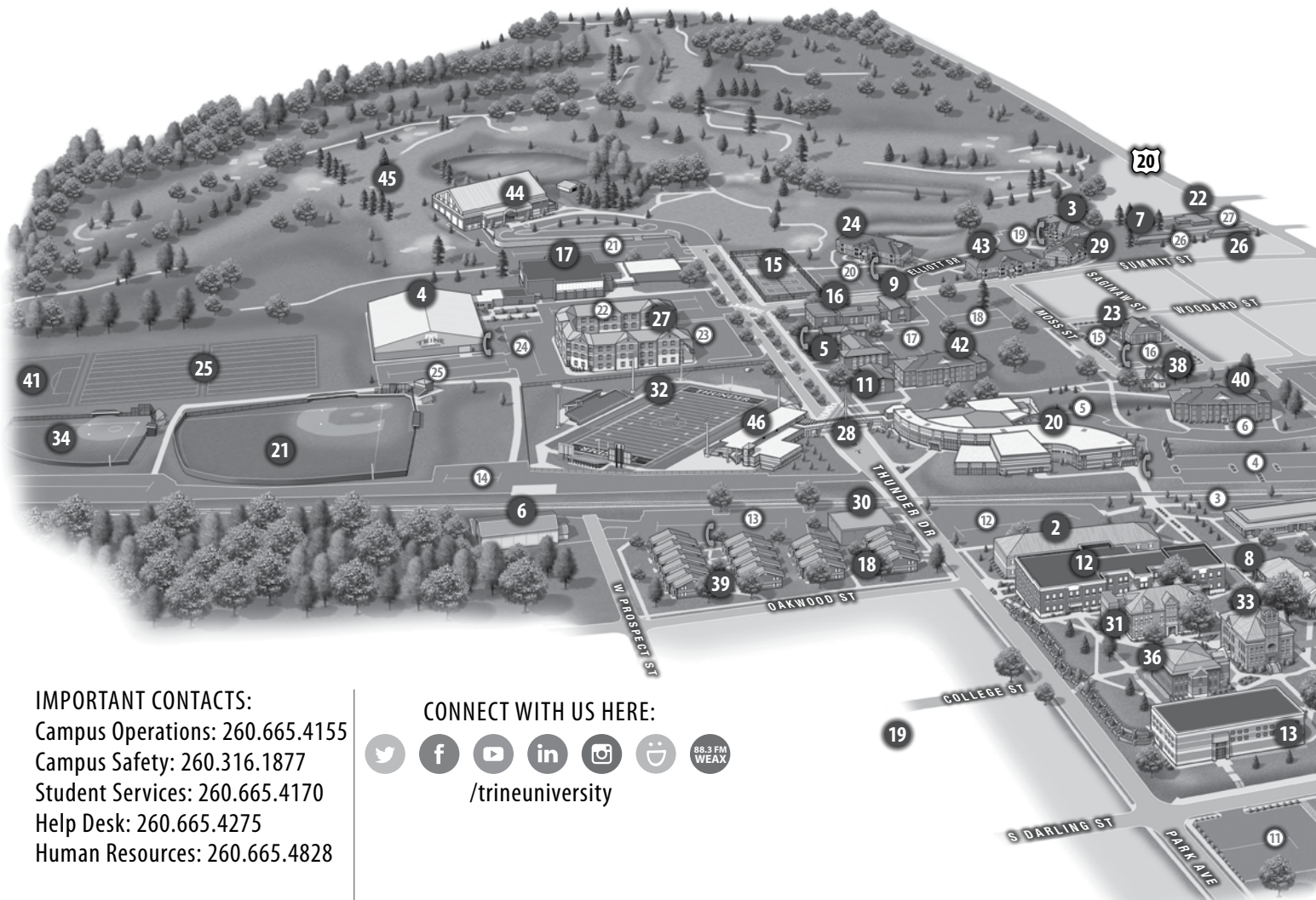


TRINE UNIVERSITY



2020-2021

RESOURCE GUIDE



IMPORTANT CONTACTS:

Campus Operations: 260.665.4155
 Campus Safety: 260.316.1877
 Student Services: 260.665.4170
 Help Desk: 260.665.4275
 Human Resources: 260.665.4828

CONNECT WITH US HERE:



KEY:

1. Best Hall of Science
2. Jim and Joan Bock Center for Innovation and Biomedical Engineering
3. Bukoff Apartments
4. Keith E. Busse/Steel Dynamics Inc. Athletic and Recreation Center
5. Cameron Hall/Platt Hall
6. Campus Operations
7. Capri Hall
8. Centennial Station
9. Conrad Hall/Alwood Hall
10. The Depot Mexican Grill

11. Fabiani Hall
12. Fawick Hall
13. Ford Hall
14. Forman Hall/Trine Welcome Center
15. Ryan Tennis Center
16. Health Center/Campus Safety
17. Hershey Hall/Ketner Sports Center
18. Ingledue Villas
19. International House
20. Rick L. and Vicki L. James University Center
21. Jannen Baseball Field
22. Mattox Hall

