Federal Student Aid. This government form is obtained from high school guidance counselors or by going on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and is used for student financial aid decisions/awards. The FAFSA information is sent to the government agency for all schools selected by the applicant. Trine's FAFSA filing deadline is March 10. It is renewable each year on the March 10 deadline.

*Trine University's FAFSA code is 001839.*

## Pre-Awarding – Scholarships/Grants

Trine University will award students with scholarship or grant money based on their non-weighted cumulative GPA and ACT/SAT score.

Students who have inquired about the University will receive a phone call from an admission counselor asking them what their cumulative GPA and test scores are. We will then send them a letter confirming the amount that was quoted to them over the phone. The dollar amount is not set in stone until Trine receives their final high school transcript.

## Applying to Trine University...

We only accept applications online.

Before an applicant's file can be reviewed for admission, the following is needed:

- A completed application. Students need to apply online at [www.trine.edu](http://www.trine.edu)
- An official high school transcript sent directly from the high school
- ACT or SAT I scores either on the transcript or sent from the testing agency

Also recommended are:

- Recommendation letters
- High school profile

## **Trine's admission notification**

Trine University has a rolling application process. With this system, an applicant is notified of the university's decision once his or her file is complete and has been reviewed. Students will receive a phone call from their admission counselor to let them know of their acceptance and then will receive an official letter in the mail from the president of the university.

## **Visit to Campus...**

All prospective students and families are encouraged to visit our campus. The Visit Coordinator in the Office of Admission (phone: 800-347-4878) schedules visitors for information sessions (with admission counselors) and campus tours. Information sessions and campus tours are held Monday through Friday 8 a.m. – 3 p.m. and Saturday 9 a.m. – 1 p.m. With a few days' notice, the coordinator also can schedule appointments with departmental faculty. We require at least a two week notice if a student would like an overnight visit to campus. We can accommodate "drop-in" visitors for a general information session and tour. Admission counselors are available on weekdays in the Office of Admission to answer any questions a prospective student may have.

You also can schedule a visit on-line at:

[http://www.trine.edu/forms/visit/campus\\_visit\\_form.cfm](http://www.trine.edu/forms/visit/campus_visit_form.cfm)

# Role of the Thunder Alumni Student Recruitment Volunteer

## **Role of the TASR Volunteer**

As a TASR volunteer you are asked to fulfill several duties in order to ensure the success of the network. These duties are described as follows:

For some, your involvement primarily will be representing Trine at local college fairs. For others, it will be phoning accepted students and congratulating them on their acceptance. Others might want to host an accepted student reception. The way you choose to volunteer is entirely up to you. Every hour you give is appreciated and valued.

Other opportunities:

- Attend on-campus or regional training sessions when possible.
- Complete and return evaluation reports and student information cards immediately after each college fair.
- Provide feedback to your TASR coordinator about recruitment effectiveness, unique strategies for recruitment, publications, etc.
- Be available to contact interested students from your area.
- Assist with move-in day on campus.
- Host Trine mixers for prospective students.

Due to limited resources, market potential, and changing recruitment strategies, some TASR volunteers may not have any college fair programs in their area at this time.

## **Important Note:**

The great risk of volunteers in college and university student recruitment is that the volunteer will “wing it” or even fabricate (or embellish, if you prefer) their portrayal of alma mater – to the extent that the student sees a warped or unrealistic picture. We are committed to professionalism through preparation in the TASR program, and we ask that you commit yourself to the accurate and professional presentation of Trine University to prospective students. On this point we will not compromise – nor should you.

# TASR Volunteer I.D.

## **TASR Volunteer Identification**

You will be provided with an official Trine name badge to be worn while representing TASR at local college fairs.

## **TASR business cards...**

Business cards enable you to disseminate crucial information to students or parents in a personalized and professional fashion. The cards contain the University's name and logo, address, and Office of Admission telephone number. The cards also provide a place for you to write in your name and a local telephone number and email address. The convenience and reassurance of a local contact cannot be overstated.

Volunteers frequently ask to whom they should give the cards. It is really up to you. Give the card to whomever you want to have your telephone number for the purpose of contacting you about Trine's admission process. We usually suggest that you not hand them out to everyone that you shake hands with at a college fair, but that is entirely up to you.

When you need another supply of cards, contact Julie Parrish in the Office of Admission at 1-800-347-4878.

Sample TASR Business Card...



