



TRINITY
CHRISTIAN COLLEGE

**STUDENT HANDBOOK
AND MONTHLY/WEEKLY PLANNER
2007-2008**



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HISTORY OF TRINITY CHRISTIAN COLLEGE

Since the beginning of the 20th century, there has existed in the metropolitan Chicago area a system of private Christian elementary and secondary schools established by people who believe that education may not be divided into religious and secular components, but that all learning must be oriented toward a Christian view of life and the world. These schools are part of a network that today totals more than 425 schools in North America known as Christian Schools International.

In 1952 a group of 10 area business and professional people committed to that kind of education began to study the feasibility of establishing a two-year junior college. In April 1956, they drafted a constitution and incorporated as the Trinity Christian College Association. A board of trustees was elected to oversee the establishment and operation of a college, and in 1959 Navajo Hills Golf Course in Palos Heights, Illinois, was purchased to serve as a campus. The former clubhouse and pro shop were remodeled to open for classes that fall. The first class of 37 students was taught by five full-time faculty members. The program consisted of two years of liberal arts courses leading to a certificate for transfer to a senior college.

The College experienced steady growth in facilities, faculty, and programs throughout the 1960s, and in 1966 the board began planning to become a four-year, degree-granting liberal arts college. A third year of studies was introduced in the fall of 1969 and a fourth in 1970. The first baccalaureate degrees were awarded in May 1971.

In the early years of the College, the academic dean served as the chief executive officer. In 1966 Dr. Alexander De Jong was appointed as the first president. Dr. Gordon Werkema was appointed president in 1969 and continued until January 1973. The third president, Dr. Dennis Hoekstra, served from 1973 to 1979. After an acting president for one year, Dr. George Van Groningen was appointed in 1980 and served a four-year term. Dr. Kenneth B. Bootsma was inaugurated in 1984 and served for 12 years as the College's fifth president. Dr. AJ Anglin, the College's sixth president, began his presidency in July 1996 and retired in 2002. Dr. Anthony Diekema served as interim president for 2002-2003 before Dr. Steven Timmermans began his service at Trinity in July 2003.

As an emerging four-year liberal arts college, the nature and scope of the institution have changed with the times. While maintaining a theoretical approach to the disciplines, undergirded with a strong core curriculum of philosophy, history, English, and theology, the College has enhanced its offerings to provide students with a broad base of programs in professional areas such as business, education, and nursing in addition to the traditional liberal arts.

Today the student body exceeds 1200 students, taught by a faculty that includes more than 60 full-time and 60 part-time instructors. More than half the faculty have terminal degrees in their disciplines. They also remain committed to the principles of Christian education espoused by the College's founders in 1959. Although the student body comes from predominantly Reformed and Presbyterian church backgrounds, there is also a welcome diversity of traditions represented, such as Baptist, Lutheran, Methodist, and Roman Catholic.

Recalling the years since its founding, the entire Trinity community can speak not only of physical growth, resulting in a beautiful and serviceable campus, but also of a growing responsibility to serve the world and the greater Chicago community. Trinity now ranks among the leaders in Christian higher education in North America.

MISSION OF TRINITY CHRISTIAN COLLEGE

Trinity Christian College is a Christian liberal arts college. Its mission is to provide biblically-informed liberal arts education at the undergraduate level in the Reformed tradition. Its heritage is the historic Christian faith as it was reshaped in the Reformation, and its fundamental basis of governance and instruction is the infallible Word of God as interpreted by the Reformed standards. The Reformed worldview affirms the biblical truths that creation is the work of God, that our world has fallen into sin, and that redemption is possible only through the gracious work of Christ. From these beliefs arise the convictions that those who teach and learn are called to be co-workers with Christ in subjecting all cultural activities to the reign of God, and that genuine education must involve the whole person as a thinking, feeling, and believing creature.

Trinity seeks to graduate students who are well-equipped to bring the habits of rigorous academic work into their chosen vocations and the practice of Christ-like service toward others into their personal and public lives. All programs are grounded on a core of foundational studies that address the enduring issues and questions of human experience and teach students to explore and apply the implications of a Reformed world-and-life view to all areas of learning, living, and working. Students are encouraged to evaluate their lives in relationship to God, to others, and to all of creation. Since vocation is a divine calling, Trinity offers, in addition to traditional liberal arts and sciences, a variety of professional majors. All programs include experiential application in settings outside the classroom.

Trinity's focus is upon those students whose needs, strengths, and goals correlate with Trinity's strengths as an independent Christian liberal arts college of uniquely Reformed character. Most of our students are recent high school graduates, but a limited number of programs are designed for other populations. Although we may grow, we do not seek growth for its own sake.

In keeping with a philosophy of education that is based on these principles, all members of the academic community—faculty, staff, and students—seek to provide a campus environment of Christian integrity and love that enhances and supports the entire learning experience. Trinity seeks faculty members who demonstrate effective teaching skills, commit themselves to foster the total development of students as individuals, and practice scholarship as a contribution to the education of a larger constituency.

Because our mission in Christian higher education is not limited by ethnic or cultural differences, we consciously seek to develop a multiethnic, multinational, and multi-denominational student body. The major criteria for admission are academic potential, an explicit desire to participate in the unique Trinity experience, and a readiness to be an active member of a community based on the biblical requirements of justice, humility, and love.

INTRODUCTION

This handbook is intended to help guide you through the experiences of a Trinity Christian College education by informing you of expectations, policies, procedures, and resources that will lead to a more productive and rewarding life on campus.

We hope that you will view this handbook as a resource worth consulting. If you have questions about campus life that remain unanswered, or you do not understand the information given, please stop by the student development office for a personal explanation.

Incidentally, the opening pages on Trinity's history and mission are important starting points for your understanding of the College and your place in it. They offer a context for the specific policies and procedures that follow and give you a framework for understanding your place within this Christian academic community.

At the end of this handbook, you will find a calendar/planner for the 2007-08 academic year. It includes specific dates of Trinity events to help you plan your activities for the next nine months.

This handbook should help you become involved fully in the life of the Trinity community. It is one way to be an assertive servant of Jesus Christ in all that you do.

A handwritten signature in black ink, appearing to read "Ginny Carpenter". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Ginny Carpenter
Vice President for Student Development

ACADEMIC REGULATIONS

Student Classification

Students who have been admitted to the College are classified according to the number of semester hours of credit they have earned as follows:

Freshman	fewer than 30 hours
Sophomore	at least 30 but fewer than 60 hours
Junior	at least 60 but fewer than 90 hours
Senior	90 hours or more

Students are unclassified if they have not been admitted as degree-seeking students but are enrolled on a limited basis.

Academic Adviser

When a student is admitted to the College, a faculty adviser is appointed to give the student assistance in developing a program and to monitor progress toward completion of that program. During the advising periods each semester, the adviser will help select courses that meet the goals of the student's program. The initial adviser appointment is made on the basis of the student's interests as stated on the application form. A student should visit the registrar's office to request a change of adviser whenever interests or goals change.

Academic advising is an important area of faculty responsibility in a supportive environment which emphasizes the importance of teaching and learning. Throughout the educational program at Trinity, each student is offered advisement in the selection and planning of his/her academic program. Academic advising is seen as a continuous process through which the student clarifies and evaluates personal goals in life, career and education. Ultimately, however, **a student's educational program is his/her own responsibility.** By recognizing the student's right to personal decisions and freedom of choice, Trinity seeks to stimulate and support the individual person's development and maturation.

Registration Procedure

The following Registration procedure has been established for students in the traditional program at Trinity.

1. Shortly after the mid-point of each semester, the process of academic advisement begins for the subsequent semester.
2. Registration materials are sent to student and faculty mailboxes.
3. Students sign up to meet with their faculty advisers to review their academic history, including the courses for which they are currently registered, and to plan for the next semester's course load.
4. Once an academic program is developed and mutually agreed to, the student completes and signs the Registration Form, provides all other required information, the adviser signs the form, and the student brings the form to the registrar's office, at the assigned time, for data entry to complete the registration process. **Note:** Students with holds on their accounts will not be allowed to complete the registration process until the holds are cleared.

Financial Hold – You will not be permitted to complete the registration process if your tuition account is in arrears. You will be asked to report to the Business Office to make arrangements for payment and receive permission to register.

Immunizations Hold – You will not be permitted to complete the registration process if you have not met the College's immunization requirements. You will be directed to the Student Development Office to make arrangements and receive permission to register.

Registrar's Hold – You will not be permitted to complete the registration process if you are a graduating senior and have not completed the Application to Graduate Form.

5. Once data entry is complete, a copy of the schedule is given to the student.
6. Billing statements, with due dates are mailed to each student on dates established by the Business Office.
7. Final registration for the semester will be held the morning of Wednesday before the first day of class.

Student Load

The student load is normally 16 hours per semester. A heavier load is permitted only with the approval of the advisor. An overload is taking more than 18 hours per semester and students are assessed a per credit fee as established by the College. A student's previous academic record and current employment responsibilities are important factors in the number of semester hours he/she is permitted to take. Twelve hours is the minimum number for classification as a full-time student.

Attendance

Students are expected to attend all class and laboratory sessions for which they are registered. While faculty members are not required to take attendance, no system of “cuts” is recognized. A student’s attendance record will affect the instructor’s evaluation of his or her classwork. Any anticipated absence on the part of the student must be cleared with the instructor. Penalty or makeup privileges for absences are left to the discretion of the instructor.

In the case of a prolonged absence, it is the duty of the student to notify his or her instructors and the student development office. Faculty members are requested to bring to the attention of the student development office when an absence on the part of a student that can be considered detrimental to the student’s academic performance.

Each instructor is expected to emphasize in the syllabus the importance of class attendance and to inform the students of policies and procedures regarding absences, makeup privileges and the extent to which class attendance will be factored into the final grade for the student’s performance. It is the responsibility of the student to inform the instructor of the reasons for all class absences.

Auditing

A student may elect to audit a course rather than take it for credit. Permission to audit a course must be obtained from the class instructor. An auditor may attend all classes and participate in all activities of the course but does not have an obligation to fulfill any of the requirements of the course, nor does the instructor have an obligation to evaluate the auditor’s work. Changes from audit to credit and vice versa will be allowed until the grade “W” is no longer used during the semester. Full-time students are permitted to audit a course at no cost. All others will be charged \$90 per credit hour. An audit form is available online and at the registrar’s office, and must be submitted at the time of registration.

Independent Study

Independent study offers students the opportunity to explore a selected topic when the academic interests cannot be met by regular curricular offerings. Students must be matriculated to the College, and in good academic standing to enroll in an independent study. Credit earned through an independent study is determined by the supervising faculty member.

A maximum of six (6) hours of independent study will be computed in requirements for graduation. A maximum of one course (3-4 hours) of independent study may be used to fulfill the requirements for a given major or minor. Students should complete the Independent Study Request form in cooperation with the faculty supervisor who will determine the format of the independent study. The form is available in the Registrar’s Office, as well as online. The completed request form should be submitted by the student to the Registrar’s Office. Final approval of the independent study is granted by the Provost in accordance with faculty load. Instructors are not obligated to offer independent study courses.

Grading System

One of the following grades will be issued for each course taken at Trinity and will appear on the official transcript:

Grade	Interpretation	Grade Points Per Semester-Hour
A	Excellent.....	4
B	Good.....	3
C	Satisfactory.....	2
D	Unsatisfactory.....	1
F	Failing.....	0
H/P/F	Honors/Pass/Fail is used in selected courses.....	0
AU	Audit.....	0
CR/NC	Credit/No Credit is used for interim courses and FYF courses.....	0
NR	No Report is issued for grades not submitted.....	0
I	Incomplete (hours included in GPA calculation).....	0
W	Authorized withdrawal (2nd - 6th week of the semester).....	0
WP	Authorized withdrawal passing (after 6 weeks of the semester).....	0
WF	Authorized withdrawal failing (after 6 weeks of the semester).....	0
R	Repeated course.....	0

Plus (+) grades add 0.3 grade points per hour and minus (-) grades subtract 0.3 grade points per hour.

Grade-point average is determined by dividing the number of grade points earned by the number of semester hours attempted. To meet graduation requirements, a student must earn at least 125 hours with a minimum cumulative grade-point average of 2.0.

Course Grade Change

A student's course grade, after having been submitted by the instructor, shall not be changed unless an incorrect grade, by reason of clerical error or miscalculation, has been submitted for the student. All exceptions to the above policy must receive the approval of the Registrar and the Provost. Instructors may pick up a grade change form at the registrar's office.

Incomplete Grades

A temporary grade of I is given only when the student is not able to complete required coursework for reasons deemed acceptable by the instructor. A student must request permission from the instructor to receive an I grade and identify, with the instructor, the precise work that remains to be done and the deadline for completion. The work must be made up within the time period agreed upon by the student and instructor, but in no case may it be more than 30 days after the end of the semester in which the I grade was given. If the work is not made up within the time period allowed, the instructor will submit a grade on the basis of the student's performance in the course to date, and this grade will be recorded on the student's transcript. If more days are needed, due to truly

extraordinary circumstances, approval from the instructor must be obtained. If an extension is granted the instructor must notify the registrar's office of the new deadline. The hours for each I grade are counted as attempted hours in calculating the GPA.

Students with incomplete grades, whose GPA's are below good-standing, are not eligible to enroll in the following semester until the incomplete grades are finished.

Academic Honors

Academic achievement of full-time students is recognized each semester by publication of a Dean's List. To qualify for this honor, a student must achieve a semester GPA of 3.5 or better.

Academic achievement upon completion of a degree program is recognized at graduation and on the final transcript in the following categories:

Graduating with honors.....	GPA of 3.500 to 3.699
Graduating with high honors.....	GPA of 3.700 to 3.849
Graduating with highest honors	GPA of 3.850 or higher

To qualify for one of these honors, the graduating student must have completed a minimum of 60 semester-hours at Trinity.

Repeated Courses

The policy for repeating a course to improve a previously earned grade includes the following provisions:

1. The repeated course is subject to regular registration and financial policies.
2. The higher grade earned will be used to determine the student's GPA and academic status. The lower grade will be shown along with a notation indicating a repeated course, which will no longer affect the calculation of the cumulative GPA.
3. A grade earned at Trinity cannot be replaced by transferring the equivalent course from another college.

Changes in registration, withdrawals from courses, and requests for an incomplete grade must be done in the registrar's office at the student's initiative.

Changes in Registration

Through the first full week of classes, courses may be dropped or added without any charge for the registration change, but appropriate tuition charges will apply. After the first full week a charge will be assessed for any change in registration. After the 10th day of a semester, students cannot add a course.

Withdrawal from Courses

A student may withdraw from a course without a transcript entry through the first full week of the semester. After the 10th day of the semester, every registered course will have a transcript entry. Normally a student is not permitted to withdraw from a course after the 10th week of the semester.

Academic Probation

The records of all undergraduate students are reviewed after each semester, and the academic status of full-time students is determined using the following schedule:

1. A student will be placed on academic probation if either of the following conditions occurs:

- a. Cumulative grade point average (GPA) meets minimum GPA needed for continuation but falls below the minimum cumulative GPA required for good-standing.

Cumulative Hours Attempted	Min Cumulative GPA Needed for Continuation	Min Cumulative GPA Required for Good-Standing
1-15	1.00	1.50
16-29	1.10	1.60
30-45	1.20	1.70
46-59	1.30	1.80
60-75	1.40	1.90
76-89	1.50	2.00
90-105	1.70	2.00
106-119	1.90	2.00
120 or more	2.00	2.00

- b. Cumulative completion rate falls below the minimum standards for academic progression.

Cumulative Hours Attempted	Min Percentage of Successful Completion
1-29	50%
30-45	55%
46-59	60%
60-75	65%
76-89	70%
90-105	75%
106-119	80%
120 or more	85%

The minimum standards for academic progression at the end of a semester are based on the number of cumulative semester hours earned as a percentage of the cumulative semester hours attempted. This calculation includes all courses with a W, WP, or WF grade. Repeated courses count towards cumulative hours attempted.

