



Trinity

**Trinity College of Arts and Sciences
First Year Parent Handbook
2010-2011**





Trinity

Trinity College of Arts and Sciences First Year Parent Handbook

Dear Trinity Parents:

Welcome to Trinity! We are so pleased that you and your daughter, or the young woman whom you are mentoring, have chosen Trinity for her collegiate experience. She will have tremendous opportunities to learn, to grow and to become very successful through the many programs and learning activities she will experience here. You are a vital part of her success at Trinity. Our experience shows that students whose families remain engaged with their educational endeavors realize great achievements both academically and personally.

The purpose of this Parent Handbook is to help parents, or the significant adults in our students' lives, to navigate Trinity's programs and services, policies and personnel effectively. The more you know about the resources available at Trinity, the more confident you will be in Trinity's ability to guide your daughter's education.

For more than a century, Trinity has made it possible for ambitious young women of great potential to realize their dreams. Our graduates have gone on to exert remarkable leadership in public and private positions – from the White House to Congress to major corporations to universities and schools. All of these fabulous women leaders started at the same place that your daughter starts now – at Trinity's First Year Orientation Program.

Orientation gives students the necessary introductions, information and sense of direction to start their first year well. Please encourage your daughter to attend all of the events and activities, and to take full advantage of the resources available here.

Please also mark your calendars for a very special return visit to Trinity:

Trinity First Year Parent Day
Saturday, October 16
10:00 am – 2:00 pm

We look forward to our partnership with you to ensure your daughter's success!

Sincerely,

Patricia McGuire
President
202-884-9050
president@trinitydc.edu

Virginia Broaddus
Provost
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EXPECTATIONS: STUDENTS, PARENTS, TRINITY

Students have many expectations for their college days. Among the myriad expectations, these may be the most important:

1. Students expect to enjoy a great deal of freedom in college without adult interference.
2. Students expect to get the programs and services they desire.
3. Students expect faculty, staff and other students to respect them.
4. Students expect to learn many new things and to be academically successful.
5. Students expect to graduate in a timely way.

Parents have many expectations for their child's college experience. Over the years at Trinity, we have learned that some of the most important parent expectations are these:

1. You expect your daughter to be safe and respected at Trinity.
2. You expect your daughter to have a very high quality academic experience.
3. You expect your daughter to receive the support services she needs to be successful.
4. You expect to be able to talk to someone in authority if your daughter needs help.
5. You expect your daughter to graduate in a timely way.

Trinity also has expectations for your daughter, and these include:

1. We expect your daughter to have the desire necessary to be a good student.
2. We expect your daughter to be cooperative with Trinity's rules and regulations, to uphold our Honor System and to meet all of her academic, financial and social responsibilities.
3. We expect your daughter to respect the faculty and staff who are teaching her.
4. We expect your daughter to be able to respect and get along with other students.
5. We expect your daughter to be attentive to her studies so that she can be successful and graduate in a timely way.

Sometimes, in spite of all of these expectations, students are not always successful. At those times when students are struggling, the effectiveness of our partnership becomes even more important. Both you and Trinity have exactly the same goals that your daughter also has: to be sure that she becomes a successful college graduate with the knowledge, skills, values and competencies necessary to pursue her personal and professional goals for life.

In college, the most important thing that you and Trinity must do to ensure your daughter's success is to **cultivate in her a sense of personal responsibility for her own success.**

You cannot make her successful without her cooperation. We cannot ensure her success if she does not cooperate with us. We must work together to foster her growth into full maturity as a self-actualized adult capable of making good decisions for herself.

COMMITMENTS: TRINITY, STUDENTS PARENTS

Recognizing the many expectations that each partner brings to the collegiate experience, Trinity makes certain commitments and asks both students and parents to join in making similar commitments that provide the basis for collegiate success:

Trinity's Commitments:

1. Trinity will strive for excellence in all programs and services that affect your daughter.
2. Trinity will take every available measure to ensure your student's safety on campus.
3. Trinity's faculty and staff will respect students and parents and be available to help them.
4. Trinity will respect the privacy of student information.
5. Trinity will work with students to resolve problems as quickly and effectively as possible.

Student Commitments:

1. The student will strive for excellence academically and in all of her collegiate activities.
2. The student will uphold Trinity's Honor Code and related rules and regulations.
3. The student will meet her academic, financial and social responsibilities at all times.
4. The student will respect other students, faculty and staff.
5. The student will keep her parents and significant others informed but will exert her own responsibility for mature decision-making.

