

# TRINE UNIVERSITY



# RESOURCE GUIDE 2025-2026



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# 2025-2026 ACADEMIC CALENDAR



## Main Campus & College of Graduate and Professional Studies (CGPS)

▶ All CGPS graduate classes, regardless of format, follow the 8-week summer schedule, as detailed in the course syllabus.

### FALL SEMESTER 2025

August 18, 2025	Classes Begin
August 25, 2025	Last Day to Drop a Course at 100% Refund
	Last Day to Add a Course
September 1, 2025	Labor Day - No Classes
September 8, 2025	Last Day to Drop a Full Semester Course at 50% Refund
October 1, 2025	Last Day to Drop a Term 1 Course - No Refund
October 11, 2025	Term 1 Ends
October 13 & 14, 2025	Fall Break - No Classes
October 20, 2025	Term 2 Begins
October 27, 2025	Last Day to Drop a Term 2 Course at 100% Refund
	Last Day to Add a Term 2 Course
November 12, 2025	Last Day to Drop a Full Semester Course - No Refund
November 26 - 28, 2025	Thanksgiving Break - No Classes
December 3, 2025	Last Day to Drop a Term 2 Course - No Refund
December 8 - 13, 2025	Finals Week
December 13, 2025	Fall Semester Ends

### SPRING SEMESTER 2026

January 5, 2026	Classes Begin
January 12, 2026	Last Day to Drop a Course at 100% Refund
	Last Day to Add a Course
January 19, 2026	Martin Luther King, Jr. Day - No Classes
January 26, 2026	Last Day to Drop a Full Semester Course at 50% Refund
February 18, 2026	Last Day to Drop a Term 1 Course - No Refund
February 28, 2026	Term 1 Ends
March 2 - 6, 2026	Spring Break - No Classes
March 9, 2026	Term 2 Begins
March 16, 2026	Last Day to Drop a Term 2 Course at 100% Refund
	Last Day to Add a Term 2 Course
April 3, 2026	Good Friday - No Classes
April 8, 2026	Last Day to Drop a Full Semester Course - No Refund
April 22, 2026	Last Day to Drop a Term 2 Course - No Refund
April 27 - May 2, 2026	Finals Week
May 2, 2026	Spring Semester Ends
May 2, 2026	Commencement

### SUMMER SEMESTER 2026

May 11, 2026	Classes Begin	June 22, 2026	Term 2 Begins
May 15, 2026	Last Day to Drop a Course at 100% Refund	June 26, 2026	Last Day to Drop a Term 2 Course at 100% Refund
	Last Day to Add a Course	July 3, 2026	July 4 Holiday - No Classes
May 25, 2026	Memorial Day - No Classes	July 17, 2026	Last Day to Drop a Full Semester Course - No Refund
June 8, 2026	CGPS Summer Graduate Sessions Begin	July 24, 2026	Last Day to Drop a Term 2 Course - No Refund
June 12, 2026	Last Day to Drop a Term 1 Course - No Refund	July 31 - August 1, 2026	Finals Week
June 19-20, 2026	Finals - Term 1	August 1, 2026	Summer Semester Ends
June 19, 2026	No 12-Week Classes		
June 20, 2026	Term 1 Ends		

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# WELCOME TO TRINE UNIVERSITY!

At Trine University, we take great pride in all we have accomplished as we carry out our mission of preparing our students to succeed, lead and serve. Our beautiful campus will be your home for the next few years, and we don't take that responsibility lightly. Trine is a family and you are our focus. We are committed to providing you an extraordinary learning experience in a safe but vibrant environment.

Over the last few years we have invested heavily in new and enhanced facilities to enrich your time here. There are many interesting, amazing things happening on our campus, and we hope you will join in the pride and excitement.

We remain committed to providing caring, expert professors, state-of-the-art classrooms and well-stocked laboratories on our campus. Trine is a place where lifelong friendships are formed and different cultures are explored, a place of higher learning that embraces and promotes equal opportunity. I encourage you to make the most of your college experience! Get involved in clubs and organizations, compete on our championship athletic teams and learn about new subjects and ideas by way of free campus talks and events.

While college is a thrilling, rewarding educational experience, it also can be a bit daunting. We encourage you to quickly ask questions and seek assistance if needed. Trine faculty, staff, coaches and advisors are here to serve and partner with you to make your time at Trine successful.

In addition, my door is always open.

**Welcome to Trine University! We look forward to you being part of the family!**

*Earl D. Brooks II*

Earl D. Brooks II, Ph.D.  
President



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# CONTACT INFORMATION

## STUDENT ACCOUNTS

### Forman Hall

Monday–Friday, 8 a.m. to 4 p.m.  
Phone: 1-800-347-4878, option 4  
Email: [businessoffice@trine.edu](mailto:businessoffice@trine.edu)

### Student Accounts Specialist

Tim Fox  
260-665-4106  
[foxt@trine.edu](mailto:foxt@trine.edu)

### Senior Student Accounts Specialist

Tammy Steele  
260-665-4292  
[steelet@trine.edu](mailto:steelet@trine.edu)

## OFFICE OF FINANCIAL AID

### Forman Hall

Monday–Friday, 8 a.m. to 5 p.m.  
Email: [finaid@trine.edu](mailto:finaid@trine.edu)  
Phone: 1-800-347-4878

### Assistant Vice President for Enrollment Management

Kelly McGuire  
260-665-4130  
[mcguirek@trine.edu](mailto:mcguirek@trine.edu)

### Director of Financial Aid

Kyle Aldrich  
260-665-4456  
[aldrichk@trine.edu](mailto:aldrichk@trine.edu)

### Associate Director of Financial Aid Literacy and Student Retention

Beverly Coolman  
260-665-4116  
[coolmanb@trine.edu](mailto:coolmanb@trine.edu)

## CAREER CENTER

Rick L. & Vicki L. James University Center across from the Bookstore  
Monday–Friday, 8 a.m. to 5 p.m.

### Allen School of Engineering and Computing

Missy Lafferty  
Career Coach and Industry Liaison  
260-665-4346  
[laffertym@trine.edu](mailto:laffertym@trine.edu)

### Jannen Schools of Arts & Sciences Ketner School of Business

Amy Miller  
Career Coach and Industry Liaison  
260-665-4274  
[millera1@trine.edu](mailto:millera1@trine.edu)

### Franks School of Education Rinker-Ross School of Health Professions

Erin Myers  
Career Coach and Industry Liaison  
260-665-4124  
[myerse@trine.edu](mailto:myerse@trine.edu)

## HOUSING & RESIDENTIAL LIFE

### Stadium Hall

Monday–Friday, 8 a.m. to 5 p.m.

### Executive Director of Housing & Residential Life

Bill Milnes  
260-665-4136  
[milnesw@trine.edu](mailto:milnesw@trine.edu)

### Director of Housing and Residential Life

John Roop  
260-665-4646  
[jproop18@trine.edu](mailto:jproop18@trine.edu)

### Housing Operations Coordinator

Amber Lutman  
260-665-4646  
[lutmana@trine.edu](mailto:lutmana@trine.edu)

### Assistant Director of Residential Life

Whitney Arihood  
260-665-4509  
[arihoodw@trine.edu](mailto:arihoodw@trine.edu)

## STUDENT SUCCESS

### Rick L. & Vicki L. James University Center

Monday–Friday, 8 a.m. to 5 p.m.

### Executive Director of Student Success

Mike Black, Ed.D.  
260-665-4171  
[blackm@trine.edu](mailto:blackm@trine.edu)

### Student Success Coordinator

Tonya Bussema  
260-665-4124  
[bussemat@trine.edu](mailto:bussemat@trine.edu)

### Director of Student Retention

Jessica Taylor, MPH  
260-665-4947  
[taylorj@trine.edu](mailto:taylorj@trine.edu)

### Director of Accessibility Services

Nicole Kibiloski  
260-665-4590  
[kibiloskin@trine.edu](mailto:kibiloskin@trine.edu)

### Director of Academic Success, SUMMER BRIDGE

Jeremy Howard, MSL  
260-665-4946  
[howardj@trine.edu](mailto:howardj@trine.edu)

### Academic Support Specialist

Richard Warren  
260-665-4608  
[warrenr@trine.edu](mailto:warrenr@trine.edu)

### Director of Library & Information Services

Brandi Nahrwold  
260-665-4834  
[nahrwoldb@trine.edu](mailto:nahrwoldb@trine.edu)

### Library & Information Services Associate

Renee VanWagner  
260-665-4282  
[vanwagnerr@trine.edu](mailto:vanwagnerr@trine.edu)

## STUDENT AFFAIRS

### Rick L. & Vicki L. James University Center

Monday–Friday, 8 a.m. to 5 p.m.