2. Students placed on academic probation will be required to meet a number of conditions outlined by the Academic Performance Review Committee. Conditions will include, but are not limited to, a reduced number of semester hours, faithful class attendance, and meeting with the director of Academic Support and Services who, along with the student, will determine the appropriate academic assistance for student success. All students on academic probation are expected to limit extracurricular activities and the number of hours of employment. Failure to meet the specified conditions of probation will subject students to immediate dismissal.
3. During a **probationary** semester, the student must achieve a **current** semester GPA as defined below. Failure to meet this current semester goal will subject the student to academic dismissal.

Cumulative Hours Attempted	Min Current Semester GPA Required to Avoid Dismissal
1-15	1.70
16-29	1.80
30-45	1.90
46 or more	2.00

Example: A student who has attempted 14 semester hours during the first semester is placed on probation in the second semester must average a 1.80 or above in the second semester. Students who fail to meet the semester GPA goal during the semester they are on academic probation will be subject to academic dismissal.

Students may continue on probation for successive semesters if they meet the minimum semester GPA requirement during a probationary semester, however, their cumulative GPA is still below good-standing.

Academic Dismissal

1. A student will be subject to academic dismissal if any of the following conditions occurs:
 - a. Failure to achieve the minimum cumulative GPA needed for continuation.
 - b. During a probationary semester, failure to achieve the minimum current semester GPA required to avoid dismissal.
 - c. Failure to achieve the minimum academic progression standard by the end of a probationary semester.

- d. During a probationary semester, failure to meet the conditions of probation.
2. A student who wants to appeal an academic dismissal decision must observe the following procedures:
 - a. Submit an appeal in writing to the Registrar within five days after receiving notice of dismissal. The appeal should explain previous academic difficulties and outline a detailed plan for improved academic performance. The Registrar will refer the appeal to the Academic Performance Review Committee for disposition before the final registration date of the next semester.
 - b. The basis of the appeal must be truly extraordinary circumstances such as serious and documented illness or injury, family crisis, or unique academic difficulty for which a specific remedy plan has been included in the appeal letter.
 - c. Students readmitted on the basis of an appeal will be placed on academic probation and subject to the probation policy stated above.
 3. A student who is dismissed and does not appeal or whose appeal is not granted must demonstrate significant progress before he/she is readmitted. The reapplication must include a letter of appeal that explains activities during the time away from Trinity, rationale for re-admittance, and a plan for improved academic performance. A request for readmission will be reviewed by the Academic Performance Review Committee. Readmission following academic dismissal will be based upon evidence that the difficulties previously encountered can be overcome and that eventual completion of degree requirements can reasonably be expected. Students readmitted on the basis of an appeal will be placed on academic probation and subject to the probation policy stated above.

Academic Integrity

The mission of Trinity Christian College states that, “All members of the academic community – faculty, staff, and students – endeavor to provide an educational environment of Christian integrity and love that enhances and supports the learning experience.” Essential to creating this type of educational environment is a commitment to the principles of academic integrity. Every member of the college community is responsible for upholding the highest standards of integrity at all times. Students, as members of this community, are also responsible for adhering to the principles and spirit of academic honesty. In *Doing Honest Work in College* (University of Chicago Press, 2004), Charles Lipson identifies three principles of academic honesty:

1. When you say you did the work yourself, you actually did it.
2. When you rely on others’ work, you cite it. When you use their works, you quote them openly and accurately, and you cite them, too.
3. When you present research materials, you present them fairly and

truthfully. That's true whether the research involves data, documents, or the writings of scholars.

The college works to promote an environment of academic integrity by providing students with the tools to act with integrity. These tools include materials on how to present work honestly, software that allows the student to identify possible integrity issues before handing in an assignment, and assistance in the form of academic support services.

When the standards of academic integrity are compromised, the entire academic community suffers. Therefore, student violations of academic integrity are considered a serious breach of behavior and can result in assignment or course failure as well as dismissal from the college.

Examples of Academic Integrity Violations

Cheating

- Copying answers from fellow students and representing them as your own work.
- Obtaining questions from an exam, quiz or assignment beforehand.
- Using answers gained through unauthorized materials or technologies and representing them as your own work.

Misrepresentation or falsification

- Deliberately representing the work of others as your own, such as failing to cite the words or ideas of others and cutting and pasting the work of others without acknowledging the source.
- Failing to properly identify the contribution of others to your work, such as using incomplete or incorrect citations.
- Fabricating academic resources such as falsified citations or sources.
- Submitting work for credit in a class that has used to fulfill requirements for another course without first obtaining permission of the instructor.
- Presenting false credentials or grades in the form of falsified transcripts or diplomas.
- Forging or altering official academic documents.
- Turning in the product of a collaborative group effort as your own work, the work of an individual.

Unauthorized group effort

- Working collaboratively without the instructor's knowledge or permission.
- Turning in the same work to multiple instructors without their knowledge and permission.

Facilitating the academic dishonesty of others

- Providing answers to other students without the knowledge and permission of the instructor.
- Providing information (for example, questions) to other students that would give them an undeserved advantage over other students.

Levels of Academic Integrity Violations

Minor Offense: This is a less serious breach of integrity with some or all of the following characteristics:

- limited in size relative to the scope of the assignment
- has minimal impact on the student's grade in the course
- does not involve others
- does not involve planning or premeditation

The typical penalty for a minor offense is zero credit for the work with respect to which the violation occurred.

Major Offense: This is a more serious breach of integrity with some or all of the following characteristics:

- substantial in size relative to the scope of the assignment
- has major impact on the student's grade in the course
- involves others
- involves planning or premeditation
- represents the second time a student is cited for a similar breach of integrity

The penalty for a major offense ranges from a final grade of "F" for the course in which the violation occurred to permanent dismissal from the college. The student may repeat the course for credit, however, the initial course grade of F will remain on the student's transcript and will be included in the calculation of the student's GPA.

Flagrant Offense: This is the most serious breach of integrity. It includes some or all of the characteristics of a major offense plus at least one additional feature which indicates the flagrant nature of the offense. These additional features may include, but are not limited to, the following:

- a one time offense of a deliberate and egregious nature
- represents a pattern of dishonesty evident across two or more courses
- involves encouraging others to engage in dishonest behavior
- has the potential to have a major impact on the student's academic progress

The penalty for a flagrant offense is permanent dismissal from the college.

Procedures for Responding to Alleged Violations of Academic Integrity

The college has established a set of procedures for responding to alleged violations of academic integrity. The primary authority and obligation rests with the course instructor to determine how specific violations of academic integrity relate to these procedures.

1. The course instructor notifies the student of a suspected breach of academic

integrity. Depending on the nature and evidence of the offense, the instructor may choose to first discuss the issue with the student. No additional action is needed if, as a result of this discussion, the faculty member considers the initial suspicion unjustified. If, based on discussion or evidence, the course instructor believes s/he has grounds to suspect a violation of academic integrity, s/he will notify the student in writing of violation. This notification will include the:

- specific nature of the offense
- evidence of the offense
- course instructor's assessment of the level of the offense (minor, major, or flagrant)
- intended penalty

The student has the right to appeal the instructor's decision by requesting that the Provost establish an official review committee. This appeal must be in writing to the Provost and must be received by the Provost's office within one week of the instructor's initial written notification to the student. The course instructor may also ask the Provost to appoint an official review committee to review the instructor's assessment of the offense and penalties.

2. The course instructor provides the provost's office with a copy of the written notification provided to the student. This will be placed in the student's academic integrity violation file, maintained in the provost's office, to be used for internal college purposes only.

3. If the student's file includes previous violations of academic integrity that would change the level of violation and/or the penalties to be assessed, the provost will appoint an official review committee to recommend the appropriate course of action. The student will be notified that the review process has been initiated. The outcome of the review committee will be final.

Official Academic Integrity Review Committee Process

At the request of the student, course instructor, or upon review of the student's academic integrity violation file, the Provost will appoint an official academic integrity review committee.

The committee will include two full-time faculty members, named by the provost, and two full-time students, named by the Vice President for Student Development. One of the faculty members will serve as committee chair.

The committee will hold a hearing to review the case within one week of the written request from the student or instructor. The student and instructor will be notified in writing of the hearing and invited to present their case to the committee. The student and instructor must notify the committee in advance of any witnesses or evidence they wish to present. The meetings and decisions of the official academic integrity review committees are administrative in nature and address internal college affairs only. No one outside of the college may be

present. The meeting is not open to general members of the college community and is not subject to formal rules of civil procedure or evidence. The hearing will proceed using the following format.

1. The chair will summarize the alleged violation and proposed penalties.
2. The instructor will present evidence of the alleged violation. The committee and the student may question the instructor or other witnesses concerning the evidence. Witnesses will testify individually and will not be present during the testimony of others.
3. The student will present evidence of the alleged violation. The committee and the instructor may question the student or other witnesses concerning the evidence. Witnesses will testify individually and will not be present during the testimony of others.
4. The instructor will be excused, and the student will be given the opportunity to present a final statement to the committee.
5. The student will be excused, and the committee will deliberate the merits of the case. The committee will decide, by majority vote, if the information presented supports the alleged violation. The committee will also decide, by majority vote, the appropriate sanction. In the case of a deadlock, both sides of the committee must present their positions and rationale to the Provost and/or President for decision.

Within 24 hours of completing the hearing, the committee chair will notify the student, instructor, and Provost of the committee's decisions. In cases where the committee assesses a penalty at the level of a minor offense or a major offense, the decision of the committee will be final. There is no further appeal, except an appeal to the Provost regarding violations of process. In cases where the committee assesses a flagrant offense resulting in permanent dismissal, the student may appeal the decision to the President.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

In accordance with the *Family Educational Rights and Privacy Act of 1974*, Trinity Christian College requires that every student who chooses to have the College release copies of grades, transcripts, or any other information relative to academic performance to either parents, guardians, billpayers, prospective employers, or governmental agencies, must authorize the College to do so.

Therefore, all requests either to secure or release these types of information must be accompanied by a written authorization which has been *signed* by the student. Without such authorization, the College will not release such information. This policy extends and applies to parents who request access and disclosure of their child's educational records. A student's educational record will never be released without written consent, except to Trinity Christian College faculty and staff who have demonstrated a clear need to know. Other exceptions to the above policy include compliance with a judicial order or an emergency involving the health or safety of a student or other person.

In addition, Trinity Christian College hereby designates the following categories

of student information as public or “Directory Information.” Unless specifically requested by the student within ten (10) days of the beginning of each semester to withhold disclosure of this information, such information may be disclosed by the institution for any purpose, at its discretion.

- Category I:** Full name, address, college assigned email, telephone listing, date and place of birth, classification (full or part-time), major/degree program.
- Category II:** Previous institution(s) attended, dates of attendance, awards, honors, degree(s) conferred, including dates.
- Category III:** Past and present participation in officially recognized activities, height and weight of members of athletic teams.

Currently enrolled students, or any who have previously attended Trinity Christian College, may inspect their academic records by making an *official request in writing* to the Registrar and obtaining an appointment to do so. A student may challenge possible inaccuracies or misleading items in his/her record during the course of such an inspection. However, the fairness of a grade may not be challenged under this provision. Students also have the right to file a complaint with the United States Department of Education over alleged failures by the College to comply with the requirements of *FERPA*.

Students will be notified each year of their rights under FERPA through the annual edition of the College’s catalog. Further information regarding the *Family Educational Rights and Privacy Act of 1974* may be obtained in the registrar's office.

AUTO INSURANCE GOOD STUDENT DISCOUNT FORMS

Insurance forms requiring verification of grade-point average and/or student status should be brought to the office of the registrar.

RECOMMENDATION REQUESTS

Each year students approach faculty and staff for recommendations to potential employers and/or graduate schools. In order for faculty and staff to write a more complete and accurate recommendation, students may be asked to submit a recommendation request form, available from the student development office or from a faculty adviser.

THE STUDENT RIGHT TO KNOW ACT

This legislation, enacted in 1990, requires that additional consumer information be made available to students regarding the completion and graduation rates of the general student population and student-athletes. Normally, this information must be made available prior to the time a student enrolls at or enters into a financial obligation to the College.

TRANSCRIPTS

Copies of your academic record at Trinity are available in the registrar's office. The first copy is free; subsequent copies are \$2 each.

EMERGENCY CLOSINGS

In the event classes are cancelled because of weather or other emergencies, the College will submit information to the Web-based clearinghouse in the Chicago area: www.emergencyclosings.com. Students and staff members are encouraged to access this site for up-to-date information. Posting on this Web site also transmits information to major radio and TV stations in the Chicago area that will include Trinity in their emergency closing lists. Updated information also will be posted on the College Web site as it becomes available. You also may call the Emergency Closing Center hotline (900.407.7669), but be aware that it will cost \$0.95 per call.

FACULTY EVALUATION

Evaluation is intended to assure the students, constituents, and board of trustees, that instruction at Trinity is in keeping with the spirit and constitution of the College and is of high academic quality. It is designed to encourage growth and improvement among faculty.

A central characteristic for the evaluation process is open and explicit communication between the faculty members who are evaluated and those whose responsibility is to evaluate. It is important that the persons being evaluated take responsibility for providing every bit of information that can make possible a fair, thorough, and prompt judgment of performance. Faculty members are asked to use the Faculty Evaluation Student Form in at least one class per semester. They are to use these forms in such a way that over a two year period students are allowed to evaluate each course taught during that period.

FACULTY OFFICES

A listing is included in the campus photo directory identifying the location of specific faculty offices. Most faculty members keep regular office hours and post these hours on their office doors.

THE JENNIE HUIZENGA MEMORIAL LIBRARY

Your membership in the Trinity learning community entitles you to a full range of library resources and services. An enthusiastic staff is eager to help you find just the right stuff to satisfy your hunger for knowledge. The collection of nearly 78,000 volumes has been selected carefully and shelved conveniently to put many works of high quality, creativity, and insight within easy reach. The *ILLINET Online* (IO) catalog, available on all library and campus workstations, allows you to request material, free of charge, from 65 other academic libraries in the State of Illinois. IO is a fully automated, shared online catalog that gives you access to more than 22 million items across the state. Most requests arrive within 7 to 14 days. Some charges may be incurred for photocopied or faxed material. Library workstations also provide access to nearly 50 periodical indexes, electronic reference works, and other databases, including a growing number with full-text documents in digital formats. Most of these valuable online resources are searchable with one of two common interfaces: *EBSCO host* and *OCLC's First Search*. The latter includes access to *WorldCat*, a catalog of more than 70 million items housed in libraries around the world. More detailed information about all library resources can be found on the library Web page at www.trnty.edu/library.

Hours

The library is normally open during the following hours:

Monday - Thursday	8 a.m. - 11 p.m.
Friday	8 a.m. - 4:30 p.m.
Saturday	9:30 a.m. - 4:30 p.m.
Sunday	8 - 11 p.m.

The library hours are subject to change during holidays and vacation periods. Changes are posted at the library entrance.

Circulation Policies

Most library books circulate for four weeks and may be renewed three times unless requested by another borrower. Reference books, as well as periodicals, do not circulate and must remain in the library. Books may be renewed online or by calling the circulation desk: ext. 4925 on-campus; from off-campus, borrowers call 708.293.4925.

Fines are \$.25/book/day charged from the due date, with a grace period of seven days from the due date. Borrowers will be sent printed notices but will also be expected to check their account online regularly. After the third overdue notice the item in question will be considered lost, and the borrower will be billed for a replacement charge.

Fines for reserve items are charged either by the hour or by the day, depending on the term of circulation. Because reserve materials are generally high demand items, fines are assessed immediately when an item is overdue. The fine rate for reserves is \$1/hour/item, students will be expected to keep track of their borrowed materials. More detailed information about circulation policies and fines is available on the library's Web site.

