



Trine University
From the Desk of Deborah McHenry
Executive Director of Student Success and Retention
Parent and Student Advocate
260.665.4509
mchenryd@trine.edu

TRINE UNIVERSITY

2019 Welcome New Students & Parents

An electronic version of this newsletter, including activated links, is available on my web page: www.trine.edu/parents

It was my pleasure getting acquainted with you during SOAR. If you did not attend SOAR and you have questions, don't hesitate to contact me immediately. My contact information is at the top of this newsletter. As your student prepares for his/her new transition, I hope you will find the information in this newsletter helpful. I am sending a few reminders about move-in day, financial aid information, the authorization waiver form and key individuals to contact if you have questions.

Move-In Day – The new student move-in day will be **Saturday, Aug. 17, from 9 a.m. to 1 p.m.** Your student will receive correspondence from the Office of Student Services about orientation and move-in dates and times. Coaches will provide move-in information for athletes. To access information about orientation and campus events, use this link: <https://trine.presence.io/> (recommend using a browser other than Internet Explorer).

Move-in day is an emotional time and full of excitement. For your convenience, student volunteers representing various campus organizations will assist you on move-in day, Aug. 17. Please keep these tips in mind to make the process easier:

- Pack items in sturdy containers. Make sure that no one box is too heavy.
- Keep winter items at home, if possible. Ship or deliver them when it gets cold.
- Bring two empty bins. Students may find they don't need some items while unpacking.
- Be patient. Lots of people will be trying to do the same thing all at once. A friendly hello can go a long way.

Newsletter – Parents, please make sure I have your e-mail address so you can receive e-mails and the *Campus Link* newsletter. For future communication, please use this link to provide us with your e-mail address: www.trine.edu/parents. You will also be able to subscribe to monthly newsletters at this address.

Financial Reminder – To ensure a smooth transition on move-in day, please make sure your student's bill is paid. To view a bill visit MyPortal -> Student Tab -> My Student Account -> Course & Fee Statement -> Generate -> View. If no aid is showing or something is missing, please work with your student to access their financial aid account online at <https://mytrinefa.trine.edu> and check their Missing Documents page for items "Not Received", "Incomplete" or "Not Signed". These items require action. If you have any questions about the bill, you may contact the Business Office at businessoffice@trine.edu. If you have any questions about financial aid, you may contact the Financial Aid Office at finaid@trine.edu.

Authorization Waiver Form – During SOAR, I spoke with parents about an authorization release form that promotes a partnership in education between students, parents and the university. If your student did not sign and return this form, it is not too late. This form gives me permission to communicate with parents when I feel I can be of assistance with a student's educational progress. If you did not attend SOAR and have questions about the authorization form, please call or e-mail me. Parents must make the initial contact to request a progress report. To access a copy of the release form, please use this link www.trine.edu/parents.

Student and Parent Advocacy – While student retention is important to the big picture at Trine University, we understand that sometimes it is not as simple as it seems. My office places an emphasis on new students and their social, personal and academic adjustment to college. Students come to my office with concerns ranging from academics to finances, from course load concerns to changing their major, from residence life questions to commuting concerns. Whether your student lives in the residence halls or commutes, **I am here for all students and parents.** Parents and students can call on me at anytime. I have an open door policy.

Incoming Freshmen – Your final official high school transcript showing your graduation date should be mailed to the admission office. The mailing address is Admission Office, Trine University, One University Avenue, Angola, IN 46703.

If you have questions, please don't hesitate to contact me at 260.665.4509 or mchenryd@trine.edu. I am looking forward to getting acquainted with students and parents.

Athletic Questions	Contact Ginny Hamilton at hamiltong@trine.edu
Financial Aid Questions	E-mail finaid@trine.edu
Billing Questions	Contact Tammy Steele at steelet@trine.edu
Housing Questions	Contact Angie Booth at bootha@trine.edu
Student Services Questions	Contact Linda Werling at werlingl@trine.edu
Registration Questions	Contact Renee Shipe at shiper@trine.edu