ONE UNIVERSITY AVENUE | ANGOLA, INDIANA 46703  
WWW.TRINE.EDU

THUNDER ALUMNI STUDENT RECRUITMENT

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VOLUNTEER NAME

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VOLUNTEER PHONE

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VOLUNTEER E-MAIL

# College Fair Representation

## **College Fair Representation**

At a college fair you are representing Trine University and suggesting it as an option for higher education. The information that you present and the manner in which you present it could very much influence the college search process. Therefore, it is crucial that the information you present is accurate.

College fair programs are generally sponsored by high schools, with their purpose being to bring a variety of colleges and universities together in one place for their students to investigate.

Fairs are structured in the same manner a majority of the time. College representatives are assigned a table in a large open area and students are free to visit each table to talk with the representative, ask questions, and gather printed materials about the school. In most cases, this is the type of program at which you will be asked to represent Trine University.

## **Preparing for the college fair program...**

- ❖ Prior to the program, all of the materials you will need for the fair will be sent to your home (or business if you have requested that as your preferred contact). Included will be literature about Trine University, contact cards for each interested student to complete, an evaluation form for you to complete, and any correspondence received from the high school organizing the fair.
- ❖ Review the “Questions Frequently Asked” in the Appendix to this guide.
- ❖ Read and become familiar with the layout of the Trine University Catalog, and the Viewbook so that you can refer quickly to the section you need when a question is asked of you.
- ❖ Dress professionally and wear comfortable shoes. Also, remember to wear your nametag.

## **Arrival at the college fair program...**

- ❖ Be early. Plan to arrive at least 30-45 minutes before the program is scheduled to begin in order to set up your table.
- ❖ Look for a check-in or registration area. Ask for the Trine table.
- ❖ Place the Trine table cover over the table and display the promotional materials over the table so that they face the prospective students. Keep the Trine Catalog and any other items you do not have in duplicate under the table for quick reference. You do not want your only copy carried off by a student.

## **During the college fair program...**

- ❖ All Trine representatives stand behind the assigned Trine table. Approaching students in front of the table or while seated is unprofessional and in violation of the standards of conduct for admission professionals.
- ❖ Be sure the student has filled out a response card legibly and has included his or her graduation year. It is upon receipt of this card that the Office of Admission will send additional information to the student.
- ❖ When students are completing the reply card, ensure that they do so at the Trine table and do not “spill over” into another university’s table area.
- ❖ Be friendly, straightforward, and honest. Conduct yourself in a courteous and professional manner. Facilitate each student’s college search by openly sharing information about Trine University.
- ❖ Be sure to answer questions with current and accurate information and resist the tendency to slip into a “When I was at Trine...” type of response.
- ❖ If you do not know the answer to a question, please DO NOT guess. Indicate that you or someone from the Office of Admission will follow-up with the answer. Write the question(s) on the back of the college fair evaluation form and be sure to include the student’s name and contact information.
- ❖ NEVER speak negatively about another college, university or school – in fact, it’s probably best not to mention other schools at all.
- ❖ Have a good time! This is an opportunity for you to share the “Trine experience.”

## **Immediately following the college fair program...**

- 1) Gather all undistributed materials and completed contact cards.
- 2) Check with the high school guidance counselors to see if they would like additional Trine materials for their office. If counselors are not available, leave several copies of the view book, the academic scholarship piece and the Trine University catalog on your table for later pick-up by the guidance staff. Keep all other undistributed Trine brochures in anticipation of representing Trine at another college fair in your area.
- 3) As soon as possible, mail all completed reply cards and your completed evaluation to the Office of Admission. (You can complete the college fair evaluation on-line as well.)

### **Important Note:**

If you have agreed to represent Trine at a college fair and find you cannot attend, YOU MUST CALL (260) 665-4829 or 1-800-347-4878 as soon as possible so we can either find a replacement or inform the school that we will be unable to attend. We want to avoid having a table designated for Trine, but with no representative in attendance.

### **What to do if you know of a local college fair at which Trine has NOT been represented...and you think we should be...**

College fairs are a very effective avenue for increasing Trine's visibility. The Office of Admission receives many invitations to attend college fairs and college night programs in Indiana and surrounding states, but we do not receive invitations to all college fairs. Trine's visibility will increase as the program grows and volunteer participation increases. Your assistance in soliciting college fair invitations to the attention of the Office of Admission can be a valuable service.