Periodicals

The library subscribes to nearly 400 periodicals. Current issues are placed on display shelves at the west end of the first floor. Unbound issues are stored on compact shelves and are only accessible to library personnel. Back issues should be requested at the circulation desk; bound volumes are shelved in ranges 57-62 near the current periodicals on the first floor. Other periodicals are kept in microfilm or microfiche formats only. The library has a microform reader/scanner that can be used with either fiche or film. All periodical holdings are searchable through the *I-SHARE* catalog. Please do not hesitate to ask for help in locating periodical literature. The library has access to many general and specialized indexes, in print and online, which can be useful to you for either current or historical research.

Although Trinity houses many useful and valuable resources in the library, the successful completion of major research projects usually will require the use of primary sources and other technical or specialized resources not held at Trinity. Your competent and approachable library staff is dedicated to becoming familiar with the many resources available to you, and will be happy to help you locate and retrieve the information you need as efficiently as possible.

Reference Service

The library is committed to having a professional librarian available to help with reference and research questions at least 75 percent of the time the library is open. The reference desk is located near the online catalogs, just beyond the circulation desk. Reference librarians are eager to help you with questions about assignments, papers, or research. If the librarian is away from the desk or busy helping someone else, you may ask for help at the circulation desk. If the student assistants or library staff cannot answer your question, they will assist you in finding a librarian or see that your question is referred to a librarian as promptly as possible.

POLICIES, REGULATIONS, AND PROCEDURES

Introduction

Students at Trinity Christian College are expected to demonstrate honesty, abide by and support Trinity's regulations, and deal with other members of the College community in Christian love. Such expectations provide the context for community life and the exercise of discipline at Trinity Christian College.

Community life at Trinity must first of all be a positive and productive experience. At a Christian college an atmosphere ought to exist whereby Christian moral conduct and choice are exemplified by faculty, staff, and students and discussed together in response to God's Word, guided by the Holy Spirit. This ongoing positive atmosphere of standards and expectations is cultivated and nurtured in the context of the mission of the College. As this mission is promoted, and Trinity consistently communicates the College's standards of conduct and behavior, we expect to see assertive, consistent Christian conduct on the part of Trinity's students. We believe that this positive context of discipline is also preventive in a very real sense. Trinity's positive, preventive discipline begins with the admissions process.

Discipline at Trinity also must be communal. If students perceive that discipline is the sole responsibility of the faculty in classroom settings or the administration in matters of student life, we have not communicated a Christian understanding of discipline. Key passages such as Matthew 18:15-35 and Galatians 5:25-6:5 clearly indicate the reciprocal nature of discipline in the community of believers. Students must be encouraged to confront one another carefully and lovingly in matters of discipline.

In instances where behavior harms others or their property, the reconciliation of offender and offended and the restitution of damages ought to be the goal of discipline and the context for administering disciplinary action.

Discipline at Trinity must also be learned. Students will not be educated fully until they have come to see their responsibility for mutual discipline and are instrumental in the discipline of a peer. A Christian college experience ought to prepare students for a life of discipline in the church, among friends, and in the family.

Finally, there are times when discipline necessarily separates. Sometimes only separation enables a student to see the worth of the Christian community and focuses the benefits. Justice often demands that separation be administered. Trinity will remove those who consistently refuse to live by the expectations of the College.

Trinity believes that discipline must be positive, preventive, communal, learned, and always exercised in the hope of restoration and reconciliation. These characteristics reflect the nature of the God we serve at Trinity.

Student Life Policies

In order to develop a concept of what life should be on Trinity's campus, a set of goals has been established. These goals, based on biblical standards, provide the framework by which life on campus and in the residence halls will be guided.

1. Students are to live in a situation that emphasizes the academic character of this institution and provides them with a living situation that will enhance their intellectual growth.
2. Students are to live in a situation that enables them to enrich their personal relationship with God, thus becoming more mature and committed Christians.
3. Students should live in an environment that provides opportunities for positive social relationships.
4. Students should have the opportunity to develop their sense of responsibility, both individually and as a community.
5. Students should live in an environment that indicates to them the uniqueness of the Christian way of life and sets clear standards for appropriate action and behavior.

The means of creating a positive, Christian environment consistent with these goals are found in a communal endeavor of the College community, including the students, faculty, and administration.

Several areas of student life, because of their current significance in our College community and in contemporary society, necessitate specific guidelines. Therefore, the following guidelines, consistent with the above goals, have been established:

1. The distribution, possession, or use of alcoholic beverages or unprescribed and illegal drugs is not permitted on Trinity's campus. Also, under-aged drinking, and drunkenness will not be tolerated. Students found in violation of this guideline will be given the choice of an educational session with an outside substance abuse agency (at the student's expense) or suspension from residency, class attendance and work, and College activities for one week. A second violation normally will result in immediate dismissal from the College for the semester. Parents of dependent students will be notified of disciplinary action. Trinity's campus extends to all College-sponsored activities with regard to this policy.

2. The College has established visiting privileges between men and women at designated times in the residence halls. This policy has come under the regular review of a board committee composed of trustees, faculty, students, and administration, and has been endorsed because of the potential it holds for promoting healthy Christian relationships.

Visiting privileges are limited to the following:

Monday- no visiting hours

Tuesday-Thursday 5 p.m. to midnight

Friday- 3:30 p.m. to 1 a.m.

Saturday- noon and 1 a.m.

Sunday- noon and midnight

Students reported in violation of this guideline will receive a written warning. A second violation within a semester normally will result in suspension from residency for one week. Continued violations normally will result in dismissal from residency for the semester. In each instance, parents of dependent students will be notified of disciplinary action. While Trinity believes the visitation policy can be a healthy contribution to student development, it is realistic in recognizing that some students will confuse Christian liberty with sexual license. The College, therefore, firmly holds to the biblical teaching that premarital intercourse is forbidden. Further, behavior (e.g., nudity, lying in bed together) that encourages such intimacy will not be tolerated by the College. Students involved in such behavior may face suspension.

3. The College wants to protect a student's right to privacy. While within his or her own residence room, a student has the right not to be visited. A visitor is allowed in a room only with the consent of all occupants. However, the right to privacy does not exclude entry by College authorities. The College reserves the right to enter a room at its own discretion.

4. Trinity students share with the entire College community the responsibility to use the grounds and property of the College properly. Student acts of vandalism will be adjudicated by the vice president for student development in consultation with the residence hall council or designated judicial body.

5. Theft of, or damage to, College or private property will require payment for damages done or expenses incurred before a student is permitted to continue in residence. Incidents of theft are routinely reported to the Palos Heights police for investigation.

Alcohol Use and Abuse

The student life policy on alcohol use and abuse is detailed in the above section. While Trinity distinguishes drinking from drunkenness (or intoxication), we also distinguish both drinking and drunkenness from alcoholism. Abstinence for those 21 years old and older is not a requirement of this community, other than on campus or wherever an official Trinity group is found, but it is a legitimate approach to the question of alcohol use.

For our purposes in interpreting the student life policy, drunkenness is to be understood as a level of intoxication that manifests itself in some or all of the following behaviors: slurred speech, unsteadiness, loss of control such that normal functioning is impaired, possible aggressive behavior toward others or things, and slight to pronounced nausea.

The campus safety and security department and residence life staff have access to a non-invasive alcohol testing device capable of determining whether or not an individual has consumed alcohol, or if alcohol is present in any beverage. Any student who feels that he or she is being unjustly accused of consuming alcohol, or possessing a beverage that contains alcohol may request to be tested, or have his/her beverage tested. Under all circumstances, the officer or official will have additional evidence to substantiate probable cause to believe alcohol is present, prior to any testing.

Illinois Ordinances: In the state of Illinois, persons under the age of 21 shall not purchase, consume, or possess alcoholic beverages. In addition, it is against Illinois law to sell or furnish alcoholic beverages to persons under 21 years of age. "Use it and Lose it" is the zero-tolerance policy of the state for underage drivers.

Hosting Responsibilities: Trinity expects students of legal drinking age, who choose to serve alcoholic beverages to student guests in off-campus settings, to do so within the legal limits of Illinois state laws and also within the community life standards held by Trinity. In Illinois it is a Class A misdemeanor, with a possible fine of \$1000, to allow individuals to gather at a residence knowing that the individuals are under age 21 and are drinking.

Under a new federal law students convicted of drug offenses will lose their financial assistance at any college in the country.

BLOGRINGS: Facebook, MySpace, Xanga, etc.

For their personal safety and the safety of classmates, students are encouraged to practice discernment when posting and communicating in online social network communities. Information and photographs posted in such communities that violate college policy or state regulations and are brought to the attention of the College may be grounds for disciplinary action. Refer to the College's **Information Technology Resources Policy** and the **Technology Disciplinary Procedures** in the **Community Life** section of this handbook.

BUILDING ACCESS

Access into residential buildings is controlled by electronic access controls. Due to the multi-use function of our residence halls, all students will have access to these buildings. However, there may be times when access is limited due to date or time of day, including restrictive access during breaks when school is not in session. Students wishing to have access to classrooms or computer labs after regular hours must receive permission from their respective professor for access. The professor will e-mail the security department with permission for access for certain dates and/or times.

CAMPUS AIDS POLICY

Trinity must not only educate concerning the risks of HIV infection, but it must also accept the fact that HIV infection and AIDS can, in fact, happen here. In the admission of students and hiring of employees, Trinity maintains a policy of nondiscrimination on the basis of the existence of any form of Human Immunodeficiency Virus (HIV) infection. A standing committee composed of the vice president for student development, the associate dean for student and residence life, and the chairperson of the nursing program manages the process of individual cases, organizes and oversees the educational program regarding AIDS, and provides a mechanism for making such policy decisions as become necessary. We must be ready to inform, educate, morally persuade, prevent people from being infected, limit the consequences of established infection, and provide compassionate care for all concerned.

The College has adopted a statement of policy and procedure with regard to AIDS. It is available from the student development office, which also will offer educational sessions throughout the school year.

CELL PHONES

Cell phones must be turned off when in class and other public settings such as lectures and concerts. Camera cell phones must be turned off in locker rooms and other such private places.

CHRISTIAN RACE RELATIONS

Trinity condemns and will not tolerate deliberate or thoughtless speech, writing, clothing, signs, or symbols that may be considered hateful or racially or ethnically degrading. Examples of inflammatory actions that may cause hurt or division are the display of a swastika or a Confederate flag. Disciplinary action will be taken in response to such behaviors and may include counseling, review by the campus judicial committee, or suspension.

This Christian community challenges its members to respect one another in matters of race or ethnic origin. Trinity enjoys a multi-ethnic staff and student body that reflects the diversity that exists within the Christian community. Efforts are made through trainings, lectures, discussions, and programming to promote positive Christian race relations and prevent incidents of racism.

The Office of Ethnic Diversity exists to promote the **Commitment to Campus Diversity**. Students who believe that they have witnessed or have been a victim of racist actions within the campus community are encouraged to contact the office of the Provost, student development office, ethnic diversity committee, or the office of ethnic diversity.

Clubs

In recent years a number of student clubs have formed on campus: Science, Drama, Art, Psych-Soc, Future Teachers, History and Pre-Seminary. Details on club meetings and activities are announced in the Trollview. Recruitment takes place during the Involvement Fair. A brochure is available in the student development office.

College Calendar and Facilities Reservations

College events and activities are coordinated by the marketing and communications office, which regularly publishes a listing of coming events. Most campus facilities are reserved with the maintenance department (ext. 4788). The following rooms, however, are reserved by the following areas/persons: the Porch in the student center is reserved by Bev Boeringa (ext. 4708); the classrooms are reserved by Pat Wright (ext. 4758). Students and staff groups must use this service to avoid conflicts in scheduling facilities or events.

College Colors and Mascot

Trinity's colors are blue and white. The mascot is the Troll. Legend has it that during the late 1960s the student body voted for the name "Troll" as a protest against the violent militarism of other school mascots (Knights, Titans, Trojans, Defenders). It also has a nice alliterative effect with "Trinity." As a result Trinity has one of the most unusual mascot names in the nation and has been featured in national magazines and newspapers for such a strange choice.

Delinquent Accounts

Payment of all accounts for tuition, room and board, and academic fees for each semester must be made by the date designated by the business office. Payment for additional assessments (i.e., fines, fees for repairs and replacements, etc.) related to student life must be made by the date designated by student development personnel. All payments are to be made to the business office.

Students, who for legitimate reason cannot make payment by the designated date, must make satisfactory arrangements with the business office for tuition, room and board, and academic fees, or with the student development office for additional assessments related to student life.

Accounts shall be considered delinquent that have unpaid balances for tuition, room and board, or academic fees, or for assessments related to student life policies after the final payments are due.

Students with delinquent accounts will not be issued grade reports or transcripts, and they will not be permitted to register for further study at the College, either for a regular semester or for an interim.

Any student who is not permitted to register for further study at the College because of a delinquent account will be denied participation in College activities and organizations, effective on the final exam date of the semester to which the delinquent account applies.

DISCIPLINARY PROCEDURES

Discipline matters relating to residence hall life will normally be initiated by the residence director. All such matters shall be reported to the associate dean for student and residence life by means of an incident report. The residence director will inform the parents of students involved when policies so direct. Decisions of the residence director may be appealed to the associate dean for student and residence life.

Discipline matters relating to non-resident students will be initiated by the associate dean for student and residence life. Decisions of the associate dean may be appealed to the vice president for student development. Decisions of the vice president may be appealed to the president of the college. The president's decision is final. All appeals must be submitted in writing.

The campus judicial committee is called by the president of the College. The committee serves an advisory role to the vice president for student development for student incidents that 1) require disciplinary action that is not specifically detailed in the student life policies and/or student handbook and/or 2) could result in suspension or dismissal from the College. The committee will consist of representative members of the campus including: the associate dean for student and residence life (chair), a student development department director, two faculty members, a student association executive committee member, and a student representative. The committee will convene at the request of the vice president for student development to consider the case and recommend action.

DISCIPLINARY PROCEDURES: Fines

Our expectations for community life involve more than providing a comfortable, safe, living environment. Because Trinity's residence life program reaches out to include all members of the College community, a fine structure has been developed to encourage students to consider the consequences of their actions for all. A copy of the fine structure can be obtained in the student development office or from residence life staff.

HAZING OR INITIATION

The practice of hazing or initiation, as defined below, is prohibited on campus or, by extension, wherever a sanctioned Trinity group is found. Hazing or initiation includes any pastime, ridicule, or amusement that result in the reckless or intentional physical humiliation or injury of another.

This policy not only recognizes the importance of state laws regarding hazing but also honors the fact that all members of the Trinity community are image-bearers of God.

Sanctions may range from probationary restrictions to suspension or dismissal. Cases will be adjudicated by the campus judicial committee.

INFORMATION TECHNOLOGY RESOURCES POLICY

Preamble: This policy is rooted in key issues for the Reformed Christian, such as the relation of Christians to culture, the Christian and responsible freedom in Jesus Christ, and the use or abuse of technology. It also recognizes the significance of mutual discipline and encouragement as a foundation for Christian community. A Christian college experience should nurture critical skills for discerning the spirits of the age. Reformed Christians especially are not called to avoid culture or technology but to redeem and transform both. In this context, this policy is consistent with the mission of the College and other policies guiding the use of electronic media.

As a result, the following policy grows out of the belief that we can and ought to give guidance toward appropriate use of information systems, and the borders of what we, as a Christian institution, consider inappropriate use; that most students and staff will be able to address this as a faith issue; and that we must recognize the potential for and reality of abuse, while being prepared to deal with it.

The following frame the specifics of our campus policy:

In support of its mission to provide biblically-informed liberal arts education, the College provides access to information technology resources within institutional priorities and financial capabilities. Access to these resources is a privilege granted to Trinity students, faculty, and staff. The College reserves the right to monitor the use of these resources and restrict or deny its use.

Information technology resources are to be used to explore and apply the implications of a Reformed world-and-life view to all areas of learning, living, and working. These resources are to be used for legitimate instructional, research, and administrative purposes. Limited personal use is allowable, but these resources may not be used for personal financial gain.