### Vice President for Student Affairs/Dean of Students

Francisco (Cisco) Ortiz, MS  
260-665-4206  
[ortizf@trine.edu](mailto:ortizf@trine.edu)

### Assistant Director of Student Engagement

Caleb Gonya  
260-665-4173  
[cdgonya17@trine.edu](mailto:cdgonya17@trine.edu)

### Director of Campus Safety

Stuart Hamblen  
260-665-4543  
[hamblens@trine.edu](mailto:hamblens@trine.edu)

### Associate Director of Campus Safety

Jeffery Shoemaker  
260-665-4827  
[shoemakerj@trine.edu](mailto:shoemakerj@trine.edu)

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**Director of Counseling Services**

Megan Cook, MSW, LCSW  
260-665-4172  
[cookm@trine.edu](mailto:cookm@trine.edu)

**Mental Health Therapist**

Shelly Edwards, M.S. Ed., LMFT  
260-665-4809  
[edwardss@trine.edu](mailto:edwardss@trine.edu)

**Mental Health Therapist**

Amy Spallinger, MSW, LCSW  
260-665-4183  
[spallingera@trine.edu](mailto:spallingera@trine.edu)

**To make an appointment with  
Counseling Services please email:**  
[counseling@trine.edu](mailto:counseling@trine.edu)

## STUDENT HEALTH CENTER

**Nurse Practitioner**

Peggy Schreiber, FNP-C  
260-667-5693  
[cameronmlp@trine.edu](mailto:cameronmlp@trine.edu)

**Cameron Hospital Certified Medical Assistant**

Pamela Hall  
260-667-5693  
[cameroncma@trine.edu](mailto:cameroncma@trine.edu)

## OFFICE OF INTERNATIONAL SERVICES

Monday–Friday, 8 a.m. to 5 p.m.

**Assistant Vice President International Recruitment and Global Partnerships**

David Colbert  
260-665-4696  
[colbertd@trine.edu](mailto:colbertd@trine.edu)

**Executive Director of International Services and Operations**

Hannah Ewing  
260-665-4624  
[ewingh@trine.edu](mailto:ewingh@trine.edu)

**Assistant Director of International Student Admission and Experience**

Cassie Duran  
260-665-4782  
[duranc@trine.edu](mailto:duranc@trine.edu)

**Senior Director of International Graduate Admissions**

Srijana Sharma  
260-665-4869  
[SharmaSrijana@trine.edu](mailto:SharmaSrijana@trine.edu)

## OFFICE OF ADMISSION

**Forman Hall**

Monday–Friday, 8 a.m. to 5 p.m.

[admit@trine.edu](mailto:admit@trine.edu)  
Phone: 1-800-347-4878

**Vice President of Enrollment Management**

Kim Bennett  
260-665-4438  
[bennettk@trine.edu](mailto:bennettk@trine.edu)

**Assistant Vice President of Enrollment**

Kelly McGuire  
260-665-4130  
[mcguirek@trine.edu](mailto:mcguirek@trine.edu)

**Director of Admission and Transfers**

Greg Perschke  
260-665-4135  
[perschkeg@trine.edu](mailto:perschkeg@trine.edu)

**Assistant Director of Admission (OH, PA)**

Michael Schroeder  
260-665-4234  
[schroederm@trine.edu](mailto:schroederm@trine.edu)

**Assistant Director of Admission (Eastern States)**

Lacie Piekarski  
260-665-4427  
[piekarskil@trine.edu](mailto:piekarskil@trine.edu)

**Admission Counselor (Michigan)**

Raegen Wooster  
260-665-4161  
[woosterr@trine.edu](mailto:woosterr@trine.edu)

**Admission Counselor (Southern IN, KY, TN)**

Cassie Shipe  
260-665-4603  
[shipec@trine.edu](mailto:shipec@trine.edu)

**Admission Counselor (Central IN)**

Noah Acker  
260-665-4166  
[nmacker16@trine.edu](mailto:nmacker16@trine.edu)

**Admission Counselor (Northwest IN)**

James Savannah  
260-665-4164  
[savannahj@trine.edu](mailto:savannahj@trine.edu)

## TRANSFERS

**Director of Transfer Pathways and Evaluations**

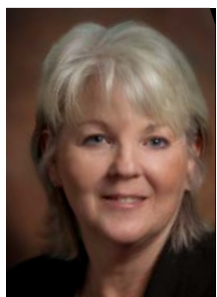
Renee Shipe  
260.665.4241  
[shiper@trine.edu](mailto:shiper@trine.edu)

## DUAL ENROLLMENT

**Director of Dual Enrollment**

Samantha Fulton  
260-665-4311  
[fultons@trine.edu](mailto:fultons@trine.edu)

# ACADEMIC POLICIES



For more information about academic policies, contact Julie Pfafman, academic affairs, at [pfafmanj@trine.edu](mailto:pfafmanj@trine.edu) or 260-665-4533.

Additional policy information may be found at [trine.edu/resources/registrar/course-catalog.aspx](http://trine.edu/resources/registrar/course-catalog.aspx)

## CLASS ATTENDANCE AND EXCUSED ABSENCES

Students are expected to attend all class and laboratory sessions. Absences may be permitted for reasonable causes such as:

- Illness
- Disabling injury
- Death or serious illness in the immediate family
- Court order
- Participation in university-sponsored activities

Written documentation of the reason for the absence may be required and, in the case of university-sponsored events, such documentation will be provided by the university sponsor.

It is the student's responsibility to discuss pending absences (field trips, athletic competitions, etc.) with their professors prior to the absence. The faculty member may require the student to complete any work due prior to the absence. Class or team lists distributed via email do not excuse a student from class or laboratory sessions, but rather provide confirmation to the faculty member that the activity is indeed university-sponsored.

It is the instructor's responsibility to present a class attendance policy to each class at the beginning of the semester. Decisions regarding submission of assignments will be at the instructor's discretion, but students may not be penalized for absences due to reasonable cause.

## GRADING

The awarding of grades is the prerogative of the classroom instructor in accordance with policies posted in the Trine University catalog. Faculty members are responsible for informing students of their grading policies as indicated on the course syllabus for that class. Grades become official when they are reported to the registrar; however, the following occurrence is possible:

- If a faculty member discovers incorrectly reported grades due to miscalculation or clerical error, the error should be reported by the faculty member to the registrar immediately.
- The appropriate department chair must approve any adjustment of grades.

## GRADING SYSTEM:

A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D+	Below Average	1.5
D	Poor (lowest passing grade)	1.0
F	Failure	0.0
FI	Failure (original grade of I)	0.0
S	Satisfactory	not figured into GPA
TR	Transfer Credit	not figured into GPA
U	Unsatisfactory	not figured into GPA
I	Incomplete	not figured into GPA
IP	In progress (grade deferred)	not figured into GPA
W	Withdrawal before completion of 80% of the semester	
WP	Withdrawal after completion of 80% of the semester with passing work at the time of withdrawal	

## ACADEMIC RECORD

A report of the student's grades earned in all courses taken during a semester is posted online at the end of each term. Grade reports for **first year** main campus students are **mailed to permanent addresses** for domestic students and to local addresses for international students.

A permanent record of all the student's courses, credits and grades earned is kept in the Office of the Registrar. The student should maintain a record of courses, credits and grades each term and check from time to time to see that this record agrees with the University version. The official record may also help the student determine eligibility for any activity that requires meeting specific scholastic standards.

## ACADEMIC PROBATION

The academic performance of every student is monitored by the registrar and the academic departments to determine satisfactory progress. Students with GPAs below 2.0 will receive a letter warning them that they have fallen below the standard required for graduation.

Students are placed on probation in the following situations:

- Degree-seeking students who have attempted 59 or fewer semester hours at Trine University and are more than six cumulative honor points below the 2.0 graduation standard.
- Degree-seeking students who have attempted 60 or more semester hours of course work and have a cumulative grade point average lower than 2.0. Transfer hours are added to Trine University hours attempted for purposes of determining the 60 hours attempted.

A student on academic probation will have one semester to reach minimum standards or be dismissed. Students on probation who achieve at least a 2.0 GPA in summer courses will not be dismissed. Students on probation who raise

their cumulative GPA to acceptable academic graduation standards will be removed from probationary status.

For more information on Academic Probation please see the course catalog.

### ACADEMIC MISCONDUCT

The university prohibits all forms of academic misconduct. Academic Misconduct refers to, but is not limited to, the following activities:

- Copying another person's work and claiming it as your own, or submitting the same paper in two different courses without knowledge and consent of the instructor (plagiarism);
- Using the work of a group of students when the assignment requires individual work;
- Looking at or attempting to look at an examination before it is administered;
- Using materials during an examination that are not permitted;
- Allowing another student to take your examination for you;
- Intentionally impeding the academic work of others;
- Using any electronic device to transmit portions of questions or answers on an examination to other students;
- Using any electronic device to improperly store information for an exam;
- Knowingly furnishing false information to the university;
- Assisting other students in any of the acts listed above.