Generally, the guidance community welcomes the opportunity to provide exposure of many colleges and universities to their students. Some high schools are adamant that only professional admission officers represent their institutions, while others allow trained alumni representatives. Several questions must be asked in order to receive an invitation to a college fair.

## **Soliciting a college fair invitation...**

- ❖ Contact the local high school guidance office (or sponsoring organization if other than a high school). Ask to speak with the counselor or other person who coordinates the college fair program.
- ❖ “Does your high school sponsor a college fair/night program or programs? If so, when will it be held?”
- ❖ “Is it possible for another university to attend? If so..”
- ❖ “Are trained alumni representatives allowed to represent their respective institutions? If so...”
- ❖ “Is there a fee to the participating colleges?”
- ❖ Please send the invitation to the:  
Office of Admission  
Trine University  
1 University Avenue  
Angola, IN 46703
- ❖ Alert the Office of Admissions, (260) 665-4829, that you have made this contact. Include the name of the school and the date of the fair.

## **A note about fees...**

Many college fairs charge fees to participating college and universities. These range from \$10 to several hundred dollars. The Admission staff at Trine makes the decision about the value of the fair relative to the cost of participation – and based on that, whether Trine will participate or not.

# Personal Contact of Accepted Students

## **Personal Contact of Accepted Students**

One of the goals of Trine's Office of Admission is to make each student's college application process a positive experience. We have found personal one-to-one contact is by far the most effective way to accomplish this.

Phone calling and emailing are important means of personal contact. These communications carry a number of messages:

- ❖ Trine cares about you – enough to organize people all over the country to offer their insights to you
- ❖ Trine wants you
- ❖ Trine also wants you to make an informed decision
- ❖ Trine has produced some very important graduates, not the least of which are right in your community

These communications work because they are personal – because the people who are taking the time to make them aren't doing this because it's their job. Students and families respond to this level of communication. It may well be our most important function.

### **The purpose...**

- ❖ Congratulate the student on her or his admission to Trine University (or if the communication is with the parent, congratulating the parent while praising the accomplishment of the daughter or son)
- ❖ Offer assistance to the student in obtaining answers to any additional questions he/she has about Trine University
- ❖ Encourage a visit to campus or to attend one of our Visit Days
- ❖ Offer service as a local contact and reference source for the student and parents

## Preparing for phoning...

- 1) You will receive a packet containing “Contact Report Forms for Accepted Students.” The form acts as both an assignment and a report back to Angola on your contact.
- 2) The form provides the student’s name, address, telephone number, high school, major (as indicated on his or her application to Trine), and email address if available.
- 3) In the upper right corner of the form, complete your name, email, phone number, and the time of day that is best to reach you by telephone, in case we have questions as we evaluate the results of the contacts and so that we can track contact performance across our entire network.
- 4) Familiarize yourself with “Questions Frequently Asked.”
- 5) We believe the “best” time to contact students is on Sunday evenings, after dinner hours. The next best times are weekday evenings after the dinner hours.
- 6) To maximize the impact your efforts will have, please contact within one week of receiving your packet of names – and by all means, before the deadline which will be clearly displayed on each form.

## During the phoning...

- ❖ Immediately identify yourself:  
“Good evening” or “Hello, my name is AMY ALUMNA. I am a graduate of Trine University, living in SOMECITY. I just learned of ALLAN ACCEPTED’s acceptance to Trine University, and I wonder if I might speak with him/her?”
- ❖ Be certain to identify yourself as a graduate of Trine University. [If you describe yourself as an alumna or alumnus, remember that alumna denotes a female graduate and alumnus denotes a male graduate. Alumni is the reference to a group of graduates which includes both men and women.]
- ❖ If the student is not available, ask to speak with her/his mother/father. Again, immediately identify yourself as a graduate of Trine. Essentially carry the same message to the parent(s) as you would to the student.
- ❖ If neither the student nor parents are home, leave a message, indicating that you, a graduate of Trine University, called to congratulate the student on his or her acceptance to Trine. Be sure to leave your name and phone number.
- ❖ When you do reach the student on the telephone, congratulate him or her on acceptance to Trine University.
- ❖ Ask the student if he or she has any questions about Trine. The student will not be expecting your call; thus, you initially may have to do all of the talking.