Parent Commitments:

1. Parents will maintain an active interest in supporting student success.
2. Parents will work cooperatively with Trinity personnel on issues related to student support, including making sure that financial and other obligations are satisfied in a timely way.
3. Parents will reinforce the importance of upholding the Honor System and Trinity regulations.
4. Parents will understand and work cooperatively with the rules related to student privacy.
5. Parents will encourage their daughter's growth to maturity by insisting that she handle her responsibilities directly with Trinity personnel.

HOW TO REGISTER CONCERNS

We know that circumstances sometimes arise that give parents a great deal of concern. Sometimes your daughter will call you to complain that she feels she has not received fair treatment in a class or from a particular office. Sometimes you will want to talk to your daughter and she will fail to return your phone calls. Sometimes you know that something is wrong but she avoids your questions. This is all part of the growth experience in college.

Here are some guidelines for knowing when and how to register your concerns with Trinity faculty and staff:

1. Make building your daughter's ability to handle her own business a top priority. This is part of her college education. When she calls you to complain that she feels she did not get what she wanted in a particular class or at a certain office, ask her if she knows what steps she can take, herself, to resolve the problem. Encourage her to go back to the person in charge to discuss what happened.
2. All administrators and faculty at Trinity are readily accessible on email and by telephone. If, after urging your daughter to resolve the problem herself, you feel that she still needs help, you may certainly contact the appropriate person. The list of key contacts is at the back of this handbook.
3. At times, you may want to get some information about your daughter without her knowledge. This is not possible. Federal law requires Trinity to honor the privacy of student information. This includes her academic records (covered by the law called FERPA) and her health records (covered by the law called HIPPA). You should know that we may not release any personal information about a student who has not given permission for us to release the information to you. This includes grades, transcripts, other academic records, disciplinary records, health records and all other material. You should talk to your daughter about your need to have information.
4. If your daughter has violated Trinity's Honor Code or rules and regulations, she will incur disciplinary action. Our policies and procedures provide for written notice of infractions and a hearing with the Dean of Students and other personnel. Your daughter is responsible to tell you about any such situations; we cannot disclose the issues without her permission.
5. If your daughter fails to remain in communication with you, and if you are concerned about her whereabouts, you may call the Dean of Student Services and we will make every effort to find her and ask her to call you.
6. All of Trinity's policies, rules and regulations are available on Trinity's website at www.trinitydc.edu/policies

ACADEMIC AFFAIRS

Key Contact Information:

| | | |
|--|--|--------------|
| Dr. Virginia Broaddus, Provost | broaddusv@trinitydc.edu | 202-884-9220 |
| Dr. Elizabeth Child, Dean College of Arts and Sciences | childe@trinitydc.edu | 202-884-9205 |
| Dr. Carlota Ocampo, Associate Dean College of Arts and Sciences | ocampoc@trinitydc.edu | 202-884-9209 |
| Ms. Marti Hunter, Assistant Dean Academic Advising | hunterm@trinitydc.edu | 202-884-9279 |

Typical Issues:

If your daughter has questions about her schedule for the upcoming semester, she should contact Ms. Marti Hunter in Academic Advising or her assigned faculty advisor.

Students often wish to begin taking courses in their intended major starting in their first semester, thinking that this will be the most efficient strategy. In fact, however, all students in the College of Arts and Sciences must complete most of their General Education requirements before declaring a major so that they will be better prepared to succeed in their major courses. If a student has a question about her academic plan, she should schedule a meeting with her faculty advisor.

If your daughter has questions about a grade in a particular class, she should begin by scheduling a meeting with the professor. It is very important for students to take responsibility for their own learning as part of the college experience. Parents are not typically involved in student meetings with faculty.

Sometimes students need to adjust their schedules during the semester by dropping or withdrawing from a class. Each student is assigned a faculty advisor, who will be happy to talk to your daughter about the proposed schedule change and its implications.

If a student has a serious illness during the semester or family emergency, she should contact one of the deans.

Special Topics:

Occasionally, a professor detects evidence of plagiarism or some other form of academic dishonesty in a student's work. If this occurs, your daughter would be contacted by the Dean of Student Services and the Dean of College of Arts and Sciences and asked to attend a judicial hearing, where she would have an opportunity to explain what happened. If the student wishes to bring a parent with her to a judicial hearing, she must inform the deans ahead of time.