Information technology resources are to be used in ways that demonstrate Christian integrity and love. Persons provided with access to these resources are expected to use them in ways that are consistent with the mission and purpose of the College and in compliance with Trinity procedures and relevant state and federal laws. Users are expected to respect the integrity of information technology facilities and systems, honor the rights and privileges of fellow users, and exercise discernment and stewardship in their use of technology.

Network & WebMail Login

Upon registration, all students are assigned a network login (username) and email account. A username is comprised of the first initial of a student's first and last name along with his or her 5 digit student ID number. For example, John Doe (ID #12345) would be assigned the username JD12345. The default password is the student's social security number (excluding dashes), which should be changed after the initial login.

This username and password is necessary to log into any public computer on campus, and to access Trinity's email which is accessible from anywhere in the world at <https://mail.trnty.edu>. E-mail accounts should be checked daily for important information and activities. All login and email accounts remain active as long as a student remains enrolled at Trinity, and will remain active after graduation as long as the email account receives continued use.

TrollNet

Trinity's residence hall network (TrollNet) provides resident students with full internet access via Ethernet in their dorm rooms. In order to gain access to the network, Trinity has a registration program, RINGS, which ensures that every student's computer has the latest security patches and virus scan definitions. Further details on computer registration on campus are available from Computer Services.

Internet access on campus is processed through a filtering service that limits web browsing by blocking known pornography, pirated software/music/video, and gambling sites.

Labs

Trinity currently has 5 public computer labs spread throughout the Classroom Building, Ozinga Chapel, Heritage Science Center, and Art Annex. The main computer lab, or Classroom Lab, is located on the first floor of the Classroom Building, and consists of 41 computers and one high-volume printer. Every computer in the public labs is equipped with Windows XP, and a standard software package which includes among others: Microsoft Office 2003 (Word, Excel, PowerPoint, FrontPage, Access, and Publisher), Windows Media Player, Acrobat Reader, Internet Explorer, etc. Each lab also contains advanced software targeted towards the intended use of that lab. Computer lab hours are posted outside each lab, and are adjusted each semester based on class usage and student demand.

Technology Disciplinary Procedures

Computer information personnel or residence hall staff will be the first line of monitoring and enforcing College policies and procedures as detailed in this document. Others may report alleged violations directly to the vice president for student development for investigation.

Alleged student violations of the above policies may be referred to the campus judicial committee, appointed annually by the president of the College. This committee, composed of students, staff, and faculty, will review the evidence, hear from the parties involved, and recommend disciplinary action to the vice president of student development, who will act on the recommendation. The decision of the vice president may be appealed to the president of the College, whose decision is final. Disciplinary sanctions may range from loss of computer privileges to dismissal from the College. Trinity Christian College also will not hesitate to pursue criminal and/or civil prosecution of violators as it deems necessary.

INTERNAL COMMUNICATIONS

Official College communications will be distributed via campus mailboxes and Trinity e-mail. All students are provided with a campus mailbox; mailbox number and combination information is distributed prior to the fall semester each year. Students are responsible for information disseminated through mailboxes and e-mail and therefore are expected to regularly check both.

Every registered student will be automatically provided with a personal e-mail account with a 25 MB limit. All students are expected to use or regularly check this account since all campus activities and announcements are sent to Trinity email accounts only. Students can access their Trinity e-mail account by using the Web address: mail.trnty.edu in any Web browser. Trinity e-mail is made accessible not only across campus, but off campus as well.

Trinity Today is a daily digest of upcoming events, chapel information, announcements, athletics, and news for faculty and staff. If you have an announcement for the digest, please send it to trinitytoday@lists.trnty.edu by 4 p.m. for the next day's edition; the digest will be distributed by e-mail each day at 7 a.m.

Marketplace features announcements concerning items to buy or sell, lost and found, rides needed or offered, or personal messages, which is also distributed daily in digest format to faculty, staff, and students. E-mail marketplace@lists.trnty.edu to submit your information by 4 p.m. for the next day's edition.

Trollview is the student listserv, distributed around 7 a.m. each day, which includes information about registration, student housing, financial aid, job opportunities, and other announcements of importance and interest to students. E-mail trollview@lists.trnty.edu to submit your information by 4 p.m. for the next day's edition.

INTRAMURALS

One of the most popular student activities on campus is the intramurals program, directed by the office of student development. More than 60 percent of students on campus participate in at least one intramural sport during the year. Information on activities is communicated by way of the bulletin board in the dining hall lobby. Activities throughout the year include coed volleyball, coed basketball, men's and women's soccer, men's and women's basketball, and kickball.

Watch for announcements in Trollview and on the web.

INTERCOLLEGIATE ATHLETICS

Sports for men are soccer, basketball, and baseball; women compete in soccer, volleyball, basketball, and softball. Co-ed sports are cross-country and track and field.

Trinity is a member of the National Association of Intercollegiate Athletics (NAIA), the National Christian College Athletic Association (NCCAA), and the Chicagoland Collegiate Athletic Conference (CCAC).

Schedules for intercollegiate sports are distributed throughout the academic year by the athletics department. Schedule, roster, news, and other updates may be found online at www.trnty.edu/athletics/.

All Trinity intercollegiate athletes are viewed as leaders on this campus and held accountable to higher standards on and off the playing field. The NAIA/NCCAA academic eligibility requirements may be attained from any coach or the Athletics Director. Trinity also requires all intercollegiate athletes maintain a cumulative grade point average of 2.0 to be eligible for intercollegiate competition. Furthermore, all intercollegiate athletes must abide by the regulations and procedures as stated in the handbook and must sign an Intercollegiate Athlete Code of Conduct including:

1. The distribution, possession or use of alcoholic beverages or unprescribed and illegal drugs is not permitted.
2. Use of any tobacco product is not allowed.

Any athlete found in violation of the above requirements may be suspended from competition, suspended from the college, and/or dismissed from from the intercollegiate program and/or college. All dismissals from the intercollegiate program and/or college will result in a loss of their athletic scholarship.

INVOLUNTARY WITHDRAWAL POLICY

A student will be subject to involuntary withdrawal from the College or College housing if it is determined, by clear and convincing evidence, that the student:

- a. behaves, or threatens to behave, in a way that poses the danger of physical harm to self or others, or
- b. behaves, or threatens to behave, in a way that would cause significant property damage or impede the lawful activity of others on campus.

Professional documentation confirming the student's ability to manage behaviors and indicating a plan for ongoing treatment is required prior to returning to the College or College housing.

LOST AND FOUND

The student development office maintains an ongoing lost and found collection as does the circulation desk in the library. Items discovered routinely are announced in *Marketplace*. At the end of each semester, items of value that have not been claimed will be donated to charity.

MAILROOM OPERATIONS

All students are assigned on-campus mailboxes in the campus mailroom located in the lower level of the Administration Building and should be used in all correspondence. The following rules will be enforced:

1. Students may not enter the mailroom to get their mail. All students will receive their mail through the locked side of their mailboxes. Exceptions will be granted for large packages, which may be requested from the mailroom clerk.
2. Students may not receive mail from the clerk (except as noted above).
3. Students may receive only mail or packages addressed to them.

Mail is typically sorted by 3 p.m. each weekday and on Saturdays. Outgoing mail may be deposited in the slot near the post office window, and should be brought by 2:30 p.m. to ensure delivery that day. Stamps are available from the post office.

Mailroom personnel also will assist in the mailing of packages. More information can be found in the mailroom services brochure available in the mailroom or the student development office.

NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURES

Trinity Christian College maintains a policy of nondiscrimination on the basis of race, color, national origin, sex, handicap, or age, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

Any student with a complaint concerning alleged violations of these statutes should submit a written notice to the vice president for student development detailing the nature of the complaint and identifying those involved.

The vice president for student development will hold an informal hearing with all involved within a reasonable time and within 10 days after the hearing publish a written decision. Any parties who consider this decision to be unsatisfactory may appeal to the president of the College, whose decision is final.

POSTERING POLICY

All posters for display on campus bulletin boards must bear the stamp of approval of the student development office, which also has a listing of which bulletin boards are for the use of designated organizations and which are open for the use of the campus community.

SECURITY STAFF AND CAMPUS SAFETY

The mission of the safety and security department is to provide a safe and secure learning and working environment for the students, faculty, and staff of Trinity Christian College. The success of our mission depends on the cooperative efforts of the entire College community.

Campus safety and security is the responsibility of everyone in the Trinity community. The College believes that an informed and educated community leads to a safe campus.

Although the attractive buildings and well-maintained grounds promote a relaxed atmosphere, we have the potential to experience many of the same crime problems that exist in any urban environment. While violent crimes are infrequent, the College and all members of its community must accept responsibility to be aware of the potential for crime and reduce risks when and where they exist. While not a law enforcement agency, Campus Safety and Security works closely with the Palos Heights Police Department which is the primary law enforcement agency for the main campus. The Palos Heights Police Department actively enforces speed limit and parking violations on streets adjacent to campus.

Campus Safety and Security Web pages

The department of safety and security maintains a web page on Trinity's Trollweb (<http://www.trnty.edu/trollweb/security>). Additional information concerning the department of safety and security, crime prevention and personal safety information, parking regulations, and vehicle registration information can be found there.

Crime Statistics

The department of safety and security is required by the U.S. Department of Education, specifically by the Jeanne Cleary Act, to maintain records of all reportable crimes occurring on campus. A record of all reportable crimes can be

found on the security Web pages (<http://www.trnty.edu/trollweb/security>), at the student development office, and the safety and security office.

Vehicle Registration and Parking

Registration:

1. Every member of the Trinity community (faculty, staff & students) must register vehicles operated and parked on College property.
2. Traditional resident and commuter students must register every school year. Adult education students are charged a one time charge per vehicle as long as they are an adult studies student. Vehicles must be registered online at the vehicle registration link on the Trinity Trollweb Web site. The fee for student registration is \$100.00, which will be added to the student's account. Vehicles registered to a student during the 2005-2006 academic year and still being used on campus are exempt from the registration fee.
3. Student vehicle stickers can be picked up at the student development office during normal business hours. Please allow us 2 business days after registration to process the sticker before picking it up. Adult education studies students will receive their stickers in the adult education office.
4. Students will have until September 15th to register their vehicles. After that date, vehicles not properly registered will be ticketed.
5. Registration is valid only when the parking sticker is properly displayed on the bottom right hand corner of the rear window.
6. Freshmen, sophomores and juniors receive a blue parking sticker, qualified seniors (having 90 or more credit hours) may obtain a yellow sticker, which allows them to park in the lot reserved for senior students. Adult education students receive a green sticker and faculty/staff red stickers.
7. If a student has registered one vehicle for \$100.00 and registers a second vehicle during the year, the fee will be \$25.
8. If you wish to upgrade to a senior sticker as a result of obtaining senior class status, second semester you may do so for a fee of \$10.00. Please stop by the security office in Tibstra Hall, Suite 25 to do this.
9. The Director of Campus Safety may grant a registration exemption for temporary-use vehicles and can issue temporary use placards for up to 21 days.

Parking

Parking regulations are established and enforced by the campus safety and security department. Parking rules and regulations are in effect from August 15 to May graduation, including school breaks.

Obey all posted traffic regulation, speed, and parking signs on campus. It is your responsibility to know all of the parking rules and regulations. Officers may ticket drivers for driving violations such as stop signs, speeding and reckless driving as well as parking violations.

All ticket fines are expected to be paid, or an appeal filed, within 10 days of the date the ticket is issued. All fines must be paid in the business office. Fine amounts will double after 10 days if an appeal has not been filed, and the amount will be automatically forwarded to the business office and placed on the student's account. Any unpaid ticket fines may result in the withholding of transcripts and/or grades at the end of the semester.

Parking ticket appeals must be submitted to the Director of Campus Safety within 10 days of the date of the ticket. Appeals submitted after the 10 days will not be considered. The appeal must be submitted online at the Trollweb's Safety and Security site by clicking on the "Ticket Appeal" link.

All students will receive a copy of the parking rules and regulations at the beginning of the year. By registering, all students agree to abide by the College's rules and regulations as well as all local and state vehicle laws and ordinances in regard to operating motor vehicles. Parking rules and regulations can be found on the safety and security Web pages.

Crime Alerts

In an effort to provide timely notice to the community, and in the event of a serious incident which may pose an ongoing threat to members of the community, "Crime Alerts" may be issued on campus. These postings may be in the form of e-mails, announcements, or posters. Crime Alerts are to be posted on the campus safety and security Web site.

Crime Prevention Tips

Most crimes are crimes of opportunity, the single most effective action you can take to protect your property is to lock your room doors when you are away or sleeping. An unlocked room is an invitation for trouble. Do not prop open exterior doors when they have been locked and do not allow unauthorized persons to enter campus buildings.

Recording the following information will help protect your valuables: brand name, model number, and serial number of items such as desktop computers, laptop computers, CD players, and stereo systems. It is recommended that you also inscribe your driver's license number on valuable items.

Keep your wallet and/or purse with you at all times. Never leave such items in a lounge, classroom, library, study area, or in plain view in your residence hall room. Notify the safety and security department immediately at ext. 3722 if you observe any unusual or suspicious activity.

Personal Safety

Avoid walking alone at night in dimly lit areas. If you feel uncomfortable about walking on campus after dark, call the safety and security office (ext. 3722). A

security officer is available to escort you to your destination. This service is limited to on-campus locations. When walking alone, stay alert at all times. If you think you are being followed, walk quickly (run if necessary) to the closest group of people, campus building, or brightly lit area. Go directly to the nearest emergency phone and notify the department of campus safety and security.

If you are a victim of a crime, remain as calm as possible and observe everything you can about the offender: height, weight, color of hair, age, color of clothing, vehicle description, direction of travel, and license plate number.

Steps to Take If You Are Being Assaulted

Your first concern should be for your safety and survival:

- Be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons for survival.
- Tell your attacker “No” firmly and repeatedly. Tell the attacker that he or she is hurting you; this may shock him or her into stopping the attack.
- Try making a scene to draw attention to yourself so the attacker will leave or be distracted.
- If you choose not to resist the attack, it does not mean that you have asked to be attacked or raped. It means you did what you needed to survive.
- There is no right way to respond. The victim is the best judge of which options are best in each situation.

Tornado or Severe Weather Warnings

During a tornado or severe weather warning, students will be instructed by three consecutive blast of an airhorn, intercom announcement, or the municipal warning siren to move to a basement or interior area of the building they occupy. Students should remain until the “all clear” signal of a single blast of an air horn or command is given.

Safety Drills

During the course of the school year, both fire evacuation and tornado drills will be conducted.

Illegal Drugs and Alcohol Prohibited

Trinity is committed to maintaining an environment of teaching and learning that is free of alcohol and illicit drugs. Possession and consumption of alcoholic beverages are not permitted on College property. Trinity provides referrals to substance abuse counseling services and is affiliated with several community agencies dealing with substance abuse.

The Drug Free Schools and Communities Act Amendments of 1989 require that Trinity Christian College, as a recipient of federal funds including financial aid, notify its students and employees annually that the unlawful possession, use, or

distribution of alcohol and illicit drugs on College property is prohibited. Campus and community programs are available for addicted or dependent persons. The State of Illinois' penalties for the possession and manufacture/delivery of illegal drugs range from misdemeanor penalties of up to one year in prison to Class X penalties of six to 30 years in prison. Under federal law, students convicted of drug offenses will lose their financial assistance at any college in the country.

Weapons and Fireworks Prohibited

The possession or storage of any weapon on campus or in any vehicle on campus by a student is strictly prohibited. This includes, but is not limited to, any firearm, and "look alike"/replica firearm (including any CO2 or other gas powered, spring powered or battery powered BB, "air soft", or paint ball gun), ammunition, sword, knife and/or any explosive material. Upon the discovery of a weapon, the student may be disciplined by fine, suspension, dismissal or possible police intervention. Possession or use of fireworks, bottle rockets, or "bottlebombs" is prohibited. Fines of up to \$150.00 per person can be levied including suspensions and dismissal.

