



# **TEDS/TGS Student Guide**

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## **THE PURPOSE OF A STUDENT GUIDE**

Dear Trinity Student,

Welcome to Trinity in the name of our Lord Jesus Christ! In the following pages you will find our Student Guide. It communicates the core values and policies that guide us as we strive to live in Christian community. Our desire is to create a learning environment founded on biblical principles and dedicated to ministry to the whole person. Let me encourage you to embrace your theological education as a comprehensive experience and not just an intellectual, or even a spiritual one. The quality of your education will certainly be a result of engaging with our excellent faculty and academic resources. But your transformational experience at Trinity will be the result of a myriad of choices: relationships with family, friends, fellow-students, and staff; corporate worship; devotional life; attention to your emotional and physical well-being; and service to others, both on campus and in the surrounding communities. In these pages you will find the details of Trinity's community expectations, discipline and policies. Positive community life depends on clear communication of expectations and fair consequences for not meeting those expectations. It means understanding that rules are developed to set reasonable boundaries. And, respecting those boundaries shows our care and respect for others and ourselves. Please be familiar with the Student Guide and join us in creating a positive TIU experience for all. Finally, there are many people throughout the University that are here to serve and help you. The section on office and services is meant to familiarize you with the different offices and what they do. An index is provided to help you find information quickly and easily. Please feel free to call the Student Services office or stop by if you have any questions and we will be glad to assist you. May you experience great joy as you seek to fulfill God's call upon your life. We're glad you're here!

Sincerely,

Susan Greener, Ph.D.  
Dean of Students

## CORE VALUES/STANDARDS OF CONDUCT

Trinity International University  
Core Values

As an institution committed to inerrant Scripture, given by God as our final authority for faith and life, we hold ourselves accountable to it and to each other with regard to these values as we “form students to transform the world through Christ.”

**Christ centeredness.** We are here to model and to engender Christ centeredness in all that we do. The lordship of Christ should affect and be evident in every aspect of education, relationship, and endeavor at Trinity.

**Comprehensive education.** We are here to educate for the whole of life, beginning with the mind and including a comprehensive discipleship that results in a comprehensive witness. We seek to nurture students to become spiritually mature and biblically informed persons who make well-reasoned and wise intellectual and moral judgments, thereby equipping and motivating them to tackle real-world problems.

**Community.** We seek to be a learning community that operates by the ethics and values of the Kingdom of God. The makeup of the community should be a reflection of the breadth and diversity of the family of God. The way we treat people should be consistent with the morals, justice, compassion, humility, and love of our Lord. Interaction with students should both reflect an attitude of service to them as individuals and take advantage of opportunities for mentoring and modeling and personal development.

**Church connectedness.** We value service to the Church because we believe that the Church is God’s central vehicle to accomplish his work in the world. Our vision for serving the Church is a global vision, just as God’s vision for his Church is global. A particular value affecting Trinity’s work is to identify and meet the educational needs of the EFCA.

**Cultural engagement.** We seek to bring faith, life, and learning to bear on the issues facing our world. Our perspective is one of engagement with culture from a Christ-centered and biblically rooted foundation. We are committed to high standards of research, scholarship, thinking, and living as a means of preparing students to engage the world and to respond honestly and earnestly to those in a pluralistic society.

Policies and procedures related to academic life are found in the Academic Handbook available from the Academic Dean’s Office or on the Academic Home page on the Intranet. The Academic Handbook contains information about academic appeals, course extensions, exam changes, etc. and should be used in careful conjunction with the on-line Catalog corresponding to the year a student matriculates, and this Student Guide

### *Philosophy Statement*

#### Why Standards of Conduct?

As a Christian community, Trinity has characteristics and structures, which express its nature, enhance its purpose and provide for the life and growth of its members. The distinctives of the Trinity community include commitment to the authority of the Word of God, the dignity of persons and the mutual support of fellow believers. These characteristics of community life are based upon:

1. Principles derived from Scripture
2. Insights discerned from various academic disciplines
3. Awareness of contemporary societal trends
4. Appreciation for the evangelical heritage of the school and its constituency

Membership in the Trinity community offers unique privileges and implies unique responsibilities. These privileges include opportunities for academic, personal, and spiritual growth within a sound and balanced setting. These responsibilities involve both general patterns of community lifestyle and particular requirements regarding specific activities. The standards of the Divinity School and Graduate School are very demanding, beyond normal societal standards. In signing an application for admission, students assume the responsibility to maintain the Trinity Standards of Conduct as outlined below and others as announced. These standards, much like the training rules of an athletic team, allow students to affirm the authenticity of their commitment to the community, to learn to trust themselves and to let their word be trusted - that is to grow in integrity - by maintaining congruence between their life and these high standards.

#### What are the Patterns of a Christian Lifestyle?

Scripture sets the overall parameters for Christian community that includes love, joy, peace, patience, kindness, generosity, faithfulness, tolerance, and self-control. In relationships with each other, community members are expected to practice compassion, to bear one another's burdens, to forgive one another, and to encourage one another. In relation to the material world, they are expected to exercise good stewardship and appropriate use of resources.

These expectations are in contrast to sins such as jealousy, gossip, conceit, greed, the sowing of discord, and the expressing of prejudice based on race, creed, ethnic origin, sex, and/or socio-economic status. All such sins are an affront to God and are destructive to the community.

