

TRINITY UNIVERSITY STUDENT HANDBOOK AND PLANNER 2011-2012

Prepared by the Division of Student Affairs, this student handbook does not create a contract but is a statement of general principles and a guide to policies and procedures at the University. In the entirety of this handbook, the term “University” shall mean Trinity University. The term “student” shall mean any person enrolled at Trinity University for one or more credits in the current semester and who lives on or off campus. The terms “faculty,” “staff,” and “administrator” shall mean any administrator, faculty member, or contract staff member currently employed by the University.

EMERGENCIES

Information about what to do in the event of an emergency and emergency notification on campus, as well as a form to send important contact information to parents and family is available through a link at the bottom of each University Web page.

TO REPORT AN EMERGENCY ON CAMPUS, contact the Trinity University Police Department (TUPD) at 999-7000 (dial just 7000 from any on-campus phone) or use a “blue light” emergency phone. Identify yourself, give the location and nature of the emergency, and stay on the line until told to disconnect.

FOR MEDICAL EMERGENCIES, if it seems impossible or undesirable to move the person, or if the situation appears life threatening, call the TUPD at 999-7000. A dispatcher will contact and coordinate EMS response and provide assistance.

FOR PSYCHOLOGICAL CRISES during office hours, call Counseling Services at 999-7411, Monday-Friday, 8:00 a.m.-5:00 p.m. For crises on weekends or in the evening, call Health Services at 999-8111 or TUPD at 999-7000.

FOR NON-CRITICAL SITUATIONS when assistance is not needed immediately, go to Counseling Services or Health Services during regular hours of operation. Accidents that occur in residence halls should be reported to a member of the Residential Life staff.

STUDENT CONCERNS

The associate vice president of student affairs and dean of students serves as the primary coordinator of response and support to students with concerns or in crisis. Students should direct any complaints or concerns about anything on campus to the Office of the Dean of Students (999-8843) or through the [Dean of Students pages](#) at the University Web site. Complaints will be investigated or referred to other offices as necessary.

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cci - facilities services - career services - dean of students -
 its - mail center - **Quick Campus Directory** - registrar -

<u>Admissions</u>	999-7207
<u>Advancement</u>	999-7328
<u>Bell Center/Athletic Office</u>	999-8237
<u>Bookstore</u>	999-7028
<u>Business Office</u>	999-7301
<u>Campus & Community Involvement</u>	999-7547
<u>Career Services</u>	999-8321
<u>Catering & Special Services</u>	999-8416
<u>Center for Learning & Technology</u>	999-7323
<u>Chaplain/Parker Chapel</u>	999-7311
<u>Coates University Center Information Desk</u>	999-8525
<u>Commons</u>	999-8410
<u>Counseling Services</u>	999-7411
<u>Dean of Students</u>	999-8843
<u>Disability Services</u>	999-7411
<u>Facilities Services</u>	999-8413
<u>Faculty and Student Affairs</u>	999-8201
<u>Financial Aid</u>	999-8315
<u>Health Services</u>	999-8111
<u>Holt Center</u>	999-7601
<u>Human Resources</u>	999-7507
<u>Information Resources</u>	999-7345
<u>Intramurals</u>	999-8281
<u>Information Technology Services (ITS)</u>	999-7409
<u>International Programs</u>	999-7313
<u>KRTU-FM</u>	999-8158
<u>Laurie Auditorium Box Office</u>	999-8119
<u>Library</u>	999-8127
<u>Mabee Dining Hall</u>	999-8415
<u>Mail Center</u>	999-7220
<u>Mirage Editor</u>	999-8558
<u>Operator, switchboard</u>	999-7011
<u>Outdoor Pool</u>	999-7600
<u>Outdoor Recreation</u>	999-8237
<u>Digital Print & Press</u>	999-7228
<u>Registrar</u>	999-7201
<u>Residential Life</u>	999-7219
<u>Stieren Theater</u>	999-8515
<u>Tiger Card Office</u>	999-7825
<u>Tiger TV</u>	999-8195
<u>Trinitonian Advertising</u>	999-8555
<u>Trinitonian Editor</u>	999-8557
<u>TU Police Department</u>	999-7070
<u>University Communications</u>	999-8406

MISSION STATEMENT

Trinity University is an independent co-educational university whose mission is excellence in the interrelated areas of teaching, research, and service. Trinity seeks to provide broad and intensive educational opportunities primarily to undergraduates in liberal arts and sciences, and in selected professional and pre-professional fields. It also offers a small number of selected high quality graduate programs.

