

**TEDS/TGS**  
**Student Handbook**  
**2018-2019**

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**NOTE:** All Trinity Evangelical Divinity School students and Trinity Graduate School students are responsible for all information contained in this Student Guide.

Dear Student,

Welcome to Trinity in the name of our Lord Jesus Christ! In the following pages you will find our Student Guide. It communicates the core values and policies that guide us as we strive to live in Christian community. Our desire is to create a holistic learning environment that reflects the values of the Kingdom of God. During your time here, please take the time to not only grow intellectually, but also physically, emotionally, and spiritually. Love the Lord your God with all of your heart, soul, strength, and mind.

While at Trinity, I am sure that you will experience excellent and quality teaching and learning in our classrooms. At the same time, the fullness of your educational experience will also be impacted by a myriad of factors outside the classrooms, such as: relationships with family, friends, fellow-students, and staff; corporate worship; devotional life; attention to your emotional and physical well-being; and service to others, both on campus and in the surrounding communities. It is my hope that you will engage in the various relationships that the Lord has set before you during your time here.

There are many people throughout the University who are here to serve and help you. The section on offices and services is meant to familiarize you so that you know what they do. An index is provided to help you find information quickly and easily. Please feel free to call the Student Life office or stop by if you have any questions and we will be glad to assist you.

Finally, in these pages you will also find the details of Trinity's community expectations, discipline and policies. Positive community life depends on clear communication of expectations and fair consequences for not meeting those expectations. Please be familiar with the Student Guide and join us in creating a positive TIU experience for all.

May you experience great joy as you seek to fulfill God's call upon your life. We're so glad you're here!

Sincerely,

Felix Theonugraha  
Vice President for Student Life and University Ministries

**TRINITY INTERNATIONAL UNIVERSITY**  
**CORE VALUES**

*Trinity International University educates men and women to engage in God's redemptive work in the world by cultivating academic excellence, Christian faithfulness, and lifelong learning.*

**Christ-Centered**

We are here to model and to engender Christ centeredness in all that we do. The lordship of Christ should affect and be evident in every aspect of education, relationship, and endeavor at Trinity.

**Community-Focused**

We seek to be a learning community that operates by the ethics and values of the Kingdom of God. The makeup of the community should be a reflection of the breadth and diversity of the family of God. The way we treat people should be consistent with the morals, justice, compassion, humility, and love of our Lord. Interaction with students should both reflect an attitude of service to them as individuals and take advantage of opportunities for mentoring and modeling and personal development.

**Church-Connected**

We value service to the Church because we believe that the Church is God's central vehicle to accomplish his work in the world. Our vision for serving the Church is a global vision, just as God's vision for his Church is global. A particular value affecting Trinity's work is to identify and meet the educational needs of the EFCA.

**Culturally-Engaged**

We seek to bring faith, life, and learning to bear on the issues facing our world. Our perspective is one of engagement with culture from a Christ-centered and biblically rooted foundation. We are committed to high standards of research, scholarship, thinking, and living as a means of preparing students to engage the world and to respond honestly and earnestly to those in a pluralistic society.

## ***STUDENT LIFE AND DEPARTMENTS***

At the heart of each member of the Student Life staff, you will find a deep desire to serve you, our students, and to facilitate your intellectual, spiritual, emotional, social, and physical development. In order to encourage this holistic growth, we intentionally provide a positive, co-curricular environment with numerous community building opportunities. Our aim is to foster an encouraging atmosphere that affirms each individual's unique identity in the body of Christ, while also learning how to live in unity amidst our diversity.

The Student Life Office reports to the Vice President for Student Life and University Ministries. The Student Office houses the office of the Dean of Students, the Associate Dean of Students, the Assistant Dean of Students, Residence Life and Campus Housing, the Director of Student Care and Engagement, the University Ministries Office, the Intercultural Development Office, the International Student and Scholar Office, and the Mosaic Ministries Coordinator. The Student Life Office is located in the lower level of the Waybright Center. Counseling Center is in Madsen 500. Kids on Kampus is housed in Teddy's (South Apartment).

Student Life works with Graduate Student Government and Residence Life in the planning of campus events and addressing of student concerns. The office is also responsible for new student orientation, the publication of "The Student Guide", the publication of "The Student Directory", "The International Student Handbook", and the selection process for Honors and Awards and Who's Who.

### **Emergency School Closing**

Trinity International University uses our TIU Alert notification system to inform students of the Deerfield and South Chicago campuses and extension students of any emergency or weather related events on campus. In order for the notification system to function to its best capacity, please update your contact information either thru MyTIU (login to MyTIU and click on the TIU Alert icon in the upper right hand corner) or go to the following link (<http://tiu.edu/notifyme>).

In case of storm or other emergency when the school would be closed, students are requested to listen to one of the following local radio stations for an announcement: WMBI (FM 90), WGN (AM 720), WBBM (AM 780), or WMAQ (AM 670) and B-96 (FM 96.3). The school number to call is 847-317-6700, or look on Trinity's website for more information.

### **Learning Accommodations**

All Students, whether or not English is their primary language, are expected to complete all examinations (quizzes, midterms, finals, comprehensive exams) within the time allotted for that particular exam.

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), it is the policy of TEDS/TGS to provide effective auxiliary aids, services, and academic adjustments to qualified students with disabilities. The Associate Dean of Students, acting as the institution's ADA coordinator, assists students with disabilities in

obtaining auxiliary aids and services. The Associate Dean of Students in consultation with the Academic Deans and faculty member(s) involved assists students with disabilities by making academic adjustments. Academic adjustments are determined on a case-by-case basis and are subject to review by the Academic Deans.

Those students covered by the Americans with Disabilities Act (ADA) should consult with the Assistant Dean of Students if they need adjustments in the location, length, or manner of their exams based on their disability.

### **Posting Announcements, Flyers, and Ads**

All advertising, posters, notices, and announcements must be stamped, approved, and dated by the Student Life Office. No posters should be placed on doors (except in approved areas), glass, or walls. All General advertising (for sale, jobs, rent, car pools, lost & found, etc.) should be typed on a piece of standard paper and **MUST CONTAIN CONTACT INFORMATION (email or phone number)**.

All flyers have a *limit of two weeks or up until the time of the event* (the flyer is stamped with the date of when the person had it approved and is good for two weeks after that date or until the time of the event) for posting, and they will be removed thereafter. However, they may be resubmitted at a later date.

Flyers may be placed in the following areas only:

- Chapel basement bulletin boards
- Aldeen bulletin board and doors (only 1 on doors)
- Roling Library bulletin board
- Chapel lobby bulletin board
- Upper Waybright bulletin boards (each board is designated for the specific types of advertisements so please note that when posting items).
- Rodine bulletin board

\*NOTE: Please note that in order to advertise in the McLennan Academic Building you need to secure approval from Faculty Services as the Student Life stamp does not cover that building.

Please use only tacks or tape for posting, except for Waybright “sticky” boards. Any flyers in foreign languages must include a complete translation of all of the contents of the flyer in English. All posters or notices will be removed if the above guidelines are not followed. Student Life encourages students to create artistic and eye-catching ads.

### ***Counseling Center***

Director, Dr. Marci Etienne

The Counseling Center provides services that promote healing, growth, and life formation while preparing helping professionals through quality Christian training.

The Center is staffed by professionally trained practitioners and supervised interns and provides affordable, fully confidential services for students, their spouses, staff, and the community. Group therapy settings provide for mutual and cooperative discussions. Assessment services are available for personal, premarital, educational, and career direction. The Center is an approved site for the administration of the Miller Analogies Test (MAT) and M.Div Counseling Assessment. The staff is dedicated to serving each person who comes to us.

This office is located in the lower level of Madsen 500 building and is open weekdays when classes are in session. More information can be found under Campus Services on the MyTIU website. The Counseling Center Office can be reached at 847-317-4067.

### ***Health***

Communicable Disease Policy: A copy of Trinity's Communicable Disease Policy is available to students in the Health Services office.

Outpatient Care: Trinity does not allow, nor accept responsibility for, certain outpatient care such as allergy injections or intravenous fluids in campus residences. This does not apply to diabetic maintenance.

Immunizations: Illinois State Law requires that all students taking six or more credit hours show proof of immunity to measles, mumps, rubella, and tetanus/ diphtheria. This requirement helps to make our community a safer place for everyone. Completed immunization records should be submitted to Health Services prior to registration. Verification of having had a TB skin test within 12 months of entrance to Trinity is also required. Immunization records are submitted to Med Proctor using Trinity issued credentials ([www.medproctor.com](http://www.medproctor.com))

### ***International Students and Scholars Office (847-317-4064)***

The International Student and Scholars Office provides comprehensive non-immigrant regulation advisement, hospitality assistance, social support, and advocacy for international students and strives to foster further cross-cultural understanding through interaction between the international students and the broader community. The ISSO is located in the lower level of the Waybright Center.

### ***Kids on Kampus***

Kids on Kampus is a ministry of the Trinity community that seeks to disciple the children of Trinity students and encourage their families. Currently there are over 80 children from all over the world that live on our campus. Our vision is to help them with the adjustment to living in a new place, help them enjoy their time here, and to help prepare their whole family for ministry. Service opportunities are available with large group meetings, childcare, and various trips and special events. For more information, please contact Mike Phillips at 847-317-4068.

### ***Residence Life***

The Residence Life team seeks to build community and provide support for our students living in Owens. Resident Assistants work to foster a Christian living environment by serving as a

resource to other students, designing and implementing spiritual, social and community building programs, acting as mediators in conflict situations, ministering to the needs of residents on the halls, and administering and enforcing policies and procedures. The goal of residence life is to provide a residential community that encourages the wellness of the whole person.

### ***Graduate Student Government Association and Student Groups***

Graduate Student Government Association (GSGA) exists to advocate for student needs to the faculty and administration and to serve the student body through various educational and recreational activities. GSGA strives to foster intentional Christ-centered communities among various constituents of the university through all of its efforts.

### ***Graduate Student Groups***

#### **Faith Alive**

Faith Alive is a group of students at Trinity who want to stimulate conversation and thinking about one's relationship with God and how that should impact relationships with others. It strives to raise awareness of local and global needs for justice and mercy through thoughtful examination of Scripture and society, and by taking informed and self-denying action to address these needs through local engagement. The group is committed to biblical transformation of self and society.

#### **FIS (Fellowship of International Students)**

The Fellowship of International Students exists to advocate for and attend to the needs of the F-1 and J-1 student community and their families. The FIS also strives to be a bridge builder by facilitating enriching, diverse, and international experience and fellowship within the TEDS/TGS community. The FIS is composed of groups such as the Trinity African Fellowship, Chinese Students Fellowship, European Students Fellowship, Japanese Students Fellowship, and Korean Students Fellowship.

#### **GPS (Gospel in the Public Square)**

The Gospel in the Public Square seeks to bridge the gap between the Trinity community, the classroom, and the culture at large. Through multiple events held on campus throughout the year, The Gospel in the Public Square invites Trinity faculty and other experts to speak on cultural issues in light of the gospel of Jesus Christ. It is the hope of The Gospel in the Public Square to equip future church leaders to engage with often difficult cultural issues that every Christian must address in a loving and biblically based manner.

#### **IMF (International Missions Fellowship)**

IMF functions to educate the TEDS/TGS community as to the nature, extent, and opportunities of home and foreign missionary service. It is open to all Trinity students who are interested in the cause of world evangelization. IMF seeks to stimulate awareness of and involvement in cross-cultural communication of the Gospel, resulting in the Great Commission becoming a reality for every believer.

### **(SBS) Society of Black Scholars**

The purpose of The Society of Black Scholars (SBS) is to develop a network of Black American emerging scholars who are dedicated and sensitive to the needs and concerns of an increasingly diverse academic community. This group is designed for Black American graduate and doctoral students at Trinity Evangelical Divinity School (TEDS) and Trinity Graduate School (TGS). SBS provides opportunities for community building, social advocacy, professional development, networking, and mentorship for those who identify as Black American.

### **TMM (Trinity Military Ministry)**

Trinity Military Ministry Fellowship is a group of students, faculty, and staff who feel called to minister to military service men and women who are currently serving or have served, and their families. This group is open to anyone who desires to understand the needs specific to military life.

### **TSW (Trinity's Society of Women)**

The purpose of this organization is to inspire women to exemplify integrity in life and doctrine in the pursuit of God-glorifying excellence at TEDS and TGS. This is facilitated through developing, organizing, and supporting activities for women students at Trinity. It will also serve to help acclimate women to campus and prepare them for ministry in whatever area God has called them to serve. These activities include mentoring programs, informal lunches, prayer meetings, guest speakers, and events.

### **TWF (Trinity Wives Fellowship)**

TWF is a fellowship and support group available to both student and faculty wives. Through regular meetings and special activities, spouses have the opportunity to develop strong Christian relationships with other women while experiencing spiritual and educational growth.

### **YMC (Youth Ministry Connection)**

Youth Ministry Connection exists to connect TEDS/TGS students involved in youth ministry to each other with relationships and resources to help develop their present and future youth ministries. It provides the opportunity for students to meet and discuss the more pragmatic or puzzling issues of youth ministry. It also seeks to connect each other with information on local events and on materials we have found relevant.

## **OTHER UNIVERSITY OFFICES AND SERVICES**

### **Alumni Office**

There are thousands of alumni serving the body of Christ today in over 100 countries throughout the world. The Trinity Alumni Network exists to keep these alumni connected to Trinity through numerous publications, programs, and special events each year. The Alumni Network also contributes to the current life of Trinity by offering an annual scholarship to a returning student who contributes significantly to the academic, spiritual, and social life of the campus. Every year an award to the Alumnus/Alumna of the Year is presented at the annual Leadership Conference of the Evangelical Free Church of America. The Trinity Alumni Network and participates to raise money for the annual fund and for special projects such as student scholarships, building projects, and faculty development. For more information, please contact the Alumni Relations Office at 847-317-8138.

### ***Chapel Office***

At Trinity we are committed to “Forming students to transform the world through Christ.” Corporate worship, the hearing of God’s Word, prayer, and community life are seen as essential means to that transforming purpose. It is an integral and important part of our educational mission. We encourage all Trinity students to attend chapel as a spiritual discipline through which God can stretch them, transform them, and better equip them for service and witness in the world.

The office is located in the lower level of the Waybright Student Life Center. To contact the chapel office, please call 847-317-4195.