RESIDENCE LIFE

Key Contact Information:

| | | |
|---|--|------------------------------------|
| Andrea Cadyma Director of Campus Housing | cadymaa@trinitydc.edu | 202-884-9316 Main Hall Room 118 |
| Najmah Ahmad Area Director, Cuvilly Hall | ahmadna@trinitydc.edu | 202-884-9649 |

Typical Issues:

Adjusting to living away from home/Anxiety and transition:

It is critical that our first year residents be encouraged to stay on campus for the first month in order to acclimate and adjust to her new “home away from home.” Trinity will be new across the board from adjusting to living with someone new, meeting new classmates and making new acquaintances to determining what co-curricular activities to get involved in. Everything will be new and all change is necessary BUT difficult. Participation is key, and again, there is a great team of housing staff waiting to help your daughter find her way and her connection. Encourage her to stay and give this new opportunity time in order to adjust.

Roommate issues and concerns:

The best way to get off on the right foot and minimize conflicts is to be positive, keep an open mind and understand that great roommates DO NOT have to be best friends! When placing residents together, we are looking to pair students who can maintain civility and respect based on some basic lifestyle similarities. At move-in, we help our residents begin their living relationships with an open discussion on what makes each one comfortable. Guests, music, sharing and cleanliness to name a few are topics to discuss and agree upon. Living on campus and sharing a room teaches one understanding, respect and appreciation for diversity.

Roommates who are not getting along do not receive an immediate room change. We teach life skills; therefore it’s critical to help each resident understand that all working relations require time, effective communication, respect and compromise.

1. Communication between roommates occurs first, in an effort to rectify the problem. If, after that conversation, roommates cannot work their problems out, then they should:
2. Speak with their Resident Coordinator/Area Director about mediation. If mediation is unsuccessful, we suggest that each resident see her Area Director about a room change. Room changes ARE NOT permitted until September 7, 2010.

Resources:

All Housing staff is trained to know what the available campus resources are from Academic Affairs to Health and Wellness. Please encourage your daughter to contact her Resident

Coordinator for any concern. All Resident Coordinators are professional staff persons who reside on each floor of each residence hall. There are also two Area Directors who are there to provide additional support.

Will my daughter have a curfew?

Our residents do not have a curfew. However, we do ask students to let their roommates and hallmates know their whereabouts when they are off-campus. We counsel students about the need to make their academic commitments a priority, which includes having quiet time at night to study and to get enough sleep to be good students.

May my daughter have visitors?

For the first month of freshman year, until October 1, freshman residents may not have visitors in their room. This includes visitors of both genders, and including relatives (including moms, dads, aunts, uncles and siblings).

Our strict policy on “no visitation” in the first month is designed to allow the residents to develop their own sense of community on the residential floors. This policy has been very successful in supporting our goal to teach young women from many different backgrounds how to live together.

After the first month, freshman residents may have visitors, both male and female, up until the hours stated in the housing policy. The procedures for signing-in and escorting guests are also spelled out in the housing policy. No overnight visitation is permitted.

Visitation is a privilege of campus life. Trinity reserves the right to withdraw the privilege for all or some students upon evidence that the students are not ready to use the privilege responsibly.

What if my daughter is missing?

College students sometimes decide to pursue their own business without letting friends or family know their whereabouts. While we request residents to leave contact information, some students ignore this request.

Federal law now requires universities to have a clear policy about missing students, and Trinity’s policy is stated on pages 35-36 of the *Student Handbook* that is available on the website at www.trinitydc.edu/studenthandbook

In short, if we cannot locate a student within 24 hours of notification to us that she is missing, we will call the police. Students who want to avoid a police investigation into their whereabouts should pay attention to our request to leave contact information, to answer cellphone calls, and to let roommates and families know about any plans for extended absences from campus.

STUDENT SERVICES

Key Contact Information:

Michele Bowie
Dean of Student Services

bowiem@trinitydc.edu

202-884-9611

Typical Issues:

The Dean of Student Services office is responsible for the growth and well being of students outside the academic arena. The Dean works closely with the students to help navigate and prioritize their responsibilities in order to stay on track when they are faced with personal life issues that can interrupt their academic success.

The Dean is also responsible for all judicial matters, academic and non-academic. The University has an Honor Code that all students must adhere to. The Dean has an open door policy and is accessible to students immediately.

Special Topics:

All University traditions and student activities fall under the Dean of Student Services office. Student Government, campus activities, clubs and organizations help to create the social growth and allow the student the full collegiate experience.

FINANCIAL AID AND ENROLLMENT SERVICES
enrollmentservices@trinitydc.edu

202-884-9530

Key Contact Information:

| | | |
|--|--|--------------|
| Cathy Geier Vice President for Enrollment Services | geierc@trinitydc.edu | 202-884-9545 |
| Meghan Howard Associate Director of Enrollment Services | howardm@trinitydc.edu | 202-884-9535 |
| Brian Ford Associate Director of Student Accounts | fordb@trinitydc.edu | 202-884-9512 |

Typical Issues:

Over 95% of students in the College of Arts and Sciences receive financial aid from Trinity. Students must apply for financial aid every year by the filing the Free Application for Federal Student Aid (FAFSA) by April 1 for the next academic year. Many parents cannot afford to provide substantial financial support, but all parents should assist their daughters by meeting financial aid application deadlines. Students who apply late are at a disadvantage in the financial aid process.

