Welcome to Trinity!

Trinity’s staff and faculty offer you a warm welcome to the University, and we look forward to seeing you on campus.

You’re encouraged to read through this newsletter, which will help guide you through your transition to Trinity.

To Do List for New Students:

- Log in to your email after you receive your username and password.
- Answer your email from Trinity’s Residential Life Office and get your room and roommate assignment.
- Get your meningitis vaccination before January 3 or you won’t be able to begin classes on January 13.
- Pay your tuition by January 7. You can authorize parents or other users to access your E-Bill/E-Pay account using your Trinity username and password.
- Submit final college transcripts ASAP.
- Submit health forms by January 4.
- Look for information in the mail about academic advising.

Residence Hall Assignments & Orientation

ROOMS & ROOMMATES:
Students who live on campus will reside in co-ed University housing. You will receive an email from the Residential Life office with your room assignment and the name of your roommate.

MOVE-IN: Residence Halls open at noon on Sunday, January 10.

ORIENTATION: Mandatory Transfer Student Orientation (TSO) will take place from Sunday, January 10 through Tuesday, January 12.

During TSO, your Student Mentor and Faculty Advisor will help you manage the critical tasks that must occur prior to the start of the semester, such as course registration and placement exams.

But, we’ll have fun too, starting with a New Student Dinner at 5:30 p.m. on Sunday night. Families are invited to this dinner, as well.

Health Records & Proof of Health Insurance

All new students are required to have a health record on file and to provide proof of health insurance to Trinity Health Services by January 4.

For your convenience, a health record forms is included with this packet, and are available online at http://gotu.us/i74xx.

Your submitted health record must include up-to-date immunization records and a current physical exam.

Texas law now requires all students to have a meningitis vaccine administered at least 10 days before the beginning of classes. Vaccine requirements can be found on page four of the health record.

Questions regarding this requirement may be directed to Health Services at 210-999-8111 or HealthServices@trinity.edu.

If you don’t presently have health insurance, a University sponsored health insurance plan, offered by ACE American Insurance Company, is available.

If you opt for this plan you must enroll online (http://inside.trinity.edu/student-success/health-services/health-insurance).

Specific questions about this plan may be directed to the local broker, Academic Health Plans at 888-308-7320 or support@academichealthplans.com.
Costs/Billing/Tuition Payment Options

Costs:
The estimated semester expenses for the 2015–2016 school year (before any financial aid funding is subtracted) can be found online at: http://new.trinity.edu/admissions-aid/tuition-fees

Billing:
Trinity has an electronic E-Bill/E-Pay system, and does not mail hard copies of bills. Payment for the spring semester is due January 7.

If students would like their parents or other responsible parties to receive billing notification emails, be allowed to view electronic statements, and be able to pay invoices online, they must give prior authorization to those people.

To authorize parents or other users, students should log in to Trinity’s E-Bill/E-Pay system at https://payonline.trinity.edu/tsa/web/login.jsp, with the same username and password used for network access. Click the Authorized Users Tab, and then click “Add an Authorized User” at the bottom of the screen. Enter the email address of the person you wish to authorize, make your Options selections, then click “Add User” at the bottom. The next screen will display information about giving access to your student account. If you agree to the terms, enter the last four digits of your Trinity ID number, found on your deposit letter, and click “I Agree.” The following screen will reflect your newly authorized user and allow you to add additional ones. Your authorized user(s) will receive an email telling them that you have completed this process. We advise that you confirm receipt of these emails.

Payment:
Trinity accepts mailed checks and money orders, or you can pay online with a credit card (MasterCard, Discover, and American Express, subject to a 2.75% convenience fee) or an electronic check for free. Payment online is highly encouraged, and our E-Bill/E-Pay system is designed to be convenient and secure. To pay online go to https://payonline.trinity.edu/tsa/web/login.jsp.

To learn more about costs, billing, and payment options log on to: http://web.trinity.edu/x9680.xml or email: studentfinancialservices@trinity.edu.

Financial Aid & Scholarships

Your semester E-Bill will show your approved financial aid.

Merit scholarships and need-based grants will appear on your online statement as a credit toward tuition, fees, room, and board, but work-study awards will not.

The semester totals for most loans will either be listed as a credit or a pending credit, provided that you have completed the loan requirements with the Office of Financial Aid and/or the Business Office. Some loans, including PLUS, CAL, and Alternative, require a credit check and will not appear on your statement as pending until they are approved by the lender.

Mailing Your Stuff to Campus

Mailing personal belongings to your Trinity post office box is a great way to get some of your stuff to campus without having to lug it all with you.

Packages should be sent to your campus address, which you’ll receive as part of your room assignment email.

Boxes can arrive on campus no earlier than January 7.