### **Chapel Services**

Trinity desires to enhance the personal and spiritual growth of our students. To encourage this, Trinity places a high priority on its Chapel program. Chapels are held on Tuesdays at 11:00 am and seek to focus on solid biblical preaching in the context of praiseful worship to God. The schedule of Chapel speakers can be found on the Chapel page on MyTIU.

### **Recordings**

Recordings of all chapel messages and lecture series are available on iTunes U and YouTube. Please visit the Chapel website on MyTIU for more information.

### ***Dining Services***

Trinity Dining Services works to provide a wide variety of nutritious and great tasting meal options for the Trinity community. You can enjoy a meal in the Waybright Center by visiting either Hawkins Dining Hall or Fresh Cafe. There also is a dining retail location conveniently located in the lobby of the Rodine building, Rodine Cafe, for the TGS/TEDS community. You can also utilize one of our convenient meal plans. Sign up in Student Financial services or at the cash register of Hawkins Hall.

## **Trinity Dining Services Hours of Operation for the Fall 2018 Semester**

### **Hawkins Hall** – Located in the Waybright Center

Monday – Friday:

Open at 7am for Continental Breakfast

Hot Breakfast: 7:30 am – 9:30 am

Lunch: 11 am – 1:30 pm

Dinner: 5:30 pm – 7:30 pm

Saturday and Sunday

Open at 9:30 am for Continental Breakfast

Hot Breakfast starts at 10 am

Brunch: 11 am – 1:30 pm

Dinner: 5 pm – 6 pm

### **Fresh Café** - Located in the Waybright Center

Monday – Thursday: 7 am – 10 pm

Friday – 7 am – 5 pm

Saturday and Sunday – 6 pm – 10 pm

### **Rodine Café** – Located in the Rodine Building

Monday – Thursday: 9 am – 1:30 pm

Friday, Saturday and Sunday – Closed

Any questions regarding Trinity Dining Services can be directed to Matt Aspinall, Director of Dining Services [measpinall@tiu.edu](mailto:measpinall@tiu.edu).

### ***Housing Office***

The Housing Office is responsible for the placement of residents, policies, and procedures for living on-campus in an apartment and in graduate single student housing. To contact the housing office, please call 847-317-4029.

### **Laundry**

Laundry facilities are located in the following areas: Owens 800 lounge, apartments A,B,C second floor on the north and south side, and the basements of; North and South apartments,

Ludwigson 100 and 300 apartments, Madsen 400 and 600 buildings, and apartments D,E,F. The machines are run by cards. Machine usage is limited to members of the Trinity community ONLY. All problems with laundry/vending machines and keys should be reported <http://fixit.tiu.edu>. We ask that you do not call the vendors yourself, as we want to monitor how the equipment is working and how long it takes for problems to be corrected. Refunds for money lost in vending machines can be obtained at Trinity Central.

### **Policy on Damage to Personal Belongings of Campus Residents**

Landlord shall not be liable for any death or injury arising from or out of any occurrence in, at, or relating to the apartment, the building or any property of Landlord, nor shall Landlord be responsible for any loss of or damage to any property of Tenant or others from any cause whatsoever, unless such death, injury, loss or damage results solely, without contribution of any other party, from the negligence of Landlord. Landlord shall not be liable for any such death, injury, loss or damage caused by other Tenants or persons in the apartment and building, or in, on or around the property of Landlord. If any provision of this agreement is found to be unenforceable, such finding shall not preclude other provisions of this agreement from being enforceable. *It is the responsibility of the Tenant(s) to secure appropriate insurance to cover personal belongings.*

## ***Information Technology***

### **Where do I go to get my email?**

- You can check your mail online by connecting to the Internet and directing your browser to <http://mail.tiu.edu>, type your username/password and you are ready to view your email.
- All Trinity email addresses use the following format: [username@tiu.edu](mailto:username@tiu.edu)
- **Note: All students are urged access their Gmail accounts for any TIU correspondence as it is the official mode of communication on campus. All students are responsible for information emailed to their accounts.**

### **What do I need to get my email?**

1. Computer with internet access.
2. A username and password (see paragraph below).

### **Your Username and Password**

In order to receive your unique username and password you can obtain your username/password by calling us toll-free at 877-339-9487 or email us at [gwhelp@tiu.edu](mailto:gwhelp@tiu.edu). We will need your full name, student id, and last 4 digits of your social security number to authenticate your identity. In addition to access to Gmail, your username/password is needed to access the following:

1. Library's Online Databases  
Your username and password allow you access to the library's large collection of online databases. You can access these valuable resources at: <http://rolfing.tiu.edu>.
2. Moodle (TIU's Course Management System)

Your username and password allow you access to the school's course management system called Moodle. Moodle is available via MyTIU.

3. MyTIU. MyTIU is a centralized portal for easily accessing internet services that Trinity provides.

### **Downloads Portal**

An Information Technology downloads page, available to staff and students is located on TIU under Information Technologies.

The Information Technology Department provides programs that contain:

- Antivirus software
- Anti-Spyware software
- Windows updates
- Other popular utilities

### **Audio-Visual Equipment**

Audio-visual equipment is available for class projects and other school-related uses. Some of the available items include video cameras, digital cameras, tripods, portable sound systems, and more. Reservations for equipment should be made by calling x8175, emailing [ithelpdesk@tiu.edu](mailto:ithelpdesk@tiu.edu), or visiting the Information Technology Help Desk located in the Lew Center, room 103. Reservations for equipment need to be made at least 48 hours in advance. If you wish to rent equipment for personal use, charges will be applied.

### **Computer Labs**

There are three computer labs available for use by all TIU students. The labs provide access to the Internet, color printers, laser printers, scanners, video editing equipment, music writing/recording resources, and other peripherals. The lab locations are:

1. Carl F. H. Henry Lab - SW corner of Roling Library
2. Lew Mac Lab
3. Lew North Loft

### **Policies**

Please familiarize yourself with the Acceptable Use Policy included in this Student Guide. For the complete electronic version of Information Technology policies, please visit the IT page in MyTIU.

For more detailed assistance, please contact us at:

1. Call us at x8175 or 847-317-8175
2. Visit us in the computer labs
3. Email us at [ithelpdesk@tiu.edu](mailto:ithelpdesk@tiu.edu)
4. Visit our website in MyTIU.

If you need assistance with your personal computer hardware or software, please call the IT Help Desk for assistance to see if we can help. If you are experiencing any issue with a network connection (ie. Broken jack, no internet access, etc) in your room or apartment, please call or

email the IT Help Desk for assistance. All TIU residence hall rooms and apartments are connected to the Trinity network. To request a website to be blocked or unblocked, send an e-mail to [block@tiu.edu](mailto:block@tiu.edu) or [unblock@tiu.edu](mailto:unblock@tiu.edu). Please provide the complete webpage address (URL) for review.

### ***Facility Services***

Facility Services is responsible for the overall care, maintenance, and upkeep of the campus. We encourage residents to work with their Resident Assistants to communicate any facility or maintenance need to the department via work orders. However, in all on-campus housing where there are no Resident Assistants, in the event of an emergency regarding facilities please contact the department immediately at 847-317-7135 if it is during business hours. After business hours or on weekends, please contact Security at 847-317-6401. Our goal is to respond in a timely professional manner balancing both priorities and manpower as carefully as possible. Work orders should be submitted at <http://fixit.tiu.edu>. You may also track the status of previously submitted work orders at this website.

### **Policy on Bicycle Registration**

Anyone who has a bicycle on campus must register it and display a free Trinity ID sticker within seven (7) days of bringing the bicycle on campus. ID stickers may be obtained from Facility Services during normal business hours (M-F, 8:30am-4:00pm). Bicycles are only to be stored in bicycle racks located outside buildings (Carlson-northwest corner, Johnson-North and south entrance, Madsen southwest corner, Owens-800 building south side, Trinity Hall), designated storage units or inside residence hall rooms or apartments. Bicycles are not to be stored in common suite areas, hallways, stairwells or left lying out on the grass. Any bicycle not registered or left in an inappropriate place is subject to removal. Bicycles may be reclaimed at Facility Services by paying a \$5 fee and completing the registration if not already done. Any bicycle not claimed within 30 days or impounded a 3<sup>rd</sup> time within the same academic year becomes property of Trinity International University and is subject to disposal as deemed appropriate.

### ***Fitness Center***

Our Fitness Center is located in the Aldeen building. The center has a free weights section, including kettlebells and medicine balls, a variety of cardio machines, and a studio for group use. The center is open to all students, staff, and faculty, as well as their family members. Please be prepared to present a TIU ID. Please consult a doctor before using the fitness center.

### ***Kantzer Academic Office (847-317-8086 or 847-317-8085)***

The Kantzer Academic Office is located in the Kantzer Wing, next to the KSK 141 classroom. The Dean of TEDS and Associate Academic Dean of TEDS's offices are located here. There is also a bulletin board located just outside of the Kantzer Academic Office with important academic information.

### ***Campus Post Office***

The Campus Post Office is located in the Waybright Student Center on the west end of the main floor. The CPO offers many of the same services as the U.S. Postal Service which include: mailing of packages and letters, sale of postage, options of certified, registered, and insured mail as well as express shipment to both domestic and international destinations. They also offer FedEx Express and Ground shipping as well. While the CPO doesn't offer shipping via UPS, they do accept prepaid labeled UPS items to be sent out when UPS drops off daily.

Student mailboxes are located in the lobby of the CPO. All Undergrad Students receive a mailbox upon registering for classes their first semester; Graduate Students upon request. Each student retains the same box until leaving school permanently or by requesting to close or change it. Mailboxes should be checked regularly (once a week). *Boxes which go unchecked for more than 30 days become subject to be closed*, upon which the student shall be alerted via email. Mail is generally distributed to the student mailboxes by 2pm, although Monday and post-holiday deliveries may take slightly longer due to the high volume of mail being processed.

When the CPO receives a package for a student, the CPO will notify them via email that a package is ready for pickup. *Please wait until you have received an email notification from the CPO that a package has been received for you before coming to the CPO.*

When leaving school permanently or if students are not on campus for an extended period of time, students are requested to provide the CPO with a mail forwarding address. Failure to do so could result in mail being returned to the sender or lost in the postal system. Papers and tests from professors will not be mailed to any off-campus address. Arrangements should be made with a professor to receive such materials.

***Please address your incoming mail as follows:***

(Your Name), T- (Your Mailbox Number)  
2065 Half Day Road  
Deerfield, IL 60015-1241

CPO Window Hours are as follows:

**Academic year office hours:** Monday - Friday: 9:30 am - 4:30 pm  
Saturday: 9:00 am - 1:00 pm (package pick-up only)

**Non academic year and holidays:** Monday - Friday: 9:00 am - 4:00 pm

Any questions about the mail, our services, or your mailbox may be directed to 847-317-8170 or [postoffice@tiu.edu](mailto:postoffice@tiu.edu). NOTE: The nearest U.S. Post Office is located in Deerfield at 707 Osterman Avenue (Phone# 847-945-0257).

***Office of Missions and Evangelism/Doctor of Ministry Office  
(847-317-8125/847-317-8130)***

The Office of Missions and Evangelism and Doctor of Ministry Offices are located in the Rodine Global Ministry Building.

***Office of Supervised Ministries(847-317-8030)***

The Office of Supervised Ministries is located in the Rodine Global Ministry building and houses the Placement Office, Field Education and Internship Office.

### ***Peterson Academic Office***

The Peterson Academic Office is located in the Peterson Academic Wing adjacent to the ATO Chapel.

### ***Placement Office (847-317-8030)***

The Placement Office assists students and graduates in the M.Div and other programs seeking placement in a church ministry context. Assistance is available in resume preparation, training for navigating the placement process, and linking with denominational and non-denominational churches. Current students seeking ministry positions while attending TEDS will find opportunities listed on the Placement page of MyTIU. All students are eligible for this free service and are encouraged to contact the Placement Office.

### ***Records Office (847-317-8050)***

The Records Office, located in the Peterson Wing of the McLennan Academic Building, provides students with records information, transcripts, and late registration. The records office handles change of address, change of advisor, course registration, course substitutions, grades, graduation information, etc.

### **Confidentiality of Student Records**

Public notices of Trinity International University's response to Public Law 93380 The Family Education Rights and Privacy Act of 1974 (as amended) are available for your inspection at the TEDS/TGS Records Office, Petersen Wing. Trinity International University fully supports the purpose of this law that gives each student access to his/her permanent files. We encourage you to inspect these records if you have reason to suspect any inaccuracy. Please be advised that the following information is considered to be directory information and may be released: A student's name, address, telephone, major field of study, dates of attendance, degrees received, denominational preference, and most previous educational institutions attended.

It is your right to request that all directory information be withheld. Such requests should be written and filed with the TEDS/TGS Records Office by the tenth day of classes of the first semester of enrollment of any school year and are valid for the balance of that school year. Requests to withhold any item in the above list may result in having all items withheld. In such a case, no directory information will be available to the general public either in response to inquiries or in Trinity publications prepared for distribution to nonTrinity people. (An exception is denominational preference, which may be withheld without withholding any other item.)

### ***Safety & Security Services (847-317-6400)***

Security is provided for the Bannockburn Campus 24 hours a day 7 days a week. While our Security personnel are not sworn officers, our campus is regularly patrolled by the Bannockburn Police Department.

Trinity International University publishes an Annual Security and Fire Safety Report. The report is available for review at <http://www.tiu.edu/about/consumer-information/campus-safety/>. This report, along with our Daily Crime log, is also available to be viewed in person during normal business hour at Facility Services.

All vehicles operated on campus must check in with security or have a current parking permit. Permits can be obtained at Trinity Central. Visitor and temporary passes and may be obtained at the Guard House located by the Route 22 entrance. If an officer is not present, please use the yellow courtesy phone to alert us to your arrival.

Your safety and security is our highest priority, please direct any questions or concerns to Safety and Security Services at 847-317-6400.

## **TRINITY MOTOR VEHICLE REGULATIONS**

### **Please read thoroughly.**

Regulations have been formulated to ensure safe vehicle operation and adequate parking availability to all faculty, students, staff and visitors. By operating a vehicle on University property you fall subject to all State and TIU motor vehicle regulations. Regulations are enforced year round.