Trinity University is dedicated to creating a superior intellectual environment by recruiting, developing, and retaining outstanding faculty members dedicated to teaching, to scholarship and creative endeavor, and to service to the University and its community; identifying and attracting talented and highly motivated students to its predominantly full-time, residential student body; and providing a supportive and challenging experience wherein students, faculty, and staff can realize the potential of their abilities and engage their responsibilities to others. Trinity respects its historic ties to the Presbyterian Church, with which it continues to have a covenant relationship.

-approved by the Board of Trustees, January 2006

NON-DISCRIMINATION & DIVERSITY POLICY

Within published requirements for admission, Trinity University does not and will not discriminate in admission of students to study at the University, enrollment in classes, housing, or use of facilities in the academic program because of race, color, religion, sex, age, national origin, disability (if otherwise qualified for admission), military/veteran status, sexual orientation, or any other status protected by federal, state, or local laws.

Trinity University does not and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability (if otherwise qualified for the job), military/veteran status, sexual orientation, or any other status protected by federal, state, or local law. The University is committed to making employment-related decisions according to an applicant's or employee's experience, talent, and qualifications, without regard to his/her race, color, religion, sex, age, national origin, disability (if otherwise qualified for the job), military/veteran status, sexual orientation, or any other status protected by federal, state, or local laws.

The Compliance Officer of the University is the director of Human Resources. Any questions or complaints relative to discrimination should be referred to the Office of Human Resources. The Section 504/American with Disabilities Act Compliance Officer is the associate vice president for Fiscal Affairs. Students with disabilities who desire accommodations should contact Disability Services for Students in Counseling Services, preferably before the beginning of each semester. Any questions or complaints relative to facilities, services, and accessibility should be referred to the Office of Fiscal Affairs.

UNIVERSITY LEADERSHIP

Chairman of the Board of Trustees Walter B. Huntley

President Dennis A. Ahlburg

Vice President for Faculty and Student Affairs Michael Fischer

Vice President for Information Resources Charles B. White

Vice President for Finance and Administration Mark A. Detterick

Vice President for External Affairs Tracy Christeson

STUDENT RIGHTS AND RESPONSIBILITIES

(adopted May 2010)

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The maintenance of the orderly processes of the University is an essential condition for freedom. Dissent and controversy should function within this framework. Violence, the threat of violence, and the disruptions of the normal functions of the University are alien to the spirit of the academic community.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Trinity University recognizes its duty to develop policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate essential provisions for students' freedom to learn.

Expression

Personal expression

Challenge and discomfort are essential in academic institutions, while proscription and coercion of thought have no place. Students shall be free to think independently and to discuss whatever subjects they wish. They shall be free to support causes, exchange views, and advance ideas, and at the same time they shall be expected to develop reasonable and responsible forms of self-expression.

In the classroom and in conference, instructors should encourage free discussion, inquiry, and expression. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct outside of class in matters unrelated to academic standards. Students shall be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled as well as acquiring and demonstrating the skills and competencies required.

Students shall enjoy the same freedom of speech, peaceful assembly, and the right to petition that all other citizens enjoy. Information about student views, beliefs, and political associations shall be considered confidential and shall not provide the basis for professional evaluation or recommendation.

Public Expression

Students have the right to hold demonstrations, distribute information, and express opinions as long as such expressions do not disrupt the regular operations of the University.

Organizations must follow approved procedures for sponsoring speakers, for scheduling events, and for reserving and using University facilities. Policies and regulations related to sponsoring speakers shall not restrict the content of the speaker's message.

As members of the University community, students bring a variety of interests to the campus and have the right of free association to join with other students with similar interests to form organizations according to the guidelines published by Student Affairs.

These organizations, while not legally a part of and not necessarily endorsed by Trinity University, are understood to be valuable components of the educational process. Students should be free, individually and collectively, to express their views and concerns on issues of institutional policy and on matters of general interest to the student body. In order to facilitate this, the presence of a recognized student representative organization is encouraged and expected.

Student-edited Publications

To make decisions for their lives at the University, students must have access to accurate information and be able to engage in unfettered exchange of ideas. The student-edited press, accountable to the community through an equal-number student and faculty/staff Board of Campus Publications acting as publisher, provides information and a forum for discussion and exercises the student right to freely seek answers to questions.

Campus Climate

Acts of Intolerance

Trinity University values a community where the dignity of self and others is not only maintained but actively pursued.

Civility

Trinity University strives to create an atmosphere in which basic civility and decency are expected and mutual respect and open communication are fostered.

Students living off campus are members of this community and, as such, are representatives of Trinity to the community at large. In this regard, students living off campus maintain an equal measure of accountability to the values and expectations of all members of this community as identified in the Student Handbook.

Safety

Trinity University is committed to creating and maintaining a safe campus environment within reasonable parameters. All members of the community have a right to live and learn free from violence (physical or emotional).