Personal Injury

Students are reminded that Trinity is not liable for injuries sustained during student activities even though such injuries may occur upon College premises. Trinity does not undertake to be an insurer of its students and as such will not necessarily reimburse a student for medical costs resulting from injuries sustained on campus. All students are encouraged to review their personal health and accident insurance policies. If students are no longer covered by a family plan or an individual policy, it is suggested that they contact the business office to obtain information on supplemental insurance coverage.

Sexual Assault/Abuse/Date Rape

The commission of any sexual misconduct prohibited by Illinois or federal law is a violation of Trinity's sexual assault policy. Any violation of this policy may lead to criminal prosecution or discipline up to and including suspension or expulsion as applicable.

Illinois state law, in regard to sexual misconduct, is broken down into two categories: criminal sexual abuse (720ILCS 5/12-15) and criminal sexual assault (720 ILCS 5/12-13). Criminal sexual abuse occurs when there is sexual conduct by touching or fondling by force or threat of force on another without mutual consent; criminal sexual assault occurs when there is an act of sexual penetration by force or threat of force on another without mutual consent. Within these two categories there are many variables in regard to the ages of the victim and offender, the ability of the victim to give consent, and other aggravating factors. Penalties can range from up to one year in prison for misdemeanor offenses to life imprisonment for felony offenses with aggravating factors.

Trinity Christian College encourages all victims of sexual assault to report such incidents to a member of the student development staff or resident director. Offenses occurring on campus should also be reported to the department of safety and security at ext. 3722. The decision to file a report with the student development office or any local, county, or state law enforcement agency is to be made by the victim. Staff personnel will assist the victim in contacting the appropriate police department if the victim so desires. While the department of safety and security will advise all victims of sexual assault to report the incident to local police, the reporting of the incident to the police does not obligate the victim to press charges. All reported incidents occurring on campus will become part of the campus crime report statistics.

Any victim of sexual assault is encouraged to get to a safe place as soon as possible and proceed with the following:

1. It is of utmost importance to preserve physical evidence in a sexual assault investigation. Do not bathe, shower, douche, use the toilet, or change clothing. If the assault occurred on a bed or other area with bed clothes or loose fabrics, do not discard or wash them.
2. Call a close friend, residence hall director, or other trusted person who can be with you for support. You do not need to go through this alone.
3. Seek medical attention as soon as possible. If you go to a hospital emergency room you will undergo a physical examination for your protection and health to determine the presence of physical injury, sexually transmitted diseases, or pregnancy. They also are equipped to collect physical evidence.
4. Use the support and expertise of security and student development staff for referrals to confidential crisis counseling, assistance with medical treatment, safe-shelter options, and assistance with legal issues.

Local Sexual Assault Response Resources:

708.748.5672 Y W Cares (YWCA South Suburbs)

217.753.4117 I.C.A.S.A. (Illinois Coalition Against Sexual Assault)

800.656.4673 R.A.I.N. (Rape And Incest Network)

SEXUAL HARASSMENT

Sexual harassment is an example of a distortion of God's gift of sexuality and should not be part of the Christian community. It is the College's responsibility to promote relationships that glorify God and build each other up, and to provide protection and opportunities for healing in the event of distortion. The Trinity community must model examples of appropriate relationships. It also

must offer the means by which victims of harassment and abuse may find healing, reconciliation, and redress for wrongs done to them, in the hope that Christ's redemption and forgiveness may bring peace.

Definition

Sexual harassment is defined here as unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature where submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Examples include, but are not limited to, unwelcome sexual advances; repeated sexually-oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, sexual proficiencies, or sexual orientation; derogatory or demeaning comments about women or men in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body; offensive crude language; or displaying objects or pictures that are sexual in nature and would create hostile or offensive work or living environments. Such conduct is coercive and threatening and creates an atmosphere that is not conducive to teaching, learning, living, and working.

Grievance Procedure

Because the Trinity Christian College community is committed to developing a life together that is based on the biblical requirements of justice, humility, and love, it provides a process for dealing with instances of discriminatory statements or actions aimed at gender. In the interests of promoting mutual respect and providing redress for wrong, the following grievance procedure has been developed for instances of sexual harassment.

Bringing a Complaint

1. Any member of the College community who believes that he or she has been the victim of sexual harassment as defined in the college policy may bring the matter to the attention of the vice president for student development if the complainant is a student; if the complainant is a faculty member, the matter should be brought to the attention of the provost, who will serve as grievance officer. If the complainant is a staff member, the matter should be brought to the attention of the human resource office.
2. The complainant should present the complaint as promptly as possible after the alleged harassment occurs.

3. The initial discussion between the complainant and the grievance officer should be kept confidential, with no written record.
4. If the complainant, after an initial meeting with the grievance officer, decides to proceed, the complainant should submit a written statement to the grievance officer.
5. The grievance officer will inform the alleged offender of the allegation and the complainant's identity. A written statement of the complaint will be given to both parties, and every effort will be made to protect the complainant from retaliatory action by those named in the complaint, as well as to protect the alleged offender(s) from being wrongfully accused.

Resolving a Complaint

1. Promptly after a complaint is submitted, the grievance officer should initiate whatever steps he or she deems appropriate to effect an informal resolution of the complaint acceptable to both parties.
2. The complainant, if dissatisfied with the resolution proposed by the grievance officer, will be offered access to the formal grievance procedure upon prompt submission of a written request to the grievance officer.
3. Members of a three-person College review committee, appointed by the president, and consisting of senior faculty members and/or administrators other than the grievance officer, will meet to discuss the complaint. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and confront any adverse witnesses. The committee may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegation. Once such a determination has been reached, it should be communicated in writing to both parties and to the grievance officer. A summary of the basis for the determination should be provided to either party upon request.
4. If the review committee's findings do not lead to a mutually acceptable resolution, and if the committee believes that reasonable cause exists for seeking sanctions against a faculty, staff, or student offender, the grievance officer will forward this information to the president along with a recommendation of the sanctions to be taken. The president then will confer with the person's immediate supervisor (or vice president of student development) and discuss appropriate sanctions, ranging from counseling to termination of employment, or enrollment in the case of a student.

SMOKING

In the fall of 1996 the Board of Trustees supported the decision that Trinity Christian College become a smoke-free campus by the fall of 2001, with smoking prohibited everywhere on campus. Effective August 15, 2001, the campus smoking policy prohibits smoking in all buildings, lobbies, hallways, washrooms, stairwells, and public places on campus, including most outdoor areas. To prevent possible damage to adjoining properties, a compromise was made by the administration to allow smoking only in the “smoke shack” located just north of the art barn. To that end, smoking on Cheyenne Drive is strongly discouraged. Violators of this policy will be fined \$25 for a first offense.

The College strongly discourages students from starting smoking and encourages those who do to consider the following:

1. Smoking harms what Christians understand to be the temple of the Holy Spirit (1 Corinthians 6:19).
2. Smokers can quit. The Student Development Office can arrange for students to participate in an “I Quit Smoking Clinic” with the American Cancer Society or local hospital.
3. Smoking can kill you. Smokers run a one-in-three chance of dying from lung cancer, bronchitis, emphysema, or heart disease and, as a result, reduce an average of 12 years from their expected life spans.
4. Smoking gets more dangerous as you smoke more often. Its effects are progressive, making the next one you smoke worse than the previous one.
5. Smoking is bad for those with whom you live. Tests have shown that non-smokers placed in a smoke-filled room absorb as much carbon monoxide as they would by smoking one whole cigarette themselves.
6. Smoking can make you lazy. The carbon monoxide in tobacco smoke makes it harder for your blood to carry oxygen.
7. Smoking is expensive in an age when many people in the world go hungry.

STUDENT ASSOCIATION

The Student Association is the volunteer student government at Trinity funded by the College administration. The association divides its work into three divisions:

- academic affairs
- student life, arts, and activities
- student publications

Students may join and serve any or all of the divisions. Officers and editors for this year are:

Jacob DeMaster	President
Megan Winters	Vice President
Jon Van Dyk	Treasurer
Jennifer VanEe	Secretary

Student Association Offices

The Student Association offices are located in the lower level of South Hall.

STUDENT PUBLICATIONS

Students produce two campus publications. *The Courier* is the Trinity newspaper, issued bi-monthly. The *Allelu* is the Trinity yearbook. Editors welcome experienced and novice students for staff positions.

OPPORTUNITIES FOR MINISTRY

Opportunities for faith development through worship, service, and nurture are implemented by members of the campus ministry leadership team: Emily Baker, Lauren Buehler, Antoinette Drayton, Sarah Engbers, Maddy Manden, Grant Mulder, Tim Ridderbos, Christa Rozanski, and Rich Visser.

CHAPEL

Chapel services are held at 10 a.m. on Wednesdays and Fridays in the chapel auditorium. Chapel is designed to encourage and challenge faculty, staff, and students through music, drama, speakers, and other programs. Chapel is not mandatory, but if Trinity students want to take advantage of every opportunity to grow and mature as Christians, they will attend chapel on a regular basis.

PRAYER/WORSHIP OPPORTUNITIES

You can be involved in a variety of prayer opportunities at Trinity: prayer teams; prayer vigils; prayer meetings; prayer small groups; and praise and worship nights (usually Thursdays at 10 p.m. and as announced).

SERVICE AND OUTREACH/DISCIPLESHIP OPPORTUNITIES

Discipleship Groups

Prayer groups, men's small groups, and women's small groups are designed to assist and challenge students in their spiritual growth. These groups may be led by a campus ministry team member, a faculty member, or it may be a student-led fellowship group. Days and times will vary throughout the week.

Other opportunities include: Young Life Ministry and Youth for Christ Ministry, where students can volunteer at high school campuses in the area; "Acting on AIDS" chapter; blood drives; dance team; mission and service outreach; men's groups; women's groups; accountability groups; and mentoring relationships.

WORSHIP SERVICES AND LOCAL CHURCHES

There are a number of churches within walking distance of the Trinity campus. These include Palos Heights Christian Reformed and Christ Community, for students from the Reformed tradition; Stone Church (Assemblies of God); Moraine Valley Church (Baptist); St. Alexander Catholic Church; Palos Bible Church; and others—the chaplain's office has a complete listing of local churches. These churches welcome you, and the College expects that its students will demonstrate a mature understanding of the Lord's design for Sunday rest and worship, and benefit from being involved in the life of a local church.

Transportation is provided as demand warrants for students who want to attend local churches, and a van regularly transports students to the churches that reflect the multicultural makeup of our student body.

RESIDENCE LIFE

STATEMENT OF RESIDENCE LIFE

At Trinity Christian College, learning occurs both inside and outside the classroom. Here, students develop a variety of skills and talents in accordance with God's plan and purpose for their lives. The Residence Life division of Trinity Christian College strives to foster the total development of students by facilitating life lessons, building and sustaining meaningful relationships, and supporting the pursuit of academic scholarship. It is our desire that all students experience the benefits of this community by actively participating in the residential living opportunities that Trinity Christian College offers.

Trinity provides housing in four on-campus suite style residence halls and one off-campus apartment style residence. Student housing options are designed to encourage student interaction and facilitate healthy peer relationships. All students, 21 years of age and under who leave home to attend college, are required to live in Trinity residences. Students residing in any of the four residence halls are required to purchase a student meal plan; students residing in the off-campus residence are required to purchase a \$200 flex plan per semester.

In efforts to provide an engaging and holistic educational experience for all students, Trinity Christian College residences are staffed by both professional and student residence life staff. Co-curricular programming is provided to stimulate academic, spiritual, social, and cultural growth. A full-time, live-in, professional residence director (RD) is employed in each residential area to foster student learning, leadership development, and community involvement. Residence directors are also available to provide non-professional counseling, conflict mediation, judicial administration, and facility management.

BICYCLE REGISTRATION AND STORAGE

Students who bring a bicycle to campus are required to register their bicycle each year. Students can register their bicycle in the Student Development office free of charge. If the bicycle owner fails to register his/her bicycle within two weeks upon arrival, Trinity Christian College will assume ownership until the registration process is completed. Once registered, students will be given a registration tag that must be attached clearly to the bicycle.

During the academic year, bicycles may be kept in the Alumni Hall bike storage room as well as the racks that are located across campus. Bikes are stored at the owner's risk; students are advised to purchase a bike lock. During Thanksgiving, Christmas, spring, and summer breaks bicycle storage is available in the Alumni Hall bike storage room only. Any bikes left in campus bike racks during these times will be confiscated. All confiscated bicycles will be donated to a charitable organization in the weeks following spring commencement.

Bicycles are not permitted in campus buildings including residence hall suites. A \$10 fine will be issued for students in violation.

FIRE ALARMS, LANES, DRILLS, EXTINGUISHERS, AND FUSE BOXES

Fire and severe weather drills will be conducted throughout the year and evacuation procedures will be explained by residence life staff at the beginning of each semester. Cars parked in designated fire lanes will be ticketed; cars may be towed at the owner's expense for repeat offenders.

All residence halls should be immediately evacuated when a fire alarm is activated. Students will be informed by College authorities when they are permitted to re-enter their residence hall after an alarm.

Because of the importance of the health and safety of all residents, anyone found tampering with the fire alarm system, elevator emergency phones, or fire extinguishers for anything other than a fire-related emergency will be fined \$100.00. Anyone tampering with a fuse box, circuit breaker, smoke detector, or electrical power supplies will also be fined \$100.00.

HALL COUNCIL

Students will be elected/appointed to hall council positions in each residence hall. The hall council reports to the residence director and plans social programs for students. Hall council members will collaborate with student activities, residence life, and food service and serve as liaisons to residence life staff regarding community involvement and other residence hall matters.

HOUSING

We believe that residency significantly contributes to a student's learning experience while in college. Our residence life program engages students in the opportunity to learn through experience in a residential community of scholars.

All students, 21 years of age and younger, who leave home to attend Trinity, are required to live on campus. Students requesting an exemption to the housing policy must submit a completed parental statement of support form and a written request explaining how an off campus living arrangement will enhance their educational experience. The request for exemption must be submitted to the associate dean for student and residence life.

All requests will be considered and processed by a housing exemption review board. Decisions will be based upon the student's academic and social good standing, available residence hall space, and personal circumstances. Appeals to

the review board's decision may be submitted in writing to the vice president for student development.

The student must indicate his/her request for exemption prior to June 1 for fall semester and November 1 for spring semester. Failure to do so will result in forfeiture of the \$75 housing deposit and will incur a \$150 withdrawal fee.

HOUSING: Requests

Each spring, announcements are made concerning the process for housing requests for the following year. Fall housing assignments are announced for returning students prior to their departure for summer break. Assignments are tentative and subject to change.

All room change or roommate/suitemate requests during the academic year must be brought to the residence director for consideration.

HOUSING: Room Keys

All resident students are required to obtain a room key. Room keys are distributed by residence life staff at check-in and are to be returned at end of year check out or prior to vacating the residence hall. Students who fail to pick up their room key during allotted check in times will be assessed a \$25 fine.

Any lost or unreturned room key will result in a \$100 fine for the resident. For lost and unreturned keys, residence life and security staff will determine if key cores should be changed. When key cores are changed, each resident of the suite will be issued a new key.

Students are expected and encouraged to carry their room keys at all times and keep suite doors locked when unoccupied. In the event that a student becomes locked out of his or her suite, adhere to the following lockout protocol:

1. Attempt to contact the residence director of the building in which you reside. RD contact information is:
 - Carrie Rodgers, the Village, ext. 4647
 - Ellison Cooper, Tibstra Hall, ext. 3718
 - Emily Baker, West Hall, ext. 3750
 - Shannon Schans, South Hall, ext. 3644 or 4597
 - Tabitha Matthews, Alumni Hall, ext. 3833 or 3845
2. If you are unable to contact your RD, contact security at ext. 3722, or go to the security office located on the main floor of Tibstra Hall.