### **I. REGISTRATION, PERMITS, and FEES:**

#### **A. Registration**

**New students** with vehicles on campus are to obtain TIU Vehicle Permits during **New Student Orientation (NSO)**.

**All students may register or pick-up their permits at Trinity Central.**

*Information required for vehicle registration is: name, TIU ID number, vehicle make, model, year, color, and license plate data, including state of issuance.*

**Failure to obtain a permit for your vehicle** will result in fines of \$25 or greater; **if your vehicle information has to be obtained from the Bannockburn Police Department, you will be fined an additional \$100.**

#### **B. Permits**

*At all times, motor vehicles parked on TIU property must properly display a valid TIU vehicle permit.*

Permit types: A (Apartment), C (Commuter), D (Residence Hall), G (Graduate), M (Madsen), T (Faculty & Staff), N (REACH) and V (Visitor) determines authorized parking locations.

Permits are required for students and visitors who park a vehicle on campus. The permit is to be affixed to the outside of the vehicle's rear window, on the driver's side in the lower corner.

Hang tags are required for staff and faculty and must hang from the rear view mirror while

the vehicle is parked on campus.

Temporary permits may be obtained free of charge from the Security Gatehouse for short-term (less than 1 month) on-campus parking for visitors, those with registered vehicles temporarily using another vehicle, or those renting or borrowing a vehicle. Temporary permits are to be displayed on the driver's side dashboard or hung from the rearview mirror.

### **C. Fees** (charged to a student's account)

Apartment Residents: \$120 per year for first vehicle, and \$20 per year for each additional vehicle, with a limit of two vehicles total. The second vehicle must be parked in the "all permit" parking area located south of Owens Hall.

Commuters: \$120 per year for first vehicle, and \$20 per year for each additional vehicle, provided that only one vehicle will be on campus at a time.

Residence Hall Residents: \$120 per year for one vehicle. Freshmen may be required to park their vehicles in the "all permit" parking area located south of Owens Hall depending on number of permits issued per year.

REACH: \$60 per year for one vehicle, and \$20 per year each additional vehicle, provided that only one vehicle will be on campus at a time.

Faculty and Staff: no fee for the first issued hang tag.

NOTE: Faculty/Staff "T" hang tags are for full-time and non-student part-time workers only. Vehicles operated by TIU students or family members of Faculty and Staff members must obtain permits relative to their housing situations.

Replacement permit sticker or hang tag - provided free of charge if the original permit or tag (whole or in pieces) is turned in; otherwise a \$25 permit replacement fee may be charged.

## **II. PARKING**

**A. Parking is restricted by the permit letter (see map).**

**B. Prohibited Parking (at all times):** Gravel service road (north of ATO Chapel and continuing south toward the North Apartment building); curbs painted yellow; fire lanes; paved areas with yellow diagonal lines or yellow lines forming an enclosed shape; non-paved areas (grass, dirt, mud, flooded areas etc.), crosswalks, and sidewalks.

**C. Time-Limited Parking:** Posted Signs – according to indicated time limit.

**D. Visitor/Guest Parking** is reserved for vehicles belonging to visitors/guest of TIU and is unauthorized for vehicles registered to current students, faculty or staff members.

**E. Apartment Parking spaces** are for vehicles with A permits that are registered to the lessee(s) of a particular apartment, not guests.

**F. Vehicle Storage** permits are provided from the Security Gatehouse and required for vehicles to be left behind on-campus for periods longer than four consecutive weekdays.

After completion of a Vehicle Storage Agreement, which requires leaving the vehicle's keys with a person in the local area who can operate the vehicle, the vehicle is to be parked in the All Permits Lot south of Owens Hall.

**G. Winter Parking** - From December 1<sup>st</sup> to April 1<sup>st</sup>, between 2 a.m. and 6 a.m., parking is not permitted along University Drive, Commuter or Faculty/Staff lots.

**H. Other:**

- Along University Drive, parking is in the direction of the flow of traffic only.
- Vehicles are entitled to only one parking space at a time.
- **Commuter vehicles** may not be parked on campus between 2 am and 6 am without written authorization from Security.
- **Mechanical work** on vehicles may only be performed in the All Permits Lot; fluids may not be drained onto the ground.
- Registered vehicles must have liability insurance.
- Students may park in Faculty and Staff (T) lots after 5 pm until 2 am on weekdays, all day on weekends, and Holidays, this excludes the Madsen lot where only T & M permits allowed. Holidays are defined as school recognized holidays (this does not include summer, fall, winter, or spring breaks).

**III. DRIVING**

The campus-wide **speed limit is 15 mph.**

**Stop completely at all stop signs** on campus.

**Vehicles are not allowed to pass a stopped school bus from any direction (including driving through an intersection) when its warning lights have been activated and and/or when its stop sign is extended.** Violations are subject to fines from Security Services and also state penalties issued by the Bannockburn Police.

**IV. CITATIONS, VIOLATIONS, and ENFORCEMENT**

**A. Citations**

- Violation(s) of the TIU Motor Vehicle Regulations are enforced and may result in a citation; citations may be issued directly, left on the vehicle's windshield, or delivered via campus mail.
- The person to whom a vehicle is registered is liable for the issued citation(s).
- Citations (including WARNING citations) are recorded indefinitely on a database used by TIU Security.
- **Student fines are charged to a student's account. Faculty/Staff fines are to be paid at Facility Services**

**B. Violations from TIU Security**

- Standing:
  - \$25 Improper Parking
  - \$25 Prohibited Parking
  - \$25 Unauthorized Parking
  - \$25 No Valid Permit Displayed
- Moving:
  - \$25 Prohibited Driving
  - \$25 Stop Sign Violation
  - \$75 Reckless Driving
  - \$100 School Bus Stop Sign Violation

- Other:
  - \$75 Failure to Comply with Security
  - \$100 Falsifying a Permit (sticker or temporary permit)
  - \$100 Security required to obtain vehicle registration information from Bannockburn Police Department

**C. Progressive Parking Enforcement by TIU Security**

Multiple violations are recorded by academic year and include only those violations where a fine is imposed.

Fines will be applied at the following rates per academic year:

- 1 – 3 citations.....fines are as published
- 4 – 6 citations.....fines are doubled
- 7 – 10 citations.....fines are tripled
- 11th citation.....loss of on-campus parking privileges

The Dean of Students or Dean’s designee will be notified after a student accumulates over seven citations.

Parking privileges may be immediately revoked for reckless driving or operating a vehicle under the influence of alcohol or a controlled substance.

**D. Violations from Bannockburn PD**

Bannockburn Police have the ability to write citations as they see fit on campus.

- \$25 Village Ordinance Citation
- \$125 State Violation
- \$250 Handicapped Parking Space Violation

***What should I do if I’m stopped by the police?***

First, pull over to the side of the road as safely and as soon as possible. Once you’ve stopped your vehicle, stay in it and turn off your stereo or any other device that would hinder communication. Don’t be surprised if the officer stays behind your driver’s window a bit when talking to you. This is a safety tactic. And don’t be alarmed if a second squad car arrives. Again, this is for the officer’s safety. It is wise to keep your hands where the officer

can see them, and don't make any sudden moves or appear to be hiding or searching for something. If you don't understand what the officer is asking or why you were pulled over, ask for an explanation in a respectful manner. Answer the officer's questions calmly and directly. If you disagree with the ticket, you will have an opportunity to go to court to make your case. Or, if you feel that the officer acted inappropriately, call the Police Department and ask to speak with a shift supervisor. ©2007 Village of Bannockburn

### ***The Thrive Center (847-317-8193)***

The Thrive Center provides a holistic approach to support TIU students outside of the classroom. The Thrive Center provides academic, personal, and professional support to our students through a variety of services academic advising, disability services, Greek and Hebrew language tutoring, and academic writing assistance and editing. Thrive Center services are free to all TIU students unless stated otherwise.

For a complete list and full descriptions of services, please visit the Thrive Center on MyTIU: Academic Services – Thrive Center.

The Thrive Center is located in the Lew Center.

Office hours: 8:30 am - 4:30 pm ☎ 847.317.8193 ✉ thrive@tiu.edu

Facebook: TIU Thrive Center ☎ Twitter: @TIU\_ThriveCtr

## **V. TIU APPEALS**

TIU Citations may be appealed. Any appeals must be submitted within ten working days from date the citation was issued.

Appeals must be submitted via the Campus Safety & Security then the Services link at myTiu [http://www.formstack.com/forms/tiu\\_forms-security\\_appeals](http://www.formstack.com/forms/tiu_forms-security_appeals) . No verbal appeals are accepted.

The Appeals Committee will review appeals, and notification of their decision will be sent via University e-mail.

Campus Safety & Security Services

phone: 847-317-6400; fax: 847-317-8148;

e-mail: parking@tiu.edu

Please note that all official Campus Safety & Security Services communications will be sent via your University e-mail account.

### ***Student Financial Services***

The Student Financial Services Office (housed in Trinity Central) is located in the Peterson Wing of the McLennan building. The following services are available: payment of student bills,

deferred payment contracts, student health insurance, payroll, and full-time or part-time oncampus non-work study employment.

### ***Trinity Central***

Trinity Central is located in the Peterson Wing of the McLennan building. Contact them at 847-317-4200 or at [trinitycentral@tiu.edu](mailto:trinitycentral@tiu.edu). Trinity Central assists students in dropping off University forms, registration, accessing and understanding financial aid and student accounting, quarters, answers to “how-to” questions, answers to “where-to” questions, access to an understanding a degree audit, changing catalog or advisors or program, unofficial transcripts, course and fee statements, bill pay, meal plan adjustments, and check cashing up to \$50.

### ***University Advancement***

The office of University Advancement encompasses alumni relations, donor communications, and development. The fund-raising arm of Trinity, University Advancement raises money annually from alumni, friends, churches, corporations, and foundations in unrestricted support for the university as well as significant restricted funds for student scholarships, facilities, and faculty development. University Advancement is located in the north wing of the main floor of the Mansion.

# TEDS/TGS Standards of Conduct

## ***Philosophy Statement***

### *1. Why Standards of Conduct?*

As a Christian community, Trinity has characteristics and structures which express its nature, enhance its purpose, and provide for the life and growth of its members. The distinctives of the Trinity community include commitment to the authority of the Word of God, the dignity of persons and the mutual support of fellow believers. These characteristics of community life are based upon:

1. Principles derived from Scripture
2. Insights discerned from various academic disciplines
3. Awareness of contemporary societal trends
4. Appreciation for the evangelical heritage of the divinity school and its constituency

Membership in the Trinity community offers unique privileges and implies unique responsibilities. These privileges include opportunities for academic, personal, and spiritual growth within a sound and balanced setting. These responsibilities involve both general patterns of community lifestyle and particular requirements regarding specific activities. The standards of the Divinity School and Graduate School are very demanding, beyond normal societal standards. In signing an application for admission, students assume the responsibility to maintain the Trinity Standards of Conduct as outlined below and others as announced. These standards, much like the training rules of an athletic team, allow students to affirm the authenticity of their commitment to the community, to learn to trust themselves and to let their word be trusted, that is, to grow in integrity by maintaining congruence between their life and these high standards.

### *2. What are the Patterns of a Christian Lifestyle?*

Scripture sets the overall parameters for Christian community that include love, joy, peace, patience, kindness, generosity, faithfulness, tolerance, and self-control. In relationships with each other, community members are expected to practice compassion, to bear one another's burdens, to forgive one another, and to encourage one another. In relation to the material world, they are expected to exercise good stewardship and appropriate use of resources.

These expectations are in contrast to sins such as jealousy, gossip, conceit, greed, the sowing of discord, and the expressing of prejudice based on race, creed, ethnic origin, sex, and/or socio-economic status. All such sins are an affront to God and are destructive to the community.

### ***Specific Requirements of Standards of Conduct***

Scripture does not provide specific teaching regarding all human behavior. Consequently, controversy regarding individual practices has arisen throughout the history of the church. Any set of community standards may contain elements with which some members may disagree. Nevertheless, out of a desire to encourage an environment appropriate to its purposes, respect for its heritage, and concern for the values of its constituency, Trinity has established the following behavioral guidelines for all full and part-time students while being both on and off-campus (unless otherwise stated):

1. Practices, which are specifically forbidden in Scripture, will not be condoned, such as dishonesty, theft, pre-marital sex, abortion, adultery, homosexual behavior, and use of pornography, profanity, gossip, racism, and infringement upon the rights of others.
2. In a Christian academic community, academic dishonesty, including cheating, plagiarism, and misappropriation of library materials, is regarded as a serious violation. Please see the policy on Academic Dishonesty for more information.
3. Trinity International University is a drug-free and alcohol-free campus. Possession or consumption of alcohol and tobacco on-campus is not permitted. Please see the policy on Alcohol, tobacco, and illegal drugs for more information.
4. Abuse of one's body is inappropriate for a Christian. Accordingly, students will be required to refrain from the possession or use of harmful substances such as non-prescribed stimulants and depressants, and hallucinogenic drugs. Please see the policy on Alcohol, tobacco, and illegal drugs for more information.
5. Trinity values a community environment that is free from all forms of discrimination and harassment. Trinity will not tolerate sexual harassment of any kind. Those found to have engaged in sexual harassment will be subject to discipline that could include dismissal from the University. Please see the policy on Sexual Harassment and Sexual Assault for more information.
6. Discrimination and harassment of any type toward any individual (including domestic relationships) will not be tolerated by the institution. This includes any form of verbal, physical, written (including electronic transmissions) abuse, threats or stalking. This also may include a persistent pattern of behavior directed at another individual that distresses, frightens, or is in some manner inappropriate or threatening. Examples of this include, but are not limited to, hate speech, abuse because of one's race, religion, nationality or disability. In the event of threats or the potential of stalking, TEDS/TGS reserves the right to contact law enforcement agencies.

A formal complaint procedure has been established to respond to allegations of discrimination and harassment and is available to all students from the Graduate Student Life department. Those found in violation will be subject to disciplinary action.