Moreover, a student is expected to submit his/her own work and to identify any portion of work that has been borrowed from others in any form. Failure to adhere to the policy above is considered academic misconduct. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and is considered Academic Misconduct. A deliberate act of plagiarism, such as having someone else do your work or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), is also Academic Misconduct and will result in more serious penalties.

In situations of Academic Misconduct, instructors have the authority to award a failing grade on the assignment in question or a failing grade for the course. Upon approval by the appropriate dean, Academic Misconduct may also result in expulsion from the university.

## ACADEMIC SUPPORT



For more information, contact Nicole Kibiloski, Director of Accessibility Services, at [kibiloskin@trine.edu](mailto:kibiloskin@trine.edu), 260-665-4590. Her office (227) is located on the second floor of the LINK in the Rick L. and Vicki L. James University Center.

### STUDY SESSIONS

Study Sessions are a free resource available to all Trine students. Sessions are led by

student leaders who have excelled in the course in previous semesters. The goal of study sessions is to strengthen the foundational knowledge of a course and find new approaches to overcome complexities. Students can meet with a study session leader at any stage in the learning process, whether being challenged by the material or just in need of some accountability and someone with whom to talk things through.

### WRITING CENTER

The Amy Salyer-Nicholls Writing Center assists students with writing, as well as help in using computers for research or composition of a paper. The Writing Center is located on the first floor of the LINK In the Rick L. and Vicki L. James University Center.

### MATH CENTER

The Trine Math Center provides peer-tutoring services to assist with math comprehension. The Math Center is located in Shambaugh 207. Information regarding drop-in hours and times is communicated via email to all students in the first weeks of the semester.

### ACCESSIBILITY SERVICES

All students learn differently, and it is our goal at Trine to assist students in achieving success. If a student plans to request academic accommodations, he/she is required to meet with the director of accessibility services to discuss their disability. In order to formally request academic accommodations, students must complete an application and provide professional supportive documentation before accommodations can be implemented.

In addition to academic accommodations, other accommodations such as housing, dietary, service animal, and emotional support animal are available. Students may request accommodations by visiting <https://trine.jotform.com/220764356062959> which can be found under the Campus Life page of trine.edu. Students may also contact Nicole Kibiloski, Director of Accessibility Services, via email ([kibiloskin@trine.edu](mailto:kibiloskin@trine.edu)) or phone (260-665-4590) to get started.

### ACADEMIC COACHING

Academic coaches are available to assist students with the discovery and implementation of learning strategies, such

as time management, goal setting, test prep, note taking, etc., and with accountability. Any student may request an academic coach at any time during the semester by contacting Richard Warren, Academic Support Specialist, at [warrenr@trine.edu](mailto:warrenr@trine.edu).

### OTHER RESOURCES

The Office of Academic Support offers advice, workshops and information related to college success. All students are invited to sign up for an individual appointment or attend an academic success workshop during the school year.

## TRINE UNIVERSITY BOOKSTORE



Located in the Rick L. and Vicki L. James University Center

### REGULAR HOURS

Monday-Thursday, 8 a.m. to 5 p.m.  
Friday, 8 a.m. to 4 p.m.  
Saturday, 10 a.m. to 2 p.m.  
Hours may vary during special events and holidays.

### SUMMER HOURS

Monday-Thursday, 9 a.m. to 3 p.m.  
Friday, 9 a.m. to 2 p.m.  
Closed Saturday - Sunday  
Hours may vary during special events and holidays.

**Campus Store Leader (on-site)**  
Carie Creager  
260-665-4167  
[0300mgr@follett.com](mailto:0300mgr@follett.com)

**Trine University Bookstore**  
260-665-4153  
[trineshop.com](http://trineshop.com)

**Campus Team Lead (on-site)**  
Laurie Gentry  
260-665-4156  
[l.gentry@follett.com](mailto:l.gentry@follett.com)

- We buy books year-round!
- Students ordering online should visit [trineshop.com](http://trineshop.com) and select in-store pickup as their delivery method.
- When shopping the textbook shelves, students should have their schedule handy.
- Financial aid may be used to purchase course material and authorized school supplies.
- Several cost-saving textbook programs are available, including used books, digital formats, and textbook rental.
- Visit the Bookstore online at [trineshop.com](http://trineshop.com) for any college needs. The UC Store has a complete line of college gear, school supplies, health and beauty aids, snacks and refrigerated and frozen items.

## CAMPUS SAFETY



For more information, contact Stuart Hamblen, director of campus safety, at [hamblens@trine.edu](mailto:hamblens@trine.edu) or 260-665-4543.

The campus safety office is located on the first floor in the Rick L. and Vicki L. James University Center.

Campus safety encompasses all campus protection including

first aid, CPR and emergency response procedures. Campus safety officers patrol campus using fully-marked campus safety cruisers, golf carts and bicycle patrol units. Campus safety officers control and monitor over 200 video surveillance cameras in and around our University buildings. Safety officers are easily identifiable with the uniforms they wear and the vehicles that they operate.

- Campus safety officers are on duty 24 hours a day, 365 days a year and may be reached at 260-316-1877. Additionally, the Campus Safety office at the UC is staffed during the school year 24/7..
- Officers are equipped with radios and smart phones and have immediate communication with students as well as local emergency services.
- Campus Safety has also incorporated an emergency notification system that alerts students and staff through text, email and social media to campus emergencies. Additionally, the campus has 11 emergency blue light stations that students can activate, which dial directly into the 911 dispatch center and will allow a dispatcher to communicate with the student instantly.
- Along with providing a safe environment for students, faculty, staff and visitors, Campus Safety also provides other services, such as jump starts, vehicle unlocks and courtesy rides for injured/disabled students and after hours from distant parking lots on campus. Campus safety officers also issue parking decals and enforce university parking regulations.
- Trine University complies with federal CLERY crime reporting requirements. To obtain CLERY information, visit the Trine University campus safety web page at [trine.edu/campus\\_safety](http://trine.edu/campus_safety). If you have additional Campus Safety questions, please call anytime at our 24-hour number, 260-316-1877.



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# CAREER CENTER



**Jannen School of Arts & Sciences & Ketter School of Business**  
**Amy Miller**  
Career Coach and Industry Liaison • 260-665-4274  
[millerat1@trine.edu](mailto:millerat1@trine.edu)

Located in the University Center across from the Bookstore, the Career Center strives to educate and empower students while facilitating opportunities to connect them with alumni, employers, and industry professionals for advice, experiential learning, and employment.

### Students work with our team to...

- Determine a major or career path
- Review a resume, cover letter, portfolio, or other career documents
- Prepare for a career fair or networking
- Search for an internship, co-op or a professional career
- Practice for an interview
- Evaluate online branding
- Analyze a job offer
- Provide graduate school application feedback

Students should connect with the Career Center beginning their freshman year. Visit Handshake at [trine.joinhandshake.com](http://trine.joinhandshake.com) to search for positions, register for events, and schedule Career Center appointments.

For more information, visit [trine.edu/career-services](http://trine.edu/career-services).



**Franks School of Education & Rinker-Ross School of Health Professions**  
**Erin Myers**  
Career Coach and Industry Liaison • 260-665-4249  
[myerse@trine.edu](mailto:myerse@trine.edu)



**Allen School of Engineering and Computing**  
**Missy Lafferty**  
Career Coach and Industry Liaison • 260-665-4346  
[laffertym@trine.edu](mailto:laffertym@trine.edu)

# COUNSELING SERVICES

Second Floor of LINK/University Center Building Office #201

**To make an appointment with Counseling Services please email: [counseling@trine.edu](mailto:counseling@trine.edu)**

**After Hours Crisis Line (Parkview Student Assistance) for Mental Health Emergencies:**  
**260-471-9440**

**For Wellness Checks/Safety Concerns; Campus Safety:**  
**260-316-1877**

**FREE, 24/7 CONFIDENTIAL**  
**988 SUICIDE & CRISIS LIFELINE -**  
**CALL, TEXT OR CHAT 988 or**  
**1-800-273-8255**  
[988lifeline.org](http://988lifeline.org)

For more counseling services information, contact:



Director of Trine University Counseling Services  
Megan Cook, MSW, LCSW  
Licensed Clinical Social Worker  
[cookm@trine.edu](mailto:cookm@trine.edu)  
260-665-4172



Mental Health Therapist  
Shelly J. Edwards, Ms. Ed., LMFT  
Licensed Marriage and Family Therapist  
[edwardss@trine.edu](mailto:edwardss@trine.edu)  
260-665-4809



Mental Health Therapist  
Amy Spallinger MSW, LCSW  
Licensed Clinical Social Worker  
[spallingera@trine.edu](mailto:spallingera@trine.edu)  
260-665-4183

Many students find themselves struggling in the university environment, whether from the transition to college as a freshman or stress from trying to balance academics, time management and emotional/relational challenges. Some are able to problem-solve with the support of friends and family and some need extra support and guidance. Sometimes, an objective viewpoint can help put difficult issues into perspective so they become more manageable.