Maintenance of Orderly Processes

Procedures

Trinity University recognizes its responsibility to protect its institutional purpose by setting standards for scholarship, conduct, and use of its facilities. In fostering responsible student conduct, policies that govern disciplinary proceedings play a role along with example, counseling, and admonition. Proper procedural safeguards will be observed that are intended to ensure procedures that are fundamentally fair to all parties involved and to protect students from imposition of unfair penalties in all situations. Decisions are based on the greater weight of the credible evidence presented at the hearing. Procedural fairness requires that students at Trinity be informed of the nature of the allegations against them, be given a fair opportunity to refute such allegations, be afforded an opportunity to pose questions to accusers, and have provisions for review of decisions.

Trinity University has an obligation to clarify those standards of behavior that it considers essential to its educational mission and community life. These standards will represent a reasonable set of regulations that govern student conduct, while permitting the Trinity student to be as free as possible from limitations that have no direct relevance to the student's education.

Searches

Rooms or premises occupied by students and personal possessions of students will not be searched except in serious circumstances. Any exceptions must be authorized in writing by

the associate vice president of student affairs and dean of students, or a designee, and must specify the reason for the search and the objects and information sought. The student should be present, if possible, during a search. (The dean of students' office will publish detailed rights and procedures relative to room searches.)

Continuity of Education

Pending final action on a complaint, the status of the student will not be altered nor will his/her right to be present on the campus and to attend classes be suspended except for reasons relating to his/her physical or emotional safety and well being; for reasons relating to the safety of the members of the University community; or when the continuing presence of the student poses a danger to persons or property, or poses an ongoing threat of disrupting the academic process or any activity authorized by the University. In such cases, the dean of students or the associate vice president of student affairs and dean of students, or a designee, has the authority to take interim action pending the final action.

Procedures for Adoption and Amendment to this Statement

The statement on Student Rights and Responsibilities was approved by the Trinity University faculty (by majority vote), the student representative organization (by majority vote), and the administration. The Board of Trustees was advised of the adoption of the statement.

Amendments or changes to the statement on Student Rights and Responsibilities should be presented in writing, and submitted for a vote and approval as listed above, to the faculty, student representative organization, and the administration.

tdc - spb - asr - tuvac - cp - honor council - ambassadors - **Student Leadership 2011-2012** - conduct board - greek

Academic Honor Council (honorcouncil@trinity.edu)

Colton Parnes, external chair; Remu Gangji, internal chair

Association of Student Representatives (asr@trinity.edu; 210-999-8510)

Logan Walsh, president; Tim Ward, vice president

Campus Publications (trinitonian@trinity.edu; mirage@trinity.edu)

Katie Bailey, *Trinitonian* editor; Tommie Ethington, managing editor;

Nikki Fernandes, *ad director*

Natalie Brown, *Mirage* editor; Joe Chen, managing editor

Greek Council of Trinity University

Keehn Strange & Kaela Dickens

Student Conduct Board

Tara Holmgren and Emily Roberson

Student Programming Board (spb@trinity.edu)

Sneha Janardhanan, director

Trinity Diversity Connection (tdc@trinity.edu)

Daniel Laucirica, president

Trinity University Student Ambassadors (ambassadors@trinity.edu; 999-8826)

Hannah Schweitzer & Benjamin Carroll

Trinity University Volunteer Action Community (tuvac@trinity.edu)

Madeleine Johnson, director of administration

clt - advising - blue books - majors & minors - honor council - curriculum - **Academic Resources & Policies** - capstone - writing center - registration - exams - honor organizations

The
Academic
Honor Code
honorcouncil@trinity.edu

The Pledge
On my honor,
I have neither given
nor received any
unauthorized
assistance
on this work.

Adopted in 2003, the Academic Honor Code covers all academic work. The Academic Honor Council hears all cases involving allegations of Honor Code infraction. [The Code](#), including all operating procedures for the Honor Council, can be found at the University Web site.

Classroom
Procedures &
Responsibilities

Classroom Procedures and Responsibilities

is available from the Faculty and Student Affairs main page at the University Web site and includes:

- | | |
|--|---|
| <input type="checkbox"/> absences | <input type="checkbox"/> effective writing |
| <input type="checkbox"/> advising | <input type="checkbox"/> exams |
| <input type="checkbox"/> advisor change | <input type="checkbox"/> field trips |
| <input type="checkbox"/> class admission | <input type="checkbox"/> food, beverages, smoking |
| <input type="checkbox"/> course evaluation | <input type="checkbox"/> nonsexist language |
| <input type="checkbox"/> course outlines | <input type="checkbox"/> reading days |

Courses of
Study Bulletin

Course descriptions, academic resources, and academic policies are in the [Courses of Study Bulletin](#) found through the Registrar pages at the University Web site.

