

# CAMPUS SERVICES

## Campus Safety & Security Services

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 Safety, Security and Fire Report (<http://www.tiu.edu/about/campus-safety>). This report, along with our Daily Crime log, is also available to be viewed in person during normal business hours at Facility Services.

By operating a vehicle on university property you are subject to all state and TIU motor vehicle regulations. All vehicles must check in with security or have a current TIU parking permit. Passes and permits may be obtained at Trinity Central.

Your safety and security is our highest priority. Please report any suspicious or criminal activity to Safety and Security Services at 847-317-6400. Located at the Deerfield Campus.

## Career Development

The Career Development Office, located in the University Student Success Center, provides a variety of services designed to facilitate career planning and development for both students and alumni. The goal of the staff is to help each individual identify personal skills and interests, to guide students in developing those skills, and then to partner with them in marketing themselves to potential employers. Once full-time employment is secured, the Career Development Office maintains a relationship with alumni and assists in job transitions, résumé revisions, and other professional career issues as needed. Through their e-Classifieds online advertisement listings, Career Development also assists students in service learning, locating internships, and securing part-time employment. Located at the Deerfield Campus.

An important function of the Student Services Department in Florida is to provide a variety of services designed to facilitate career planning and development for students and alumni. The goal of the staff is to help each individual to identify personal skills and interests, to guide students in developing those skills, and then to partner with them in marketing themselves to potential employers. Services include resume and cover letter assistance, job search and interview preparations, employability workshops, and personal assessments. No guarantee of placement is made or implied. Located at the Florida Campus.

## Dining Services

College students living in residence halls that are not a part of Senior Privileged Housing are required to participate in one of Hawkins Dining Hall Block Meal Plans that are available to them each semester. Located at the Deerfield Campus.

### Block Meal Plans 240 Plus, 240, 210 & 140

All residential college students can choose among the three block plans. Each plan provides a set number of meals during the semester and can be used in Hawkins Hall, as well as at Fresh. Munch money is included with each plan and can be used at the White Horse Inn and Fresh located in the Waybright Center for a quick "to go" meal or a late-night snack. Unused block plan meals can be rolled over to the spring semester only with the purchase of another Block 240, 210, 140, or 100 plan. Munch

money expires at the end of each semester. All meals expire at the end of the academic year.

Residential graduate students at may choose to participate in one of the Hawkins Hall meal plans each semester.

Meals are added to your student ID card, which must be presented to gain entrance into Hawkins Hall or to make a purchase at Fresh. Block meal plans cannot be shared or used by another student.

Meal Plan	Meals per Semester	Cost per Semester
Block 240 Plus	240 plus extended hours of use 6 days/week & \$200 in munch money	\$2650
Block 240	240 + \$100 in munch money	\$2350
Block 210	210 + \$50 in munch money	\$2150
Block 140	140 + \$50 in munch money	\$1900
Block 100	100	\$1500
Block 10	10	\$98

## Points

Points are Dining Services credit that can be purchased and used for any food items at "Fresh", the Rodine Café and Hawkins Dining Hall. Students may use points to pay for food items, with the additional benefit of not having to pay sales tax on purchases. Points may be added to your student ID card at Student Financial Services or at "Fresh." For every \$50 that is purchased, an additional \$5 will be added, for a total of \$55. Points are good for both the fall and spring semester but need to be used before the last day of the spring semester. After the end of the spring semester, all unused points are forfeited.

Please call x7105 (847.317.7105) with any questions regarding Trinity Dining Services.

## Facility Services

Facility Services supports a positive learning, working, and living environment for students, employees and visitors by providing services in a manner that reflects the love and excellence of Christ in all things. The department focuses on the areas of custodial, maintenance, grounds, event services and mail services. Any requests regarding the above areas should be submitted via the online work order submission form found online.

Any facility emergencies that places people or property at risk should be reported immediately by calling x7135 (847.317.7135) during business hours (M-F, 8:30 a.m. to 4:00 p.m.) or Campus Safety & Security Services at x6400 (847.317.6400) outside of regular business hours and holidays. Reports can also be made in person at Facility Services, which is located in the Facility Services Building on the south side of campus. Located at the Deerfield Campus.

## Fitness Center & Intramurals

Hours of Operation: Monday-Friday 7am-9pm, Saturday 12-6pm and Sunday 3-9pm. (located in the Aldeen Building) \*Hours may be altered if appropriate supervision is not available.

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).

Located at the Deerfield Campus.