You will need to provide valid photo identification, and the security officer must be able to verify your housing placement in order to open a residence hall suite door.

3. A lockout does not constitute an emergency. Staff will respond to your request as they are able.
4. If you are unable to contact an RD and can not produce valid photo ID for the security officer, you will need to wait until a roommate or suitemate is available to permit you entrance.
5. After one lockout, a student will be fined \$5.00 for each subsequent lockout. Fines will be assessed by residence life staff and are subject to additional sanctions if not paid by the assigned deadline.

INVOLUNTARY WITHDRAWAL POLICY

A student will be subject to involuntary withdrawal from the College or College housing if it is determined, by clear and convincing evidence, that the student:

- a. behaves, or threatens to behave, in a way that poses the danger of physical harm to self or others, or
- b. behaves, or threatens to behave, in a way that would cause significant property damage or impede the lawful activity of others on campus.

Professional documentation confirming the student's ability to manage behaviors and indicating a plan for ongoing treatment is required prior to returning to the College or College housing.

MEAL PLANS AND REFUNDS

Resident students living in any of the four main campus residence halls are required to purchase a meal plan. Resident students living in the Village are required to purchase a \$200 flex card for use in the dining hall or snack shop.

Fall meal plans begin at dinner on Wednesday, August 29. Returning students will be required to pay cash for meals in the dining hall until meal plans go into effect. Fall meal plans will provide meals from the beginning of the semester through the last day of fall semester exams. Spring meal plans will include the first day of Interim through the last day of spring semester exams. Flex dollars will transfer from the fall to spring semester but not from one academic year to the next. Flex dollars will be added to meal cards at the start of second semester. If a student changes his/her status from resident to commuter between fall and spring semesters, that student will not have a meal plan for Interim. Meal plan changes must be made prior to September 15 for fall semester and February 15 for spring semester.

Except for authorized withdrawal from the College, a student will not receive a refund for missed or unused meals. A student who misses meals because of illness may request meals through the food service manager.

PORNOGRAPHY

Because we believe that men and women, as God's image bearers, are not sexual objects for consumer satisfaction, and because we desire to cultivate and promote an atmosphere of Christian scholarship and community, pornographic materials are not permitted on the college campus. Décor in residence halls that fall under the description of sexually explicit, sexually inappropriate, and/or sexually harassing must be removed at the direction of College authorities. Specifically, this refers to the display of objects or pictures that by their sexual content or presentation create hostile or offensive living environments.

Evidence of student access of sexually explicit Internet sites will be addressed according to the Technology Disciplinary Procedures in the Community Life section of this handbook.

RESIDENCE HALLS: Check in and Check out

All resident students are required to check in and check out of the residence hall during designated times. Detailed information will be distributed from the student development office and residence life staff. Questions regarding residence hall check in and check out should be directed to the appropriate residence director.

Students who fail to check out of a residence hall will forfeit the \$75 housing deposit. Any personal property left in residence hall suites at the close of the academic year or following a student's withdrawal from the residence hall will be disposed of or donated. A removal fine will be issued to the student.

RESIDENCE HALLS: Facilities

Each student suite consists of two bedroom/living areas, a closet, and a bathroom. Linens are not provided. Each residence hall houses floor lounge and main lounge space for student use.

Common computer space is available in each of the four on-campus residences. These spaces are located on the second and third floors of Alumni Hall, the basement lounge of South Hall, the main lounge of Tibstra Hall, and the second floor lobby of West Hall. Student login information will access the College network at these computers.

Laundry facilities are available in each residence hall. Card operated machines are available in the four campus residence halls. Laundry card machines are available in the lounge or laundry room areas for purchase. Money can be added to laundry cards as needed via laundry card machines. Coin operated laundry facilities are located in the off-campus apartment residence. A coin machine is available for student use.

Storage is available in each residence hall for luggage and other large items that students may prefer to store during the academic year. Students may also store items during summer months. Items must be thoroughly marked for easy identification. Furniture is not permitted. Storage access is usually at the beginning and end of each semester; times and protocol will be communicated by the residence director. The College can not be responsible for stored items; storage is at student's own risk.

Telephone access is available in each residence hall suite; each suite is assigned a campus extension. Telephone service provides students with unlimited local and domestic long distance phone calls. Telephones are not provided. The College will not release student phone numbers to phone inquiries. Students are responsible to inform others of his/her campus contact information.

RESIDENCE HALLS: Overnight and visiting guests

Overnight guests are permitted in residence halls with the prior approval of the residence director. Overnight guest forms must be completed prior to guest arrival. Overnight guests are permitted for a maximum of three consecutive nights at one time. Abuse of the overnight guest privilege will result in disciplinary action. Students who have unapproved overnight guests will be fined \$10 per night and may have such privileges revoked.

Generally, children under high school age, parents, or other adults beyond college age are not permitted to stay overnight in the residence halls. Exceptions may be granted by the residence director for extraordinary circumstances and only with prior approval.

Visiting guests are welcome during appropriate daytime hours. A visitor is considered anyone that is not a Trinity Christian College resident student and that is invited to visit a student in his/her residence hall. All visitors must sign in at the hall front desk area and must adhere to visiting hour policies. Babysitting must be confined to the student's residence hall suite and only with the prior approval of the residence director. Floor or main lounges may not be used for these purposes.

Students are responsible for all guests in College residences. Violation of guest privileges will result in disciplinary action such as fines, revocation of privilege, or established student life policy sanctions.

RESIDENCE HALLS: Pets

Except for fish, pets are not permitted in College residences. Students will be required to remove pets immediately and may face disciplinary action.

RESIDENCE HALLS: Room Searches

Searches of residence hall student rooms are always subject to the student's right to privacy. Searches may be conducted for suspected violation of college policies or state regulations or because of concern for the safety of the residents. Specific protocol for room searches are provided for residence life staff during staff training. Questions about room search protocol should be directed to the associate dean for student and residence life.

RESIDENCE HALLS: Staff

Each residence hall is staffed by professional and student residence life staff. Residence life staff is responsible for promoting a positive residence life experience; they are eager to support students in their educational experience. Residence Directors are employed in each residential area to foster student learning, leadership development, and community involvement. Residence Directors are also available to provide non-professional counseling, conflict mediation, judicial administration, and facility management. Resident Assistants are employed to encourage positive peer interaction, provide peer support, manage residence hall facilities, and uphold College policy. Residence hall staff members are:

Residence Directors:

Alumni Hall:	Tabitha Matthews
South Hall:	Shannon Schans
Tibstra Hall:	Ellison Cooper
West Hall:	Emily Baker
Village:	Carrie Rodgers

Resident Assistants:

Alumni Hall:	Amanda Keene, Amy Bulthuis, Colin Knapp, Esteben Zelaya, and Seida Horton
South Hall:	Alyssa DeGroot, Beth Beeson, Bill DeRuiter, Dan Harkins, LeAnne Koetje, and Madison Manden
Tibstra Hall:	Julia Knust, Lori Bakker, and Rich Tameling
West Hall:	Alex Walsh, Ashley Leonhardt, Cat Fillmore, and Kevin Holtrop
Village:	Amy Carden and Linell Muse

RESIDENCE HALLS: Vacations

The dining hall will be closed during Thanksgiving, Christmas, and spring vacations. Special meal arrangements are possible during Thanksgiving vacation for those students from long distance locations; contact the vice president for student development for arrangements. Students staying in the residence halls for Thanksgiving break are requested to inform their resident assistant of their intent.

The residence halls will be closed during Christmas and spring vacations only. Students needing housing during Christmas and spring vacations, including winter athletes and student workers, must receive approval from the associate dean for student and residence life. All students needing housing for any or all of these vacations are required to request housing and will be charged \$15 per night. Details including deadlines for requests and housing request forms will be provided during the semester. Students will not be permitted to remain in the residence halls from December 22-26, 2007.

Resident students are expected to check out and vacate the residence halls by 5 p.m. on Friday, December 14, 2007, for fall semester and 5 p.m. on Friday, May 16, 2008, for spring semester. Students participating in graduation ceremonies either semester must check out by these times but will be permitted to reside on campus until 5 p.m. following the Saturday graduation ceremony.

SUMMER HOUSING

Summer housing is available. Information and applications will be made available during spring semester.

THEFTS

Theft is a serious violation of Christian community. Students involved in theft of money or possessions from fellow students or the College may face suspension from residence and/or the College. The first condition for continued status as a student is that the thief restores money or property to the owner.

Resident students are encouraged to lock their doors whenever they are absent from their suites. All students are reminded to be attentive to their own possessions. Students should be protective about their books when the bookstore sponsors the book return offer; every effort is made to ensure that textbooks submitted for return are the property of the person returning them.

If a student believes money or possessions to have been stolen while on campus, he/she should notify security personnel immediately. Security staff will assist in the completion of a stolen goods report and begin investigation.

VACATION TRANSPORTATION

Before and after published vacation periods (Thanksgiving, Christmas, and spring breaks), Trinity will provide scheduled transportation to and from either the Tri-State bus or Palos Metra station during office hours. Contact the student development office for details.

STUDENT SERVICES

BOOKSTORE

The bookstore, located in the Molenhouse Student Center, offers a variety of goods and services to meet your academic needs. The bookstore provides quality new and used textbooks, optional study aids, general interest books, art and school supplies, personal items, sportswear, greeting cards, gifts, and candy. We provide special orders on books and computer software. The bookstore also sells balloon bouquets, gift certificates, college rings, graduation announcements, and diploma frames. A daily wholesale Buyback and a retail/wholesale Buyback during final exam week of both Fall and Spring semesters are available.

When is the store open?

The bookstore is open from 8:30 a.m. - 4 p.m. Monday - Friday. During the summer, the bookstore is closed on Friday.

Why aren't my textbooks ready on the first day of class?

This could happen for a number of reasons. These include:

- More students than expected signed up for the class and we will reorder.
- The professor of your class sent the order in late.
- There was a problem at the publisher and the books are delayed.
- We made a mistake, which happens sometimes.

What can you do if you need a textbook that is not on the shelf?

If we are missing a textbook that you need, please complete a store "rain check."

We will call or e-mail you when the books comes in.

Why are my textbooks so expensive?

Textbook prices are determined by the publishers. Textbooks are not produced in the numbers that a mass-market best-seller is. For example, the demand for an upper-level chemistry text will not be near that for a new Harry Potter book. The frequency of new editions also has limited the possibilities of using used textbooks.

What determines the price that I get for my text at buy-back?

- Your books are not being used next semester.
- We already we have as many as we need.
- We are not using it here and thus it is being sold to a used book dealer.
- The new edition of the book came out.
- Your book is in poor condition.

What forms of payment do you accept?

We accept cash, check, or credit cards in the form of MasterCard, Visa, and Discover. Students also can charge their textbooks to their tuition accounts with authorization from the business office.

How can I avoid the long lines during the rush textbook purchasing times? Purchasing textbooks online using e-follett service is a fast and convenient way to avoid the book rush. If you purchase texts online, you pick up your receipt and textbooks at the Bookstore when you arrive on campus. Your order will be filled and charged by the bookstore staff, not e-follett. Your books will not be shipped to your home. There will be handling fee of \$5 added to your purchase when you use this online service.

How can I contact someone at the bookstore?

Please call 708.239.4702 or e-mail bookstore@trnty.edu.

What is the bookstore's return policy?

- No returns or exchanges are allowed without a sales receipt.
- Textbooks are returnable within 7 days of purchase throughout the official college drop period. A ten percent restocking fee will be charged for all returned textbooks unless accompanied by your registration data form verifying that the course has been dropped.
- New textbooks, course packs, and other course materials must be unmarked and unused, and in resale condition. Specifically, packages containing CDs, DVDs, or online access codes are non-returnable once opened.
- Interim books are returnable within the first two days.
- Textbooks purchased the last week of classes or during examination periods are ineligible for refunds/exchanges.
- No refunds on study guides.
- Sale or markdown items are non-returnable.
- Opened software items are non-returnable.
- Special orders are non-returnable.
- Clothing must be clean, unworn, and returned within two weeks.
- If the original purchase was made by credit card, a refund will only be issued on that credit card.

How do I order something I see on the Trinity Web site?

You may call us with your order at 708.239.4702 or e-mail us at bookstore@trnty.edu and we will call you for payment, or fax your order at 708.239.3993.

BUSINESS OFFICE

The business office is responsible for keeping the financial records of all students. Students may pay all bills in the business office. This office also manages the College's mailing services.

An ATM is available on campus near the lower north entrance of the Molenhouse Students Center. Those with Fifth Third Bank accounts are not charged access fees.

COLLEGE VANS

College vans, including the student development van, are not released for personal use. Student groups authorized through Student Association, residence life staff, student development, or the chaplain's office may reserve vans online with the maintenance department subject to the approval of the student development office. The student development minivan may be reserved by students during office hours only for medical or counseling appointments off-campus. (Please check for availability of the van before confirming appointment.) Student groups may ask to reserve the student development van for a legitimate authorized use but will be issued only with an adviser's signature/authorization. Contact Celeste DeBoer (ext. 4704) for scheduling of the student development van.

COOPER CENTER

Jackie Medenblik and Robin Linhart welcome you to stop in the Cooper Center, located on the first floor of Groot Hall. You also can make an appointment (ext. 4853 or 4821). You may need help deciding which major or minor to choose, how to find an internship, or how to interview effectively. All services, including the use and interpretation of software programs, are free of charge to Trinity students and alumni. Stop in and say hello.

A part-time job list, updated weekly, is available online at www.trnty.edu/careercenter/career/index.html.

Counseling Services

We are here to offer counseling services to help students cope with difficult times and use those experiences for personal, emotional and spiritual growth. Any concern is a valid concern. Professional counseling may be arranged by calling extension 4853 or stopping by the Cooper Center to make an appointment.

Liz Metcalfe (ext. 4820), coordinator for Counseling Services, and supervised interns are able to serve Trinity students and will have weekly office hours on campus. Students will be charged \$10 per session. Confidentiality is assured. To find out more about our services, go to www.trnty.edu/careercenter/counseling/index.html.

Students may also seek counsel from the chaplain, vice president for student development, resident hall staff, or their faculty advisers. On-campus support groups will be available for students adjusting to college and dealing with health issues or family issues. Residence directors, the associate dean of student and residence life, and notices in the Trollyview can give you information about meeting times and locations.

For online resources: www.trnty.edu/careercenter/counseling/resources/html.

Other resources available:

For domestic violence:

Crisis Center for South Suburbia: 708-429-7233

For eating disorders:

National Assoc. of Anorexia Nervosa and Associated Disorders (ANAD):
847-831-3438

For sexual assault/date rape:

Y W Cares (YWCA South Suburbs): 24-hour hotline—708-748-5672

For suicide prevention:

1-800-273-TALK You will be connected to the nearest available crisis center.

DINING HALL

The Dining Hall is open to faculty, staff, resident and commuter students. All on-campus resident students are required to purchase a meal plan.

Meal plans are non-transferable and a student's ID card must be presented at each meal. Food taken by a person is to be consumed by that person only. No food may be taken out of the dining hall, and no food may be thrown. A detailed policy statement on the throwing of food is made available to students at the beginning of each semester. The removal of trays, dishes, cups, and silverware from the dining hall is expressly forbidden.

Sick trays must be requested through a residence staff member. Talk to a residence director for details. Commuters are invited to buy their meals in the dining hall or snack shop. Anyone who wants to purchase a commuter meal card for lunch may contact the manager of Creative Dining food service. Dining hall meal hours and snack shop hours are posted on bulletin boards in the Molenhouse Student Center and on TrollWeb.

Sack lunches are available for those with academic or work schedules in conflict with meal times. No sack lunches may be arranged for personal schedule conflicts such as leaving campus early for semester breaks, going on picnics, etc. Sack lunches will be made for those desiring them, either the night before or the morning of the day they are needed. Food, paper, etc., will be provided by the food service.