Copyright &
Information
Technology

In addition to specific academic policies, policies of particular significance to students studying at Trinity include Information Technology Services policies and copyright policies. These can be found online from the [ITS Web pages](#).

- | | |
|---|--|
| <input type="checkbox"/> Acceptable Use | <input type="checkbox"/> ID Data Handling |
| <input type="checkbox"/> Computing Lab | <input type="checkbox"/> Mass Email Opt-out |
| <input type="checkbox"/> Electronic Communication | <input type="checkbox"/> Computer Service Center |
| <input type="checkbox"/> Information Security | <input type="checkbox"/> VPN Web Privacy |
| <input type="checkbox"/> IT Security | <input type="checkbox"/> Appropriate Use |
| <input type="checkbox"/> Network Protection | <input type="checkbox"/> Copyright |
| <input type="checkbox"/> Password | <input type="checkbox"/> Peer-to-Peer File Sharing |

Many important academic policies are published in the *[Faculty and Contract Staff Handbook](#)* available online. These include:

Additional Academic Policies

- academic freedom
- ethical scientific conduct
- faculty instructional responsibilities
- intellectual property
- responsibility for curriculum, policy, and planning
- student evaluation (grades)
- undergraduate research assistance & participation

life sciences - humanities - social sciences - engineering - math
education - **Academic Department Directory** - business

<u>Department</u>	<u>Chair(s)</u>	<u>Main Line</u>
Art/Art History	Jon Lee (Acting, Fall 2011) Liz Ward (Acting, Spring 2012) Mark Garrison (Summer 2012)	999-7682
Biology	David Ribble (Fall 2011/Spring 2012) Jonathan King (Summer 2012)	999-7231
Business Administration	Richard Butler	999-7238
Chemistry	Steven Bachrach	999-7316
Classical Studies	Thomas Jenkins	999-7653
Communication	Jennifer Henderson	999-8113
Computer Science	Paul Myers	999-7072
Economics	John Huston	999-7221
Education	Shari Albright	999-7501
Engineering Science	Farzan Aminian	999-7511
English	Victoria Aarons	999-8572
Geosciences	Glenn Kroeger	999-7092
Health Care Administration	Mary Stefl	999-8424
History	Carey Latimore (co-chair) David Lesch (co-chair)	999-7623
Human Communication & Theatre	Andrew Hansen	999-8511
Mathematics	Peter Olofsson	999-8205
Modern Languages & Literatures	Bladimir Ruiz	999-7555
Music	Carl Leafstedt	999-8212
Philosophy	Steven Luper	999-8305
Physics & Astronomy	David Hough (Fall 2011/Summer 2012) Dennis Ugolini (Acting, Spring 2012)	999-7421 999-7421
Political Science	Sussan Siavoshi	999-8318
Psychology	Carol Yoder	999-8323
Religion	Randall Nadeau (Fall 2011/Summer 2012) Sarah Pinnock (Acting, Spring 2012)	999-8426
Sociology & Anthropology	Richard Reed	999-8506

Interdisciplinary Programs

African American Studies
American Intercultural Studies
Biomathematics
Cognitive Science
Communication Management
Comparative Literature
East Asian Studies at Trinity (EAST)
Entrepreneurship
Environmental Studies
Film Studies
Health Professions Advisory Committee
International Studies
Languages across the Curriculum (LAC)
Linguistics
Medieval and Renaissance Studies
Mexico, the Americas, and Spain (MAS)
Neuroscience
New Media
Scientific Computing
Sport Management
Urban Studies
Women's and Gender Studies

Director(s)

Carey Latimore/Kimberlyn Montford
William Burke
Kevin Livingstone
Curtis Brown
Charlene Davis
Heather Sullivan
Stephen Field/Don Clark
Mahbub Uddin/Brooks Hill
Richard Reed
Patrick Keating
James Shinkle
Rob Huesca
David Spener/Stephen Field
Jane Childers
Laura Agoston
Arturo Madrid/Bladimir Ruiz
James Roberts/Kim Phillips
Aaron Delwiche
Saber Elaydi
Jacob Tingle
Christine Drennon
Rita Urquijo-Ruiz/
Rosana Blanco-Cano

interdisciplinary studies - humanities - social sciences - education - **Academic Support** - performing arts - visual arts - classical studies - modern languages - computer science

Center for Peer Learning

Students in introductory and second-year science courses and selected calculus sections can find assistance in the Center for Peer Learning. (999-7245; hhmi@trinity.edu)

FGUS

Faculty, students, and administrators who were themselves in the categories of first-generation and/or under-represented students have formed an ally group to support other FGUS.