7. Any form of gambling, including but not limited to lotteries, betting, and any casino-related activity where money is at stake is not permitted.
8. Unauthorized presence on or use of any TIU property is prohibited (ie. Vacant rooms, suites, or apartments), as is unauthorized visitations in residence halls (ie. Violation of visiting hours) or intentionally trespassing in areas from which individuals have been banned by previous order. Law enforcement authority will be contacted if individuals who have been banned from campus property are seen on campus.
9. Scripture explicitly teaches respect for governmental authority. Students are therefore expected to uphold the laws of the local community, the state, and the nation except on those occasions where obedience to civil authority would require behavior directly in conflict with other Scriptural principles.
10. Sexual misconduct is prohibited and includes but is not limited to sexual activity outside of marriage, adultery, indecent exposure, voyeurism, or homosexual behaviors.
11. Destroying, defacing, or damaging of university property, owned or leased, and property belonging to students, faculty, staff, or guests of the university will not be tolerated, including but not limited to misusing computer equipment or programs, vending machines, or personal property.
12. Theft and possession of stolen property is prohibited. Any unauthorized taking or keeping of items of university property, items rented, leased, or placed on the campus, property leased by the university, items belonging to students, faculty, staff, or guests of the university, using another student's or employee's username and password, or possession of suspected stolen property is prohibited. Theft over \$250 in value and any involving credit cards are automatically reported to Bannockburn Police Department, while all others are reported at the request of the victim.
13. Deliberate refusal to comply with a clearly stated, reasonable directive issued by any school personnel, including faculty, RAs, Security staff, Creative personnel, acting in the performance of their duties, is prohibited. Disrespect by word or manner of conduct to any school employee or any officials at all school events is also prohibited.
14. Any of the following are considered disorderly conduct and are not acceptable: lewd, indecent, offensive, annoying, obscene, or inappropriate conduct or expression thereof on school-owned property or at school-sponsored events; the disruption of any student function or activity; conduct on or off campus that is in conflict with the welfare and integrity of the school and that identifies the student as an unfit associate for other students; any unauthorized demonstrations.
15. No form of hazing will be tolerated. Hazing is defined as the infliction of physical violence on any individual; any activities calculated to be embarrassing, harassing, or imposing physical, emotional, or mental strain on any individual; or any activity that would, in any

way, jeopardize the physical, moral, or scholastic well-being of any individual. This also includes harassment by requiring unnecessary work and harassment through banter, ridicule, or criticism.

### ***Disciplinary Process and Procedures***

Discipline is rooted in God's love. It is not punitive in nature but restorative. It is a way to build relationships and reconcile and restore individuals to the Lord and the community. Our approach to discipline focuses on people and relationships, not rules and regulations. Although we strive to maintain a healthy environment, we are more concerned about the motives, attitude, and persons involved than with the policy violation itself.

When a policy violation occurs, various parties can be affected, including the individual, members of the community, or the community itself. In this light, we approach discipline holistically. We seek to help community members take responsibility for their actions and make right what they have wronged, which sometimes includes restitution and/or consequences. In every situation we seek to take all things into consideration. Attitudes, repentance, and honesty play a large part in the decision-making process. We strive to embrace individuals throughout the discipline process and seek to avoid feelings of alienation in the community. We want Trinity to be an environment in which members feel loved unconditionally. We seek the Lord for wisdom in all decisions and act in a manner that we believe has the highest potential for restoration and growth for all those involved.

Any community member who senses that a violation of the Trinity Standards of Conduct has occurred has the responsibility to confront the alleged violator and report the alleged violation to a Student Life staff member. Students living in the residence hall can report the alleged violation to a Resident Assistant. If the Resident Assistant finds reasonable cause to believe that a violation has occurred, he or she may take disciplinary action or refer the matter to the Area Coordinator, Assistant Dean, Associate Dean or Dean of Students for further review.

Students not living in the dormitory can report the alleged violation directly to the Dean, Associate, or Assistant Dean of Students.

### **Incident Reports and the Judicial Process**

When Student Life staff ascertains that a violation of community life expectations has indeed occurred, an incident report will be filed. Incident Reports will be issued for incidents relating to an individual(s) violation of stated expectations as well as incidents of blatant inconsideration, damage or destruction. These standards have been prayerfully made and students, in coming to Trinity, have committed themselves to following these standards. The Divinity School and Graduate School strive to be consistent in taking disciplinary action. All students are reminded that no two situations are identical. Previous offenses, attitudes displayed, and other confidential factors may play an important role in the exact disciplinary action taken. Attitudes displayed by the student(s) will play an important role in the report procedure which is as follows:

- A. Student Life staff will meet with the student to discuss the incident report. If the violation occurs in the residence hall, the appropriate Residence Life staff will meet with the student first. The student will receive a copy of the report.
- B. Incident Reports are presented to the Dean Associate, or Assistant Dean of Students. One or more of the following actions may be taken:
- Warning given to the student(s)
  - Interview with the Dean, Associate or Assistant Dean of Students
  - Disciplinary Probation - the student is placed on probation with specific conditions for a specified period of time
  - Fine/Community Service
  - Restitution - repayment for loss and apology
  - Removal of community privileges
  - Required counseling/ Accountability relationships and mentoring
  - Meeting with the Student Hearing Committee
  - Removal from campus housing for on-campus residents
  - If, in the judgment of the Dean of Students, the seriousness of a student's violations jeopardizes the *immediate* health or safety of the community or its members, a Dean's dismissal may be given.
- C. A student may appeal an Incident Report within 2 business days of the date noted on the report. Please see "Appeals Procedure" for more information.
- D. If, in the judgment of the Dean, Associate, or Assistant Dean of Students, a student's violations are serious or numerous or jeopardizes the health and safety of the community, the student will be called to appear before a Student Hearing Committee. This committee generally includes but is not limited to the Associate or Assistant Dean of Students, Academic Dean (or designate), a faculty member, and a member of the Graduate Student Government Association. Other relevant faculty members may also be invited. Student is also invited to select a faculty member, staff member or student of their choice to be present to serve as character witness. Character witness will not have voting power in the Student Hearing Committee.

Legal representation or any other form of advocacy representation from outside the Trinity community is not permitted. Normally the student will be notified at least twenty-four hours before the hearing is scheduled to convene. As a result of the hearing, the committee makes a decision often from the above listed possible actions.

Student may also request that a Student Hearing Committee be convened in order to appeal the decision of the Associate or Assistant Dean of Students according to the "Appeals Procedure" below.

- E. Normally, the student will be notified at least 24 hours before the hearing is scheduled to convene. As a result of the hearing, one or more of the following actions will be taken:

- No further discipline required or a reversal of previous decision if committee was convened to appeal previous decisions.
- Disciplinary Probation (note description above)
- Dismissal - violator is dismissed or requested to withdraw from classes immediately and exit the campus within 24 hours and may not re-enroll without approval of the Student Hearing Committee. If a student poses a severe risk to the community the university reserves the right to escort him or her off campus immediately. Dismissed students are not allowed on campus without prior permission from the Dean of Students.

*Note: Dismissals and requested withdrawals follow the same refund schedule for withdrawals found in the TEDS or TGS catalog.*

### **Disciplinary Records and Confidentiality of Disciplinary Actions**

A temporary record regarding disciplinary action is kept by the Dean of Students/Student Life Office. The record is not a part of the student's official transcript.

Trinity International University staff and faculty are prohibited from offering confidentiality to any students regarding reports of Standard of Conducts violations, including all illegal activity. Trinity's staff and faculty are expected to always make every effort to handle all reports of Standards of Conducts violations with sensitivity and discretion while maintaining compliance with all federal and state student privacy laws. Please note that all Clery Act Crime statistics are tracked and posted online.

### **Appeals Procedure**

Any disciplinary action may be appealed within 2 business days of receiving official notification. The following guidelines will assist in determining the proper procedure for appeal:

If Disciplinary Action is Taken By:

Resident Assistant

Appeal to Director of Residence Life

Director of Residence Life

Appeal to Assistant/Associate Dean of Students

Assistant/Associate Dean of Students

Appeal to the Student Hearing Committee

Student Hearing Committee

Appeal to the Dean of Students

### **Student Care Team Definition and Purpose**

It is the policy of Trinity International University to foster a campus environment that is conducive to learning, promotes the university's educational purposes, maintains reasonable order, and protects the rights and safety of all members of the community. The policy below outlines the procedures to be taken by Student Care Team in the case that a student of concern is brought to their attention for any reason. The purpose of this policy is for early support as well as early intervention.

The policy is not a substitute for appropriate disciplinary action taken under the university's disciplinary procedures, nor does it preclude removal or dismissal of students from the university or university-owned facilities in the university's discretion or as a result of the violation of other university policies, procedures, regulations. When necessary the Student Care Team may recommend the involvement of the Threat Assessment Team, Sexual Assault & Harassment Team, or Student Hearing Committee. The Involuntary Withdrawal Committee is a sub-committee of the SCT where there has been no clear violation of the Student Handbook or Community Life Agreement.

Reports of concern for a student may come from fellow students, faculty or staff members.

Students are deemed in need of the attention of the Student Care Team if they are demonstrating concerning behavior including but not limited to:

- Threats or indications of behavior demonstrating self-injury including lack of self care (such as low body weight, etc);
- Behavior or interactions with others that are deemed highly unusual, out of character or concerning including relational problems or outbursts of anger
- Threats of damage or damage to property of the University or other persons;
- Interference with the normal activities of the University or its community;
- Erratic behavior that is disruptive of the campus community or demonstrates that the student is not aware of reality or the consequences of their actions
- Hospitalization for mental health concerns, or significant health issues

## University Policy and Procedures

The following policies and procedures are selected policies that relate directly to student and community life on campus. These policies are not an exhaustive collection of policies of Trinity Evangelical Divinity and Graduate School. Other policies are included in the Catalog and in the Academic Handbook. The Academic Handbook contains information about Academic Appeals, Course Extensions, Exam Changes, etc. Please consult both the Catalog and the Academic Handbook corresponding to the year a student matriculates, along with this Student Guide for all TEDS/TGS policies.

### ***Formal Student Complaint Policy and Procedures***

Trinity International University, in accordance with the Federal Compliance Policy, keeps a record of formal student complaints. Students who have a complaint should follow the procedures listed in their respective student handbook. In the event that the complaint is not resolved the student may choose to submit a formal written complaint to one of the following offices: Provost, Academic Dean, V.P. for Student Life, or Dean of Students. The complaint must be *dated* and *signed*.

Upon receipt of the formal complaint the person to whom the complaint is addressed will initiate the Student Complaint Tracking Form which records the nature of the complaint, the steps taken by the institution to resolve the complaint, the institution's final decision regarding the complaint, and other external action initiated by the student to resolve the complaint.

Information regarding student complaints is accessible to members of the North Central Association Accreditation team. (Trinity is accredited by the North Central Association Accreditation Team.) A student's privacy will be protected by removing the names of individuals involved unless the student has given permission for release of his or her name.

### **Student Complaint Procedure**

Any student who feels that a policy or procedure has been incorrectly applied in his/her particular situation may request an appeal of his/her situation.

#### Complaint related to disciplinary procedures

If the complaint is related to a disciplinary matter, then the appeals procedure for disciplinary appeals should be followed. The procedure is as follows:

Any disciplinary action may be appealed in writing within five business days of receiving official notification. The following is a guideline to assist in determining the proper procedure for appeal. If the decision was made by the

- Resident Assistant—appeal to the Director of Residence Life
- Director of Residence Life—appeal to the Assistant/Associate Dean of Students
- Assistant/Associate Dean of Students—appeal to the Student Hearing Committee
- Student Hearing Committee—appeal to the VP for Student Life/Dean of Students

### Complaint related to academic procedures

If the complaint is related to an academic procedure, then the appeals procedure for academic appeals as found in the academic handbook for the student's program should be followed.

### All other complaints

For all other complaints, students are encouraged to resolve the issue by directly addressing the problem with the individual involved. If the issue is not resolved, contact the individual's supervisor, or department chair/ associate dean (if the complaint is against a faculty member)

In the event that the complaint is not resolved, the student may choose to submit a formal written complaint to one of the following offices: Office of the Dean, or the Dean of Students. The complaint must be dated and signed.

### ***Student Involuntary Withdrawal Policy***

The Student Involuntary Withdrawal Policy exists to maintain a campus environment conducive to learning and accomplishing the University's educational mission, while protecting the rights and safety of all members of the University community.

Students who exhibit harmful, potentially harmful, or disruptive behavior toward themselves or others due to apparent medical or psychological distress, and who do not request a voluntary withdrawal, may be subject to involuntary withdrawal from the University if their behavior renders them unable to effectively function in the Trinity community. Such behavior includes, but is not limited to, that which:

- Poses a significant threat of danger/harm to the emotional and/or physical welfare of the student in question, and/or other members of the Trinity community; and/or
- Interferes with the lawful activities or basic rights of other students, employees or visitors; and/or
- Causes, or threatens to cause significant property damage; and/or
- Demonstrates an inability to satisfy personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that serious physical harm or death might occur; and/or
- Violates expectations for student behavior as presented in the Student Guide/Handbook and lacks the capacity to comprehend and participate in the University's disciplinary process; and/or
- Violates expectations for student behavior and without understanding the nature of wrongfulness of the conduct at the time of the offense and/or
- Engages in inappropriate behavior that the University deems disruptive or destructive to the learning process and/or community life.

The decision for Involuntary Withdrawal is a response of urgency to a student's emergency situation and involves two steps: 1) Temporary Involuntary Withdrawal and 2) Involuntary Withdrawal.

1. A Temporary Involuntary Withdrawal decision may be made by a Student Life Dean (Assistant, Associate or Dean of Students for the student's respective school of enrollment). The Temporary Involuntary Withdrawal decision must be confirmed within 48 hours by the Academic Dean's Office (an Associate Dean or Dean) and in consultation with a licensed mental health professional. At this point the student will be considered: 1) 'Involuntarily Withdrawn' or 2) will not be allowed to return to regular campus activity.
  
2. An Involuntary Withdrawal decision will be reviewed and confirmed by a Special Advisory Committee within 3 weeks of the initial Temporary Involuntary Withdrawal decision. The Special Advisory Committee will determine outcomes based upon TIU policies, clinician recommendations, and the student's updated situation. Outcomes may include:
  - dismissal with no re-enrollment possible
  - dismissal with conditions of re-enrollment outlined
  - change of status to voluntary Leave-of-Absence to obtain assistance with conditions for re-enrollment
  - other

In addition, a student may be classified as Involuntarily Withdrawn and/or disciplined under the policy if s/he:

- Fails to attend any required meeting under this policy; and/or
- Fails to timely schedule and/or appear at a psychological assessment as requested; and/or
- Fails to adhere to any conditions placed on him/her in order for him/her to remain enrolled and/or remain in housing.

Appeal Process:

The student may appeal the Special Advisory Committee's decision; re-enrollment is not guaranteed. The appeal of an Involuntary Withdrawal decision is first made in writing within 3 business days to the Vice President for Student Life and secondarily to the Dean of Students of Trinity International University.