Questions or comments on the food service should be given to food service committee representatives or the vice president of student development.

DISABILITY SERVICES

Students diagnosed with learning disabilities such as hearing impairments, visual impairments, dyslexia, and/or other determined disabilities may seek assistance with note-taking, books on tape, interpreters, timed examinations, and other services determined necessary from the coordinator of academic support and services. See page 61 for more information, or call Nancy Kwasteniet at ext. 4765.

FINANCIAL AID

The financial aid office assists students with opportunities to finance their education. Types of aid opportunities include:

1. Federal grants (PELL, SEOG)
2. Illinois Student Assistance Commission State Grants (MAP, IIA)
3. work-study
4. student loans (Stafford, Perkins, PLUS, Alternatives)
5. supporting church grants
6. honors scholarships
7. privately endowed scholarships
8. need-based Trinity grants

Contact Denise Coleman, the director of financial aid, for information and advice on financing a college education. This office is on the main floor of the Administration Building.

FIRST YEAR FORUM

First Year Forum (or Framing Your Future for transfer students) is a one-credit education course. FYF is run in the days prior to the start of the fall semester. The College's mission, diversity, and community are studied in both large and small group settings. FYF provides incoming student an opportunity to connect with faculty, staff, and students while being introduced to Christian scholarship and Trinity's Reformed tradition.

FITNESS CENTER

A fitness center is open daily and is available to all members of the College community. The center is located in the basement of Alumni Hall. Users must complete an orientation with fitness center staff prior to use; a College ID is required for use. Hours of operation will be posted at the entrance of the center prior to each semester.

ID CARDS

Photo ID cards are issued at time of student registration and are available in the student development office. Students should carry their ID card at all times and must produce their ID when requested by any faculty/staff member including all security officers. Students should not allow others to use their ID cards and may be asked to produce them at College sponsored events. Lost cards can be replaced at a cost of \$20.

INTERNATIONAL STUDENTS

Trinity Christian College warmly welcomes and embraces many international students each year. The student development office provides primary support for prospective and current international students in regards to document preparation for incoming international students, document maintenance, and student visa information.

Various student groups and administrative departments often offer peer affinity groups and cultural programming intended to ensure the assimilation of international students and also educate the community about representative cultures present on the College's campus. Document advising and other general support is available from Vice President for Student Development Ginny Carpenter and Associate Dean for Student and Residence Life Mark Hanna.

HEALTH SERVICES

Students are directed to the physicians of Primary Health Drs. Richard and Alex De Jong, and Dr. Joshi, at Primary Health Associate, located at 15300 West Avenue, Orland Park, for routine medical needs. The number is 708.460.5100. Should a student be admitted to Palos Hospital, these doctors are on staff there.

For immediate care that is not an emergency, we encourage students to go to:

- Palos Immediate Care Center
7340 W. College Drive
Palos Heights 708-671-1247
- Palos Hospital's Primary Care Center
15300 West Avenue (four blocks west of LaGrange Road at 153rd Street)
Orland Park 708-460-5300

For additional health and medical needs, there is a brochure available in the student development office that includes information for allergists, dentists, optometrists, women's health specialists, etc.

Counseling for crisis pregnancies is PASS pregnancy care centers located in Tinley Park and South Holland. For client services call 800.340.PASS.

Emergency medical needs should be brought to the attention of the vice president for student development or a residence director. The Palos Heights Fire Department paramedics may be reached at 911 (on campus phones dial 9-911). The Palos Community Hospital emergency room is a short drive from the College. The phone number for the hospital is 708.361.4500. Palos Immediate Care can be reached at 708.671.1247.

MILITARY CONSIDERATIONS

Students Called to Active Duty

Departments to contact in the event of a call to active military duty:

- Faculty adviser
- Department chair's office
- Registrar's office
- Financial Aid office
- Business office
- Housing/student development office

NOTARY PUBLIC

Students and staff occasionally require the services of a notary public for notarizing documents. Business office personnel are authorized notary publics.

PARTNERED LEARNING

Office of Community Partnerships

Important opportunities to serve in Chicago, Palos Heights, and its surrounding communities can be found in the Office of Community Partnerships located in the Pro Shop. See available opportunities at www.trnty.edu/about/comparts, or phone us at ext. 4517 or 3959.

PHYSICAL EDUCATION BUILDING

The Mitchell Memorial Gymnasium is used throughout the year for physical education classes, intramurals, and intercollegiate athletics. There also are selected open gym times for general recreation.

SERVICES FOR STUDENT SUCCESS

A variety of academic support services are available to enable students to find success in the college classroom. There is no charge for these services, and confidentiality is assured.

1. Services for All Students

Peer Tutoring and Mentoring: Both individual and group peer tutoring can be arranged for any student who is not making desired progress in a course. Mentoring may be recommended for a student who would benefit from assistance with organization and/or work prioritization.

Referrals for Diagnostic Testing/Counseling for Academic Progress: It is not uncommon for students to experience areas of academic difficulty when faced with the rigors of college work. The director of the Academic Support and Services Department is available to meet with individual students to help determine if a learning, physical, emotional, or attentional disability could be present and if diagnostic testing is indicated. Trinity has an agreement with Morian Valley Community College for a reduced rate for diagnostic evaluations.

Advising for Student with Probationary Status: It is mandatory for students with probationary status to meet with the director of services for student success to develop a plan for improved academic progress which may include services offered through the department.

The Writing Center: An upper-level student is available during publicized hours to assist in the planning, proofreading, and completion of written assignments.

2. Disability Services and Accommodation Plans:

A student with an identified learning, physical, emotional or attentional disability may, along with the director of services for student success, develop an individualized accommodation plan. This plan is communicated in writing each semester to the student's instructors and is a legally binding document.

3. The Bridge Program

First year students who do not meet entrance criteria for unconditional acceptance may be enrolled in this program which includes a week of preparation at the end of the summer and enrollment in Student Development 101 during their first semester.

WORK-STUDY AND OFF-CAMPUS EMPLOYMENT

Contact the financial aid office for answers concerning the College's work-study program. This office administers the program and assigns student workers. Many excellent job openings in the Palos Heights area develop during the academic year. Students are encouraged to check the Cooper Center Web site (click on part-time jobs) or pick up a hard copy at the Cooper Center in Groot Hall. Babysitting jobs are also posted in the Cooper Center.

Students are reminded that their job performance may determine, in part, the availability of jobs for future Trinity students. A job well done creates word-of-mouth enthusiasm for Trinity students as employees. Trinity students have earned a solid reputation in the immediate area for their dependability and sense of responsibility.

PEOPLE AND PLACES FOR PROBLEM-SOLVING

Academic work

Your instructors

Your faculty adviser

Dr. Liz Rudenga, provost, main floor, Groot Hall, ext. 4839

Chris Huang, registrar, main floor, Groot Hall, ext. 4759

Nancy Kwasteniet, director of services for student success, ext. 4765

Admissions

Pete Hamstra, vice president for admissions and marketing,
Administration Building, ext. 4709

Business and Insurance Matters

Michael Fox, vice president for business and finance, library, ext. 4720

Lois Thomson, Business Office Manager, ext. 4719

Campus Security

Jim Van Schepen, director of security, Tibstra Hall, Suite 25, ext. 4866

Campus security office, Tibstra Hall, ext. 3722

Ginny Carpenter, vice president for student development,
Pro Shop, ext. 4703

Chapel and Campus Ministry

Heidi Visser, administrative asst., ext. 4874

Employment

Jackie Medenblik, Director Cooper Center, Groot Hall, ext. 4820

Part-time Employment Board, Cooper Center, Groot Hall

Facilities Reservations

Jan Kosmal, facilities coordinator, maintenance building, ext. 4789

Financial Aid and Work-Study

Denise Coleman, director of financial aid, Administration Building, ext. 4706

Pashal Mabry, financial aid coordinator, ext. 4835

Fitness Center, Alumni Hall

Student Development Office, ext. 4704

Graduate Placement

Faculty adviser

Jackie Medenblik, Director Cooper Center, Groot Hall, ext. 4821

Housing

Mark Hanna, associate dean of student and residence life,
Pro Shop, ext. 4705

Intramurals

Student Development Office, ext. 4704

Counseling Services and Support

Chaplain's office, ext. 4874

Cooper Center, ext. 4853

Ginny Carpenter, ext. 4703

Jackie Medenblik, ext. 4821

Liz Metcalfe, ext. 4820

Mark Hanna, ext. 4705

Residence Directors

Your faculty adviser

Registration Matters, Transcripts

Chris Huang, registrar, main floor, Groot Hall, ext. 4759

Pat Wright, assistant to the registrar, Groot Hall, ext. 4758

Service Opportunities, Civic Engagement

Felecia Thompson, Exec. Associate to the President for Community
Partnerships, ext. 4517

Kim Salley, community partnerships assistant, ext. 3959

Student Association Service Committee

Faculty adviser

Student Services

Mark Hanna, associate dean of student and residence life,
Pro Shop, ext. 4705

Celeste DeBoer, coordinator of student services, Pro Shop, ext. 4704



TRINITY
CHRISTIAN COLLEGE

MONTHLY/WEEKLY PLANNER
2007-2008

AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

bridge program begins
student orientation begins

*returning students move in,
1 - 5 p.m.*

*returning students move in,
1 - 5 p.m.*

*final fall registration,
8:30 - 10 a.m.
evening classes begin, 6 p.m.*

AUGUST

THURSDAY	FRIDAY	SATURDAY	NOTES
2	3	4	
9	10	11	
16	17	18	
23	24	25	
30	31		

new residents move in, after 10 a.m.

First Year Forum (through 8/29)

Convocation, 10 a.m.
Involvement Fair, 4 p.m.

day classes begin, 8 a.m.

SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	4	5
	Labor Day, no classes		Celebration of Cultures 4 p.m.
9	10	11	12
			Watoto Children's Choir 7:30 p.m.
16	17	18	19
			Faith Engaged
23	24	25	26
30			

SEPTEMBER

THURSDAY	FRIDAY	SATURDAY	NOTES
		1	
6	7	8	
13	14	15	
20	21	22	
	<i>Jazz Night, 4 p.m.</i>		
27	28	29	

OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1 <i>Diversity Lecture Series</i> 10 a.m.	2	3 <i>Hispanic Heritage Month</i> 3 p.m.
7 <i>CRC Sesquicentennial</i> 3 p.m.	8 Columbus Day	9 <i>Trinity Business Network</i> <i>Event</i>	10
14	15 <i>midterm week</i> <i>(through 10/19)</i>	16	17
21	22	23	24
28 <i>Fall Choral Concert, 1:30 p.m.</i>	29	30	31 <i>Reformation Day</i> Halloween

OCTOBER

THURSDAY	FRIDAY	SATURDAY	NOTES
4 <i>Lecture: Dr. Donald Hopkins 6:30 p.m. Gallery Show, 6 p.m.</i>	5 <i>Jubilation!, DoubleTree Hotel, 6 p.m.</i>	6	
11	12	13	
<i>fall reading day, no classes</i>			
18	19	20	
25	26	27	
	<i>Family Weekend (26-28) Fall Instrumental Concert 7:30 p.m.</i>	<i>Chamber Music Recital 1:30 p.m.</i>	

NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4 <i>Apollo Chorus, noon</i>	5 <i>Diversity Lecture Series 10 a.m.</i>	6	7
11	12	13	14 <i>Fall Play, The Winter's Tale 7:30 p.m. (14-17)</i>
18	19	20	21 <i>Thanksgiving recess begins, 5 p.m.</i>
25	26 <i>classes resume, 8 a.m.</i>	27	28

NOVEMBER

THURSDAY	FRIDAY	SATURDAY	NOTES
1 <i>Student One-Act Festival: Sorry, Wrong Number & Sure Thing, 7:30 p.m. (1-3)</i>	2 <i>Choral Festival, 7:30 p.m.</i>	3	
8 <i>Fall Play, The Winter's Tale, 7:30 p.m. (8-10) Gallery Show 6 p.m.</i>	9	10 Veteran's Day	
15 <i>Gallery Show - SARS, 6 p.m.</i>	16	17 <i>Gospel Choir Concert, 6 p.m.</i>	
22 Thanksgiving Day	23	24	
29	30		

DECEMBER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	4	5
		<i>String Recital, 6 p.m.</i>	
9	10	11	12
<i>Musicorale Christmas, noon</i>	<i>final exams begin, 8 a.m.</i>		
16	17	18	19
23	24	25	26
30	31	Christmas Day	

DECEMBER

THURSDAY	FRIDAY	SATURDAY	NOTES
		1 <i>Christmastide</i>	
6	7	8 <i>Tea Around the Tree</i>	
13	14 <i>final exams end Christmas vacation begins, 5 p.m. residence halls close, 10 p.m.</i>	15 <i>mid-year commencement 10 a.m.</i>	
20	21	22	
27	28	29	

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1 New Year's Day	2
6	7	8	9
	<i>residence halls open, noon</i>	<i>interim begins</i>	
13	14	15	16
20	21	22	23
	Martin Luther King Day <i>interim ends</i>		<i>final registration 8:30 - 10 a.m.</i>
27	28	29	30

FEBRUARY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4	5	6
	<i>Diversity Lecture Series 10 a.m.</i>	<i>Cultural Affairs Event - Storyteller</i>	
10	11	12	13
17	18	19	20
	Presidents' Day		
24	25	26	27

FEBRUARY

THURSDAY	FRIDAY	SATURDAY	NOTES
	1 <i>homecoming weekend (through 2/2)</i>	2 <i>Melikin Puppet Show, 8 a.m. String Recital, 6 p.m.</i>	
7	8	9	
14 Valentine's Day	15	16	
21	22	23	
28 <i>Gallery Show 6 p.m.</i>	29 <i>Blues Fest: Trinity Jazz, 6 p.m.</i>		

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2 <i>Hymn Festival, 1:30 p.m.</i>	3 <i>Diversity Lectures Series 10 a.m.</i>	4	5
9	10	11	12 <i>Music and History of the American Civil War, 6 p.m.</i>
16	17	18	19
23 Easter Sunday	24 <i>no classes</i>	25	26
30	31	<i>classes resume, 8 a.m.</i>	

MARCH

THURSDAY	FRIDAY	SATURDAY	NOTES
		1 <i>GospelFest</i>	
6 <i>Gallery Show - 6 p.m.</i>	7	8	
13	14 <i>spring vacation begins, 5 p.m.</i>	15	
20	21 Good Friday, no classes	22	
27	28	29	

APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7	8	9
	<i>Diversity Lecture Series</i> 10 a.m.		<i>African Cultural Event, 5 p.m.</i>
13	14	15	16
<i>Organ Recital - Marsha</i> <i>Foxgrover, 1:30 p.m.</i>			<i>grandparents' day</i>
20	21	22	23
		<i>OPUS</i>	<i>Spring Play: Arms and the Man,</i> <i>7:30 p.m. (23-26)</i> <i>African Cultural Event, 5 p.m.</i>
27	28	29	30
<i>Wind Ensemble Concert</i> 1:30 p.m.			

APRIL

THURSDAY

FRIDAY

SATURDAY

NOTES

3

4

5

10

11

12

17

18

19

*Spring Play: Arms and the Man,
7:30 p.m. (17-19)*

Gospel Choir Concert, 6 p.m.

24

25

26

MAY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4 <i>Spring Choral Concert 1:30 p.m.</i>	5	6	7
11 Mother's Day	12 <i>final exams begin, 8 a.m.</i>	13	14
18	19	20	21
25	26 Memorial Day	27	28

MAY

THURSDAY	FRIDAY	SATURDAY	NOTES
1	2	3	
8	9	10	
15	16 <i>final exams end; residence halls close for non-graduates, 10 p.m.</i>	17 <i>commencement; residence halls close, 5 p.m.</i>	
22	23	24	
29	30	31	

AUGUST 12 - 18

SUNDAY, AUGUST 12

MONDAY, AUGUST 13

TUESDAY, AUGUST 14

WEDNESDAY, AUGUST 15

THURSDAY, AUGUST 16

FRIDAY, AUGUST 17

SATURDAY, AUGUST 18

AUGUST 19 - 25

SUNDAY, AUGUST 19

MONDAY, AUGUST 20

*bridge program begins
student orientation begins*

TUESDAY, AUGUST 21

WEDNESDAY, AUGUST 22

THURSDAY, AUGUST 23

FRIDAY, AUGUST 24

new residents move in, after 10 a.m.