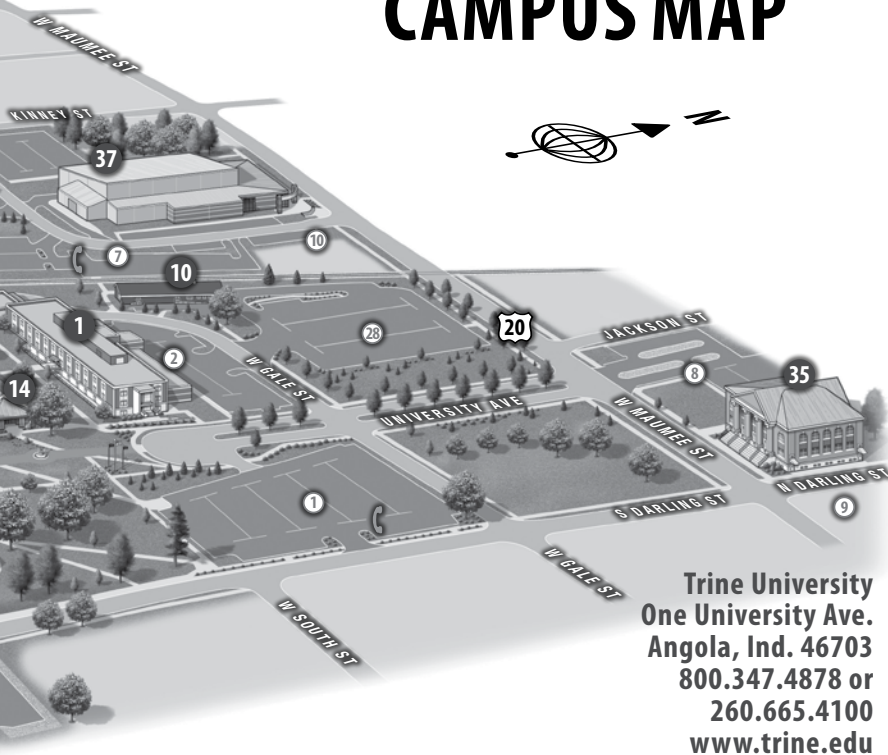
23. Moss Street Apartments
24. Moyer Apartments
25. Practice Fields
26. Quest Hall
27. Reiners Hall
28. Ryan Skywalk
29. Seculoff Apartments
30. Student Design Center
31. Shambaugh Hall
32. Shive Field
33. C.W. Sponsel Administration Building
34. SportONE/Parkview

Parking Lots Emergency Phones

TRINE

UNIVERSITY

CAMPUS MAP



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nts

nter

inistration Center

w Softball Field

- 35. T. Furth Center for Performing Arts
- 36. Taylor Hall of Humanities
- 37. Thunder Ice Arena
- 38. Trine Guest Cottage
- 39. Trine Villas
- 40. University Center Apartments
- 41. Weaver Soccer Field
- 42. Widmann Hall
- 43. Wilson Apartments
- 44. MTI Center
- 45. Zollner Golf Course
- 46. Fred Zollner Athletic Stadium and Metal Technologies Health and Fitness Center



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TRINE UNIVERSITY CALENDAR — MAIN CAMPUS

2020–2021

NOTES

JULY 1, 2020 – AUGUST 1, 2020

July 1	All loan applications due (Stafford, Master Promissory Notes and Parent Plus)
Aug. 1	FALL BILLS DUE BY 4 p.m.
	Student Account Agreement/Authorization Form due <i>Students living on campus will not be allowed to move into university housing if their bills are not paid.</i>

FALL SEMESTER 2020

Aug. 22	New student move-in	9 a.m. to 1 p.m.
Aug. 22-23	New student orientation	
Aug. 23	Returning student move-in	9 a.m. to 1 p.m.
Aug. 24	Classes begin	
Aug. 24–28	Week of Welcome	
Aug. 31	Last day to change meal plan	
Aug. 31	Last day to drop a class at 100 percent refund	
Aug. 31	Last day to add a class	
Sept. 7	Labor Day – no classes	
Sept. 14	Last day to drop a class to receive a 50 percent refund	
Oct. 16	Mid-term grade reports posted and mailed to first-year students	
Oct. 19–20	Fall break – no classes	
Nov. 18	Last day to drop a class - no refund	
Nov. 24	Residence halls close at 7 p.m.	
Nov. 25–27	Thanksgiving break – no classes	
Dec. 11	Last day of classes	
Dec. 14–19	Finals Week	
Dec. 18	Spring bills due	
Dec. 18	Residence halls close at 10 a.m.	
Dec. 21–Jan. 10	No classes	
Dec. 22	Grade reports posted and mailed to first-year students	



NOTES

SPRING SEMESTER 2021

Jan. 10	New and returning student move-in <i>Returning: 8 a.m. / New: 12:00 p.m.</i>
Jan. 11	Spring classes begin
Jan. 18	Martin Luther King Jr. Day (no classes)
Jan. 19	Last day to change meal plan
Jan. 19	Last day to add a class
Jan. 19	Last day to drop a class at 100 percent refund
Feb. 1	Last day to drop a class to receive 50 percent refund
Mar. 1	FAFSA - Trine University institutional priority filing deadline
Mar. 5	Mid-term grade reports posted and mailed to first-year students
Mar. 5	Residence halls close at 7 p.m.
Mar. 8–12	Spring break – no classes
Mar. 14	Residence halls open at noon
April 2	Good Friday – no classes (Residence halls remain open)
April 14	Last day to drop a class - no refund
April 30	Last day of classes
May 3–8	Finals Week
May 7	Residence halls close at 10 a.m.
May 8	Commencement
May 11	Grade reports posted and mailed to first-year students

WELCOME TO TRINE UNIVERSITY



At Trine we take great pride in who we are and in accomplishing our mission of preparing our students to succeed, lead and serve. Our beautiful campus will be your home away from home for the next four years, and we don't take that responsibility lightly. Trine is a family and students are our focus. We are committed to providing an extraordinary learning experience in a fun environment.