Trine University's Counseling Services Department is committed to creating an environment where students

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holding diverse identities feel welcomed, heard and understood. Our Counseling Team is available on campus to support students through empowerment, advocacy, encouraging growth and change, building resilience, and fostering connections and engagement within our campus community.

Students access Trine Counseling Services for various reasons such as stress management, homesickness/adjustment to college, identity issues, relationship issues, mood challenges, test anxiety and more.

Our Trine University Counseling Center Staff Clinicians can provide a wide range of therapeutic interventions and are skilled at addressing many concerns that are quite common in a college setting. The Counseling Center Team is committed to delivering quality care and can provide short-term, solutions-focused mental health services to Trine Main Campus Undergraduate students. If a student's needs cannot adequately and ethically be met by the Counseling Center's resources, and/or if a student requires more long-term, intensive treatment and/or requests additional supports that extend beyond Counseling Services short-term, problem-solving model of therapy; The Staff Clinicians will work with the student on an appropriate referral to best meet student's specific therapeutic and/or medical needs.

These therapeutic mental health counseling sessions are free and confidential, and no information regarding treatment will be shared with other entities, including family or university personnel, without the written consent of the student receiving services.

The ultimate goals of Trine University's Counseling Services Center are to assist students in achieving their academic goals, build meaningful connections, and prepare for the future in the healthiest manner possible.

## OFFICE OF FINANCIAL AID

For more information, contact the Office of Financial Aid at 260.665.4158 or [finaid@trine.edu](mailto:finaid@trine.edu).

### BASICS

Trine University subscribes to the principle that the primary responsibility for the financing of a student's education rests with students and their parents or guardians. The mission of the financial aid program is service-oriented and geared to providing access and choices for interested students. To accomplish its mission, Trine offers a variety of counseling and planning programs for students with economic needs.

### AID ELIGIBILITY

To be eligible for financial aid, a student must:

- Be a U.S. citizen or eligible non-citizen.
- Have a high school diploma or General Education Development (GED) certificate, and have the ability to benefit from the course of study.
- Provide a valid and verifiable Social Security number or otherwise be determined an eligible non-citizen.

- Register with the Selective Service, if required.
- Be able to prove federal benefits have not been suspended or terminated as a result of a drug offense.
- Be determined to have a financial need according to the results from filing the Free Application for Federal Student Aid (FAFSA) or renewal application.
- Make satisfactory academic progress according to the university's policy for financial aid eligibility. For the official SAP policy, see the Trine website.
- Complete the FAFSA annually.

### STUDENT RIGHTS AND RESPONSIBILITIES

All students who are attending Trine University may:

- Apply for financial aid.
- Receive financial aid information and counseling.
- Be considered for financial aid on a first-come, first-served basis.
- Be notified of eligibility for financial aid.
  - Be informed of the specific types of financial aid awarded, the amount of each type, and the conditions necessary to renew each type.
- Review with the Office of Financial Aid how the aid award was determined.
- Request additional review of the aid package by the Office of Financial Aid.

All students who receive financial aid at Trine University are responsible for:

- Abiding by the policies and regulations of the university.
- Informing the Office of Financial Aid of other financial aid awards.
- Maintaining good academic progress by remaining in good standing.
- Maintaining good social standing by avoiding social disciplinary sanctions.
- Re-applying for financial aid by completing the FAFSA application by the priority filling deadline annually.

### MYTRINEFA: ONLINE FINANCIAL AID ACCOUNT

To access the online system, visit [mytrinefa.trine.edu](http://mytrinefa.trine.edu) (not myPortal).

This site is a one-stop shop for all things related to student aid.

On this site you may:

- Check the status of your financial aid application.
- View a list of documents we have received from you and a list of documents still outstanding.
- View and download forms needed to complete your financial aid file.
- View your financial aid awards.
- Check the status of your student loans for the current year.
- Upload required documents/forms to the financial aid office.

## TYPES OF FINANCIAL AID

**Pell Grant (Federal)** – • Determined by a student's enrollment intensity, which is the specific hours of enrollment for an award period. It is dependent upon the Student Aid Index (SAI) and governmental regulations.

**Frank O'Bannon Grant Program (State Grant)** – An applicant must be an Indiana state resident, a full-time student and must complete the FAFSA by April 15 yearly. This grant, like all other state grants, is dependent upon SAI and may be applied toward tuition only.

## COMPLETION REQUIREMENTS

Students receiving the Higher Education Award or Freedom of Choice Award must complete at least 30 credit hours annually to remain eligible for the maximum award. A student who completes at least 24 credit hours annually will remain eligible for state aid but will receive an amount less than a student who completes 30 credit hours. 21st Century Scholars are required to earn at least 30 credit hours every year and complete requirements for the College Scholar Success Program. More information is available at [in.gov/che](http://in.gov/che).

**Federal Work Study** – This refers to money awarded and earned by working for the university. A student must have an enrollment status of full-time (unless it is their graduating semester; then a student may be at least half-time) and show eligibility on their financial aid notification. Money comes to the student in the form of a paycheck and is not applied to the student's account.

**Direct Stafford Loan Program** – Applicants must complete the FAFSA and meet basic eligibility requirements. A freshman can receive \$5,500/year; a sophomore can receive \$6,500/year; and a junior and senior can each receive \$7,500/year. These loans are federally funded and are available to students who are enrolled at least half-time.

**Direct Subsidized Stafford Loan** – The federal government pays the interest on the student loan during enrollment. Eligibility is determined through federal need.

**Direct Unsubsidized Stafford Loan** – This loan is the same as the Stafford subsidized except the student is responsible for the interest, not the government, and it begins accruing immediately after disbursement.

**Direct Parent Loan for Undergraduate Students (PLUS Loan)** – This is a federal loan to parents of dependent undergraduate students that can be used to help pay for educational costs.

## STUDENT EMPLOYMENT (Federal Work-Study Program)

Some students may receive Federal Work-Study (FWS) eligibility as part of their Financial Aid Offer. The Federal Work Study Program is a federally funded self-help aid program designed to provide work opportunities for students, enabling them to earn funds for meeting educational expenses. In addition, it is possible for students to gain work experience in areas of academic and/or non-academic interest. Not every student will be eligible for FWS. It is Trine University's policy that a

student must be eligible for FWS in order to work in an on-campus position. Students should refer to their MyTrineFA account online to see if they qualify. Any questions regarding the work-study program can be emailed to [workstudy@trine.edu](mailto:workstudy@trine.edu).

## HOW TO FIND AN ON-CAMPUS JOB

- In August a packet of information with specifics will be mailed to those who qualify for FWS.
- Part-time jobs will be posted online before classes start.
- It is the student's responsibility to make contact with the departments in which he or she is interested in working in order to secure employment. The financial aid office does not assign student jobs.
- When hired, supervisors will begin the authorization process, which must be completed before students may work.
- Each part of the authorization process must be completed and approved by Human Resources prior to working. Students must present two original forms of ID to Human Resources before they will be allowed to work.

## HOW TO APPLY FOR LOANS

- Any new student to Trine University who plans to use their Federal Stafford Loan eligibility must complete the Federal Direct Stafford Master Promissory Note, Entrance Counseling and Informed Borrowing Confirmation. All forms are available at [studentaid.gov](http://studentaid.gov). An FSA ID is required to login.

Parents: If you plan to utilize the Federal Direct PLUS loan (only available to parents of dependent students), three steps must be completed. Log in to [studentaid.gov](http://studentaid.gov) and complete the PLUS request process. Parents must log in as themselves using their own FSA ID. A preliminary credit check will be conducted and you will instantly be accepted or declined for this loan. If accepted, you must complete the Direct Parent PLUS Master Promissory Note and Informed Borrowing Confirmation in order to borrow the loan. Funds will not disburse until both steps are completed. Note: If you have borrowed a PLUS loan for the same student within the previous year, you do not need to complete a new Promissory Note. However, you must still complete the Informed Borrowing Confirmation each year.

- If you are declined, your student automatically becomes eligible for an additional Stafford Unsubsidized loan. Freshmen and sophomores are eligible for an additional \$4,000/year, and juniors and seniors are eligible for up to \$5,000/year.