Writing Center

Peer tutors coach students on writing in the Writing Center located on the third floor of Coates Library.

convocation - mid-terms - **Academic Year** - fall break -
advising - registration - reading days - **2011-2012** - exams -

FALL SEMESTER

August 2011

- 15-19 Faculty Orientation
- 16 -17 International Student Move-in/Orientation
- 18 New Student Move-in Day
- 18-23 New Student Orientation
- 20 Sophomore Move-in Day
- 21 Junior & Senior Move-in Day
- 22-23 Advising & Registration
- 23 New Student Convocation
- 24 Classes, add/drop, late registration begin
- 31 Add/drop ends; last day to register;
last day for textbook refunds with a receipt

September 2011

- 1 First day to apply for Spring Commencement
- 5 Labor Day Holiday: offices closed; no classes;
residence halls open
- 14 Last day to change pass/fail
- 30-October 1 Fall Family Weekend

October 2011

- 7-9 Alumni Weekend
- 14 Fall Break: no classes;
offices, residence halls open
- 18 Mid-semester grades due
- 27 Last day UG withdrawal with "W"

November 2011

- 7-18 Advising & Registration
- 23-26 Thanksgiving Recess:
no classes; residence halls open
- 24-25 Offices closed

December 2011

- 1 Last day to apply for Spring Commencement
 - 7-8 Reading Days
 - 9-15 Final exams
 - 15 Grades due for degree candidates, noon
 - 17 Residence halls close for all but winter
graduates, noon
 - 17 Winter Commencement
 - 18 Residence halls close for winter grads, noon
 - 19 Grades due
 - 23-30 Winter Recess: offices closed
-
-
-
-

SPRING SEMESTER

January 2012

- 1 First day to apply for Winter Commencement
- 8 Residence halls open, noon
- 8-10 New Student Orientation
- 10 Registration; add/drop begins
- 11 Classes, add/drop, late registration begin
- 16 Martin Luther King Jr. Day: offices closed;
no classes; residence halls open
- 19 Add/drop ends; last day to register;
last day for textbook refunds with a receipt

February 2012

- 1 Last day to change pass/fail

March 2012

- 10-18 Spring Break: no classes;
offices, residence halls open
- 13 Mid-term grades due
- 22 Last day UG withdrawal with "W"
- 30-April 1 Spring Family Weekend

April 2012

- 6 Good Friday Holiday: offices closed;
no classes; residence halls open
- 9-20 Advising & Registration
- 30 Last day to apply for Winter Commencement
- 30 Reading Day

May 2012

- 1 Reading Day
- 2-8 Final exams
- 9 Residence halls close for all but spring
graduates, noon
- 10 Grades due for degree candidates at noon
- 12 Spring Commencement
- 13 Residence halls close for spring grads, noon
- 14 Grades due

SUMMER SESSION 2012

May 2012

- 21 Residence halls open
- 16-22 Advising and Registration
- 23 Classes begin; add/drop begins
- 28 Memorial Day: offices closed; no classes;
residence halls open
- 30 Add/drop ends

June 2012

- 11 Last day UG withdrawal with "W"

July 2012

- 4 Independence Day: offices closed; no classes
- 5-6 Exams
- 6 Residence halls close
- 12 Grades due

resident mentors - major meals - hallympics - floor meetings -
Residential Life first year quad - midnight breakfast - cats

Living on campus is integral to the Trinity Experience, and the Residential Life Office supports both student housing and student learning.

The relationship of the University and residential students is established by the **Board and Residential Agreement**, defining the legal obligations of both the “tenant” and “innkeeper” for the full residential year. This contract can be found at the Residential Life pages of the University Web site. It does not affect student rights according to the statement on *Student Rights and Responsibilities* printed in this handbook and available as a link from the Dean of Students main Web page. The Board and Residential Agreement is not part of the campus judicial process.

Applying to all Trinity students, student conduct policies are a part of the campus judicial process. Residential Life staff will document incidents of policy violation and refer them to the Student Conduct Board.

Residential Life Web pages also explain Res Life programs and such procedures as **health and safety room inspections** and **room reservations and assignments**.

OFFICES & PROFESSIONAL STAFF	<p>The Witt Center, 999-7219, reslife@trinity.edu 8 a.m.-8 p.m. weekdays; 7 p.m.-8 p.m. Sundays</p> <p>Professional staff members have rotating 24-hour on-call responsibilities; student workers staff the center on weekends.</p> <p>Director of Residential Life: Wanda Olson Assistant Director for Residential Education: Melissa Pinchback Residential Life Coordinators: Mark Barker Christie Englade Brandon Spencer 4th position TBA</p>
STUDENT STAFF	<p>RM = Resident Mentor for first year halls RA = Resident Advisor for Sophomore College HM = Hall Manager for upper-class area</p> <p>Students serve as paraprofessional Residential Life Student staff (RLS). They are carefully selected and trained to help residents resolve problems and find resources.</p>
MAINTENANCE NEEDS	<p>Facilities Services, 999-8413 8 a.m.-5 p.m. weekdays</p> <p>To submit or track service requests, log in at myschoolbuilding.com. First-time users may be asked to register with their University usernames. The Trinity organization number is 852434134. For more information, access Facilities Services through Tiger’s Lair. If a maintenance request has not been addressed within a reasonable period of time, discuss recurring and serious problems with the Residential Life student or professional staff.</p>

respect for property - personal responsibility - respect for self
- respect for community - **Conduct Policies & Procedures**