Although Trinity awards millions of dollars in financial aid each year, families will have a balance of tuition and fees that is not covered by financial aid. All students at Trinity are required to make payment arrangements for tuition and fees by the first day of class each semester. We will not prevent students from attending class if they have not paid tuition, but students will be charged a late fee and will have a hold placed on their transcripts and future registration.

Special Topics:

Students must maintain satisfactory academic progress to receive financial aid. The Office of Enrollment Services measures academic progress once a year at the end of the spring semester and undergraduate students must have a 2.0 cumulative grade point average and have completed at least two-thirds of their attempted credit hours in order to receive financial aid for the following academic year.

Most students at Trinity borrow student loans. Student loans are an important resource and an investment that a student is making in her future. It is important, however, for students to understand their rights and responsibilities as borrowers. The Office of Enrollment Services provides loan counseling resources to all borrowers. Parents can help their daughters by ensuring that they are borrowing no more than they need and that they understand their repayment obligations.

HEALTH AND WELLNESS SERVICES

Key Contact Information:

Maureen Baxter
Director of Health Services

baxterm@trinitydc.edu

202-884-9615
Main 463

Typical Issues:

All students in the College of Arts and Sciences must participate in the student health insurance plan to be sure that they have adequate coverage in emergencies and for the various services provided throughout the year.

New students must also provide proof of immunizations and medical records according to instructions sent prior to enrollment.

Health and Wellness Services provides educational and clinical services for Trinity students.

Special Topics:

Influenza: Health and Wellness Services makes flu vaccines available to students.

Staying healthy in college: Health and Wellness Services offers many educational programs throughout the year to encourage students to stay healthy in college and lead healthy lives after graduation.

PUBLIC SAFETY

Key Contact Information:

Doris Bey
Director of Public Safety

beyd@trinitydc.edu

202-884-9100

Typical Issues:

The Department of Public Safety is responsible for all campus security, and oversees transportation including the Campus Shuttle and parking.

Special Topics:

Ensuring student safety while in college.

Contact Information

For a complete directory of faculty and staff and descriptions of services please visit Trinity's website www.trinitydc.edu

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|-------------------------------------|--|---------------------|
| Academic Affairs | | 202-884-9220 |
| Dr. Virginia Broaddus, Provost | broaddusv@trinitydc.edu | 202-884-9220 |
| Dr. Elizabeth Child, Dean | childe@trinitydc.edu | 202-884-9205 |
| Dr. Carlota Ocampo, Assoc. Dean | ocampoc@trinitydc.edu | 202-884-9209 |
| Academic Advising | | 202-884-9279 |
| Ms. Marti Hunter, Assistant Dean | hunterm@trinitydc.edu | 202-884-9279 |
| Academic Services | | 202-884-9636 |
| Ms. Kimberly LaBoone, Director | laboonek@trinitydc.edu | 202-884-9360 |
| Athletics | | 202-884-9095 |
| Ms. Tracy Renken, Director | renkent@trinitydc.edu | 202-884-9095 |
| Bookstore | | 202-884-9157 |
| Enrollment and Financial Aid | enrollmentservices@trinitydc.edu | 202-884-9530 |
| Ms. Cathy Geier, Vice President | geierc@trinitydc.edu | 202-884-9545 |
| Facilities | | 202-884-9134 |
| Mr. Gary Bricher, Director | bricherg@trinitydc.edu | 202-884-9134 |
| Food Service | | 202-884-9130 |
| Ms. Bonnie Irvin, Director | irvinb@trinitydc.edu | 202-884-9130 |
| Health Services | | 202-884-9615 |
| Ms. Maureen Baxter, Director | baxterm@trinitydc.edu | 202-884-9615 |
| Human Resources | | 202-884-9120 |
| Ms. Carole King, Director | kingc@trinitydc.edu | 202-884-9120 |
| President's Office | | 202-884-9050 |
| President Patricia McGuire | president@trinitydc.edu | 202-884-9050 |
| Public Safety | | 202-884-9111 |
| Ms. Doris Bey, Director | beyd@trinitydc.edu | 202-884-9100 |
| Student Services | | 202-884-9611 |
| Dean Michele Bowie | bowiem@trinitydc.edu | 202-884-9611 |
| Technology Services | helpdesk@trinitydc.edu | 202-884-9811 |