Over the last few years we have invested heavily in new and enhanced facilities to enrich your time here at Trine. We are thrilled — and trust you will be too. There are a lot of interesting and amazing things planned for our campus, and we hope that you will join in the pride and excitement.

As always, we remain committed to providing experienced professors, up-to-date classrooms and well-stocked laboratories on our campus, where safety and caring are our priorities. Trine is a place where lifelong friendships are formed and different cultures are explored. Trine is a place of higher learning and fosters an environment that embraces and promotes diversity. I encourage you to take

advantage of the Trine Things* to make the most of your college experience! Get involved in clubs and organizations, compete on our winning NCAA Division III or intramural athletic teams and learn about new subjects and ideas by way of free campus talks and events.

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

In addition, my door is always open.

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

A handwritten signature in dark ink that reads "Earl D. Brooks II". The signature is written in a cursive, flowing style.

Earl D. Brooks II, Ph.D.

President

***It's A Trine Thing. Defined:** "It's a Trine Thing sheds light on the Trine way, a level of quality and standard of excellence that goes above and beyond. Trine Things are our values, traits and points of distinction, our qualities and characteristics that set us apart. When it comes to our commitment to excellence and the Trine way, there's no question... It's a Trine Thing."

CONTACT INFORMATION

BUSINESS OFFICE

Forman Hall (located directly above Centennial Station)

Monday–Friday, 8 a.m. to 4 p.m.

Student Accounts Administrator

Tammy Steele
260.665.4292
steelet@trine.edu

Student Accounts Manager

Beth Tagtmeyer
260.665.4112
tagtmeyerb@trine.edu

CAREER CENTER

University Center 2nd Floor

Monday–Friday, 8 a.m. to 5 p.m.

Ketner School of Business & Franks School of Education Career Advisor

Linda Cooper
260.665.4124
cooperl@trine.edu

Allen School of Engineering and Technology Career Advisor

Terry Johnson
260.665.4123
johnsont@trine.edu

Jannen School of Arts and Sciences & Rinker-Ross School of Health Sciences Career Advisor

Audrey Brooks
260.665.4620
brooksa@trine.edu

OFFICE OF FINANCIAL AID

Forman Hall

Monday–Friday, 8 a.m. to 5 p.m.

finaid@trine.edu

Vice President for Enrollment Management

Kim Bennett
260.665.4438
bennettk@trine.edu

Executive Director of Financial Aid VA Liason

Kelly McGuire
260.665.4130
mcguirek@trine.edu

Director of Financial Aid

Kyle Aldrich
260.665.4456
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Assistant Director of Financial Aid Literacy and Student Retention

Beverly Coolman
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Financial Aid Counselor

Christine Reiniche
260-665-4610
reinichec@trine.edu

STUDENT SUCCESS AND ENGAGEMENT

Rick L. and Vicki L. James University Center

Monday–Friday, 8 a.m. to 5 p.m.

Assistant Vice President for Student Success & Engagement

John Milliken, J.D.
260.665.4206
millikenj@trine.edu

Executive Director for Student Success & Retention, Student and Parent Advocate

Deborah McHenry
260.665.4509
mchenryd@trine.edu

Director of Student Engagement, Academic Success Coach Program Coordinator, IGNITE / SURGE / SUMMER BRIDGE

Jeremy Howard
260.665.4946
howardj@trine.edu

Director of Student Leadership

Claire Danner
260.665.4147
cadanner15@trine.edu

Director of Student Activities

Evan Gustin
260.665.4173
gustine@trine.edu

Director of Information Services

Jill Noyes
260.665.4179
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Director of Accessibility Services, Academic Success Coach

Abby Salge, M.A.Ed
260.665.4590
salgea@trine.edu

Assistant Director of Information Services

Patrick Ridout
260.665.4287
ridoutp@trine.edu

Information Services Associate

Renee VanWagner
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vanwagnerr@trine.edu

OFFICE OF STUDENT SERVICES

Rick L. and Vicki L. James

University Center

Monday–Friday, 8 a.m. to 5 p.m.

Dean of Students

Francisco Ortiz (Cisco)
260.665.4171
Ortizf@trine.edu

Director of Counseling Services

Megan Cook
260.665.4172
cookm@trine.edu

Counselor

Tom Cantrell
260.665.4183
cantrellt@trine.edu

Counselor

Shelly Edwards
260.665.4809
edwardss@trine.edu

Director of Housing

Angie Booth
260.665.4646
bootha@trine.edu

Director of Residential and Commuter Services

Grace Waterstradt-Keil
260.665.4955
waterstradtg@trine.edu

Director of Campus Safety

Keith Hefner
260.665.4543
hefnerk@trine.edu

Office Manager

Linda Werling
260.665.4168
werlingl@trine.edu

OFFICE OF INTERNATIONAL SERVICES

Shambaugh Hall

Monday–Friday, 8 a.m. to 5 p.m.