A student will be notified via email that additional loan eligibility has been added to his/her financial aid offer and will be required to accept or decline the additional funding by accessing their MyTrineFA account. These funds will not disburse to the student's account until the additional loan amount has been accepted.

## OPTIONS FOR PAYING YOUR BILL

- Cash payment
- Payment plan. Information can be found at

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[mycollegepaymentplan.com/trineuniversity](http://mycollegepaymentplan.com/trineuniversity) or by contacting the business office at 260-665-4292.

- Federal Direct Student Loan (subsidized/unsubsidized) [only covers up to yearly loan limits, typically not enough]
- Federal Direct PLUS Loan (parents only)
- Alternative/Private Educational Loan

For more information about student/parent educational loans visit [trine.edu/loans](http://trine.edu/loans).

## DISBURSEMENT

Aid is credited to the student's account within the first two weeks of classes, provided all documentation has been completed. One-half of the year's financial aid is disbursed per semester. Loan amounts are credited to the student's account only after Trine has received the promissory note and entrance counseling and the student has accepted the loan through his or her MyTrineFA account.

## REFUND CALCULATION FOR WITHDRAWALS

- If a student withdraws from all of their classes and his/her financial aid package includes any federal or state aid, a refund calculation will be performed to see if any funds are unearned and must be returned. The refund calculation (R2T4) and application is a complex process, and depends on many factors. If students would like information concerning refunds, or any specifics regarding the information presented above, please contact the Office of Financial Aid at 260-665-4116 or see our Withdraw and R2T4 Policy listed on [trine.edu](http://trine.edu) on the policies webpage.
- Refunds of federal aid are a separate calculation from the refund of charges under Trine University's student accounts office policies.
- Any student who does not receive federal financial aid and is dismissed or suspended for cause of misconduct will not be entitled to any refund. No refund is provided for fees, books and supplies, or other personal expenses.

## HEALTH AND WELLNESS SERVICES



For more information, contact the Health Center at 260-667-5693.

## STUDENT HEALTH CENTER

- Trine University has partnered with Cameron Memorial Community Hospital for Trine's Student Health Center

on campus. Conveniently located in Quest Hall, medical providers can diagnose illnesses, prescribe medication, and administer allergy immunotherapy. A certified nurse practitioner or physician's assistant is available Monday-Friday.

- All Trine University undergraduate students pay a health and wellness fee, which allows students to visit the clinic at no charge. Some restrictions may apply. Additional services such as some lab testing, psychiatric therapy visits, and medications may be billed through insurance or billed directly.
- Clinic hours are Monday-Friday 9 a.m. to 4 p.m.
  - Schedule online via MyChart
  - Use MyPortal to access the link to make an appointment online:  
[MyPortal.trine.edu](http://MyPortal.trine.edu) → Student tab → Health Center

- Additional Healthcare options:

### Urgent Care of Cameron Hospital

1381 North Wayne Street, Angola

### Cameron Memorial Community Hospital

416 East Maumee Street, Angola

[CameronMCH.com](http://CameronMCH.com)

## IMMUNIZATIONS

- All incoming students are required to have an immunization record on file. Records must be submitted to the university by the student's move-in date.

Incoming students will complete this step of the admission process after they have attended a SOAR event. Here you will find out your Trine email address and student ID number that is needed to complete this process.

- Immunization records will be collected by our Student Health Center using MedProctor. You will submit your immunization records by doing the following:

1. Visit [medproctor.com](http://medproctor.com)
2. Click in the Register / Login
3. Type in your Trine email address. *\*It is important to use your Trine email address\**
4. Type in your information. *\*You will need to know your student ID number\**
5. Upload your immunization records via PDF or picture file.

If you are having trouble figuring out your Trine login credentials, please contact our Information Technology department at [help@trine.edu](mailto:help@trine.edu).

If any questions arise while using MedProctor, you can use the "Chat Now" feature in the bottom right-hand corner for assistance.

If you would like to claim an exemption from required immunizations, please fill out the exemption form located on [trine.edu](http://trine.edu) (Student Support → Campus Health Center) and return it to the Office of Student Affairs.

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## HOUSING AND RESIDENTIAL LIFE

For more information, contact John Roop, director of housing and residential life, at [jproop18@trine.edu](mailto:jproop18@trine.edu) or 260-665-4646.

### RESIDENCE LIFE MISSION AND STAFF

The Trine University Residence Life team provides a residential experience that promotes personal growth and development, social community, and support for achieving student success. Trine University's Residence Life staff is devoted to upholding the university's mission and to developing meaningful relationships with residential students.

Student Resident Directors (RD) serve as a resource for providing information, support students, supervise building operations, and provide emergency responses. Student Resident Assistants (RA) live on each floor in the residential buildings and are responsible for engaging students in campus life, social programming, enforcing community and residential standards, and building community in the residence halls. The Residence Life Office is located in the Office of Student Services in the University Center.

### RESIDENTIAL LIFE STANDARDS AND GUIDELINES

University housing provides a variety of social and learning opportunities that support educational objectives and promote the overall growth and development of students. The primary challenge of living in university housing is to learn to live with other students in a diverse setting. To have a successful residential experience, respect and a commitment to certain standards and responsibilities are essential. These standards are based on respect for the rights of others. Every resident has the right to an environment conducive to academic pursuit and personal growth, the right to some measure of privacy, and the right to belong to the community. Along with these rights are responsibilities to oneself, to one's roommate, to the residents of the building, and to the other members of the university. Roommates are encouraged to communicate with each other to establish parameters regarding issues such as cleaning, sharing of belongings, guests, and any other possible areas of concern. Each room or suite is required to complete a roommate contract at the beginning of every semester. Students are responsible for personal behavior in the residential facilities and are fully accountable for their actions. All who reside on campus are responsible for knowing and adhering to our community and residential standards and guidelines as found in the student handbook.

### HOUSING REQUIREMENTS

- Trine University students are required to live on campus. Students who are married, responsible for a dependent child, living at home with a parent or guardian (within 50 miles of Angola), or 22 years of age on or before August 1

of the upcoming academic year may be waived from this requirement.

- Students with a cumulative GPA of 2.0 or higher who have completed 60 credit hours may be approved to move into a university-recognized fraternity/sorority house or Christian Campus House.
- A housing deposit is required before arriving on campus. After the housing deposit has been received, the student will receive an email explaining how to log into the Trine housing portal (StarRez). The housing portal will include the housing application, meal plan selections, and the room and board contract. The residential room and board contract is binding for the entire academic year **and may not be broken at the end of Fall semester**, unless graduating from Trine University.
- First-time students leaving **Trine University and Campus Housing** – First-time students who withdraw from the university and move out of campus housing within the first week of classes will be charged a prorated daily room and board fee. Students who leave the university and move out of campus housing within the second and third week of classes will be issued a 50% room and board refund. If a student leaves campus housing after the third week of classes, room and board charges are non-refundable. No student may move off-campus without prior written approval from the Trine Housing Department. Students who fail to obtain a proper contract release or provide false information may be required to pay room and board charges for the entire contract term and may be subject to additional actions, up to and including dismissal from Trine University.
- Students should check with Financial Aid as eligibility may be affected by moving off campus.
- Falsification of housing arrangements may lead to expulsion from the university. The on-campus portion of the Trine University Merit Scholarship will be withdrawn once the student is no longer an on-campus residential student; the academic merit portion will remain. The student is still eligible for all types of financial aid, and it is recommended that the student continue to complete the FAFSA.

### MEAL PLANS

- All residential students are required to purchase a 10 or 19 meals-per-week plan provided by Bon Appetit. Trine Villas or House residents are exempt from the meal plan requirement and may choose 50 meals a semester meal plan or decline a plan altogether.
- The 10 and 19 meals per week have an additional \$75 flexible spending account per semester.
- Students commuting may choose to purchase a commuter (50 meals a semester) plan if desired.
- The last day to decrease a meal plan for a full refund is one week after the start day of classes for each semester. Students can increase a meal plan at any time after these dates; however, the cost will not be pro-rated. To change a meal plan, students must complete a meal plan request form available in student services or contact the director of housing prior to the move-in weekend.

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## ROOMMATE(S) AND HOUSING ASSIGNMENTS

- Students who have submitted the housing deposit (part of the enrollment deposit) will receive an email regarding the information on how to begin the housing process. Roommates are encouraged to communicate with each other to start building a relationship and to establish parameters regarding issues such as cleaning, sharing belongings, guests, etc.
- Any student's attempt to block, discourage or add undue pressure to a roommate specifically assigned to a given space will receive disciplinary sanctions.
- Housing assignments are made according to space availability and deposit date.
- In the event of a challenging situation, students may be moved into an open bed immediately. The director of housing reserves the right of room assignment and of reassignment to any available bed for the benefit of an individual student or group at any time during the semester or academic year.

