



Trine University  
 From the Desk of Deborah McHenry  
 Executive Director of Student Success and Retention  
 Parent and Student Advocate  
 260.665.4509  
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# TRINE UNIVERSITY

## JULY-AUGUST 2018 NEWSLETTER

An electronic version of this newsletter, including activated links, is available on my web page: [www.trine.edu/parents](http://www.trine.edu/parents)

It won't be long before students will return to campus. To assist families, I have listed below the August and September calendar and contact information for key departments. My office places an emphasis on support for all students and their social, personal and academic adjustment to college. Students come to my office with concerns ranging from academics to finances, from course load concerns to changing their major, from residence life issues to commuting concerns. Whether your student lives in the residence halls or commutes, **I am here for all students and parents.** Parents and students can call on me at any time. I have an open door policy.

**Returning to campus** – Move-in day for returning students will be Sunday, Aug. 19, from 9 a.m. to 1 p.m. in Best Hall. Commuter students are required to attend check-in on this date in Best Hall for confirmation. If your student is part of a group that will move in early, a representative will contact your student with move-in instructions. Coaches will provide move-in information for athletes. Students will receive communication from the Office of Student Services with detailed information pertaining to move-in dates. Classes begin Monday, Aug. 20. If your student's plans have changed, and he/she **will not be returning, please contact this office immediately.**

**Registration for fall classes** –Your student should contact his/her advisor with questions about fall registration. For other concerns, don't hesitate to contact this office 260.665.4509 or the Registrar's Office at 260.665.4241. If your student is unsure about his/her room assignment, contact Angie Booth at [bootha@trine.edu](mailto:bootha@trine.edu); or 260.665.4646.

**Vehicle Registration Update** – All motorized vehicles are required to be registered to park in any university parking lot, including all athletic facilities. This includes all commuter and Greek resident vehicles. **Please monitor your Trine email for information about when the site is open for vehicle registration, which should be available July 30.** The vehicle registration fees will be included on your university bill, with your tuition, fees, room and board. To obtain a vehicle decal, you will register your vehicle on the Rydin vehicle registration site ([www.permitsales.net/trine](http://www.permitsales.net/trine)); however you will not need to use a credit card to pay for your permit as it will be included on your university bill. If your student will NOT have a vehicle on campus at any time, a waiver will need to be completed by **September 10.** The waiver is available in myPortal by selecting the student tab and then Campus Safety. **Any questions about vehicle registration, contact Campus Safety 24/7 at 260-316-1877.**

**Authorization Waiver** – Last fall I shared with you information pertaining to the Federal Education Rights and Privacy Act (FERPA), which prohibits the release of student information to anyone without authorization from the student. However, as part of the academic support system in place at Trine, all students can voluntarily sign a waiver. This waiver is valid for one academic year and can be rescinded at any time. To access a copy, please visit [www.trine.edu/parents](http://www.trine.edu/parents). To request an academic progress report, **parents must make the initial contact.** Upon contacting me, I will contact the student's professors for an academic progress report that I can share with the designated person. If the student does not have a waiver on file, I cannot discuss the student's academic progress.

**Financial Reminder** –To ensure a smooth transition on move-in day, please make sure your student's bill is paid. The bill may be found online through myPortal. If no aid is showing or something is missing, please work with your student to access their financial aid account online at <https://mytrinefa.trine.edu> and check their Missing Documents tab for items "Not Received", "Incomplete" or "Not Signed". These items require action. If you have any questions about the bill, you may contact the Business Office at [businessoffice@trine.edu](mailto:businessoffice@trine.edu). If you have any questions about financial aid you may contact the Financial Aid Office at [finaid@trine.edu](mailto:finaid@trine.edu).

**Newsletter** – Parents, please make sure I have your e-mail address so you can receive e-mails and the *Campus Link* newsletter. For future communication, please use this link to provide us with your e-mail address: [www.trine.edu/parents](http://www.trine.edu/parents). You will also be able to subscribe to monthly newsletters at this address. After reading this newsletter, if you have questions about fall registration, scheduling or any other concerns, don't hesitate to contact me at [mchenryd@trine.edu](mailto:mchenryd@trine.edu) or at 260.665.4509. To access information about campus events, use this link: <https://trine.presence.io/> (recommend using a browser other than Internet Explorer).

### TRINE UNIVERSITY MINI CALENDAR – MAIN CAMPUS FALL SEMESTER 2018

#### AUGUST

18 Incoming New Students Move-In, 9 a.m. – 1 p.m.  
 18-19 New Student Orientation  
 19 Returning Students Move-In, 9 a.m. – 1 p.m.  
 20 Classes begin  
 20-24 Week of Welcome  
 27 Last day to change meal plan  
 27 Last day to drop a class at 100 percent refund  
 27 Last day to add a class

#### SEPTEMBER

3 Labor Day, No Classes

#### Contact Numbers and Email Addresses

Athletics	Ginny Hamilton	<a href="mailto:hamiltong@trine.edu">hamiltong@trine.edu</a>	260.665.4141
Financial Aid		<a href="mailto:finaid@trine.edu">finaid@trine.edu</a>	260.665.4658
Billing	Tammy Steele	<a href="mailto:steelet@trine.edu">steelet@trine.edu</a>	260.665.4292
Housing	Angie Booth	<a href="mailto:bootha@trine.edu">bootha@trine.edu</a>	260.665.4646
Student Life	Linda Werling	<a href="mailto:werling@trine.edu">werling@trine.edu</a>	260.665.4168
Registration	Renee Shipe	<a href="mailto:shiper@trine.edu">shiper@trine.edu</a>	260.665.4241
Campus Safety			260.316.1877
IT Help Desk	<a href="mailto:help@trine.edu">help@trine.edu</a>	877.236.7682 or	260.665.4275
Campus Operations	<a href="mailto:campusops@trine.edu">campusops@trine.edu</a>		260.665.4155