Standards of Student Conduct

In order to create a University environment in which civility, decency, and respect are honored, Trinity University has set the following standards of behavior.

I. RESPECT FOR SELF, OTHERS, AND THE COMMUNITY

A. Students are expected to respect themselves by avoiding conduct that is potentially dangerous and detrimental to their physical, psychological, or emotional well-being.

B. Students are expected to respect others, including those in the greater community. Examples of unacceptable behavior include, but are not limited to, the following: violence, threats of violence, harassment, stalking, dangerous conduct (such as tampering with safety and security related property), and threatening, belligerent, or menacing behavior toward others.

C. Students are expected to respect the standards that form the foundation of a civil community through personal integrity. Examples of unacceptable behavior include, but are not limited to, theft, possession of stolen or illegal property, lying, cheating, falsification of records, disruption, disorderly conduct, failure to identify one's self, evasion of University officials, failure to respond to a reasonable request of a University official, harassment or belittling of staff performing their duties, indecency, possession or use of a weapon, and unauthorized entry into buildings.

II. RESPECT FOR PROPERTY

Students are expected to respect the property of others, including University and student property. Examples of unacceptable behavior include, but are not limited to, vandalism, defacement, and destruction of property.

III. PERSONAL RESPONSIBILITY

Students are expected to be responsible for their own behavior and assume responsibility for the behavior of guests, if those guests are otherwise unconnected to the University or are unidentified. Student hosts assume responsibility for sponsoring activities or gatherings in violation of policy.

Major Policies Related to Student Conduct

Major policies with serious implications and/or potential legal consequences include, but are not limited to:

Alcohol Policy

Anti-harassment Policy

Drug Policy

Hazing Policy

Sexual Misconduct Policy

Weapons Policy

Links to these policies are available at the Dean of Students Web pages. Important information and support resources can also be found at the Dean of Students pages.

Disciplinary Procedures and Sanctions for Student Conduct Policy Violations

As members of the University community, students willfully consent to following University policies and procedures. **Procedures for addressing allegations of policy violation** are available at the Dean of Students Web pages. The document includes:

- ◆conduct sanctions
- ◆official orders
- ◆administrative orders
- ◆the membership of and procedures for both the **Student Conduct Board** and **University Conduct Board**
- ◆University-initiated withdrawal procedures

sales on campus - posting - chalking - communications - flyers
Other University Policies & Procedures - banners -

Smoking Policy

The University prohibits smoking in all indoor areas of the University. Smoking is not permitted in motor-pool vehicles, including, but not limited to, cars, vans, and busses owned or rented by the University for use by authorized individuals. In the residence halls, smoking is not permitted within 25 feet of public access points. Student residence hall rooms and public areas are designated non-smoking areas. Each year residence hall students will vote on whether or not to permit smoking on balconies, walkways, and outdoor ramps in each residence hall. All LEEDS-certified residence halls are smoke free, including the balconies and walkways. Hookahs are prohibited on campus.

Posting and Promotions on Campus

The University is committed to supporting free inquiry and free expression in and out of the classroom while maintaining a campus that is neat, safe, orderly, and aesthetically pleasing. The University does not make available its facilities or locations for the benefit of commercial enterprises. *The Policy for Posting and Promotions on Campus*, available from the Dean of Students pages of the University Web site, addresses:

- ◆posting (banners, flyers, leaflets, chalking, residence hall bulletin boards)
- ◆campus mail
- ◆commercial enterprises on campus
- ◆sales and solicitation on campus

University Communications Policy

I. E-MAIL: Trinity University supplies every student and employee with an e-mail address. Students, faculty, and all employees of the University are expected to monitor their e-mail on a regular basis. E-mail is an official means of communication and will be utilized to conduct business and to supply information to students, staff, and faculty.

II. CORRESPONDENCE: Trinity University regularly mails official information to students. All students residing on campus are assigned a campus mailbox. The campus mailbox is considered the local address of record for all on-campus students. All students who live off campus are required to keep the University informed of their current local mailing address. This is done by notifying the Registrar, in writing, of the current local address. Any changes

to the home (permanent) mailing address must also be reported to the Registrar. Students are responsible for information mailed to them at their campus boxes, local addresses, and home addresses.