## ROOM FURNISHINGS

- All bedrooms are equipped with twin-XL beds, dressers, desks, chairs, and an area for hanging clothes. Mini-blinds are provided in each room. All apartment living rooms and study areas are furnished. University furniture and furnishings may not be removed from students' rooms or apartments.

## ROOM OCCUPANCY

- The university reserves the right to assign rooms as needed to accommodate students. Some students may end up with a single room because a roommate decided not to attend Trine University. If space is available, students in this situation may pay a single-room fee and keep the double room or agree to make the open bed available if another student needs to be assigned or reassigned to a room. All students with an open bed will be considered when assigning or reassigning another student.

## PERSONAL PROPERTY DAMAGE

- Trine University is not responsible for damage or loss of personal items. Many homeowner policies provide coverage for personal belongings while living on campus. Please check with your insurance agent to confirm whether personal belongings at school are covered in the unlikely event of fire, flood, water damage, theft, etc.

## PARKING POLICY

- Freshmen are permitted to have vehicles on campus; however, their parking areas are restricted. All cars that park on campus are required to have a current parking decal. To register your vehicle and obtain a parking decal, go to [permitsales.net/Trine](https://permitsales.net/Trine).
- If you do not plan on bringing a car to campus, please contact [businessoffice@trine.edu](mailto:businessoffice@trine.edu).

## STUDENT IDENTIFICATION CARD

- A student ID card serves as student's meal card. Students without a student ID will not be permitted to eat in the dining room.
- At no time is a student ID to be used by another student.
- A student's first ID card is free, but \$15 will be charged for a replacement. A student must present the ID card for all academic transactions, such as registration, drop/add, to view records, etc. A student ID card also serves as a library card and meal card.
- ESA/Service animals will be assigned a Trine Identification card.

## SPECIAL DIET MEALS

Special diet meals are provided by the dining services for any student on the meal plan. The dining services team is well-trained in food allergy awareness and offers a number of options for students with food allergies and celiac disease. Advance notice is requested in order to prepare the special diet meals. Please contact the director of accessibility services, Nicole Kibiloski, at 260.665.4590 or [kibiloskin@trine.edu](mailto:kibiloskin@trine.edu) if you have special nutritional requirements.



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## SUGGESTED ITEMS TO BRING

*The following are recommended items to bring with you for Trine residential living.*

Pillow/mattress pad/sheets - twin XL  
Blanket/comforter  
Laundry bag/basket/laundry detergent/fabric softener  
Flip-flops for shower/shower caddy/toiletries  
Hair dryer  
First aid kit/necessary medicines and prescriptions  
Mugs/bowls/flatware/napkins/paper plates  
Cleaning supplies including toilet/shower cleaner if living in apartment/suite style housing  
Small vacuum/broom/dustpan/trash can/bags  
Extension cords/charging cords/power strip/flashlight/phone/phone charger  
Posters/decorations/sturdy key ring  
Sewing kit/hangers/alarm clock/small fan  
Umbrella/rain jacket/winter jacket/waterproof boots  
Water bottle/school supplies/backpack/book bag  
Sports equipment

## THE FOLLOWING ITEMS ARE NOT PERMITTED IN ON-CAMPUS HOUSING

Space heaters/sunlamps/air conditioners  
Hot plates and other cooking equipment  
Camping stoves/indoor grills/gas grills/generators  
Toasters/deep fryers/roisserie/toaster ovens/Instapots  
Firearms, knives and any other weapon  
Toy realistic-looking firearms/weapons/knives  
Illegal drugs or narcotics  
Alcohol  
Fireworks/matches or lighters  
Candles/electric potpourri pots/incense/candle warmers  
Waterbeds  
Satellite dishes/network routers  
Pets (except fish; tanks must be 10 gallons or less)  
Hoverboards

For more information, contact the Housing Department at [housing@trine.edu](mailto:housing@trine.edu) or 260.665.4646.

## Optional items to consider

Microwave (small)  
Refrigerator (3.5 cu. ft. or less)  
Coffee pot  
Bluetooth speaker  
Television  
Video game console  
Personal computer/laptop  
Bicycle  
Skateboard



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## OFFICE OF INTERNATIONAL SERVICES

For more information, the Office of International Services at [intlhelp@trine.edu](mailto:intlhelp@trine.edu) or 1-855-667-6237.

Getting adjusted to small-town America? The Office of International Services is here to provide cultural adjustment assistance to new and current international students and scholars at Trine University. The international population contributes global perspectives to our classrooms and our campus, which promotes the university's commitment to fostering a community of global learners. We believe a student body representing multiple cultures significantly contributes to a dynamic, vibrant learning community for the entire campus.

We encourage both our international and domestic students to participate in various programs that help develop cross-cultural communication skills for future opportunities. These programs include language exchange, sports intramurals and cultural events.

### Goals:

- Help new international students get acquainted with U.S. higher education and Trine University.
- Introduce international students to campus and local resources that will help them be successful at Trine.
- Encourage new international students to get involved on campus and explore small-town America.
- Assist international students in forming new connections with their peers and mentors on campus.

### Immigration Services:

The Office of International Services is available to assist you with maintaining your status; however, it is your responsibility to know the regulations. You are strongly encouraged to review the International Guidebook, which shares the U.S. immigration regulations, and regularly read your Trine email account in order to receive announcements and updates on immigration and related issues.



## THE LIBRARY

### THE LINK: LIBRARY, INFORMATION, NETWORKING & KNOWLEDGE

[trine.edu/library/](http://trine.edu/library/)

For more information, contact [librarians@trine.edu](mailto:librarians@trine.edu) or 260-665-4161.

### LIBRARY & INFORMATION SERVICES

- Located in the Rick L. and Vicki L. James University Center, the LINK's Sponsel Library provides access to books, journals, and media within its physical and virtual collections.
- The LINK is open 24/7 during the academic year, except during holidays and breaks.

### POLICIES

- A current student ID serves as a library borrowing card with loan and renewal periods of 60 days for books, 14 days for media, two hours for calculators, and seven days for loaner equipment.
- Borrowers are responsible for lost and damaged items. Any delinquencies (unreturned items, fines or fees) must be cleared prior to graduation.

### SERVICES & RESOURCES

Students have access to:

- Physical and virtual collections of books, journals, and media via the Research Hub or Research Guides.
- Other collections via the Interlibrary Loan, PALShare and Reciprocal Borrowing programs.
- Additional fiction and best sellers available through OverDrive.
- Technology (laptops, cameras, camcorders, tripods, portable projectors, screens and other items) via the loaner equipment program.
- Study and meeting spaces, including seven conference/study rooms equipped with white boards, computers and projection systems.
- Computing spaces - main floor lab of 20 desktop computers with a digital classroom providing an additional 40 desktop computers; second floor contributes 11 additional desktops. The computers on the second floor are equipped with cameras.
- Printing and publishing spaces - black-and-white and color printing, laminating, copying, scanning, and faxing and, for academic projects, poster/large format printing.
- Expert staff that can provide assistance in use of its facilities, resources and services. Visit our service desk on the main floor or contact any of the librarians.
- Other departmental services and resources within the shared space of the LINK include counseling services and Academic Success and Engagement.

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# BECOME A MEMBER OF THE TRINE UNIVERSITY PARENTS ASSOCIATION

We encourage every parent of a Trine University student to join the organization dedicated to supporting the students at Trine University.

**By becoming a member of the association for only \$50, you will be showing additional commitment to your student's experience during their time at Trine University.**

For more information, contact Chrystal Church, Director of Annual Giving, at [churchc@trine.edu](mailto:churchc@trine.edu) or call 260-665-4404.

**Membership in the Parent and Family Association offers many discounts and benefits for local businesses and places on campus. Every new membership receives two exclusive Trine University T-shirts, a discount card and Trine window decals. Renewed memberships receive different thank you gifts annually.**

The association sponsors many events on campus during the school year, such as:

**Coffee** - Complimentary all school year in the LINK.

**Popcorn** - Complimentary all school year long at the University Center.

**Bingo for Bucks** - Students play bingo to win textbooks, gift cards and more.

**Friday night entertainment** - At least once a month, performances ranging from comedians and magicians to hypnotists and mentalists are scheduled.

**Finals Week Stress Relievers** - Massages, snacks and a variety of relaxing events.

**Concerts and special performances in the T. Furth Center** - The Parents Association helps reduce the price of tickets for students.

Join other parents in showing off their Thunder Pride by increasing their involvement for all students attending Trine University. Your membership will make a difference and help the overall experiences that Trine's Parent and Family Association can offer to the students.

## TRINE UNIVERSITY

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# REGISTRAR

## REGISTRATION

Full-time status for undergraduate students requires a minimum of 12 credit hours.