Office Manager

Chandra Van Aken
vanakenc@trine.edu
260.665.4959

Assistant Vice President International Services and Global Partnerships

David Colbert
colbertd@trine.edu
260.665.4696

Associate Director of Global Partnerships and Graduate School

Jenson Jiang
ljiang14@trine.edu
260.665.4975

Director of International Community Services

Mari McHenry
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260.665.4630

Assistant Director International Admission

Srijana Sharma
sharmasrijana@trine.edu
260.665.4869

Assistant Director of Global Partnerships and International Admission Counselor

Sarah Algaradi
algaradis@trine.edu
260.665.4940

Find us on Facebook - *TrineOIS*

REGISTRAR'S OFFICE

Forman Hall

Monday–Friday, 8 a.m. to 5 p.m.

Registrar

Debra Helmsing
260.665.4240
helmsingd@trine.edu

Administrative Assistant

Rae Henderson
260.665.4186
hendersonr@trine.edu

Assistant Registrar

Lucretia Shank
260.665.4239
shankl@trine.edu

Associate Registrar

Renee Shipe
260.665.4241
shiper@trine.edu

UC BOOKSTORE

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, 8 a.m. to 4 p.m.

Friday, 8 a.m. to 2 p.m.

Closed Saturday - Sunday

Hours may vary during special events
and holidays.

Store Manager

Steve Helm
260.665.4152
0300mgr@follett.com

Assistant Store Manager

Keith Didion
260.665.4151
0300txt@follett.com

OFFICE OF ADMISSION

Forman Hall

Monday–Friday, 8 a.m. to 5 p.m.

Vice President of Enrollment Management

Scott Goplin
260.665.4149
goplins@trine.edu

Interim Vice President of Enrollment Management

Kim Bennett
260.665.4438
bennettk@trine.edu

Director of Visitor Experience

Cate Porter
260-665-4831
porterc@trine.edu

Director of Transfer Admission

Jessica Bremer
260-665-4819
bremerj@trine.edu

Associate Director of Dual Enrollment

Andrea Mofield
260-665-4813
mofielda@trine.edu

Assistant Director of Dual Enrollment

Graham Reeves
260-665-4665
reevesg@trine.edu

Director of Admission

Logan Beck
260-665-4762
beckl@trine.edu

Assistant Director of Admission

Sloan Davis
260-665-4137
daviss@trine.edu

Admission Counselor

Christian Jones
260-665-4146
jonesc@trine.edu

Admission Counselor

Mattie Kirby
260-665-4651
kirbym@trine.edu

Admission Counselor

Michael Schroeder
260-665-4234
schroederm@trine.edu

Assistant Director of Admission

Natalie Woodley
260-665-4166
woodleyn@trine.edu

Regional Director of Admission - Illinois

Alex Goplin
260-665-4605
goplina@trine.edu

FEE STRUCTURE 2020–2021

Full-time standard undergraduate student tuition (12-18 credit hours)	\$16,495/semester
Full-time engineering tuition (12-18 credit hours)	\$17,995/semester
Part-time (1-11 credit hours) or Overload (19 or more credit hours) standard undergraduate tuition	\$1,100/cr. hr.
Part-time (1-11 credit hours) or Overload (19 or more credit hours) engineering undergraduate tuition	\$1,200/cr. hr.
Engineering/science fee (required for all engineering, science, and health science majors)	\$165/semester
Student fee	\$165/semester
Health and Wellness fee	\$85/semester
Residence hall traditional (double room)	\$2,625/semester
Apartment	\$3,350/semester
Villa (restrictions apply)	\$3,750/semester
19-meal plan	\$2,340/semester
10-meal plan	\$2,090/semester
Villa/Commuter meal plan, 50 meals/semester (restrictions apply)	\$420/semester
Parking permit	\$120/year

ADDITIONAL FEES THAT MAY BE INCURRED:

- Books
- Course fees
- Late fees
- Other miscellaneous fees



STUDENT ACCOUNTS

Student Accounts processes tuition billing, payments, and student refunds. Please go to trine.edu for additional information.

BILLING & DUE DATES

- Tuition, room and board (if applicable), fees and financial aid will appear on a student's bill each semester. Bills are mailed to students each semester, prior to the due date. Any changes/updates must be viewed on myPortal. REVISED BILLS WILL NOT BE MAILED. Please allow up to two business days for revisions to be reflected on myPortal.

To view a bill, showing current/revised transactions:

- myPortal → Student → Student Account Center → Course and Fee Statement → Generate → View

To view your account history, showing ALL transactions on your student account:

- myPortal → Student → Student Account Center → My Account Balances, click on A/R \$x.xx
- Dropping or adding courses may result in a change in the total amount due for the semester. Once students have enrolled in classes, the university assumes they are attending. Students are responsible for completing the drop/add form or withdrawal form (available in the registrar's office). The schedule for refunds of tuition, room and board and fees can be found at trine.edu.
- Please note: Students withdrawing during the semester and receiving federal funds should know that aid is subject to a federal refund calculation. Students accept financial responsibility for charges incurred on their accounts.

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 on myPortal. REVISED BILLS WILL NOT BE MAILED. Please allow up to two business days for revisions to be reflected on myPortal.