### ***Policy On Academic Dishonesty***

The community at Trinity International University promotes a commitment to integrity in all areas of life. Academic integrity is essential in the search for and promotion of truth. This pursuit of truth, while being an important goal in itself, is integral to other essential beliefs foundational to the Trinity community: (1) all individuals, being in the image of God, are to be respected for their intellectual contributions; (2) the use of one's God-given talents is the responsibility of every individual, and, for the Christian, excellence is a sacrifice to the Lord Jesus Christ to the glory of God; and (3) relationships within our community are to be nurtured

in an environment of trust. Therefore, no form of plagiarism or cheating will be condoned within the Trinity community.

In the case of breaches of academic honesty such as plagiarism or cheating on examinations, the matter will be reported to the Dean/Associate/Assistant Dean of Students and may be referred to the Student Hearing Committee. Trinity is committed to fairness, due process, and proper compassion. At the same time, given its objectives, Trinity cannot overlook failure of personal integrity in members of the divinity/graduate community and will deal with them in a manner that seeks the best interests of all concerned. Students should be advised that normally in cases of plagiarism the penalty shall be a "0" for the paper and an "F" for the course, while plagiarism on a thesis shall result in rejection of the thesis. Normally cheating on an examination (mid-term, final, or other tests) shall result in a "0" for the exam and an "F" for the course. An unrepentant attitude could lead to dismissal from the Divinity/Graduate School.

Plagiarism gives the impression that the words or ideas in one's writings are one's own, when in reality they are taken from someone else's written or oral work. One plagiarizes when, intentionally or not, one uses someone else's words or ideas but fails to credit that person. One plagiarizes even when one does credit the author but uses his or her exact words without so indicating with quotation marks or block indention. Plagiarism occurs, "when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow." (Wayne C.Booth, Gregory G. Colomb, Joseph M. Williams, *The Craft of Research* [Chicago: University of Chicago Press, 1995],167). Plagiarism takes many forms, but all are considered to be forms of taking what belongs properly to someone else. In the words of the above authors, it is, "stealing," and hence, a breach of ethics and academic integrity. The following are different types of plagiarism.

Intentional Plagiarism of Words - absence of quotation marks or block quotation with proper reference to the source, as is the case when a writer prefaces material with a couple of introductory words.

Intentional Plagiarism of Ideas - by developing an idea that originates with someone else as a part of one's argument, even when a reference is made to the source.

Intentional Plagiarism of Papers, Abstracts, etc. - this includes the purchase or copying [including from the Internet] of someone else's paper, abstract, or thesis and submission as if it were one's own).

Indirect Plagiarism of Words - a periphrastic use of some else's words, even when loosely reworded; a wording of the material that suggests it is your own.

While intentional plagiarism is a serious offense of the community standards, indirect plagiarism is no less so. The latter is at the least an expression of poor scholarship. Periphrastic rewording of someone else's ideas creates the impression that the material is original with the writer. Second, no participant can justify plagiarism, whether it be from one's cultural

background that shows some tolerance of plagiarism, one's inadequate preparation in writing papers or of doing research, or a lack of awareness of the community's standards.

### ***Policy on Child Protection and Childcare***

Childcare is when a child is left under the supervision and care of others so that their parent may participate in a separate meeting or event. This does not include baby-sitters hired by an individual family, families helping to watch each other's children in a residential setting, or events solely designed for children (a child's birthday party, sports camps, Kids on Kampus weekly meetings, etc.)

Please contact the Student Life Office for the full policy

### ***Policy On Drug & Alcohol Abuse***

All Trinity students and employees are expected to maintain standards of conduct, which exclude the possession, use, and distribution of alcohol and tobacco on campus and non-prescription drugs on or off campus.

Alcohol and drug consumption cause a number of changes in behavior, ranging from impaired judgment and coordination, to inhibiting a person's ability to learn and use higher mental functions. Repeated use can lead to dependence, and long-term use will cause permanent damage to the brain, liver, and other vital organs.

Counseling services for drug and substance abuse are available through Trinity's Counseling Center. Besides individual counseling for drug and/or substance abuse, the Counseling Center, in cooperation with the Graduate Student Life Office, will schedule forums as needed to address issues in this area which they believe would be pertinent to the TEDS/TGS student body at large.

Trinity will report all instances of illicit drug use to the proper authorities and work with those authorities in prosecuting to the full extent of local, State, and Federal laws those who unlawfully possess, use or distribute illicit drugs and alcohol on campus. Any student who is using drugs or is in a room/vehicle in which drug use is occurring is subject to immediate dismissal by the institution's Judicial Committee. The school also reserves the right to require a student to submit to an immediate full drug test and room search if there is reasonable suspicion, as deemed by the Dean/Associate/Assistant Dean of Students, that the student may be involved in some form of chemical abuse. Refusal by the student to submit to the test could result in dismissal from the Divinity/Graduate School.

### ***Policy on Internet Posting***

Trinity may investigate any information brought to the attention of University officials when individuals have allegedly been involved in violating federal, state or local law(s), Trinity's Community Expectations or that harass, harm and/or discriminate against other individuals. This may include information found on personal websites, Facebook, Instram, Twitter or other

internet-based postings. Students may be asked to remove information from the posting and violations may result in further disciplinary action.

### ***Policy on Mandatory Reporting***

All Trinity community members including all students, staff, and faculty are required to immediately contact the Police if they are observer or hearer of the following incidents:

- Assault (including child abuse)
- Battery
- Sexual assault (including but not limited to rape, sodomy and child sexual abuse)
- Murder, or attempted murder.

Immediately after contacting the Police, Campus Safety and Security must also be notified so that they can be aware that the Police have been called, assist them accordingly, and can contact all other necessary university officials.

In addition, all Trinity community members including all students, staff, and faculty are also required to immediately report the following incidents to either Campus Safety and Security or the Dean/Associate/Assistant Dean of Students.

- Illegal activity, including but not limited to theft, illegal drug possession or use, underage drinking, sexual or physical assault.
- Any situation judged to be dangerous or threatening for a student or the community, including but not limited to a suicide threat, bomb threat, or possession of a weapon.

### ***Policy on Room/Vehicle Search Procedure***

The Divinity School/Graduate School reserves the right to enter all campus facilities including residence hall rooms, as required for building supervision, maintenance or other school related business. A search may be made of a resident's personal belongings when this is believed necessary to investigate an alleged violation or hazard.

To initiate such a search, the Dean/Associate/Assistant Dean of Students or AC/GRA must first determine that there is a reasonable cause that a violation of school standards has occurred or that personal health or safety may be in jeopardy. A search will be conducted by two or more persons normally including a Dean/Associate/Assistant Dean or AC/GRA and normally in the presence of the resident. Trinity staff may also search vehicles owned or operated by students if there is reasonable cause to believe that the car contains contraband, which is in violation of standards of conduct.

A notice stating the reason for the search and its findings will be provided for the resident. Items believed to be evidence regarding violations or endangering personal health or safety may be impounded, and the resident will be given a receipt for such items removed from the room, vehicle, or area.

## ***Policy on Sexual Harassment and Sexual Assault***

Trinity International University (hereinafter referred to as Trinity) is committed to maintaining a Christ-centered community, free of discrimination, including sexual harassment and all forms of sexual intimidation and exploitation. Accordingly, Trinity will not tolerate sexual harassment by any of its students, faculty, or staff. Trinity will also attempt to protect the Trinity Community from sexual harassment by its vendors, consultants, and other third parties who interact with us.

All complaints will be taken seriously and no one who acts in good faith to report sexual harassment, including third parties (e.g., vendors), will suffer retaliation or reprisal. Complaints of sexual harassment will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action. If it is determined through an appropriate and prompt investigation that sexual harassment has occurred, effective corrective action will be taken to eliminate the sexual harassment, attempt to ensure that it does not recur, and appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action may range from an oral or written warning to dismissal or expulsion.

Sexual harassment is a form of sex discrimination which violates federal and state law, including Title VII of the Civil Rights Act of 1964; Title IX, Education Amendments of 1972; the Illinois Human Rights Act and Trinity policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, electronic or digital conduct or communication of a sexual nature, when submission to or rejection of the conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working, learning, or living environment. Sexual assault is a form of sexual harassment which may also constitute criminal conduct.

### **Sexual Harassment**

There are two kinds of sexual harassment:

- Quid pro quo harassment, in which the harasser either provides or denies an employment or educational benefit in exchange for sexual favors, or makes an adverse employment or educational decision on the basis of rejection of sexual advances.
- Hostile environment harassment, in which the working or learning environment is made abusive. An abusive or hostile environment is one that is reasonably and actually perceived by the complaining party as abusive by making it more difficult to do one's job or pursue one's education. Any act of sexual violence creates a hostile environment in violation of this policy.

Examples of quid pro quo sexual harassment include, but are not limited to, the following: a supervisor granting a promotion to an employee because the employee unwillingly consents to

have sexual relations with the supervisor; a supervisor firing an employee because the employee refuses to have sexual relations with the supervisor; a faculty member providing an undeserved failing grade to a student because the student refuses to have sexual relations with the professor; a faculty member giving an undeserved high grade to a student because the student consents to have unwanted sexual relations with the faculty member; or a supervisor providing positive references or evaluations for an employee or student in exchange for sexual favors.

Examples of hostile environment harassment include, but are not limited to, the following: requests for sexual favors, persistent sexual slurs, repeated requests for an unwelcome sexual relationship, continual sexually suggestive jokes, gestures or sounds, a pattern of widespread favoritism based on sexual relationships, pornographic or suggestive materials offensive to others, or unwelcome sexual touching. A hostile environment can exist by virtue of a combination of individual incidents that would not, individually, constitute sexual harassment. In order for these examples or other behaviors to constitute hostile environment harassment, the effect of the harassment must create an abusive or hostile environment, usually over a period of time. Even one serious incident may, however, constitute hostile environment harassment, such as an occurrence of sexual violence.

Both men and women are protected from sexual harassment, whether that harassment is perpetrated by a member of the same or opposite sex. Sexual harassment may be committed by a male or a female toward either a male or a female.

### Reporting

Any incidents of sexual harassment should be immediately reported to the Student Life office (847.317.7070) if you are a student or Human Resources (847.317.7085). Any person violating these policies may be subject to appropriate community accountability, up to and including termination if they are an employee, or suspension or dismissal if they are an undergraduate or graduate student.

### Retaliation

The university strictly prohibits retaliation against any person reporting, assisting, or participating in any manner in any community accountability investigation or proceeding. Retaliation is any action by any person that is perceived as intimidating, hostile, harassing, retribution, or violent that occurred in connection to the making and follow up of the report. This includes retaliation of any kind, whether it's by an employee, student, visitor, or other third party. Any person violating this policy may be subject to appropriate community accountability, up to and including termination if they are an employee, and suspension or dismissal if they are an undergraduate or graduate student.

### **Sexual Assault:**

Sexual assault is any actual, attempted or threatened physical sexual act with another person without that person's consent. It includes, but is not limited to, sexual acts perpetrated by

force (expressed or implied), or duress, deception or coercion upon the victim. It includes acts referred to as “date rape” or “acquaintance rape,” and specifically includes sexual acts involving a victim who is incapable of giving consent due to age, disability or impairment by alcohol or drugs. Sexual assault generally will constitute a crime punishable under Illinois statutes. In reported instances of sexual assault, law enforcement will be contacted by the Responsible Officer or the head of Campus Safety and Security. Sexual assault includes, but is not limited to:

- Rape: As required by VAWA the University employs the FBI definition for rape:  
*Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim)*
- Acts on a person who is not conscious or able to give consent
- Indecent exposure
- Direct or indirect threats linked to sexual propositions or activity
- Coerced sexual activity
- Sexual battery, the unwanted touching of an intimate part of another person, such as a sex organ, buttocks, or breasts
- Use of intoxicants, including alcohol, intended to incapacitate the victim or impair the victim’s ability to give consent

**Sexual Violence:** includes domestic violence, dating violence and stalking.

*Domestic Violence:* is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

*Dating Violence:* is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

*Stalking:* is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Individuals who have been sexually assaulted or are in immediate danger should do the following:

1. Get to a safe place. After experiencing a traumatizing event such as sexual assault, it can be important to find a place where you feel comfortable and safe from harm. This could be your home, friend’s room, local hospital, or police station, among others.
2. Remember: sexual assault is never the survivor’s fault. Use these resources to assist you in taking action.

3. Call for assistance. Call **9-1-1** or Campus Safety and Security (**847-317-6401**). If you would like assistance in filing a report with local police, please contact a Responsible Officer below. The University encourages individuals to call the police because your safety, health, and well-being are of the utmost importance. Calling the police does not relinquish your right to confidentiality or to not press charges.
4. Seek medical attention to check for injuries and to collect evidence. In Illinois, a rape kit can be obtained at a local hospital and an exam given by a *SANE* nurse. A local hospital is Northwestern Lake Forest Hospital.
5. For the purposes of evidence collection, we suggest that you avoid drinking, eating, showering, brushing your teeth, combing your hair, changing your clothes. If you have done any of these things, evidence may still be collected and it remains important for you to seek medical attention. If you have changed your clothes, take the clothes you were wearing at the time of the assault to the hospital in a paper bag. If you have not changed your clothes, it may be a good idea to bring a change of clothes to the hospital.
6. Contact the Responsible Officer as listed below as soon as possible via phone, email, or in person:

Responsible Officers:

- Employees:  
Linda Brundidge, Human Resources Team Leader: 847-317-7023;
  
- Students:
  - Mary Guthrie, Assistant Dean of Students: 847-317-TBD
  - Amanda Onapito, Assistant Dean of Students 847-317-7034
  - Heather Logue, Associate Dean of Students, TC: 847-317-8192
  - Jana Holiday, Dean of Students, TEDS/TGS: 847-317-4063
  - Felix Theonugraha, Vice President of Student Life and University Ministries, 847-317-7115

7. If you are unsure about filing a police report, consider contacting these confidential resources.

Confidential Resources On Campus:

- Counseling Center: [counsctr@tiu.edu](mailto:counsctr@tiu.edu); 847-317-4067.(during business hours)
- Director of Discipleship and Pastoral Care - Scott Samuelson, 847-317-4194 (during business hours)
- Health Services: 847-317-6698

Confidential Resources Off Campus:

- Zacharias Sexual Abuse Center: 847-872-7799
- A Safe Place for Help/ Lake County Crisis Center Hotline: 847-249-4450

Confidential Advisor:

- Susan Corapi, 847-317-7163

**Consensual Relationships**

Intimate or romantic relationships between employees, or between employees and students, even when within the bounds of acceptable Christian conduct, may nonetheless pose potentially serious moral, ethical and legal concerns to the individuals and to the institution.