- ❖ Refer to the phone numbers of other offices on campus. This list is updated annually and mailed to each volunteer with the new recruitment materials.
- ❖ If there are any other issues that need immediate attention or if there are questions that you feel uncomfortable attempting to address, please refer the students (or parent) to the Office of Admission. The office hours are Monday through Friday, 8 a.m. – 5 p.m. The telephone number is 800-347-4878.
- ❖ You might also offer insights about your Trine experience. This specific area is where volunteers can bring material to the student that no one else can. Tell them what your Trine experience has meant in your life. Don't assume that everything's the same as it was when you were here..... remember, if your response starts out; "When I was in school..." you're probably headed down the wrong track.
- ❖ If there are not questions, you might extend that conversation a little by asking:
  - Is there anything you want to know about the town of Angola?
  - Have you visited?
  - If not, do you need driving directions to Angola?
  - Are there extracurricular interests you would like to know about?
  - Are you confused or unclear about any of the information you have received?
  - Do you have any concerns about college in general? Trine in particular?
  - You might also offer some insights as to your Trine experience: Professors who impressed you, your major, why you feel that a Trine education is special, or why you care enough about the University to be a volunteer.
  - Most important, be positive and have fun! These students are excited that they have been accepted to Trine University!

### **Important Notes...**

- ❖ You may find that email contact is more effective than phoning. If this method works for you, by all means use it. The most important point to remember is that personal contact to many prospective students includes email.
- ❖ You may find parents are more accessible than the students, and may be more interested in talking with you. Parents often play an important role in the college selection process, so we encourage you to answer their questions and concerns. If you speak with a parent, it is not necessary to call back and speak with the student directly, but you should leave your name and number for the student to call you if he or she has questions later.

- ❖ You may get a response along the lines of, “Someone from Trine just called me yesterday (or last week), and I told them I didn’t have any questions...” Don’t be alarmed. We do make other calls to these students from campus, usually from Admission Counselors. Simply emphasize that you are a local resource and that, if they would like to take down your name and number, you’d be happy to act as a resource for them if the need arises.
- ❖ If there are questions you cannot answer, just write the question on the phone sheet and make a notation for someone from the Office of Admission to get in touch with the student.
- ❖ Be careful not to paint a picture of a campus or way of college life that does not exist today.
- ❖ The Office of Student Financial Planning best handles questions regarding financial aid. Just note this on your phone sheet and that office will follow up.
- ❖ The conversation does not need to be long – let the student or parent dictate the length.

### **Immediately after phoning...**

- 1) Thoroughly complete the Contact Report Forms or go online at [www.trine.edu](http://www.trine.edu) to complete the follow-up form.
- 2) Feel free to send a personal follow-up note to any of the students with whom you spoke. That’s really icing on the cake!
- 3) Return all forms to:
 

Office of Admission  
Trine University  
1 University Avenue  
Angola, IN 46703
- 4) Please return no later than the deadline indicated on each form.  
REMEMBER: The earlier the call can be placed, the earlier the impact is felt.

### **A few thoughts on “selling Trine”...**

- ❖ Students tell us they choose Trine for a lot of reasons – small classes, personal attention, highly rated academics and small college atmosphere.
- ❖ Students sometimes reveal their major decision points when talking about what other schools they are considering. You might ask about their “top 5” schools to gain insight. Always compliment, and listen for, differences that imply different decision points.
- ❖ If you “sell” a Trine that doesn’t exist, you have done no one a service – least of all Trine – and have probably done the students a large disservice. Please do not recruit today’s students with yesterday’s realities.

# Referring a Student

## **Referring a Student**

Referring a student allows alumni volunteers the opportunity to increase Trine's outreach in their community. Alumni volunteers introduce Trine to high school students they know personally or whose parents they know.

## **The process....**

- 1) If you know someone in your community for whom Trine may be a good fit, please let us know.
- 2) There are two ways you can inform us of a student:
  - a. Call the Office of Admission at 800-347-4878 with the name, phone number and year graduating high school.
  - b. Click on [www.trine.edu](http://www.trine.edu) and complete the Refer a Student form.
- 3) Once the Office of Admission receives that information, an Admission Counselor will be in touch with the student.

## **Important Note:**

The students who become known to Trine's admission process through personal contact will be evaluated in exactly the same manner as any other student. The possibility exists that a student whom you might encourage to apply will eventually be denied admission to Trine University. That is a simple reality of life in the admission process. Be aware of this possibility.

