



Trine University
 From the Desk of Deborah McHenry
 Executive Director of Student Success and Retention
 Parent and Student Advocate
 260.665.4509
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TRINE UNIVERSITY

JUNE 2020 NEWSLETTER

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

It won't be long before students will return to campus. To assist families, I have listed below contact information for key departments **and information pertaining to move-in day from the Office of Student Services**. My office places an emphasis on support for all 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 issues to commuting concerns. Whether your student lives in the residence halls or commutes, **I am here for all students and parents**. I have an open door policy.

Returning to campus – If your student's plans have changed, and he/she **will not be returning, please contact this office immediately, 260.665.4509 or mchenryd@trine.edu**. For students who may be unsure about transferring, I will be more than happy to talk with you to offer assistance.

Registration for fall classes –Your student should contact his/her academic advisor with questions about fall registration. For other concerns, don't hesitate to contact this office 260.665.4509 or the Registrar's Office at 260.665.4241.

THE FALL SEMESTER STARTS AUG. 10. Move-in dates for the 2020 school year are as follows:

Friday Aug. 7 Returning residential students
 Saturday Aug. 8 All new students
 Sunday Aug. 9 Returning off campus students/Greeks/Commuter

In order to limit disruptions and provide the highest level of safety, the fall 2020 semester will start Aug. 10, two weeks earlier than previously announced. Students will receive more move-in information in a letter from the Office of Student Services. Specific times for check in will be announced at a later date. If your student is unsure about his/her room assignment, contact Angie Booth at bootha@trine.edu or 260.665.4646.

Vehicle Registration Update – All motorized vehicles are required to be registered to park in any university parking lot, including all athletic facilities. This includes all commuter and Greek resident vehicles. **Vehicle registration will be available July 13**; please check your email. The vehicle registration fees will be included on your university bill, with your tuition, fees, room and board. To obtain a vehicle decal, you will register your vehicle on the Rydin vehicle registration site (permitsales.net/trine); however, you will not need to use a credit card to pay for your permit as it will be included on your university bill. **If your student will NOT have a vehicle on campus at any time, a waiver will need to be completed by Sept. 1.** The waiver is available in myPortal by selecting the Student tab and then clicking on Parking Permit Waiver 2020-2021 located in the Miscellaneous Student Forms box. **For questions about vehicle registration, contact Campus Safety 24/7 at 260-316-1877.**

Authorization Waiver – Last fall I shared information pertaining to the Federal Education Rights and Privacy Act (FERPA), which prohibits the release of student information to anyone without authorization from the student. However, as part of the academic support system in place at Trine, all students can voluntarily sign a waiver. The student can withdraw this waiver at any time by providing a written document. To access a copy, please visit trine.edu/parents. To request an academic progress report, **parents must make the initial contact**. Upon contacting me, I will contact the student's professors for an academic progress report that I can share with the designated person. If the student does not have a waiver on file, I cannot discuss the student's academic progress.

Financial Reminder – To ensure a smooth transition on move-in day, 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 at mytrinefa.trine.edu and check their Missing Documents page for items "Not Received," "Incomplete" or "Not Signed." These 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.

Newsletter – The university puts out a monthly newsletter (and sometimes a special edition newsletter) tailored specifically to parents. If you are not already signed up to receive the newsletter, please go to trine.edu/parents. At the bottom of the page is an accordion table, choose the Parent Newsletter and enter your information. After reading the newsletter, if you have questions about fall registration, scheduling or any other concerns, don't hesitate to contact me at mchenryd@trine.edu or at 260.665.4509. To access information about campus events, use this link: trine.presence.io/ (recommend using a browser other than Internet Explorer).

Contact Numbers and Email Addresses

Athletics	Ginny Hamilton	hamiltong@trine.edu	260.665.4141
Financial Aid		finaid@trine.edu	260.665.4658
Billing	Tammy Steele	steelet@trine.edu	260.665.4292
Housing	Angie Booth	bootha@trine.edu	260.665.4646
Student Services	Robyn Hinman	hinmanr@trine.edu	260.665.4168
Registration	Renee Shipe	shiper@trine.edu	260.665.4241
Campus Safety			260.316.1877
IT Help Desk		help@trine.edu	877.236.7682 or 260.665.4275
Campus Operations		campusops@trine.edu	260.665.4155