Statement Regarding Financial Obligations

Any student who is delinquent in a financial obligation to the University, including obligations from damage to University property, traffic fines, Health Services charges, conduct sanctions, late fees, or library fines, is subject to exclusion from any or all of the usual privileges of the University. See Student Accounts at the University Web site for **policies regarding student expenses** and to **authorize appropriate others to view and/or pay Trinity statements electronically**.

Student Activity Fee

The student activity fee is a special, mandatory University fee to fund selected areas of campus involvement. The Association of Student Representatives (ASR) makes recommendations on the amount of the student activity fee to the president of the University. The Board of Trustees has final authority in the determination of the student activity fee based upon the recommendation of the president of the University. The president of the University has assigned major responsibility for allocating the student activity fee to ASR, which is governed by a constitution and bylaws.

Student Organizations

I. There are four categories of student organizations at Trinity. Each of these categories defines the relationship between the University and the organization. Campus & Community Involvement keeps a list of all active student organizations.

A. Chartered organizations are commissioned by Trinity University to serve specific purposes. Contributing to general goals of the University, benefitting or serving relatively large numbers of students, they are:

- ◆ Association of Student Representatives
- ◆ Graduate Student Association
- ◆ Greek Council
- ◆ Student Programming Board
- ◆ Trinity Diversity Connection
- ◆ Trinity University Student Ambassadors
- ◆ Trinity University Volunteer Action Community

B. Sponsored organizations are related to the purposes and functions of the University. These organizations are classified within this category as department, honor, or professional. Sponsored organizations are required to have a faculty or staff advisor and are connected to an academic or administrative department on campus.

C. Registered organizations are established by and for Trinity students. These are voluntary associations of students wishing to pursue common interests or engage in organized activities.

D. Fraternities and sororities are single sex, selective, and primarily serve a social purpose. Greek Council is the governing body for all social fraternities and sororities.

II. Principles affecting student organizations, membership in student organizations, formation procedure for new student organizations, withdrawal of sponsorship/registration, and information related to maintaining active status can be found in the digital *Student Organization Handbook* available through the Campus & Community Involvement pages of the University Web site.

counseling services - **Need to Know** - prints and copies - tigerjobs - notary - shopping shuttle - tigercard - tickets

Academic Honor Council	Seventeen undergraduate students serve on the Academic Honor Council each year. Students may apply through the Association of Student Representatives in the spring semester prior to the year in which they wish to serve. More information is available from the associate vice president for curriculum and student issues (999-8201).
Address or name change	Submit updates to the Registrar (first floor of Northrup Hall; 999-7201; roffice@trinity.edu).
Banners, TV	The banner printer is available for student organizations to advertise one-time events with two banners per event. Email a PDF or jpeg file to cucoffice@trinity.edu. To promote events on the TV in the Coates University Center, email a Power-Point slide, jpeg file, or PDF to cucoffice@trinity.edu.
Box Offices	Ticketmaster and local movie ticket services are available at the Laurie Auditorium Box Office (999-8117). Tickets for Trinity theater productions are available at the Stieren Theater Box Office (999-8515).
Bus service	Stops for city bus service--called "VIA"--are located on Stadium Drive near the University Center, adjacent to the Intramurals Field, and on Hildebrand Avenue. Schedules are available at the Coates University Center Information Desk and online at www.viainfo.net.
Career Services	Located in Suite 215 in the Coates University Center, Career Services offers workshops and programs throughout the school year and individual assistance and assessments (careerservices@trinity.edu; 999-8321). Explore both Alumni Career Network and TigerJobs from the Career Services Web pages.
Computer labs	Coates, Murchison, Beze, Thomas, library
Counseling	<ul style="list-style-type: none"> ◆ For academic, see faculty advisor. ◆ For personal, go to Counseling Services (215 Coates University Center, 999-7411). Hours are 8 a.m.-5 p.m. weekdays with walk-in initial consultations 3-4:30 p.m. weekdays. ◆ For spiritual, see University Chaplain Stephen Nickle (202 Parker Chapel, 999-7311).
Copies & Printing	Also known as Ginny's, Digital Print & Press, on the first floor of the library, offers digital printing capabilities and photocopying. Payment: TigerBucks; no cash. Send files as attachments to dpp@trinity.edu.
Death or serious illness in family	Contact the Office of the Dean of Students (999-8843; Northrup Hall, Suite 118).
Disability accommodations	Students with disabilities seeking academic or general University accommodations must register with Disability Services for Students (215 Coates University Center, 999-7411).

equipment use - **Need to Know** - lost and found- health services - mail, stamps - money - parking permits & tickets