## Mail Services

The Mail Services Department offers many of the same services as a post office: receiving and sending mail; sale of postage; USPS certification, registration, delivery confirmation, and insurance; and USPS Priority and Express Mail; as well as Federal Express to both international and domestic locations. A mailbox is provided free of charge to all students, both residential and commuters, and is retained until leaving school permanently. Students should inform Mail Services of the names of all individuals (self, spouse, children) who will be receiving mail in their box. Students should check their mailbox a few times a month or risk the box being closed. Mailbox assignments are normally made at registration. If a student does not attend registration or fails to receive a mailbox assignment there, a mailbox can be obtained at the Mail Services Office located in the Waybright Center. Any student requesting a mailbox assignment prior to registration should call the Mail Services at x8170 (847.317.8170) or e-mail [mailservices@tiu.edu](mailto:mailservices@tiu.edu). Located at the Deerfield Campus.

## On-Campus Housing

Residence halls include Johnson, Carlson, Madsen and Trinity Hall. Johnson is our freshman building, while the other 3 are available for the rest of our undergraduate population. Please visit our website (<http://undergrad.tiu.edu/student-life/housing-and-dining>) for more information.

Owens is our graduate residence hall, and we have approximately 120 apartments on campus as well. Housing is reserved for full-time students only. While we seek to offer on-campus housing to students who request it, because of high volume, this is not always possible.

Please visit the housing section of myTIU ([https://my.tiu.edu/ICS/Campus\\_Services/Housing\\_Services](https://my.tiu.edu/ICS/Campus_Services/Housing_Services)) for additional information. If you have any questions about housing, please e-mail [housing@tiu.edu](mailto:housing@tiu.edu) or call 847.317.4029. Located at the Deerfield Campus.

## Placement for TEDS Students

The TEDS Placement Office assists graduates and students nearing graduation with ministry placement in churches and Christian organizations. The Placement Office provides assistance in résumé writing, interviewing, and searching for ministry openings. Trinity makes every effort to serve all denominations as effectively as possible. Numerous churches from around the country and world send ministry openings directly to the Placement Office in an effort to find candidates from TEDS (including the EFCA, other denominations, and independent congregations).

Representatives from many churches make on-campus visits to recruit TEDS students to ministry openings. District Superintendents from the EFCA are on campus at various times, but especially during Trinity's EFCA Week. The scheduling of interviews are often handled through the Placement Office. Located at the Deerfield Campus.

## Student Employment

The Trinity Career Development Office assists students in securing employment while at the university. Off-campus full- and part-time employment opportunities, as well as on-campus Federal Work-

Study Program and non Work-Study jobs, are listed on the student employment section of myTIU ([https://my.tiu.edu/ICS/Campus\\_Services/Student\\_Employment\\_Services](https://my.tiu.edu/ICS/Campus_Services/Student_Employment_Services)). The Human Resources department oversees the new hire process which consists of 4 steps. Students may not begin working until they have completed step 3: Authorization to Work. Students working on campus will be required to present specific, original identifying documents (or certified copies) to be eligible for employment (see website for required documents). A downloadable form ([https://my.tiu.edu/ICS/Administrative\\_Resources/Human\\_Resources.jnz](https://my.tiu.edu/ICS/Administrative_Resources/Human_Resources.jnz)) to complete the process can be found on myTIU (<https://my.tiu.edu>). Located at the Deerfield Campus.

## James E. Roling Memorial Library

The Roling Library provides print, media, and electronic resources tailored to the curriculum and information needs of the university community. The collection contains 200,000 volumes, including print and electronic books. The library also subscribes to print and online journals and acquires different forms of media. Students may conduct subject-specialized research using databases such as ATLA Religion Database, PsycINFO, and ERIC (Education Resources Information Center). These resources enable Trinity students to learn to deal effectively and efficiently with their information needs.

As the student's experience and skills grow and the need for information becomes more sophisticated, the library offers access to ever wider resources to meet that need, thanks to its participation in a variety of local, regional and nationwide networks. Membership with CARLI (Consortium of Academic and Research Libraries in Illinois) creates convenient access to the library materials of over 80 other academic libraries in Illinois using I-Share. ILLiad is an efficient method for patrons to request books, theses, dissertations, and journal articles from various libraries nationally and internationally. Reference librarians provide research assistance and instruction both in-person and online to educate students on information literacy and improve their research skills.

Distinctive features of the collection include archival materials of the Evangelical Free Church of America, Swedish and Norwegian religious history collections, and papers of outstanding evangelical scholars including Dr. Carl F. H. Henry and Dr. Wilbur Smith.

Many of the services can be accessed electronically by visiting <http://roling.tiu.edu>. The James E. Roling Memorial Library is located at the Deerfield campus.