

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 (<https://www.tiu.edu/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 requested here (https://tiu_forms.formstack.com/forms/vehicle_registration/) and can be picked up at the Business Office.

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 Bannockburn Campus.

Career Development

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.

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, housing, dining and event services. Any requests regarding the above areas should be submitted via the online work order submission form.

Any facility emergencies that place 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.

Fitness Center & Intramurals

The Fitness Center is located in the Aldeen Building. Hours of operation vary due to staffing and holidays.

Intramurals: Intramural leagues are offered to all students. Leagues include sports such as outdoor soccer and sand volleyball. For more information about Intramurals, contact fitness@tiu.edu. Located at the Bannockburn Campus.

Campus Post Office

The Campus Post Office offers many of the same services as a United States Post Office: receiving and sending mail; sale of postage; USPS certification, registration, delivery confirmation, and insurance; and USPS Priority; as well as Federal Express service. A mailbox is provided

free of charge to all students, both residential and commuters, and is retained until leaving school permanently. Students should inform the Campus Post Office 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 Campus Post Office located in the Waybright Center. Any student requesting a mailbox assignment prior to registration should call the Campus Post Office at x8170 (847.317.8170) or e-mail postoffice@tiu.edu. Located at the Bannockburn Campus.

On-Campus Housing

Graduate housing includes family and community apartments on campus. Housing is reserved for full-time students only who are in their first program at Trinity. Students moving into an additional degree will need to plan to move off-campus. 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/) for additional information. If you have any questions about housing, please e-mail housing@tiu.edu or call 847.317.4029. Located at the Bannockburn Campus. The longest a student can stay on campus is as follows:

- Certificate 12 mo.
- ThM 24 mo.
- MA programs 36 mo.
- MA Mental Counseling 42 mo
- MDiv 48 mo.
- DMin 72 mo.
- PhD 72 mo.

Placement for TEDS Students

TEDS assists graduates and students nearing graduation with ministry placement in churches and Christian organizations. Resources include assistance in résumé writing, interviewing, and searching for ministry openings, which can be found through the Vocation and Career section of the TIU website (<https://www.tiu.edu/career-services/resources/#student-resources>). 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 us in an effort to connect with 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. Located at the Bannockburn Campus.

Student Employment

Trinity 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 Vocation and Career Section of the TIU website (<https://www.tiu.edu/career-services/resources/#student-resources>). 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) to complete the process can be found on myTIU (<https://my.tiu.edu>). Located at the Bannockburn Campus.

James E. Rolfig Memorial Library

The Rolfig 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. WorldShare 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 library.tiu.edu (<https://library.tiu.edu/home/>). The James E. Rolfig Memorial Library is located at the Bannockburn campus.