Where a power differential between the parties exists, even consensual relationships may constitute sexual harassment if the effect of such a relationship interferes with an individual's academic or professional performance or if it creates an intimidating environment. Further, conflicts of interest or breaches of professional ethics may arise if one party to the relationship evaluates the work or academic performance of the other, during the relationship or even after it ends. This includes situations in which a faculty member teaches a student or employee with whom he or she has had a relationship.

Employees are cautioned that such relationships could potentially result in a harassment charge, and could result in the individual with the power in the relationship bearing the burden of responsibility.

The institution recommends that where such relationships develop, the individual in a position of authority notify his or her supervisor and that he or she surrenders responsibility for evaluation. Further, where an employee is called upon to supervise an individual with whom he or she has had a romantic relationship, he or she should discuss this with a supervisor. The institution discourages romantic relationships between faculty members and students, and discourages faculty members teaching students with whom they have or have had an intimate or romantic relationship.

*Please contact the Student Life office for the full policy.*

### ***Policy for Technology and Telecommunication Systems Acceptable Use***

The University network and systems are to be used primarily for activities related to the educational mission of the University. Personal use of the network is limited to e-mail and browsing web pages, providing such use complies with these Terms and Conditions and does not, at the University's discretion, utilize excessive capacity of resources, or in the case of employees, interfere with the employee's work. For any other personal use, written approval is required from Graduate Student Life.

Computer login and phone PIN (Personal Identification Number) account holders are responsible for any activity originating from their accounts. Your computer and account may be used:

- For authorized network access to university systems and resources that are used for curricular, academic, and administrative activities
- For e-mail and access to web pages
- Official notifications made by University offices are increasingly made using e-mail, rather than by paper memos sent through the University mail services. E-mail used for such notifications will be delivered to the recipient's University e-mail account.

- **Employees and students are expected to read their University e-mail and are strongly encouraged to use their University e-mail accounts for all communication within the University to ensure reliable and secure delivery.**

University personnel can and will access files when necessary for maintaining the University network and computer systems. Every effort will be made to respect the privacy of user files, and the contents of user files will be examined only when it is required by law or by the policies of the University.

You may not use University computers, networks, system resources, and phones:

- For commercial or business purposes
- For accessing or distributing defamatory, abusive, obscene, sexually oriented/pornographic, threatening, racially offensive or illegal material. Any access to such materials by way of the University Internet connection will be blocked, logged, and reported
- For any activity which interferes or inhibits the use of the network or University systems by others
- To connect non-authorized private networks. University networks may not be modified, extended, or used in any manner that violates a federal, state, or local law or a University policy

Additionally, you may not use University computers, networks, and system resources:

- For unauthorized browsing or exploring, or making other unauthorized attempts to view data, files, or directories belonging to TIU or to other users
- To transmit, use, or serve unauthorized software
- To violate copyrights of documents or media
- For misuse of message boards or any web-based community
- For computer tampering or unauthorized alteration of data, identification, or credentials
- For introducing deviant software (viruses, worms, etc.) into the University network and systems

Students and employees who do not comply with the “Terms and Conditions for University Technology and Telecommunications Systems—Acceptable Use Policy” are subject to disciplinary action. The University reserves the right to cooperate fully with local, state, and federal officials in investigations relating to information accessed or distributed using University computing systems, the University network, the University phone system, or the University Internet connection.

*Please contact Information Technology for the full policy.*

### ***Policy on University Violence Prevention***

Trinity International University is committed to a safe and secure environment for all employees, students, and visitors. Conduct that threatens the health or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of

violence, threats of violence, possession of weapon(s) on University controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct at Trinity International University and will not be tolerated. Violation of this policy and/or the Standards of Conduct will result in disciplinary action up to and including termination of employment and/or dismissal from the University.

The entire university community shares the responsibility for a safe and secure campus. Knowledge of violent acts or threats planned or carried out are to be reported to supervisors or other appropriate campus administrators immediately. In their absence or in the case of emergency, Bannockburn Police (911) or Security Services (847-317-6400) should be contacted.

Violence is the use of physical force or activity that causes harm, damage, or abuse of an individual or property. This includes physical force and/or activity, which cause mental anguish.

Threat or Threatening Behavior: A threat is any statement or action, expressed or implied, that could cause a reasonable person to fear for the safety of him/herself, that of another person, and/or University property. Examples of threats include, but are not limited to words or actions which intimidate; harassment; stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity; and the use of communication mediums to threaten such as telephone, fax, electronic or conventional mail.

Weapons are not permitted on University controlled property except for purposes of law enforcement and as specially authorized for purposes of instruction, research, or service and as approved in writing by the University President.

Prohibited weapons include but are not limited to any: (1) firearm, firearm ammunition, BB gun, pellet gun, paintball gun (except with prior written approval from the Chief of Police), tear gas gun, stun gun, taser, or other dangerous or deadly device of similar type; (2) knife with a blade of at least 3 inches in length (except an ordinary eating utensil), dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type; (3) bludgeon, blackjack, slingshot, sandbag, sandclub, metal knuckles, billy club, throwing star, nunchaku, or other dangerous or deadly weapon of similar type, (4) bomb, bombshell, grenade, firework, bottle or other container containing an explosive, toxic, or noxious substance, unless under academic/classroom supervision, (other than an object containing a non-lethal noxious liquid, gas, or substance designed solely for personal defense possessed by a person 18 years of age or older); (5) souvenir weapon or other weapon that has been rendered permanently inoperative; and any weapons outlined in the Illinois Compiled Statutes on Armed Violence.

*Please contact Graduate Student Life Office for the full policy.*

## MISCELLANEOUS

### ***Formation Groups***

Either Tuesdays or Thursdays following the chapel hour is spent in small group fellowship with the student's formation group leader and fellow advisees. Formation group meetings offer the benefit of personal interaction and spiritual growth with faculty. Time may be spent in various ways including prayer, Bible study, sharing concerns, and discussion to encourage and support the members of the group.

### ***Clothing (Clothes Horse)***

Free clothes are available from The Clothes Horse at Trinity. This service is provided for students who are in need of clothes, especially those students who are moving here from other countries or states where the climate is warmer. We request that students only take clothes that will meet their needs and/or the needs of their family. The Clothes Horse is located in the foyer of the Aldeen Building. The hours of The Clothes Horse are posted on the door.

### ***Drivers License***

Students who intend to make Illinois their official residence must obtain an Illinois driver's license. Students not making IL their official residence need not get an IL license as long as they maintain a valid license in their home state or country. This applies to the student's spouse as well.

### ***Student ID Card***

To obtain a Student ID card please go to Trinity Central in the Peterson Wing of the McLennan Building or fill out the online form found on [my.tiu](http://my.tiu). The hours are Monday-Friday 8:30 am to 4:30 pm.

### ***Intramurals***

Intramural leagues are offered each semester to all students. Leagues include outdoor soccer and sand volleyball in the fall and leagues such as indoor basketball and soccer are typically offered in the spring. For more information about Intramurals, contact [fitness@tiu.edu](mailto:fitness@tiu.edu).

### ***Master Calendar – Room Reservations***

Any on campus group wishing to reserve a room for a non-academic activity that involves the use of Divinity/Graduate School (classrooms after 6pm and on weekends) or College facilities (during the summer) must submit their request through Student Life. If the space is available on the date requested, the reservation will be placed on the Master Calendar. At the time the reservation is made you will receive or be sent a reservation form confirming your reservation. Requests for use of the Rodine Conference room can be made directly through the Doctor of Ministry office at 847-317-8130. Requests for the Lee Conference room can be made directly through the Academic Doctoral Office in the Lee building 847-317-8111. Requests for the use of the gymnasium can be made directly through the Meyer Sports Complex at 847-317-7099.

Any unofficial on campus group or off campus group wishing to use Divinity School facilities must contact the Conference Center at 847-317-7136 or 847-317-6406.

Definition of On-Campus Groups:

Official on campus groups are those sponsored by a department of TEDS/TGS or the college and/or have a representative from the faculty or administration who has been officially designated by the Office of the Academic Dean of TEDS/TGS and who serves in an advisory role to that group.

All other groups sponsoring activities must schedule them through the Conference Center at 847-317-6406.

## AREA INFORMATION *(Please be sure information is accurate before going)*

<b>BANKS</b>		
<p>Check websites and local phone book for many more locations than listed. Questions to ask your bank: Do you offer a free ATM card? Free checking? Check charge? Hold policy on cashing checks? What is the minimum balance required in order to earn interest/avoid monthly fees? Do you charge for ATM transactions?</p>		
<p><b>First American Bank</b> <a href="http://www.firstambank.com">www.firstambank.com</a> 701 N. Milwaukee Ave., Vernon Hills 847- 816-9100 1 Bank Lane, Buffalo Grove 847-520-8088 7005 Grand Avenue, Gurnee 847-406-3333</p> <p><b>Harris Bank</b> <a href="http://www.harrisbank.com">www.harrisbank.com</a></p> <p><b>Many additional ATM locations</b> 6547 Grand Avenue, Gurnee 847-362-3500 890 S. Milwaukee, Libertyville 847-362-3500 685 S. Rt. 83, Mundelein 847-362-3500 500 Half Day Road, Buffalo Grove 847-465-0202 3063 Dundee Rd., Northbrook 847- 835-6363 500 Skokie Blvd., Northbrook 847-835-6360 1175 Corporate Woods Pkwy, Vernon Hills 847-382-5800</p>	<p><b>US Bank</b> <a href="http://www.usbank.com">www.usbank.com</a> 700 Deerfield Rd., Deerfield 847-945-2215 800 Wheeling Rd., Wheeling 847-520-0900 2000 S Lake St., Mundelein 847-566-2000 310 Highwood Ave., Highwood 847-433-3000 175 N. Milwaukee Ave., Vernon Hills 847-955-0011</p> <p><b>Chase (Bank One)</b> <a href="http://www.chase.com">www.chase.com</a> 2503 Waukegan Rd, Bannockburn 847-405-0087 (inside Dominicks) 770 Waukegan Rd, Deerfield 847-945-2550 6400 Grand Ave., Gurnee 847-855-0200 140 West Cook Street, Libertyville 847-816-1514 1201 South Milwaukee, Libertyville 847-816-1497 325 N. Milwaukee, Vernon Hills 847-821-8716</p>	
<p><b>Washington Mutual</b> <a href="http://www.wamu.com">www.wamu.com</a> 60 S. Waukegan Rd, Deerfield 847-509-0438 255 Parkway Dr, Lincolnshire 847-419-8843 175 McHenry Rd, Buffalo Grove 847-520-1579 4141 Dundee Rd, Northbrook 847-400-5904</p>	<p><b>LaSalle Bank</b> <a href="http://www.lasallebanks.com">www.lasallebanks.com</a> 1315 Lake Cook Rd., Northbrook 847-564-4890 401 Deerfield Pkwy., Lake Zurich 847-726-4990 515 E Townline Rd., Vernon Hills 847-816-0650 195 Milwaukee Ave., Lincolnshire 847-726-4995</p>	
<p><b>National City Bank</b> <a href="http://www.nationalcity.com">www.nationalcity.com</a> 10 E. Dundee Rd., Buffalo Grove 847-215-6969 2595 Waukegan Rd., Bannockburn 847-317-2352 6495 Washington St., Gurnee 847-855-2400 2 Phillip Rd., Vernon Hills 847-816-5789 2000 Willow Road, Northbrook 847-562-0280 325 N. Milwaukee, Libertyville 847-362-3000 469 N. Seymour Ave, Mundelein 847-566-2958</p>	<p><b>Citi Bank</b> <a href="http://www.citibank.com">www.citibank.com</a> 1825 Lake Cook Road, Northbrook 847-564-9201 2011 2<sup>nd</sup> Street, Highland Park 847-266-2401 105 West Dundee, Buffalo Grove 847-465-3781 700 North Milwaukee, Vernon Hills 847-816-2042 6139 West Grand Avenue (inside Sears) Gurnee 847-662-6010</p>	
<b>DRIVER'S LICENSE &amp; PLATES</b>		
<p>In order to reach any Chicago area branch, call this regional phone number: 312-793-1010 or <a href="http://www.sos.state.il.us">www.sos.state.il.us</a></p>		<p>Call ahead to get a list of necessary documents to bring with you. <b>Illinois Vehicle Services:</b> 800-252-8980</p>
<p><b>Libertyville – Full Service</b> 342 Peterson Rd. , Brookside Shopping Center</p>		<p><b>Waukegan – Full Service</b> 617 S. Green Bay Rd.</p>
<p><b>Schaumburg – Limited Service</b> 1227 E. Golf Rd. , Woodfield Commons Shopping Center</p>		<p><b>Deerfield – Limited Service</b> 405 Lake Cook Rd., A6-9, Lake Cook Plaza</p>
<p><b>POST OFFICES</b> Find other locations near you at <a href="http://www.usps.com">www.usps.com</a> or 800-275-8777</p>		
<p><b>Buffalo Grove</b> 255 N. Buffalo Grove Rd. 847-520-0142</p>	<p><b>Lake Forest</b> 230 North Gate 847-680-5464</p>	<p><b>Vernon Hills</b> 675 N. Lakeview Pkwy. 847-566-3901</p>
<p><b>Deerfield</b> 707 Osterman Ave. 847-945-0293</p>	<p><b>Libertyville</b> 1520 Artaius Pkwy. 847-362-2266</p>	<p><b>Waukegan</b> 326 N. Genesee St. 800-662-6802</p>
<p><b>Gurnee</b> 1 N. O'Plaine Rd. 847-662-6943</p>	<p><b>Lincolnshire</b> 125 Schelter Rd, 847-634-3272</p>	<p><b>Wheeling</b> 250 W. Dundee Rd. 847-537-1150</p>
<p><b>Highland Park</b> 833 Central Ave. 847-433-3201</p>	<p><b>Mundelein</b> 435 E. Hawley Ave. 847-566-3905</p>	<p><b>Highwood</b> 130 Highwood Ave. 847-432-4870</p>