## DROP/ADD CLASSES

- To drop or add a class, contact your academic advisor. If a student adds credits to a total of more than 18, the business office must approve the transaction. If a student drops below 12 credit hours, the financial aid office and the business office must approve the transaction. All classes must be dropped or added during scheduled drop/add dates. (See page 3)
- Athletes should always consider eligibility requirements when dropping classes. Students should check with their coaches or with a faculty athletic representative if they have questions.

## MID-TERM GRADE ESTIMATES

Mid-term grade estimates are not part of the student's permanent record. They are mailed to first-year students and are available to all students on myPortal.

## FINAL GRADE REPORTS

- Trine University operates on a 4.0 grading scale. Final grade reports will be mailed to first-year students at their home addresses. Final grade reports are available to all students on myPortal.
- Students must be registered for a minimum of 12 credit hours per semester to be considered for dean's list or president's list recognition. A term grade-point average of 3.500-3.749 is required for the dean's list. A term grade-point average of 3.750 or higher is required for the president's list.

## TRANSCRIPTS

Personal copies of the transcript are available on myPortal while a student is enrolled. Online ordering for official transcripts is available at [trine.edu/transcripts](http://trine.edu/transcripts). There is a \$10 fee for all official transcripts. Priority mailing is available for an additional fee.

## ADDRESS

Students should keep all addresses current. This includes home, local and parent addresses. You may always view and update your addresses through myPortal.

## WITHDRAWAL

Students withdrawing after registering must complete a withdrawal form, which is available by contacting the Executive Director of Student Success. Failure to complete the withdrawal process may result in tuition, fees and room and board being charged to the student's account.

## AUGUST REGISTRATION

After Aug. 1, 2025, students will not be allowed to register for additional classes until all tuition, fees, and room and board are paid in full as verified by the business office. Additional classes will need to be paid for prior to registering.

## FERPA

Trine University Notification of Rights under FERPA

The complete policy is available at [trine.edu/resources/registrar/ferpa.aspx](http://trine.edu/resources/registrar/ferpa.aspx).

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older, or who attends a postsecondary institution. At Trine, "attendance" begins on the first day of the term in which a student is enrolled.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the university receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.



# STUDENT ACCOUNTS

Student Accounts processes tuition billing, payments, and student refunds. Please go to [trine.edu](http://trine.edu) for additional information.

## BILLING & DUE DATES

- Tuition, room and board (if applicable), fees and financial aid are billed to the student account each semester. Bills are mailed to students each semester, prior to the due date. Any changes/updates must be viewed online. REVISED BILLS ARE NOT MAILED.

Trine University partners with Nelnet Campus Commerce to provide a one-stop, real-time environment for students to view their bill and/or make a payment online.

### To view a bill/student account online through Nelnet:

- myPortal → Student tab → Student Account Center → "View or Pay My Bill"

**NOTE:** Students can invite parents or other individuals to have access to their account or make payments on their behalf. To do so, students must click on "Add an Authorized Party" on the homepage of their Nelnet account.

### Fall bills are due August 1. Spring bills are due December 15.

To ensure a smooth move-in for fall semester and transition into spring semester, you must be sure that 1) your account is paid in full, 2) you have enough financial aid to cover the balance, or 3) you are enrolled in the Nelnet payment plan by the due date. Students will not be allowed to move into University housing with an outstanding balance. In addition, outstanding balances could result in dropped classes, loss of the right to pre-register for a subsequent semester, or dismissal from the University.

### A student's account must be paid in full to receive a diploma.

Dropping/adding courses may change the total amount due for the semester. Once students have enrolled in classes, the University assumes they are attending. Non-payment and/or non-attendance does not constitute withdrawal from classes. To officially withdraw from any or all classes, a student must notify the Registrar's Office in writing of the date on which he/she intends to withdraw (the refund schedule for tuition, room and board, etc. can be found online at [trine.edu](http://trine.edu)). Loss of financial aid from federal, state, or institutional sources because of failure to maintain satisfactory academic progress, withdrawal, dismissal from the University, or any other reason prior to the end of an academic semester will result in the student's obligation to pay the outstanding balance.

## COST OF ATTENDANCE & PAYMENT OPTIONS

Cost of attendance can be found online at [trine.edu/admission-aid/tuition-aid/investment-and-cost.aspx](http://trine.edu/admission-aid/tuition-aid/investment-and-cost.aspx)  
Payment options can be found online at [trine.edu/resources/business-office/pay-a-bill.aspx](http://trine.edu/resources/business-office/pay-a-bill.aspx)

## CREDIT BALANCES & REFUNDS

Students that have a credit on their student account (due to excess financial aid, overpayment, etc.) can purchase books/required supplies at the Bookstore using that credit,

by selecting "Financial Aid" as the form of payment. Those eligible to receive a refund due to a credit must submit direct deposit information on myPortal. Refunds are automatically processed within 14 days of the credit being posted.

- myPortal → Student tab → Student Account Center → Direct Deposit form → enter bank details

## 1098-T TAX INFORMATION

1098-T tax forms are available each year by the January 31 deadline. Forms are NOT mailed out, and must be accessed on myPortal.

- myPortal → Student tab → 1098-T Form Printing



## OFFICE OF STUDENT AFFAIRS

For more information, contact Cisco Ortiz, Vice President for Student Affairs/Dean of Students, at [ortizf@trine.edu](mailto:ortizf@trine.edu) or 260-665-4206.

The Office of Student Affairs is comprised of student conduct, health & wellness services, counseling services, campus safety, student engagement, leadership and service, and first-year experience. All offices are located in the Rick L. and Vicki L. James University Center.



## STUDENT ENGAGEMENT

For more information, contact Caleb Gonya, Assistant Director of Student Engagement, at [cdgonya17@trine.edu](mailto:cdgonya17@trine.edu) or 260.665.4173.

Think you are going to be bored? Think again. At Trine, students will not have to look far for fun and entertainment.

- Trine's small and active campus is filled with organized activities and spontaneous opportunities for friendship, involvement and fun.
- The University Center is the hub of campus activity. Students enjoy a fun and exciting place to explore new interests, develop leadership skills and make everlasting friendships. It is also the home to Fabiani Theatre, where we host free weekend performers, such as comedians, hypnotists and magicians, for students to enjoy.
- One of the most popular activities on campus is the free intramural sports program, which offers students the chance to participate in at least two organized sports per semester.
- Trine also offers more than 70 student organizations, as well as two local sororities, two national sororities and eight national fraternities.

## STUDENT GOVERNMENT

Student Government works collaboratively with students and college administrators to create positive changes in the Trine University community.

Students involved in Student Government enhance time management, communication and organizational skills. Student leaders learn about the university, event planning, financial management, marketing and the value of teamwork in action. Students also get to play an integral role in the development of Trine University by interacting with staff, faculty, and students throughout the University.

For more information about getting involved in Student Government, please visit Trine Student Government's official website at <https://trine.edu/campus-life/clubs-organizations/student-government/index.aspx>.

## THE TRINE FIRST-YEAR EXPERIENCE

Colleges and universities across the country have become increasingly aware of the challenges faced by today's incoming freshman students in adjusting to the academic, social, and personal demands of transitioning to college life. In response to these concerns, Trine University created the Trine First-Year Experience program, specifically to address the needs of freshman students.

### Highlights of this program include:

- IGNITE (Interacting & Gaining New Insight into the #TrineNation Experience), an educational and involvement-based program designed to be the spark in helping our freshman become engaged with campus and feel connected to their Trine University home!

Our office is committed to student success and we want you to succeed during your first year of college and beyond. If our office can ever be of assistance, please do not hesitate to connect with us. We can't wait to see you in the fall!