New students can pick up their mail box combination at the Mail Center (please bring your Student ID card for identification), and should check their mail box for package notifications as soon as possible.
AP/IB Credit By Exam & Dual/College Credit Prior to College Enrollment

Both credit earned by examination as well as approved college courses (taken prior to University enrollment), may satisfy Trinity degree requirements in the same way as credit earned by passing a course, except that it does not count as being earned in residence or toward the Trinity GPA.

AP/IB CREDIT BY EXAM:
Students who wish to gain Trinity credit by examination must:

- Request submission of official scores to Trinity University from either the College Board or IB North America. The Registrar’s Office must receive these scores directly from the reporting board. The minimum scores required to receive credit are listed on the registrar’s website.

DUAL/COLLEGE CREDIT:
To qualify for dual credit, concurrent enrollment credit, or college credit taken prior to high school graduation or full-time enrollment at a college or university, students must:

- Fill out the Dual/College Credit in High School Request form found on the Registrar’s website
- Have the college mail an official transcript to the Office of Admissions (no hand delivered transcripts will be accepted).

Trinity only accepts college credit if:

- The University has a corresponding course that matches the class taken
- The student received a C- or better in the course

Submitting Final Transcripts
All incoming students must submit their final college transcript to the Office of Admissions as soon as possible.

Proficiency Exams
Assessment and placement exams are given in math, music, and foreign languages to help determine which course level is appropriate for students. Your faculty advisor will help determine which exams you should take during orientation.
Student Employment on Campus

A number of positions are available university-wide for students who want to work on campus. In order to seek employment, please follow these procedures:

**STEP 1:**
Download W-4 and I-9 forms at http://gotu.us/i9ywkw and submit them to the Human Resources (HR) office. Please note: Federal law requires that you present certain original documents (copies are not permissible) to an HR representative at the time you complete the I-9 form in order to establish your eligibility to work. A list of acceptable documents is included with the downloadable I-9 form.

**STEP 2:**
Review available positions online at http://gotu.us/hkwio and stop by the Human Resources office or send an email to human-resources@trinity.edu to schedule an interview time. If you are offered and accept a job, your Employment Agreement must be signed by both you and your new supervisor, and for:

- Federal Work Study - It must be returned to the Office of Student Financial Services for processing.
- Institutional Student Employment - It must be returned to the Human Resources Office for processing. Contact the Office of Human Resources with any questions at (210) 999-7507.

Cars & Parking

All Trinity students are allowed to bring a car to campus, as long as they register their vehicle and obtain a parking permit. The registration fee is $73.00 and can be paid with your tuition.

The registration of a vehicle does not guarantee a parking place, but affords the registrant an opportunity to park in authorized parking areas when space is available. Normally, however, students can find a parking space on campus.

Trinity also offers a new type of Parking Permit to on-campus resident students. This pass, known as “Lot H Parking Only,” will be offered at no charge, however vehicles with this permit are only allowed to be parked in Lot H. This may be an excellent option if you bring your vehicle to campus but do not plan on driving it very often, and don’t mind leaving it parked on upper campus some distance away from the residence halls.

Faculty & Resident Advisors

New students should expect to receive a packet of information in January about academic advising.

**FACULTY ADVISORS:**
Trinity generally assigns advisors without regard to the entering student’s intended major or area of interest. When each student declares a major, usually in the spring semester of the second year, they will then be assigned an advisor from their major department.

Faculty Advisors meet with their students prior to registration each semester and at any other time when assistance is needed. They serve as a major resource in solving academic problems, and are available during scheduled office hours or at other mutually convenient times. Your Faculty Advisor will also help direct you to the appropriate resources on campus, based on your personal interests.

**RESIDENT ADVISORS:**
Students live in campus housing with Resident Advisors who serve as personal and academic support. RAs work at building a fun, healthy, and respectful residence hall community in addition to guiding their students through orientation, assisting faculty advisors, guiding the group to planned activities, and accompanying their residents through the first registration process during their first semester.

Tiger Bucks Accounts & Tiger Cards

Your Tiger Card is your Trinity ID card. It accesses your meal plan, acts as a debit card for your Tiger Bucks account, and it provides access to your residence hall.

Tiger Bucks accounts are pre-paid discretionary funds that can be accessed with your Tiger Card. Tiger Bucks can be used for bookstore purchases, meals at campus food service facilities, campus laundry services, campus vending machines, the print and press center in the library, to buy stamps at the campus Mail Center, and for payment of student fees in many campus departments. The Tiger Card is now accepted off campus at over 20 locations. For a current list of off-campus vendors check the web site at www.tigerbucks.com.

To activate your Tiger Bucks account, please indicate the amount you’d like to deposit on your semester bill. Additional amounts may be deposited 24/7 online using a major credit card at the secure website depository. That means moms, dads, and even grandparents can add money to a student’s Tiger Bucks account from anywhere in the world. Students can also easily view transaction history reports, check their balance, and report a lost card from the comfort of their own computer! For more information check out www.tigerbucks.com.