To view a bill, showing current/revised transactions:

- myPortal → Student → Student Account Center → Course and Fee Statement → Generate → View

To view your account history, showing ALL transactions on your student account:

- myPortal → Student → Student Account Center → My Account Balances → click on A/R \$ x.xx

Fall 20-21 bills are due August 3rd. Spring 20-21 bills are due December 15th.

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/TMS 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 late fees, suspension of the student's meal plan, 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 transcript or 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). 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.

PAYMENT OPTIONS

- One-time payments using a credit/debit card are only accepted online at trine.afford.com.
 - o Note: a 2.99% service fee applies when using a credit or debit card.
 - o There's no additional fee to pay via eCheck (ACH payment directly from your checking or savings account).
- Monthly payment plans are available through Nelnet/ Tuition Management Systems (TMS) for your semester cost. Additional information can be found online at trine.afford.com or by calling 800-722-4867.
- Cash/checks are accepted in the Office of Student Accounts. Checks can be mailed to: One University Ave., Angola, IN 46703.

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. Those eligible to receive a refund due to a credit, can submit direct deposit information on myPortal.

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

FERPA (FEDERAL EDUCATION RIGHTS AND PRIVACY ACT)

In accordance with federal law, once an individual reaches the age of 18, all financial and academic records belong to him/her. FERPA prohibits Trine University employees from speaking to parents regarding a student's financial or academic records unless the student has provided written authorization. See additional information under REGISTRAR on page 22.

CAREER CENTER



For more information, contact Linda Cooper, employment specialist, at cooperl@trine.edu or 260.665.4124.

We strive to educate and empower students while facilitating opportunities to connect them with alumni, employers, and friends for advice, experiential learning, and employment opportunities. Students work with our team to...

- Determine a major or career path
- Work on a resume, cover letter, portfolio, or other career documents
- Prepare for a career fair or networking
- Search for a job
- Prepare for an interview
- Interviewing
- Evaluate their online brand
- Evaluate a job offer
- Plan for graduate school

Students should visit the Career Center well in advance of their part-time, internship, co-op or full-time job search. They can go to trinecareers.org to see a schedule of events, access online career resources, and search for employment opportunities using the same username and password they use for myPortal. We encourage students to visit the Career Center on the second floor of the University Center.

THE LINK

LIBRARY, INFORMATION, NETWORKING & KNOWLEDGE

www.trine.edu/academics/library

For more information, contact 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, 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.
- 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 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.
- 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, contact your subject librarian, or consult the campus-wide Q&A system Trine Answers.
- Other departmental services and resources within the shared space of the LINK include counseling services and Academic Success and Engagement.

TECHNOLOGY

For more information, please visit 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.
- The University's standard for new machines is Windows 10 with Microsoft Office 2016. This will be suitable for general academic needs.
- The Trine IT website has available links for laptop and desktop hardware recommendations. You can also purchase hardware and discounted software.

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 the IT webpage.
- 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 be required to be wired 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 Microsoft Security Essentials.

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.
- 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 made available for students. Students should check with their dean and/or chair to determine which computer labs are available and when. The LINK Digital Classroom in the University Center is open to Trine students 24/7 during the school year.

TELEPHONE

- Traditional residential rooms have one active phone per floor for emergency purposes only. If you have any questions relating to provided telephones, please contact the Help Desk.

HELP DESK

- If a student has any technical issue, the Help Desk is a readily available resource. The Help Desk is in the lower level of Best Hall. Help desk 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, help@trine.edu or 260.665.4275.

OFFICE OF FINANCIAL AID

For more information, contact the Office of Financial Aid at 260.665.4158 or 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 enrolled as a regular student working toward a degree in an eligible program.
- Be able to prove federal benefits have not been suspended or terminated as a result of a drug offense.
- Be able to prove a previous federal educational loan is not in default; prove they do not owe a repayment on a previous educational grant or loan; and prove they have not borrowed in excess of federal student loan limits.
- 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 (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.

TYPES OF FINANCIAL AID

Pell Grant (Federal) — A student may be enrolled full-time, three-quarter time, half-time, less than half-time. It is dependent upon the EFC 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 EFC 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. More information is available at 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 award 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/yr.; a sophomore can receive \$6,500/yr.; and a junior and senior can each receive \$7,500/yr. 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 workstudy program can be emailed to 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.
- Authorization sessions will be held at designated times during the first week of fall semester to allow students to complete the human resources part of the authorization process. Specific dates will be announced prior to the start of fall semester.

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 and Entrance Counseling. Both forms are available at studentloans.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 and complete the PLUS request process. Parents must login 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 then you do not need to complete a new Promissory Note however, you must still complete the Informed Borrowing Confirmation.
- 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
- Tuition Management Systems (Payment Plan)
- Federal Direct Student Loan (subsidized/unsubsidized)
- Federal Direct PLUS Loan (parents only)
- Alternative/Private Educational Loan

For more information about student/parent educational loans visit trine.edu/loans.

Payment plan information can be found at afford.com/trine or by contacting the business office.

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. The Trine University refund calculation and the federal refund calculation will be compared, and the one with the highest refund will be used to complete the student's account as required by the Nov. 24, 1994, Federal Register 668.22 Student Assistance General Provisions.
- The Office of Financial Aid calculates refunds involving federal aid and then notifies the Business Office. Refunds are processed through the Business Office within one month after the student officially withdraws. For federal purposes, unearned funds must be returned within 30 days of the withdrawal.
- 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. For students with federal aid, the two calculations will be used and might include a refund to the student.
- The refund calculation 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.