<b>LIBRARIES</b> *Take several pieces of mail with your new address in order to receive a library card.		
<b>Vernon Area Public Library</b> 300 Olde Half Day Rd., Lincolnshire 847-634-3650 www.vapld.info (**Only place for on-campus res. to get card**)	<b>Deerfield Public Library</b> 920 Waukegan Rd. Deerfield 847-945-3311 www.deerfieldlibrary.org	<b>Cook Memorial (Libertyville)</b> 413 N. Milwaukee Ave. Libertyville 847-362-2330, www.cooklib.org
<b>Highland Park Public Library</b> 494 Laurel Ave. Highland Park 847-432-0216, www.hplibrary.org	<b>Northbrook Public Library</b> 1201 Cedar Lane 847-272-6224, www.northbrook.info	<b>Indian Trails Public Library</b> 355 S. Schoenbeck Rd., Wheeling 847-459-4100, www.itpld.lib.il.us
<b>Lake Forest Library</b> 360 E. Deerpath Rd. Lake Forest 847-234-0626 www.lfkhome.northstarnet.org/lfl.html	<b>Warren-Newport Public Library</b> 224 N. O'Plaine Rd, Gurnee 847-244-5150 www.wnpl.info	<b>Lake Bluff Public Library</b> 123 E. Scranton Ave. Lake Bluff 847-234-2540 www.lakeblufflibrary.org
<b>DOCTORS / DENTISTS</b>		View your health provider's website or call customer service to find physicians that will accept your health insurance
<b>Dr. Robert Tanney</b> (Family Doctor) 400 McHenry Rd., Buffalo Grove 847-520-9424 *Christian	<b>Dr. Eisenstien</b> (Family Doctors of Northbrook) 1885 Shermer Rd., Northbrook 847-272-4600	
<b>Dr. Deborah Winiger</b> (Family Doctor) 150 Half Day Rd., Suite 200, Buffalo Grove 847-955-9008	<b>Dr. Raymond Moy</b> (Dentist) 10 W. Phillip Rd., #115, Vernon Hills 847-367-0556 *Especially good with children	
<b>Dr. Allan Aven</b> (Family Doctor) 1120 E. Central Rd., Arlington Hts. 847-253-1070	<b>Pediatric Healthcare Associates</b> 1640 N. Arlington Hts. Rd., Arlington Heights 847-398-7070	
<b>Advocate Medical Group</b> (Pediatric Partners) 720 Osterman Ave., Deerfield 847-374-1300 1800 Holister Dr., Ste G2, Libertyville 847-680-8066 *Excellent Doctors with good availability. *May take public aid.	<b>Town and Country Pediatrics</b> 2401 Ranina Way, Glenview 847-998-8806  <b>Dr. Charles O'Brien</b> (Pediatrician) 400 Lake Cook Rd., #119, Deerfield 847-945-3850	
<b>Drs. Becker, Hughes, Burstein, and Adis</b> (OB/GYN) 767 Park Ave West, #240, Highland Park 847-432-1558 Rt. 83, Suite 212, Long Grove 847-634-1116	<b>Drs. Logan, London, Cohan, and Colegrove</b> (OB/GYN) 900 N. Westmoreland Rd, Suite 207, Lake Forest 847-234-9110 36100 Brookside Drive, Suite 202, Gurnee	
<b>Drs. Guth and Benson</b> (OB/GYN) 720 Osterman, #205, Deerfield 847-945-9470 505 Milwaukee, Suite 101, Lake Villa 847-362-1360	<b>Fertility Centers of Illinois</b> 767 Park Ave. West, Ste 190, Highland Park 847-433-4400 *Accepts patients with various infertility problems	
<b>Drs. Weiner, Perea, Schreiber</b> (OB/GYN) The Greenleaf Ctr, 3 S. Greenleaf, Gurnee 847-244-0222 *Accepts public aid for new patients	<b>Dr. Jeffrey Riesberg</b> (Dentist) 1722 1st Street, Highland Park, 847-266-1842	
<b>Dr. Burns</b> (Dentist) 405 Lake Cook Rd., Deerfield 847-291-0888 *Ask about a discount for Trinity students (10%)	<b>Dr. Robert LoCasolo</b> (Dentist) 1606 W. Campbell, Arlington Hts. 847-255-8439 *Christian	
<b>Dr. Paul Imhoff</b> (Dentist) 1645 S. River Rd. Suite 21, Des Plaines 847-299-4811	<b>Dr. Kathleen Woods</b> (Dentist) 191 N. Green Bay Rd., Waukegan 847-662-7213	
<b>Dr. Neal Acharya</b> (Arbor Dental Group, P.C.) 150 Half Day Rd., Suite 203, Buffalo Grove 847-913-8205	<b>Dr. Joe Gordon</b> (Pediatric Dentistry) 514 N. Western Ave., Lake Forest 847-482-1900	
<b>HAIR SALON</b>		
<b>Asha Salon &amp; Spa</b> \$35 - \$85 601 N. Martingdale Rd., Schaumburg 847-592-5000 *\$10 haircuts on Tuesdays for "hair models" – call for appt.	<b>Cut-n-Tan – Jessica Villalobos</b> \$25 133 South Rt. 45, Grayslake, 224-627-6109 *mention you are a trinity student	
<b>Super Cuts</b> (many locations) \$11.95, www.supercuts.com 555 E. Townline Rd., Vernon Hills 847-367-7135 7105 W. Grand Ave., Gurnee 847-855-8312	<b>Great Clips for Hair</b> (many locations) \$12 www.greatclips.com 275 Parkway, Lincolnshire 847-243-4247 700 N. Milwaukee, Vernon Hills 847-816-6879	
<b>Arlington Academy Cosmetology Career Center</b> \$5.50 cut w/ shampoo, \$8 cut w/ style 1300 West Dundee Rd, Buffalo Grove, 847-259-5380	<b>City Image Men</b> - \$20 <b>Women</b> - \$23 <b>Cut Cut w/Style</b> - \$35 401 N. Riverside Dr., #22, Gurnee 847-360-8911	
<b>Hair Cuttery</b> (many locations) \$13 www.haircuttery.com <b>270 E. Dundee Rd., Wheeling 847-353-8623</b>	<b>Artistic Hair Design</b> Men - \$24 Women - \$27 1171 S Milwaukee Avenue, Libertyville 847-367-4880	
<b>Michael Thomas Hair Salon &amp; Spa</b> \$40.00 - \$55.00 346 W. Half Day Rd., Buffalo Grove 847-913-5555	<b>Studio 21</b> \$30.00 - \$50.00 5101 Washington Street, Gurnee 847- 662-0211	

<b>GROCERY STORES</b>	Coupons included in Sunday's paper. Many sale flyers can also be found on-line. Check websites and local phone book for more locations than listed. Websites also may list weekly specials.
<b>Marianos</b> 450 W Half Day Rd Buffalo Grove, IL 60089 (847) 634-8500 1720 N Milwaukee Ave Vernon Hills, IL 60061 (847) 816-0994	<b>Jewel Food Stores</b> (many locations) www.jewelosco.com 16 S. Waukegan Rd., Deerfield 847-498-2958 6509 Grand Ave., Gurnee 847-855-1991 1501 S. Lake St., Mundelein 847-566-6161 1300S. Milwaukee Ave., Libertyville 847-816-8200 890 N. Western Ave., Lake Forest 847-735-8018
<b>Super Target</b> www.target.com 313 E. Townline Rd (aka Rt 60), Vernon Hills 847-680-0723	<b>Dundee Asian Market</b> 3069 Dundee Rd., Northbrook 847-498-4635 *Korean and Asian food
<b>Mitsuwa Japanese Supermarket</b> 100 E. Algonquin Rd., Arlington Hts. 847-956-6699 (corner of Arlington Hts. Rd. and Algonquin Rd.; also sells Japanese pottery, household items, books, CDs, etc.) www.mitsuwachicago.net	<b>Whole Foods</b> www.wholefoodsmarket.com 1331 N. Rand Rd., Palatine 847-776-8080 760 Waukegan Rd., Deerfield 847-444-1900 *Natural Food Store; great selection
<b>H Mart</b> 801 Civic Center Dr. Niles, IL 60714, 847-581-1212 www.hmart.com 8:00 AM ~ 11:00 PM *Korean and Asian supermarket	<b>Assi Plaza</b> 8901 N. Milwaukee Ave, Niles, IL 60714, 847 - 470 - 9450 8:30 AM-9:30 PM *Korean and Asian supermarket
<b>Pick-N-Save</b> www.picknsave.com 2700 Belvidere Rd., Waukegan 847-336-1900 *Fresh produce, ethnic foods, GREAT prices	<b>Woodman's Food Market</b> 7145 120th Ave., Kenosha, WI 262-857-3801 (Hwy. 50, 1 block east of I-94) *Great prices, huge selection, debit cards accepted
<b>Trader Joe's</b> www.traderjoes.com 127 Skokie Blvd Northbrook, IL 847-498-9076 1407 Waukegan Rd, Glenview 847-657-7821 *Specialty items; good prices	<b>Aldi</b> www.aldi.com 730 E. Rand Rd, Mundelein 3331 Belvidere Road, Park City 901 W. Dundee Rd., Wheeling *Lowest prices; bring your own bags; only cash and debit cards; quarter required for use of shopping cart
<b>Garden Fresh</b> www.gardenfreshmarket.com 340 Townline Rd., Mundelein 847-949-1188 1786 W. Hintz Rd., Wheeling 847-394-1100 275 Skokie Blvd, Northbrook 847-272-0300 *Great for fresh produce and international foods	<b>Sam's Club</b> www.samsclub.com 335 N. Milwaukee, Vernon Hills, 847-955-9260 1055 McHenry Rd., Wheeling 847-541-9040 6570 Grand Ave., Gurnee 847-855-1130 101 W. Oakton St., Des Plaines 847-296-5050 *Membership required; bulk foods store, cash and debit card only
<b>FARMER'S MARKETS</b> www.ams.usda.gov/farmersmarkets	
<b>Deerfield Farmer's Market</b> Deerfield Rd. & Robert York Ave., Sat. 7-12:00, Jun-Oct 847-945-5000	<b>Libertyville Farmer's Market</b> Cook Park, Thurs. 7-1, Jun-Oct 847-680-0336
<b>Highland Park (Ravinia):</b> Roger Williams & St. Johns Ave., Wed. 7-1, Jun-Oct 847-432-5570	
<b>SHOPPING</b>	
<b>Target</b> (many locations) www.target.com 313 E. Townline Rd., Vernon Hills 847-680-0723 6601 Grand Ave., Gurnee 847-244-4990 2099 Skokie Valley Rd., Highland Pk. 847-266-8022 1400 W Lake Cook Rd, Wheeling 847-215-5051 3100 W Route 60, Mundelein 847-367-2650	<b>Wal-Mart</b> (many locations) www.walmart.com 555 Townline Rd, Vernon Hills 847-918-0555 1455 Lake Cook Rd, Wheeling 847-537-5090 6590 Grand Avenue, Gurnee 847-855-1230
<b>Oak Creek Plaza</b> Townline Rd. (Rt. 60), Mundelein *Menards, and Card & Party Warehouse	<b>Rivertree Plaza</b> SE corner of Milwaukee and Townline Rd., Vernon Hills *TJ Maxx, Office Depot, Michael's
<b>Hawthorn Shopping Mall</b> NW corner of Milwaukee & Townline Rd., Vernon Hills *Marshall Field's, Carson Pirie Scott, Sears, JC Penny, Talbots, Gap, Children's Place, etc.	<b>Hawthorne Hills Fashion Square</b> SW corner of Milwaukee & Townline Rd., Vernon Hills *Wal-Mart, Office Max, Toys-R-Us, Supercuts, Discovery Clothing Co.
<b>Northbrook Court</b> www.northbrookcourt.com 2171 Lake Cook Rd., Northbrook *Macys, Lord & Taylor, Neiman Marcus, Gymboree, Ann Taylor, Crate & Barrel, etc.	<b>Gurnee Mills</b> www.gurneemillsmall.com 6170 Grand Ave. (I-94 and Rt. 132 W), Gurnee *Huge outlet mall