One of the most problematic positions that a recruitment volunteer can take is as an "advocate" for a specific student or for all students from a given school or area. It is simply not appropriate for a volunteer to become the "champion" for any specific applicant, other than your own child.

# Frequently Asked Questions

## **Frequently Asked Questions**

Students typically have many questions about schools in general and Trine in particular. The following section should be helpful in answering some of these questions that are not already covered in the other materials provided for your information.

## **The Application/Acceptance Process**

*How can I apply to Trine University?*

Students need to apply on-line at [www.trine.edu](http://www.trine.edu) for free.

*What factors are considered in accepting a student?*

Primarily three main areas are considered when making the decision: (1) the student's high school record over a four year period of time, (2) results of standardized testing (ACT or SAT) and (3) the student as a person with regards to activities in or out of school, hobbies, and motivation to succeed. Generally, the high school record is more important than test scores. Each academic area has its own specific requirements, with some programs being more difficult to gain admittance.

*Does Trine require standardized entrance tests?*

Yes. Either the SAT or ACT is acceptable with the University accepting the highest scores presented by the student.

Each student is considered individually. Certain majors need to have a high score in the math field. Also, scholarships are based on these scores, so the higher the better!

*Should a student submit a counselor recommendation?*

Recommendations are strongly encouraged from a counselor or someone who knows the student's academic ability when there is a question about whether or not a candidate is capable of handling the proposed program of study.

*Should I apply to a specific school within the University, or simply to Trine?*

You must apply for admission to Trine and to a specific school within the University. Each of the schools has its own requirements for admission. Specific majors within a school need not be identified. If the student does not meet the specific requirements for a specific school within the University, but meets the general requirements, the student will be accepted into Trine as a general studies student.

*Can I change my major once I am at Trine?*

Yes, providing you meet the admission requirements for that major.

*What is the cost for out-of-state tuition?*

Tuition is the same cost for students who live in state or out of state. Trine is a privately funded university so we do not have two separate costs for students.

## **Visiting**

*What is the best time for a visit?*

The best time to visit Trine is when school is in session. All college offices are open weekdays 8 a.m. – 5 p.m. Arrangements for Saturday visits can be made as well. Special campus visitation days are sponsored throughout the school year. Invitations are mailed to all high school students in the admission inquiry file. Individual visits may be scheduled by calling the admission office at 800-347-4878. We'd appreciate at least two days' notice, but we are able to handle drop-ins, as well.

## **Placement tests/ College credit**

*Do you accept Advanced Placement test scores?*

A student can receive academic credit if they score a three or higher on advanced placement tests.

*Will a student receive credit for college courses taken while in high school?*

Yes, if the regional accrediting association accredits the college. Credit will not be offered if the course is being used to fulfill a high school graduation requirement. A grade of C or better is required to attain credit.

## **Housing/Cars**

*Are freshman students allowed to have a car on campus?*

Yes, freshman students may have a car on campus – there is a minimal fee for registering your car on campus each year.

*Is on-campus housing guaranteed for students?*

Yes. Students must live on campus during their freshman and sophomore years, unless they are commuting from home. Once a student completes their sophomore year, they can decide whether or not they would like to live on campus or move off campus. Tri-State has never turned down any student who was interested in campus housing.

*When will I know who my roommate is and where I'm going to live?*

Students can expect their housing assignment, and the name, address and phone number of their roommate in late July/early August. They also will receive information suggesting items they may want to bring along.

## **Financial Aid/Scholarships**

*How do I apply for financial aid?*

The Free Application for Federal Student Aid (FAFSA) form is available in high school guidance offices beginning in December or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Many high schools offer workshops on how to complete the FAFSA. The form must be completed and mailed by March 10 in order to be considered an eligible applicant for state aid or trustee money at Trine.

*What type of financial aid is available?*

There are three types of need-based financial aid: grants, loans, and work-study. Grants are free; they are not repaid. Loans are generally at a very low interest rate and don't require payment to begin until six months after the student has graduated. Students on a work-study program work 8-10 hours per week at the University.

*Are scholarships available?*

Yes! Trine University offers academic scholarships based on the student's cumulative, non-weighted GPA and ACT or SAT score. These scholarships are renewable each year as long as the student meets GPA requirements.

We also offer additional scholarships within each school of the university. If a student is eligible for these additional scholarships, they will receive information in the mail from Trine.

## Phone Directory

Trine University Switchboard	800-347-4878 260-665-4132
Office of Admission	
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# NOTES