Employment	<ul style="list-style-type: none">◆ <i>On-campus student employee jobs: Human Resources (Northrup 108; 999-7507)</i>◆ <i>Internships and off-campus full- and part-time jobs: Career Services (215 Coates University Center; 999-8321)</i>◆ <i>TigerJobs is an online recruitment system. Link to it from the Career Services pages of the University Web site.</i>
Equipment use	<i>On the first floor of the library, the Center for Learning & Technology (999-7323) offers use of its production studios and equipment for the classroom and student group projects. Student organizations can check out equipment for events when making a T-space reservation.</i>
Event calendar	<i>T-space is the official schedule of events at Trinity. University Communications provides information at the Web site and through LeeRoy. A schedule of student organization activities is maintained by Campus & Community Involvement (999-7547; cci@trinity.edu) and posted on the calendar in Coates University Center.</i>
Health issues	<i>Elizabeth Rhea Health Services (999-8111) in the Myrtle McFarlin Residence Hall is staffed by registered nurses six days a week during fall and spring semesters. See the University Web site for hours. A physician is available by appointment during the fall and spring semesters. Students who miss appointments without at least two hours notice will be billed.</i>
Lost and Found	<i>TU Police (999-7070), Coates Information Desk (999-8525), Laurie Box Office (999-8117), library circulation desk (999-8127), and the Witt Center (999-7219).</i>
Mail, Stamps	<i>For campus mail, US mail, stamps, package postage, etc., the Mail Center in Coates University Center is open 8 a.m.-5 p.m. weekdays (999-7220; postal@trinity.edu).</i>
Money	<i>A 24-hour Bank of America ATM is located near the entrance to the bookstore. Personal checks up to \$100 and Trinity payroll checks up to \$175 may be cashed at the University Business Office, Northrup Hall first floor, 999-7395).</i>
Notary Service	<i>Grace Martinez, Purchasing, Physical Plant; Joann Lockard, Trinity University Police Department, 538 Kings Court; Mary Lopez, University Advancement, Northrup; Sonia Mireles, Education, Storch; Cindy Mundy-Cobb, University Business Office, Northrup; Irma Escalante, Department of Religion. Call ahead to confirm availability.</i>
Parking permits & tickets	<i>For vehicle registration, payments, and appeals of parking tickets, Parking Services is located in the University Business Office, Northrup Hall first floor (999-7001). Hours are 8:30 a.m.-4 p.m., Monday-Friday.</i>

shopping shuttle - **Need to Know** - study abroad - transfer credit - tuition payments & refunds - web sites - health care

Repairs	<i>For emergencies, call Facilities Services at 999-8413. To submit or track non-emergency service requests, log in at myschoolbuilding.com. Trinity ID number: 852434134.</i>
Student Organization Handbook	<i>Policies, procedures, and forms related to student organizations are in the digital Student Organizations Handbook found through the Campus & Community Involvement pages at the University Web site. Questions not answered in the handbook can be directed to cci@trinity.edu.</i>
Shopping Shuttle	<i>A free shuttle runs on several Saturdays each month from the Witt Center to Super Target at Park North Shopping Center. See the planner in this handbook for dates and times.</i>
Speed limit	<i>The speed limit on the campus is 15 mph on roadways and 5 mph in parking lots. Be especially aware when public events increase foot traffic on campus.</i>
Study Abroad	<i>The Study Abroad program is part of International Programs in Chapman 245. Planning is essential for studying abroad. Important forms, deadlines, and application procedures are available through the International Programs pages of the University Web site (999-7313).</i>
Tiger Card	<i>Carry the University-issued ID at all times. Report lost cards immediately to Tiger Card Office (999-7825; www.tigerbucks.com), or the Trinity University police, or by linking to "Report LOST Card" from the Tiger Card pages at the University Web site.</i>
Transfer credit	<i>The Transfer Credit Approval form is available from the Registrar pages at the University Web site. The Office of the Registrar is on the first floor of Northrup Hall. (999-7201)</i>
T-space	<i>See T-space online for daily events and locations. In order to reserve University facilities, student groups must have a trained T-space administrator. Contact cci@trinity.edu for more information.</i>
TUPD	<i>Trinity University Police Department, 538 Kings Court, provides services 24 hours a day all year. See Web pages for information and safety tips. ◆ Emergencies: 999-7000 ◆ Non-emergencies: 999-7070</i>
Tuition Payments & Refunds	<i>Student Accounts, University Business Office (Northrup Hall, first floor, 999-7031)</i>
Web sites, blogs	<i>Student organizations should contact Campus & Community Involvement (999-7547; cci@trinity.edu). Individuals should contact the Center for Learning and Technology (999-7373).</i>