<p><b>Woodfield Mall</b> www.shopwoodfield.com 5 West Dr Schaumburg, IL 60173 (847) 330-1537 *Cheesecake Factory, P.F. Changs, Rainforest Café, Nordstrom, Lord &amp; Taylor, over 300 stores/restaurants. NEAR IKEA</p>	<p><b>Downtown Libertyville</b> – downtown mainstreet has specialty shops/restaurants <b>Historic Long Grove</b> – antique shops, specialty shops, 50's shop, restaurants, popcorn shop</p>
<p><b>RESALE SHOPS</b></p>	<p>*In addition to the <b>shops listed below, check the Pioneer Press</b> (<a href="http://www.pioneerlocal.com">www.pioneerlocal.com</a>) for weekly yard/garage/thrift sales.</p>
<p><b>The Clothes Horse</b> Aldeen building on TEDS campus <b>*Free to Trinity families</b></p>	<p><b>Salvation Army</b> www.salvationarmy.org 357 Townline Rd., Mundelein 847-837-4037 3559 Grand Ave, Gurnee 847-336-8857 431 S. Genesee, Waukegan 84, Waukegan 847-662-7730</p>
<p><b>Goodwill</b> www.goodwill.org 761 S. Midlothian Rd, Mundelein 847-566-0636</p>	<p><b>Wings Resale</b> www.wingsprogram.com/resale/ 756 E. Northwest Hwy, Palatine 847-963-0861</p>
<p><b>Community Thrift</b> 3440 W. Grand Ave., Gurnee 847-336-3355</p>	<p><b>ORT Resale Store</b> 800 Central Avenue, Highland Park 847-433-1697</p>
<p><b>Blue Smock</b> 111 W. Church, Libertyville 847-362-7888</p>	<p><b>Lamb's Farm Thrift Shop</b> www.lambsfarm.org I-94 and Rt. 176, Libertyville 847-327-9053 x744</p>
<p><b>RESTAURANTS</b></p>	
<p><b>China Buffet</b> Lunch Buffet \$6.00 Dinner Buffet \$8.25 1161 S. Milwaukee, Libertyville 847-362-8488 403 Townline Rd., Mundelein 847-970-7883</p>	<p><b>P.F. Chang's China Bistro</b> \$8.00 - \$17.00 per Entrée 1819 Lake Cook Rd., Northbrook 847-509-8844 *Affordable lunches, expensive dinners</p>
<p><b>Tasty Thai</b> \$7.95 - \$11.95 276 Hawthorn Village Comm., Vernon Hills 847-367-1980</p>	<p><b>Peacock India</b> \$10.00 – \$15.00 per Entrée 701 N Milwaukee Ave., #284, Vernon Hills 847-816-3100</p>
<p><b>Las Palmas</b> \$10.00 26228 N IL Rte 83, Mundelein 847-949-7900 *Authentic Mexican food;</p>	<p><b>Edwarado's Natural Pizza</b> 13" Stuffed Pizza \$17.00 - \$23.00 240 Skokie Blvd., Northbrook 847-272-5222 401 E. Dundee Rd., Wheeling 847-520-0666</p>
<p><b>Big Bowl</b> \$11.00 + for Dinner 215 Parkway Dr., Lincolnshire 847-808-8880 *similar to P.F. Changs</p>	<p><b>Egg Harbor Café</b> Breakfast \$4.00 - \$8.00 Lunch \$7.00 - \$10.00 512 N. Western Ave., Lake Forest 847-295-3449 300 Village Green, Lincolnshire 847-821-1515 *Specializes in breakfast and lunch</p>
<p><b>Lou Malnati's</b> Pizza \$14.00 - \$30.00 840 Waukegan Road, Lake Forest, IL 60045 847.735.1515 85 S. Buffalo Grove Rd., Buffalo Grove 847-215-7100 1436 S. Milwaukee Ave. Libertyville 847-362-6070 (*take out only) *Deep-Dish Chicago style pizza</p>	<p><b>Giordano's</b> Chicago Style Pizza 270 McHenry Rd., Buffalo Grove 847-520-1600 7105 Grand Ave., Gurnee 847-856-6100 *Excellent Chicago style pizza!</p>
<p><b>Red Robin</b> \$8.00 – 12.00 295 Parkway Dr., Lincolnshire 847-520-4747 *gourmet burgers; great for kids</p>	<p><b>Hunan North Chinese Restaurant</b> \$5.00 - \$11.00 227 N. Waukegan, Lake Bluff (847) 615-7122 *Huge portions</p>
<p><b>Bakers Square</b> Entrée average about \$8.00 1195 S. Milwaukee Ave., Libertyville 847-362-8550</p>	<p><b>Chipotle Mexican Grill</b> \$6.00 – 8.00 675 Deerfield Rd., Deerfield 847-948-7902 375 N. Milwaukee Ave., Vernon Hills 847-478-0883</p>
<p><b>On the Border Mexican Grill</b> \$7.00 - \$13.00 535 Lakeview Parkway, Vernon Hills 847- 918-8235</p>	<p><b>Roti Mediterranean Grill</b> \$6.00-\$8.00 1240 E. Route 45 Vernon Hills 847.883.8800 984 Willow Road Northbrook 847.418.2400</p>
<p><b>LOCAL ATTRACTIONS</b> <b>*PRICES SUBJECT TO CHANGE*</b></p>	
<p><b>Chicago Historical Society</b> www.chicagohs.org 1601 N. Clark St., Chicago 312-642-4600 *\$14/adult, Parking is \$9.00/car. Free on Mondays; 9:00-4:30</p>	<p><b>Lamb's Farm</b> www.lambsfarm.org. I-94 &amp; Rt. 176, Libertyville 847-362-4636 *Petting zoo, restaurant, miniature train, pony rides, pet shop, putt-putt, thrift store.</p>
<p><b>Chicago Botanic Gardens</b> www.chicago-botanic.org 1000 Lake Cook Rd., Glencoe 847-835-5440 *Admission Free; parking \$20/car</p>	<p><b>Kohl Children's Museum</b> www.kohlschildrensmuseum.org 165 Green Bay Rd., Wilmette 847-512-1300 *\$7.50/adult and kids, kids under 1 free; hands-on interactive activities.</p>
<p><b>Jelly Belly Factory Tours</b> www.jellybelly.com 10100 Jelly Belly Lane (Rt. 165 and Green Bay Rd.), Pleasant Prairie, WI 866-868-7522 *Free tour, but reservations required; Jelly Belly store</p>	<p><b>6 Flags Great America</b> www.sixflags.com Grand Ave. E. Exit off I-94, Gurnee 847-249-4636 *\$54.99/General Admission, \$34.99/kids under 54 in. tall, age 2 and under free, \$15 Parking</p>
<p><b>Ravinia Festival</b> www.ravinia.org 400 Iris Lane, Highland Park 847-266-5100 *June-Sept.: musical performances \$10.</p>	<p><b>Museum of Science &amp; Industry</b> www.msichicago.org 57<sup>th</sup> St. &amp; Lake Shore Dr., Chicago 773-684-1414 *See website for pricing, varies per exhibit \$16 parking See website for free days</p>
<p><b>The Art Institute of Chicago</b> www.artic.edu 111 S. Michigan Ave. at Adams, Chicago 312-443-3600 \$18/adult, Kids 14 and under free; See website for several ways to get</p>	<p><b>Shedd Aquarium</b> www.sheddaquarium.org 1200 S. Lake Shore Dr., Chicago 312-939-2438 *Call or check website for a variety of admission/price options.</p>

free admission.	
<b>Navy Pier</b> www.navypier.com 600 E. Grand Ave., Chicago 1-800-595-PIER *Shopping, restaurants, Ferris wheel, IMAX theater	<b>Chicago Children's Museum</b> www.chchildrensmuseum.org 700 E. Grand Ave. on Navy Pier, Chicago 312-527-1000 *\$10/adults and kids Free on TH from 5-8pm and first Sunday/month
<b>The Field Museum</b> www.fieldmuseum.org 1400 S. Lake Shore Dr., Chicago Museum Campus 312-922-9410 * See website for pricing, varies per exhibit \$16 parking See website for free days	<b>Adler Planetarium and Astronomy Museum</b> www.adlerplanetarium.org 1300 S. Lake Shore Dr., Chicago Museum Campus 312-922-STAR See website for pricing, varies per exhibit \$16 parking See website for free days
<b>Historic Village of Long Grove</b> Rt. 53 & Rt. 83, Long Grove 847-634-0888 *More than 100 shops, Long Grove Confectionery offers tours	<b>Local Free Concerts</b> Many communities and parks offer free concerts in the summer. Check out community/county websites for more information.
<b>J. Hancock Center Obs.</b> www.hancock-observatory.com 875 N. Michigan Ave., Chicago 1-888-875-VIEW Adults \$16-19 – see website for details	<b>Sears Tower</b> www.theskydeck.com 233 S. Wacker Dr., Chicago 312-875-9696 Adults \$14-21 – see website for details
<b>Lincoln Park Zoo</b> www.lpzoo.org 2001 N. Clark St. Chicago 312-742-2000 *Admission is free, parking \$22	<b>Brookfield Zoo</b> www.brookfieldzoo.org 8400 W. 31 <sup>st</sup> St., Brookfield (14 mi. west of downtown) 708-485-0263 *\$12-24/adult, \$8-18/child (3-11); parking: \$8/car See website for other exhibits and their prices
<b>Lincoln Park Conservatory</b> 2400 N. Stockton Rd. Chicago 312-742-7736 * Admission FREE	<b>Garfield Park Conservatory</b> www.garfield-conservatory.org 300 N. Central Park Ave. Chicago 312-746-5100 * Admission FREE. Parking FREE.
<b>RECREATION</b>	
<b>College Park Athletic Club</b> 2223 Half Day Rd. 847-948-5330 (across from the Lew student center) *Membership fee is \$25/mo. for Trinity Students	<b>Fitness 19</b> 310 Half Day Rd. Buffalo Grove 847.955.1919
<b>Lake County Forest Preserves</b> www.co.lake.il.us/forest * Dozens of free preserves in Lake County *Call or visit their web site for more information.	<b>YMCA North Suburban</b> 2705 Techny Rd., Northbrook 847-272-7250
<b>River Trail Nature Center</b> 3120 Milwaukee Ave., Northbrook 847-824-8360	<b>The Glacier Ice Arena</b> 670 N. Lakeview Pkwy., Vernon Hills 847-362-1222
<b>POOLS AND BEACHES</b>	
<b>Mitchell Pool</b> 951 Wilmot Rd., Deerfield 847-945-7760	<b>Family Aquatic Center</b> (outdoor pool) 635 Elston Dr., Vernon Hills 847-367-7270
<b>Diamond Lake Beach</b> 1016 Diamond Lake Rd., Mundelein 847-566-5650	<b>Deerspring Pool</b> 850 Waukegan Rd., Deerfield 847-945-7610
<b>Mundelein High School</b> (outdoor pool) 1350W Hawley, Mundelein 847-949-9748	<b>Adler Pool</b> (outdoor pool) 1500 N. Milwaukee Ave., Libertyville 847-816-7946
<b>Independence Grove</b> –Beach, paddle boats, trails, concerts 16400 W. Buckley Road, Libertyville 847-968-3499	<b>Arctic Splash Indoor Water Park</b> 333 W. Dundee Rd., Wheeling 847-465-7675
<b>Hidden Creek Aqua Park</b> 1220 Fredrickson Place, Highland Park 847-433-3170	<b>Warren Dunes</b> 12032 Red Arrow Hwy., Sawyer, MI 616-426-4013
<b>Indiana Dunes</b> 700 Howe Rd., Chesterton, IN 219-395-9555 *Great beach on Lake Michigan	<b>Hunt Club Park Aquatic Center</b> 4374 Old Grand Avenue, Gurnee 847- 599-3780
<b>Illinois Beach State Park</b> www.dnr.state.il.us/lands/landmgt/PARKS/index.htm Zion, IL 847-662-4811 *Camping, hiking, fishing, swimming	
<b>CHRISTIAN RADIO STATIONS</b>	
<b>WMBI 90.1 FM, 1160 AM</b> Moody Broadcasting	<b>WJKL 94.3 FM</b> K-Love
<b>CHRISTIAN BOOKSTORE</b>	
<i>Family Christian Bookstore</i> 700 N Milwaukee Ave, Vernon Hills - (847) 932-4005 309 E Rand Rd, Arlington Hts - (847) 481-5000	
<b>AUTO MECHANICS</b>	
<b>Moberg's Automotive</b> 1090 E. Park Avenue, Libertyville 847-362-8905 * Offers discount for Trinity students (owner Peter Moberg)	<b>Gages Lake Automotive</b> 18409 W. Gages Lake Rd., Gages Lake 847-548-2277

<b>G&amp;R Auto Repair</b> 617 N. 2 <sup>nd</sup> St., Libertyville 847-362-2818	<b>H&amp;H Towing and Auto Repair</b> 1050 E. Park Ave., Libertyville 847-367-5300
<b>Deerfield Shell</b> 655 Waukegan Rd., Deerfield 847-945-0584	
<b>NEWSPAPERS</b>	
<b>Chicago Tribune</b> www.chicagotribune.com 1-800-TRIBUNE	<b>Chicago Sun Times</b> www.suntimes.com 312-321-3000
<b>Pioneer Press</b> www.pioneerlocal.com 847-486-9200	<b>Advertiser Network</b> 847-870-0394 * classified ads for garage sales, houses, apartments, etc.
<b>HOSPITALS</b>	
<b>Condell Medical Center</b> 200 W. Golf Rd, Libertyville 847-362-2905	<b>Condell Immediate Care Center</b> (open 24 hours) 150 Half Day Rd., Buffalo Grove 847-215-0000
<b>Lake Forest Hospital</b> 660 N. Westmoreland Rd., Lake Forest 847-234-5600	<b>Highland Park Hospital</b> 718 Glenview Ave., Highland Park 847-432-8000
<b>COMPUTER/ELECTRONIC STORES</b>	
<b>Best Buy</b> 701 N. Milwaukee Ave., Vernon Hills 847-549-9616	<b>CDW Computer Discount Warehouse</b> 200 N. Milwaukee Ave., Vernon Hills 847-465-6000
<b>Apple Store</b> Northbrook Court www.northbrookcourt.com	
<b>PUBLIC AID AND LOW-COST HEALTH CARE</b> www.co.lake.il.us	
<b>Belvidere Medical Building</b> 2400 Belvidere Rd., Waukegan 847-377-8410 Monday 11:30 – 6:30 p.m., Tues – Friday 8:30 – 3:30 p.m. -Dental, Prenatal, General Medicine, Pediatrics all on a sliding scale fee for Lake County Residents -WIC location (Pregnant women and women with children under 5 who are at or below 185% of the federal poverty level)	<b>Department of Human Services</b> 3235 W. Belvidere Rd., Park City 847-3336-5212 -Welfare and Food Stamps -Kid Care – Health Care Coverage for children, pregnant women, or helps to pay employer premiums. Income guidelines apply.
<b>10<sup>th</sup> Street Medical Building</b> 707 10 <sup>th</sup> Street, North Chicago 847-473-4035 -Dental, Prenatal, General Medicine, Pediatrics all on a sliding scale fee for Lake County Residents -WIC location (Pregnant women and women with children under 5 who are at or below federal poverty level)	<b>Immunizations</b> (various location) -\$8 per shot, but no one turned away due to inability to pay -Bring child's records to each appointment. Locations: Lake Forest Hospital, Highland Park Hospital, Condell Medical Center (Libertyville), Foglia YMCA (Lake Zurich), American Legion Hall (Round Lake Park), VFW Post (Antioch), Memorial United Methodist Church ( Zion), Victory Memorial Hospital (Waukegan), Lake County Health Department (Waukegan)
<b>Great Lakes WIC Office</b> 847-688-5879 (Closed Wednesdays) <i>On the Naval Base, but open to civilians</i>	
<b>PUBLIC TRANSPORTATION</b>	
Metra Commuter Rail Service: www.metrarail.com 312-322-6777	www.rtachicago.com *Information on all three public transportation systems.
Pace Bus www.pacebus.com 847-364-PACE	Amtrak www.amtrak.com 1-800-USA-RAIL
<b>ON-LINE JOB BANKS</b>	
www.america-job-bank.com www.monster.com www.careerbuilder.com www.churchstaffing.com www.jobleads.com www.hotjobs.com	www.chicagojobs.com www.craigslist.com Also try: Trinity Career Center, Local Churches, Temp. Agencies Networking – Tell everyone you meet that you are looking for work – someone is bound to know someone!
<b>LAUNDROMATS &amp; DRY CLEANERS</b>	
<b>Joseph's Cleaners</b> 199 Butterfield Road, Vernon Hills 847-367-3323 *10% discount for Trinity Students	<b>Carousel Laundromat</b> \$1.25 Wash, .50 for 2 dry cycles 1177 W. Park Avenue, Libertyville 847-680-3330
<b>Financial Planning/Management</b>	
<b>Jim Leren</b> 1110 W. Lake Cook Rd. Ste. 265 Buffalo Grove, IL 847-520-5545	<b>Michael J. Whalen, CPA</b> 1110 W. Lake Cook Rd. Ste. 265 Buffalo Grove, IL 847-419-0606