OFFICE OF STUDENT SERVICES



For more information, contact Linda Werling, office manager, at werlingl@trine.edu or 260.665.4168.

The Office of Student Services is comprised of counseling services, residence life, housing, and campus safety. It is on the second floor in the Rick L. and Vicki L. James University Center. The campus safety office is located on the first floor in the Rick L. and

Vicki L. James University Center. The Office of Student Services assists students from the moment they arrive on campus and throughout their collegiate experience. The Office of Student Services provides information, offers relationship-building opportunities, and ensures a safe and cohesive living and learning environment.

RESIDENCE LIFE



For more information, contact Grace Waterstradt-Keil, Director of Residential & Commuter Services at: waterstradtg@trine.edu or at 260-665-4955.

RESIDENCE LIFE MISSION AND STAFF

The Trine University Residence Life department 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 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

For more information, contact Angie Booth, director of housing, at bootha@trine.edu or 260.665.4646.

HOUSING REQUIREMENTS

- Trine University students, beginning with students who entered in fall 2009, are required to live on campus. Students who are married, responsible for a dependent child, living at home with a parent or guardian (within 40 miles of Angola), or 21 years of age on or before the first day of classes in the fall semester may be waived from this requirement.
- Students belonging to a university-recognized sorority or fraternity house or Christian Campus House must have completed 60 credit hours, lived on campus for four semesters and have a cumulative grade-point average of 2.0 or higher to also be waived.
- 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 Thunder Housing. Thunder Housing 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. If the residential room and board contract is broken or if permission from the Dean of Students has not been given to be released from the contract, the housing deposit is forfeited and a contract release fee may be assessed. Additionally, any student leaving campus housing without a contract release may be subject to billing for the entire contract period.
- 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 PLAN

- All residential students are required to purchase a 10- or 19-meal plan provided by Bon Appetit.
- All meal plans have any additional \$75 flexible spending account per semester.
- Students commuting may choose to purchase a commuter 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 if prior to move-in weekend.

ROOMMATE(S) AND HOUSING ASSIGNMENTS

- Students who have submitted the housing deposit (part of the enrollment deposit) will receive an email regarding 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 beds with twin extra-long mattresses, 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

- Most rooms are double or triple 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 in order to make the best possible match based on living preferences indicated on the housing survey.

**Students are encouraged to leave valuable
(sentimental or expensive) items at home.**

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.

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 \$10 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.

SPECIAL DIET MEALS

Special diet meals are provided by the dining services for any student on the meal plan. Advance notice is requested in order to prepare the special diet meals. The written request should include:

- Length of service needed.
- Any medical or dietary paperwork.
- Likes and dislikes in various food groups.
- List of meals to be eaten.



trine.edu/licenseplate

260.665.4316

Indiana Parents:

Help support the student scholarship fund by purchasing a Trine license plate.

Accelerate with
TRINE UNIVERSITY

SUGGESTED ITEMS TO BRING

Pillow
 Mattress pad
 Sheets – twin extra-long
 Blanket
 Comforter
 Laundry bag/basket
 Laundry detergent
 Flip-flops for shower
 Shower caddy/toiletries
 Towels and washcloths
 Mugs/bowls/flatware
 Trash can/bags
 Cleaning supplies
 Extension cords
 Posters/decorations
 Sturdy key ring
 Sewing kit
 Hangers
 Alarm clock
 Water bottle
 Small fan
 Small vacuum
 Hair dryer
 Flashlight
 Umbrella
 School supplies
 Backpack/book bag
 Sports equipment
 Phone/phone charger

Optional items to consider

Microwave (small)
 Refrigerator (3.5 cu. ft. or less)
 Stereo
 Television
 DVD player
 Personal computer/laptop
 Bicycle

THE FOLLOWING ITEMS ARE NOT PERMITTED IN ON-CAMPUS HOUSING

Space heaters
 Air conditioners
 Hot plates
 Cooking equipment
 Camping stoves
 Toasters/deep fryers/roisserie/toaster ovens/ Instapots
 Indoor grills
 Gas grills
 Firearms/weapons (including knives)
 Toy realistic-looking firearms/weapons/knives
 Illegal drugs or narcotics
 Alcohol
 Fireworks
 Candles/electric potpourri pots/incense/candle warmers
 Matches or lighters
 Sunlamps
 Waterbeds
 Satellite dishes
 Pets (except fish; tanks must be 10 gallons or less)
 Generators
 Network Routers
 Hoverboards

HEALTH & WELLNESS SERVICES

For more information, contact the Health Center at **260.665.4585**.

STUDENT HEALTH CENTER

- Trine University has partnered with Cameron Memorial Community Hospital for Trine's Student Health Center on campus. Conveniently located in the University Center, 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. Private insurance companies will not be billed.
- Clinic hours are Monday- Friday 9:30 a.m. to 4:00 p.m. Walk-ins are welcome; appointments are encouraged.

IMMUNIZATIONS

- All incoming students are required to have an immunization record on file with the Student Health Center. Records must be submitted by the appropriate deadline for the enrollment semester.
- Immunization records may be faxed to the Health Center at 260.665.4587 or emailed to Linda Werling in Office of Student Services at werlingl@trine.edu.