SATURDAY, AUGUST 25

First Year Forum (through 8/29)

AUGUST 26 - SEPTEMBER 1

SUNDAY, AUGUST 26

MONDAY, AUGUST 27

returning students move in, 1 - 5 p.m.

TUESDAY, AUGUST 28

returning students move in, 1 - 5 p.m.

WEDNESDAY, AUGUST 29

*final fall registration, 8:30 - 10 a.m.
evening classes begin, 6 p.m.*

THURSDAY, AUGUST 30

day classes begin, 8 a.m.

FRIDAY, AUGUST 31

*fall convocation, 10 a.m.
Involvement fair 4 p.m.*

SATURDAY, SEPTEMBER 1

SEPTEMBER 2 - 8

SUNDAY, SEPTEMBER 2

MONDAY, SEPTEMBER 3

Labor Day, no classes

TUESDAY, SEPTEMBER 4

WEDNESDAY, SEPTEMBER 5

Celebration of Cultures 4 p.m.

THURSDAY, SEPTEMBER 6

FRIDAY, SEPTEMBER 7

SATURDAY, SEPTEMBER 8

SEPTEMBER 9 - 15

SUNDAY, SEPTEMBER 9

MONDAY, SEPTEMBER 10

TUESDAY, SEPTEMBER 11

WEDNESDAY, SEPTEMBER 12

Watoto Children's Choir 7:30 p.m.

THURSDAY, SEPTEMBER 13

FRIDAY, SEPTEMBER 14

SATURDAY, SEPTEMBER 15

SEPTEMBER 16 - 22

SUNDAY, SEPTEMBER 16

MONDAY, SEPTEMBER 17

TUESDAY, SEPTEMBER 18

WEDNESDAY, SEPTEMBER 19

Faith Engaged

THURSDAY, SEPTEMBER 20

FRIDAY, SEPTEMBER 21

Jazz Night 4.p.m.

SATURDAY, SEPTEMBER 22

SEPTEMBER 23 - 29

SUNDAY, SEPTEMBER 23

MONDAY, SEPTEMBER 24

TUESDAY, SEPTEMBER 25

WEDNESDAY, SEPTEMBER 26

THURSDAY, SEPTEMBER 27

FRIDAY, SEPTEMBER 28

SATURDAY, SEPTEMBER 29

SEPTEMBER 30 - OCTOBER 6

SUNDAY, SEPTEMBER 30

MONDAY, OCTOBER 1

Diversity Lecture Series, 10 a.m.

TUESDAY, OCTOBER 2

WEDNESDAY, OCTOBER 3

Hispanic Heritage Month, 3 p.m.

THURSDAY, OCTOBER 4

gallery reception and lecture, HSC 014, 6 p.m.

FRIDAY, OCTOBER 5

Jubilation!, DoubleTree Hotel, 6 p.m.

SATURDAY, OCTOBER 6

OCTOBER 7 - 13

SUNDAY, OCTOBER 7

CRC Sesquicentennial, 3 p.m.

MONDAY, OCTOBER 8

Columbus Day

TUESDAY, OCTOBER 9

Trinity Business Network Event

WEDNESDAY, OCTOBER 10

THURSDAY, OCTOBER 11

FRIDAY, OCTOBER 12

fall reading day, no classes

SATURDAY, OCTOBER 13

OCTOBER 14 - 20

SUNDAY, OCTOBER 14

MONDAY, OCTOBER 15

midterm week

TUESDAY, OCTOBER 16

WEDNESDAY, OCTOBER 17

THURSDAY, OCTOBER 18

FRIDAY, OCTOBER 19

SATURDAY, OCTOBER 20

OCTOBER 21 - 27

SUNDAY, OCTOBER 21

MONDAY, OCTOBER 22

midterm week (through 10/27)

TUESDAY, OCTOBER 23

WEDNESDAY, OCTOBER 24

THURSDAY, OCTOBER 25

FRIDAY, OCTOBER 26

family weekend (through 10/28)
Fall Instrumental Concert, 7:30 p.m.

SATURDAY, OCTOBER 27

Chamber Music Recital, 1:30 p.m.

OCTOBER 28 - NOVEMBER 3

SUNDAY, OCTOBER 28

Fall Choral Concert, 1:30 p.m.

MONDAY, OCTOBER 29

TUESDAY, OCTOBER 30

WEDNESDAY, OCTOBER 31

Halloween
Reformation Day

THURSDAY, NOVEMBER 1

*Student One-Act Festival:
Sorry, Wrong Number & Sure Thing, 7:30 p.m. (1-3)*

FRIDAY, NOVEMBER 2

Choral Festival, 7:30 p.m.

SATURDAY, NOVEMBER 3

NOVEMBER 4 - 10

SUNDAY, NOVEMBER 4

Apollo Chorus, noon

MONDAY, NOVEMBER 5

Diversity Lecture Series, 10 a.m.

TUESDAY, NOVEMBER 6

WEDNESDAY, NOVEMBER 7

THURSDAY, NOVEMBER 8

gallery reception and lecture, HSC 014, 6 p.m.

Fall Play, The Winter's Tale, 7:30 p.m. (8-10)

FRIDAY, NOVEMBER 9

SATURDAY, NOVEMBER 10

Veterans Day

NOVEMBER 11 - 17

SUNDAY, NOVEMBER 11

MONDAY, NOVEMBER 12

TUESDAY, NOVEMBER 13

WEDNESDAY, NOVEMBER 14

Fall Play, The Winter's Tale, 7:30 p.m. (14-17)

THURSDAY, NOVEMBER 15

gallery reception and SARS lecture, HSC 014, 6 p.m.

FRIDAY, NOVEMBER 16

SATURDAY, NOVEMBER 17

Gospel Choir Concert, 6 p.m.

NOVEMBER 18 - 24

SUNDAY, NOVEMBER 18

MONDAY, NOVEMBER 19

TUESDAY, NOVEMBER 20

WEDNESDAY, NOVEMBER 21

Thanksgiving recess begins, 5 p.m.

THURSDAY, NOVEMBER 22

Thanksgiving Day

FRIDAY, NOVEMBER 23

SATURDAY, NOVEMBER 24

NOVEMBER 25 - DECEMBER 1

SUNDAY, NOVEMBER 25

MONDAY, NOVEMBER 26

classes resume, 8 a.m.

TUESDAY, NOVEMBER 27

WEDNESDAY, NOVEMBER 28

THURSDAY, NOVEMBER 29

FRIDAY, NOVEMBER 30

SATURDAY, DECEMBER 1

Christmastide

DECEMBER 2 - 8

SUNDAY, DECEMBER 2

MONDAY, DECEMBER 3

TUESDAY, DECEMBER 4

String Recital, 6 p.m.

WEDNESDAY, DECEMBER 5

THURSDAY, DECEMBER 6

FRIDAY, DECEMBER 7

SATURDAY, DECEMBER 8

Tea Around the Tree

DECEMBER 9 - 15

SUNDAY, DECEMBER 9

Musichorale Christmas, noon

MONDAY, DECEMBER 10

final exams begin, 8 a.m.

TUESDAY, DECEMBER 11

WEDNESDAY, DECEMBER 12

THURSDAY, DECEMBER 13

FRIDAY, DECEMBER 14

*final exams end
Christmas vacation begins, 5 p.m.
residence halls close, 10 p.m.*

SATURDAY, DECEMBER 15

mid-year commencement, 10 a.m.

DECEMBER 16 - 22

SUNDAY, DECEMBER 16

MONDAY, DECEMBER 17

TUESDAY, DECEMBER 18

WEDNESDAY, DECEMBER 19

THURSDAY, DECEMBER 20

FRIDAY, DECEMBER 21

SATURDAY, DECEMBER 22

DECEMBER 23 - 29

SUNDAY, DECEMBER 23

MONDAY, DECEMBER 24

TUESDAY, DECEMBER 25

Christmas Day

WEDNESDAY, DECEMBER 26

THURSDAY, DECEMBER 27

FRIDAY, DECEMBER 28

SATURDAY, DECEMBER 29

DECEMBER 30 - JANUARY 5

SUNDAY, DECEMBER 30

MONDAY, DECEMBER 31

New Year's Day

TUESDAY, JANUARY 1

WEDNESDAY, JANUARY 2

THURSDAY, JANUARY 3

FRIDAY, JANUARY 4

SATURDAY, JANUARY 5

JANUARY 6 - 12

SUNDAY, JANUARY 6

MONDAY, JANUARY 7

residence halls open, noon

TUESDAY, JANUARY 8

interim begins

WEDNESDAY, JANUARY 9

THURSDAY, JANUARY 10

FRIDAY, JANUARY 11

SATURDAY, JANUARY 12

JANUARY 13 - 19

SUNDAY, JANUARY 13

MONDAY, JANUARY 14

TUESDAY, JANUARY 15

WEDNESDAY, JANUARY 16

THURSDAY, JANUARY 17

FRIDAY, JANUARY 18

SATURDAY, JANUARY 19

JANUARY 20 - 26

SUNDAY, JANUARY 20

MONDAY, JANUARY 21

Martin Luther King Day
interim ends

TUESDAY, JANUARY 22

WEDNESDAY, JANUARY 23

final registration, 8:30 - 10 a.m.

THURSDAY, JANUARY 24

classes begin, 8 a.m.

FRIDAY, JANUARY 25

SATURDAY, JANUARY 26

JANUARY 27 - FEBRUARY 2

SUNDAY, JANUARY 27

MONDAY, JANUARY 28

TUESDAY, JANUARY 29

WEDNESDAY, JANUARY 30

THURSDAY, JANUARY 31

FRIDAY, FEBRUARY 1

homecoming weekend (through 2/2)

SATURDAY, FEBRUARY 2

*Melikin Puppet Show, 8 a.m.
String Recital. 6 p.m.*

FEBRUARY 3 - 9

SUNDAY, FEBRUARY 3

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MONDAY, FEBRUARY 4

Diversity Lecture Series, 10 a.m.

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TUESDAY, FEBRUARY 5

Cultural Affairs Event- Storyteller

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WEDNESDAY, FEBRUARY 6

--

THURSDAY, FEBRUARY 7

--

FRIDAY, FEBRUARY 8

--

SATURDAY, FEBRUARY 9

--

FEBRUARY 10- 16

SUNDAY, FEBRUARY 10

MONDAY, FEBRUARY 11

TUESDAY, FEBRUARY 12

WEDNESDAY, FEBRUARY 13

THURSDAY, FEBRUARY 14

Valentine's Day

FRIDAY, FEBRUARY 15

SATURDAY, FEBRUARY 16

FEBRUARY 17 - 23

SUNDAY, FEBRUARY 17

MONDAY, FEBRUARY 18

President's Day

TUESDAY, FEBRUARY 19

WEDNESDAY, FEBRUARY 20

THURSDAY, FEBRUARY 21

FRIDAY, FEBRUARY 22

SATURDAY, FEBRUARY 23

FEBRUARY 24 - MARCH 1

SUNDAY, FEBRUARY 24

MONDAY, FEBRUARY 25

TUESDAY, FEBRUARY 26

WEDNESDAY, FEBRUARY 27

THURSDAY, FEBRUARY 28

art gallery reception and lecture, HSC 014, 6 p.m.

FRIDAY, FEBRUARY 29

Blues Fest: Trinity Jazz, 6 p.m.

SATURDAY, MARCH 1

GospelFest

MARCH 2 - 8

SUNDAY, MARCH 2

Hymn Festival. 1:30 p.m.

MONDAY, MARCH 3

Diversity Lecture Series, 10 a.m.

TUESDAY, MARCH 4

WEDNESDAY, MARCH 5

THURSDAY, MARCH 6

art gallery reception and lecture, HSC 014, 6 p.m.

FRIDAY, MARCH 7

SATURDAY, MARCH 8

MARCH 9 - 15

SUNDAY, MARCH 9

MONDAY, MARCH 10

TUESDAY, MARCH 11

WEDNESDAY, MARCH 12

Music and History of the American Civil War, 6 p.m.

THURSDAY, MARCH 13

FRIDAY, MARCH 14

spring vacation begins, 5 p.m.

SATURDAY, MARCH 15

MARCH 16 - 22

SUNDAY, MARCH 16

MONDAY, MARCH 17

TUESDAY, MARCH 18

WEDNESDAY, MARCH 19

THURSDAY, MARCH 20

FRIDAY, MARCH 21

Good Friday, no classes

SATURDAY, MARCH 22

MARCH 23 - 29

SUNDAY, MARCH 23

Easter Sunday

MONDAY, MARCH 24

no classes

TUESDAY, MARCH 25

classes resume, 8 a.m.

WEDNESDAY, MARCH 26

THURSDAY, MARCH 27

FRIDAY, MARCH 28

SATURDAY, MARCH 29

MARCH 30 - APRIL 5

SUNDAY, MARCH 30

MONDAY, MARCH 31

TUESDAY, APRIL 1

WEDNESDAY, APRIL 2

THURSDAY, APRIL 3

FRIDAY, APRIL 4

SATURDAY, APRIL 5

APRIL 6 - 12

SUNDAY, APRIL 6

MONDAY, APRIL 7

Diversity Lecture Series, 10 a.m.

TUESDAY, APRIL 8

WEDNESDAY, APRIL 9

African Cultural Event, 5 p.m.

THURSDAY, APRIL 10

FRIDAY, APRIL 11

SATURDAY, APRIL 12

APRIL 13 - 19

SUNDAY, APRIL 13

Organ Recital - Marsha Foxgrover, 1:30 p.m.

MONDAY, APRIL 14

TUESDAY, APRIL 15

WEDNESDAY, APRIL 16

grandparents' day

THURSDAY, APRIL 17

Spring Play: Arms and the Man, 7:30 p.m. (17-19)

FRIDAY, APRIL 18

SATURDAY, APRIL 19

Gospel Choir Concert, 6 p.m.

APRIL 20 - 26

SUNDAY, APRIL 20

MONDAY, APRIL 21

TUESDAY, APRIL 22

OPUS

WEDNESDAY, APRIL 23

Spring Play: Arms and the Man, 7:30 p.m. (23-26)
African Cultural Event, 5 p.m.

THURSDAY, APRIL 24

FRIDAY, APRIL 25

SATURDAY, APRIL 26

APRIL 27 - MAY 3

SUNDAY, APRIL 27

Wind Ensemble Concert, 1:30 p.m.

MONDAY, APRIL 28

TUESDAY, APRIL 29

WEDNESDAY, APRIL 30

THURSDAY, MAY 1

FRIDAY, MAY 2

SATURDAY, MAY 3

MAY 4 - 10

SUNDAY, MAY 4

Spring Choral Concert, 1:30 p.m.

MONDAY, MAY 5

TUESDAY, MAY 6

String Recital, 6 p.m.

WEDNESDAY, MAY 7

THURSDAY, MAY 8

FRIDAY, MAY 9

SATURDAY, MAY 10

MAY 11 - 17

SUNDAY, MAY 11

Mother's Day

MONDAY, MAY 12

final exams begin, 8 a.m.

TUESDAY, MAY 13

WEDNESDAY, MAY 14

THURSDAY, MAY 15

FRIDAY, MAY 16

*final exams end
residence halls close for non-graduates, 10 p.m.*

SATURDAY, MAY 17

*commencement
residence halls close, 5 p.m.*

 **TRINITY** CHRISTIAN COLLEGE
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M O M E N T U M F O R L I F E

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