## STUDENT ORGANIZATIONS

### ACADEMIC

Accounting & Finance Club  
American Chemical Society  
American Criminal Justice Association  
American Institute of Aeronautics & Astronautics  
American Institute of Chemical Engineering  
American Society of Civil Engineers  
American Society of Mechanical Engineers  
Biomedical Engineering Society  
Computer Science Society  
Health Science Association  
Institute of Electrical & Electronics Engineers  
Institute of Transportation Engineers  
Maker's Club  
Math Club  
Pre-Physician Assistant Club of Trine (PPACT)  
Professional Exam Prep Club (PEPC)  
Psychology Club  
Society of Automotive Engineers (SAE)  
Society of Future Educators (SOFE)  
Society of Manufacturing Engineers  
Society of Women Engineers  
Sport Management Club  
Trine Blackstone Club  
Trine Sales & Marketing Association  
Trine University Future Forensic Scientists  
Trine University Robotics Club  
Tee It Up Trine  
Women in Business

### SPECIAL INTEREST

Air Force ROTC  
Amateur Radio Club  
Art Club  
Athletes Connected  
Battle Ground Club  
Black Student Union (BSU)  
Board Game Club

Bridge Club  
Drama Club  
Entrepreneurs Committee  
Genders & Sexualities Alliance Network (GSAN)  
Guitar Club  
Hispanic Organization for Latino Appreciation (HOLA)  
Journal Club  
Multicultural Student Organization (MSO)  
Pickleball Club  
Powerlifting Club  
Ski Club  
Study Abroad Club  
The Writers' Block  
Thunder Disc Golf Club  
Thunder Ultimate (Ultimate Frisbee)  
Trine University Swim Club

### HONOR SOCIETIES

Alpha Eta Mu Beta  
Beta Beta Beta Biological Honor Society  
Chi Epsilon  
Delta Mu Delta  
Ehinger Fellows  
Eta Kappa Nu  
Phi Eta Sigma  
Tau Beta Pi

### LEADERSHIP

National Society of Leadership & Success  
Student Athletic Advisory Committee  
Student Government

### SPIRITUAL/RELIGIOUS

Christian Campus House  
Delight Women's Ministries  
Fellowship of Christian Athletes  
Newman Catholic Fellowship  
Trine Muslim Association

### SERVICE/OUTREACH

Doctors Without Borders  
Engineers Without Borders  
Students Promoting Environmental Awareness & Knowledge (SPEAK)  
Habitat for Humanity  
Trine Opt Outside

### GREEK LIFE

Acacia Fraternity  
Alpha Sigma Phi Fraternity  
Alpha Sigma Tau Sorority  
College Panhellenic Council  
Delta Chi Fraternity  
Gamma Phi Epsilon Sorority  
Interfraternity Council  
Kappa Sigma Fraternity  
Kappa Sigma Alpha Sorority  
Order of Omega Greek Honor Society  
Phi Kappa Theta Fraternity  
Sigma Phi Delta Fraternity  
Sigma Phi Epsilon Fraternity  
Tau Kappa Epsilon Fraternity  
Theta Phi Alpha Women's Fraternity



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## STUDENT AND PARENT ADVOCACY

Trine University strives to create a community culture where students feel empowered to reach out when support is needed. The Student Success Office connects students to academic and personal resources on campus that will support their academic growth. If students are uncertain of how to solve a problem or are in a situation requiring assistance from our many offices on campus, the Student Success Office can navigate the solution with the student.

The Student Success Office recognizes each student is unique and we seek solutions that meet each individual's needs. We listen without judgement and treat students with care and compassion. Our goal is to teach students the skills to handle complex problems in college and prepare them to do the same in their professional lives.

### Support services for students include, but are not limited to:

- Supporting the academic transition to college
- Financial assistance for textbooks and personal emergencies
- Individualized meetings when students are seeking guidance and working to resolve educational and personal challenges.
- We Care Early Alert System - an automated early alert system for students struggling academically. We Care promotes the health and safety of the entire campus while streamlining and focusing on student success and retention.
- Absence notification to instructors for emergencies
- Assistance with scheduling transportation at academic breaks

### Support services for parents include, but are not limited to:

- Student absence notification to instructors for emergencies
- Connecting parents to appropriate departments
- Mid-term grade report online and by mail (for first-year students only)
- FERPA release form (requires student's authorization) that allows you to request your student's academic progress.

For more information, contact Jessica Taylor, Student Health and Well-Being Advocate in the Student Success Office, at [taylorj@trine.edu](mailto:taylorj@trine.edu) or 260-665-4947.

## TECHNOLOGY

For more information, please visit [trine.edu/IT](http://trine.edu/IT)

### STUDENT COMPUTERS

- Trine University encourages students to bring their own computer, mobile and gaming devices. Technology standards and recommendations are designed to meet student needs and can be found at [trine.edu/IT](http://trine.edu/IT).
- The University's standard for new machines is Windows 10 or Mac OS 10.14. This will be suitable for general academic needs.
- [trine.edu/IT](http://trine.edu/IT) has links for laptop and desktop hardware recommendations. You can purchase discounted software at [trine.onthehub.com](http://trine.onthehub.com)

Note: Check with your program dean and/or chair for specific computer needs.

### NETWORK/WIRELESS ACCESS

- Trine University has wireless available in all residential, academic and administrative buildings. If students wish to connect a computer to the network, instructions will be available during move-in day or you can visit [trine.edu/IT](http://trine.edu/IT).
- Trine University's Wireless Networks are more secure than home and public networks. We recommend a Wi-Fi card or adapter that is "Dual Band." These can be purchased in stores or online. We recommend wired connections at all times. Gaming devices will work best on the wired network in the dorms.
- Students will be required to use up-to-date anti-virus software to access the university network and the Internet. University-recommended anti-virus software includes Symantec/Norton, McAfee, Sophos or many of the free security options like Avira or Microsoft Defender.

### ONLINE SERVICES

- During orientation, students are introduced to the Trine University email system - Microsoft Outlook, which includes Office365 (including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Access and OneDrive). The web-based email can be accessed from any common web browser.
- Trine University offers a student portal, myPortal, where students can check schedules, grades, student accounts and other information. The website can be accessed from any web browser at [myportal.trine.edu](http://myportal.trine.edu).
- Students will also be introduced to the Learning Management System - Moodle - during orientation. Moodle is used to distribute syllabi, assignments and quizzes, video capture and assignments, and other information relating to a course.

### STUDENT COMPUTER LABS

- Academic buildings throughout the campus house at least one student computer lab where computers and specialized software are available for students. The Link, Digital Classroom, and various labs around campus are

accessible 24/7 during the school year. Students should check with their dean and/or chair to determine which computer labs are available and when.

### INFORMATION TECHNOLOGY SERVICES

- If a student has any technical Issue, IT Services is a readily available resource. IT Services is located in the lower level of Best Hall. IT Services technicians are available during the school year from 7 a.m. to 7 p.m., Monday through Friday. Support is available at [trine.edu/IT](http://trine.edu/IT), [help@trine.edu](mailto:help@trine.edu) or 260-665-4275.

## TRANSFER CREDIT

For more information, send a message to [admit@trine.edu](mailto:admit@trine.edu).

### HOW TO TRANSFER CREDIT TO TRINE

An official transcript should be requested from the issuing institution and should be sent directly to [admit@trine.edu](mailto:admit@trine.edu). An official transfer credit evaluation will be performed upon receipt of an official transcript.

### CLASS STANDING & TRANSFER CREDIT

Your class standing at Trine is determined according to the number of credit hours successfully completed. Transfer credits, including non-program elective credit, count toward class standing. Your class standing is determined according to the following scale:

<b>0-28 credits</b>	<b>Freshman</b>
<b>29-59 credits</b>	<b>Sophomore</b>
<b>60-89 credits</b>	<b>Junior</b>
<b>90+ credits</b>	<b>Senior</b>

### WAIVING CREDIT

If a student opts to retake a course at Trine for which he or she is eligible to receive transfer credit, then credit for the course may be waived. The credit will not count as program or non-program credit or toward class standing.

### CLASS REGISTRATION

If you are registered for a Trine course for which you may receive transfer credit, please contact your academic department for a schedule change as soon as possible.

### GUIDELINES FOR ACCEPTANCE OF TRANSFER CREDIT

- College-level courses completed at an approved institution with a C or higher are eligible to transfer (remedial/preparatory courses are not transferable).
- Official transcripts are required to receive transfer credit for coursework earned at another institution. Transcripts must be submitted directly to Trine from the issuing institution. You should check with your admission counselor to verify if a transcript has been received.

- Grades for previous coursework at other institutions will not be entered on the student's Trine record.

### PROGRAM CREDIT

Equivalent courses that fulfill a specific degree requirement or general electives are shown accordingly on the transfer credit evaluation. Transfer credit is posted as semester hours. Any coursework completed under a quarter calendar is converted to semester hours.

### NON-PROGRAM ELECTIVES

Non-program elective credit is awarded for courses that do not satisfy a specific degree course requirement. Although these credits do not reduce the number of credits needed to complete your degree at Trine, non-program electives count toward class standing.

### PROJECT LEAD THE WAY

Trine University awards transfer credit for PLTW courses for Engineering and Health Science majors. Please see Transfer Credit Resources for a full list of transfer equivalencies.

### ADVANCED PLACEMENT (AP) & INTERNATIONAL BACCALAUREATE (IB)

Generally, scores of 3, 4 or 5 on Advanced Placement exams are eligible to receive transfer credit. The School of Engineering requires a minimum score of 4 on AP Calculus exams.

Transfer credit may be awarded for International Baccalaureate Higher Level courses. Scores of 5 or higher may be eligible to receive transfer credit.

Please see Transfer Credit Resources for a full list of transfer equivalencies.



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# TRINE UNIVERSITY



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