COUNSELING SERVICES

Second Floor of LINK/University Center Building
Email: counseling@trine.edu



For more information, contact
Director of Counseling Services
Megan Cook, MSW, LCSW
Licensed Clinical Social Worker
cookm@trine.edu
260.665.4172



Tom Cantrell, Ms., Ed., LMHC
Licensed Mental Health Therapist
cantrellt@trine.edu
260.665.4183



Shelly J. Edwards, Ms. Ed., LMFT
Licensed Marriage and Family
Therapist
edwardss@trine.edu
260.665.4809

- 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 offer a means to enhance one's ability to effectively cope with personal, social, educational and career issues. Students access counseling services for various reasons such as stress management, homesickness/ adjustment to college, relationship Issues, mood challenges, test anxiety and more.
- Length of services varies with the primary focus on a short-term, solution focused treatment by a state-licensed clinician. These therapeutic 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.
- If a student is in need of more long term, intensive treatment they may be referred to a professional in the community that will best meet their therapeutic and medical needs. The ultimate goal of Trine University's Counseling Services Center is to assist students in achieving their academic goals, build meaningful connections as well as prepare for the future in the healthiest manner possible.

CAMPUS SAFETY



For more information, contact Keith Hefner, director of campus safety, at hefnerk@trine.edu or 260-665-4543.

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.
- 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 nine 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. If you have additional Campus Safety questions please call anytime at our 24-hour number, 260-316-1877.

STUDENT SUCCESS & ENGAGEMENT

For more information, contact Renee VanWagner, Information Services Associate, at vanwagnerr@trine.edu or 260.665.4282

Located in the LINK within the Rick L. and Vicki L. James University Center, the Department of Student Success & Engagement is your one-stop shop for student needs! We are comprised of academic support, academic advising, student activities, student leadership, first-year experience, and student and parent advocacy.

ACADEMIC SUPPORT



For more information, contact Abby Salge, director of accessibility services, at salgea@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 five days a week. The Trine Math Center is located on the second floor (209) of Shambaugh Hall.

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.

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 Academic Support.

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.

STUDENT ACTIVITIES



For more information, contact Evan Gustin, Director of Student Activities, at gustine@trine.edu or 260.665.4173.



You may also contact Clare Danner, Director of Student Leadership, at cadanner15@trine.edu or 260.665.4147.

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 spur-of-the-moment 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 60 student organizations, as well as three local sororities, two national sororities and eight national fraternities.

THE TRINE FIRST-YEAR EXPERIENCE



For more information, contact Jeremy Howard, director of student engagement, at howardj@trine.edu or 260.665.4946.

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 a holistic First-Year Experience program, specifically to address the needs of first-year students.

Highlights of this program include:

- The Academic Success Center, which serves as the principal academic advising point for all first-year students, and is headquarters for program operations ranging anywhere from academic peer tutoring services to developmental and social programming.
- IGNITE (Interacting & Gaining New Insight into the #TrineNation Experience), an educational and involvement-based program

STUDENT ORGANIZATIONS

Academic

American Chemical Society
American Criminal Justice Association
American Foundry Society
American Institute of Aeronautics & Astronautics
American Institute of Chemical Engineers
American Marketing Association
American Society of Civil Engineers
American Society of Mechanical Engineers
Biomedical Engineering Society
Health Sciences Association
Institute of Electrical and Electronics Engineering
Institute of Transportation Engineers
Math Club
Society of Automotive Engineers
Society of Manufacturing Engineers
Society of Women Engineers
Student Education Association
Sports Management Club
Trine Honors Student Association
Trine University Future Forensic Scientists

Honor Societies

Beta Beta Beta (Biology)
Chi Epsilon (Civil Engineering)
Delta Mu Delta (Business)
Eta Kappa Nu (Electrical Engineering)
Pi Tau Sigma (Mechanical Engineering)
Sigma Tau Delta (English)
Tau Beta Pi (Engineering)

Special Interest

Air Force ROTC
Blue Crew
Board Game Club
Bridge Club
Chess Club
Drama Club
Dungeons & Dragons
Magic: The Gathering Club
Ski & Adventure Club
Study Abroad Club
Tee It Up: Trine
Trine Gazette
Trine Robotics Club
Trine Student Foundation
Trine University Bass Fishing Club

Leadership

National Society of Leadership & Success
Student Government
Student Athletic Advisory Committee (S.A.A.C.)

Religious

Christian Campus House
Newman Catholic Fellowship
Trine Christian Athletes

Cultural

Multicultural Student Organization
Saudi Student Association

Service/Outreach

American Heroes
Colleges Against Cancer
Ducks Unlimited

Engineers Without Borders
Habitat for Humanity
S.P.E.A.K. (Students Promoting Environmental Awareness and Knowledge)

Club/Intramural Sports

Thunder Ultimate Club (Ultimate Frisbee)
Flag Football*
Sand Volleyball*
Indoor Volleyball*
Basketball*

**Are not recognized student organizations; any student can sign up for these events as announced throughout the year.*

Greek Life

Acacia Fraternity
Alpha Sigma Phi Fraternity
Alpha Sigma Tau
College Panhellenic (Sorority Governing Body)
Delta Chi Fraternity
Gamma Phi Epsilon Sorority
Inter-Fraternity Council (Fraternal Governing Body)
Kappa Sigma Fraternity
Kappa Sigma Alpha Sorority
Order of Omega (Greek Honor Society)
Phi Kappa Theta Fraternity
Phi Sigma Sorority
Sigma Phi Delta Fraternity
Sigma Phi Epsilon Fraternity
Tau Kappa Epsilon Fraternity
Theta Phi Alpha Fraternity

designed to be the spark in helping our first-year students 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 contact us. We can't wait to see you in the fall!



STUDENT AND PARENT ADVOCATE OFFICE OF STUDENT SUCCESS AND RETENTION

For more information, contact Deborah McHenry, executive director of student success and retention, at mchenryd@trine.edu

or 260.665.4509.

Get answers to your questions, no matter the concern. In this office you can expect to be supported in a caring, committed and personalized manner. Collaborating with other campus departments and programs, the director will give referrals and make resources available. Our goal is to engage, encourage and empower students from their first day on campus until they graduate.

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

- Easing the social adjustment to college
- Special financial loan services for textbooks and personal emergencies
- One-on-one consultations when students are seeking guidance and working to resolve educational and personal challenges
- We Care Early Alert System - promotes the health and safety of the entire campus and streamlines and focuses on student success and retention. Automated early alert system for students struggling academically.
- Assistance with reporting emergencies and absences
- Assistance with course withdrawals, compassionate withdrawals and medical withdrawals

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

- Reporting emergencies and absences for students
- Connecting you to appropriate departments.
- Newsletters to keep you informed
- Mid-term grade estimates online and by mail (for first-year students only)
- An authorization waiver form (requires student's signature) that allows you to request your student's academic progress

OFFICE OF INTERNATIONAL SERVICES



For more information, contact Chandra VanAken at the Office of International Services at vanakenc@trine.edu or 260.665.4959.

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 rich in diversity – culturally and socially – 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 e-mail account in order to receive announcements and updates on immigration and related issues.

REGISTRAR



For more information, contact Debra Helmsing, registrar, at helmsingd@trine.edu or 260.665.4240.

REGISTRATION

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

DROP/ADD CLASSES

- To drop or add a class, a drop/add form, available in the registrar's office, must be signed by a student's 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 pages 4 and 5)
- 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 for all students on myPortal.

GRADE REPORTS

- Trine University operates on a 4.0 grading scale. Grade reports will be mailed to first-year students at their home addresses. Grade reports are available for all students on myPortal.
- Students must be registered for a minimum of 15 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. There is a \$5 fee for all official transcript copies.

ADDRESS

Students should keep all addresses current with the registrar. This includes home, local and parent addresses.

WITHDRAWAL

Students withdrawing after registering must complete a withdrawal form, which is available by contacting Deborah McHenry, the student advocate. 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, 2020, 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/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.

TRANSFER CREDIT

For more information, send a message to transfer@trine.edu.

HOW TO TRANSFER CREDIT TO TRINE

An official transcript should be requested from the issuing institution and should be sent directly to transfer@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:

0-28 credits	Freshman
29-59 credits	Sophomore
60-89 credits	Junior
90+ credits	Senior

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 Renee Shipe, Associate Registrar, at shiper@trine.edu or 260-665-4241 as soon as possible.

GUIDELINES FOR ACCEPTANCE OF TRANSFER CREDIT

- College-level courses completed at a regionally accredited 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.
- At least 30 credits must be completed at Trine to earn a bachelor's degree.
- 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. Specific requirements and transfer of credit are determined by department.

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.

ACADEMIC POLICIES



For more information about academic policies, contact Julie Pfafman, academic affairs, at pfafmanj@trine.edu or 260.665.4533.

Additional policy information may be found at 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 with professors prior to the missed class period absences such as, but not limited to, the following:

- Field trips
- Athletic competitions

The faculty member might 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.

If there is a death in the immediate family (parent, legal guardian, spouse, sibling and/or child), please contact the Academic Affairs Office or Student Retention Office. Under these circumstances a student will be excused from class attendance for up to one week. The student shall make arrangements for completion of course work with his/her professors upon return.

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
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	

GRADE APPEALS

A student who disagrees with an assigned grade will take the following steps:

- Approach the professor and explain the concern.
- If the professor and student do not come to an agreement, the student should write a letter to the department chairperson.
- If the department chairperson's mediation does not resolve the issue, the student should file a written appeal to the dean.
- If these steps do not resolve the problem, or if impractical, the student may petition the Grade Review Board in writing for a hearing of the issue. Information regarding this may be obtained from the vice president for academic affairs.

ACADEMIC PROBATION

The academic performance of every student is monitored by the registrar and the academic departments to determine satisfactory progress.

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.

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);



trine.edu/broadcasting

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trine.edu/socialmedia

- 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. 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.

NOTES

TRINE UNIVERSITY BOOKSTORE

For more information, contact the Trine University Bookstore: 260.665.4153.

- We buy books year round!
- Students wishing to order online should visit www.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 www.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.

NOTES

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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.

Sign up to become a member of the association. Join for only \$50.

For more information, contact Travis Smith, Director of Annual Giving, at smitht@trine.edu or call 260.665.4342.

Membership in the Parents Association offers many discounts and benefits from local businesses and places on campus. Every new membership receives two exclusive Trine University parent t-shirts.

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, cash 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.

TRINE UNIVERSITY

One University Avenue • Angola, IN 46703-1764

trine.edu