#### ***Specific Requirements of Standards of Conduct***

Scripture does not provide specific teaching regarding all human behavior. Consequently, controversy regarding individual practices has arisen throughout the history of the church. Any set of community standards may contain elements with which some members may be in disagreement. Nevertheless, out of a desire to encourage an environment appropriate to its purposes, respect for its heritage, and concern for the values of its constituency, Trinity has established the following behavioral guidelines for all full and part-time students while being both on and off campus (unless otherwise stated):

1. Practices, which are specifically forbidden in Scripture, will not be condoned, such as dishonesty, theft, pre-marital sex, abortion, adultery, homosexual behavior, and use of pornography, profanity, gossip, racism, and infringement upon the rights of others.
2. Scripture explicitly teaches respect for governmental authority. Students are therefore expected to uphold the laws of the local community, the state, and the nation except on those occasions where obedience to civil authority would require behavior directly in conflict with other Scriptural principles.
3. In a Christian academic community, academic dishonesty, including cheating, plagiarism, and misappropriation of library materials, is regarded as a serious violation.
4. Abuse of one's body is inappropriate for a Christian. Accordingly, students will be required to refrain from the possession or use of harmful substances such as non-prescribed stimulants and depressants, and hallucinogenic drugs.
5. Gambling and the possession or use of intoxicants on campus (i.e. alcoholic beverages) and use of tobacco on campus are practices, which are questionable and are not allowed.
6. Trinity values a community environment that is free from all forms of discrimination and harassment. Therefore, discrimination and harassment of any type toward any individual (including domestic relationships) will not be tolerated by the institution. This includes any form of verbal, physical, written (including electronic transmissions) abuse, threats or stalking. This also may include a persistent pattern of behavior directed at another individual that distresses, frightens, or is in some manner inappropriate or threatening. Examples of this include, but are not limited to, hate speech, abuse because of one's race, gender (sexual harassment, including unwanted advances), religion, nationality or disability. In the event of threats or the potential of stalking, TEDS/TGS reserves the right to contact law enforcement agencies.

A formal complaint procedure has been established to respond to allegations of discrimination and harassment and is available to all students from the Student Services department. Those found in violation will be subject to disciplinary action.

## **DISCIPLINARY PROCESS AND PROCEDURES**

Discipline is rooted in God's love. It is not punitive in nature but restorative. It is a way to build relationships and reconcile and restore individuals to the Lord and the community. Our approach to discipline focuses on people and relationships, not rules and regulations. Although we strive to maintain a healthy environment, we are more concerned about the motives, attitude, and persons involved than with the policy violation itself.

When a policy violation occurs, various parties can be affected, including the individual, members of the community, or the community itself. In this light, we approach discipline holistically. We seek to help community members take responsibility for their actions and make right what they have wronged, which sometimes includes restitution and/or consequences. In every situation we seek to take all things into consideration. Attitudes, repentance, and honesty play a large part in the decision-making process. We strive to embrace individuals throughout the discipline process and seek to avoid feelings of alienation in the community. We want Trinity to be an environment in which members feel loved unconditionally. We seek the Lord for wisdom in all decisions and act in a manner that we believe has the highest potential for restoration and growth for all those involved.

Any community member who senses that a violation of the Trinity Standards of Conduct has occurred has the responsibility to confront the alleged violator and report the alleged violation to a Student Services staff member. Students living in the dormitory can report the alleged violation to a Resident Assistant. If the Resident Assistant finds reasonable cause to believe that a violation has occurred, he or she may take disciplinary action or refer the matter to the Assistant Resident Director, Resident Director, the Associate Dean of Students, or the Dean of Students for further review.

Students not living in the dormitory can report the alleged violation directly to the Associate Dean of Students or the Dean of Students.

### ***Incident Reports and the Judicial Process***

When Student Services staff ascertains that a violation has indeed occurred, an incident report will be filed. Incident reports will be issued for incidents relating to an individual(s) violation of stated expectations as well as incidents of blatant inconsideration, damage and/or destruction. Realizing that these standards have been prayerfully made and that students, in coming to Trinity, have committed themselves to following these standards, attitudes displayed by the student(s) will play an important role in the report procedure which is as follows:

- A. Student Services staff will meet with the student to discuss the incident report. If the violation occurs in the dorms, the appropriate Residence Life staff will meet with the student first. The student will receive a copy of the report.
- B. Incident reports are presented to the Dean or Associate Dean of Students. One or more of the following actions may be taken:
  - Warning given to the student(s)

- Interview with the Dean or Associate Dean of Students
- Disciplinary probation - the student is placed on probation with specific conditions for a specified period of time
- Fine/community service
- Restitution - repayment for loss and apology
- Removal of community privileges
- Required counseling
- Meeting with the Campus Judicial Committee
- Removal from campus housing if they live on campus

C. A student may appeal an Incident Report within 2 business days of the date noted on the report. Please see “Appeals Procedure” for more information.

D. If, in the judgment of the Dean, a student’s violations are serious or numerous, the student will be called to appear before a Judicial Committee. This committee generally includes but is not limited to the Dean or Associate Dean of Students, Academic Dean (or designate) and a faculty member. Other relevant faculty may also be invited. The student is also invited to select a faculty member of their choice to be present. The student may also request that a Judicial Committee be convened according to the “Appeals Procedure” below.

E. Normally, the student will be notified at least 24 hours before the hearing is scheduled to convene. As a result of the hearing, one or more of the following actions will be taken:

- No further discipline required
- Disciplinary probation (note description above)
- Dismissal - violator is dismissed or requested to withdraw from classes immediately and exit the campus within 24 hours and may not re-enroll without approval of the Judicial Committee

*Note: Dismissals and requested withdrawals follow the same refund schedule for withdrawals found in the TEDS or TGS catalog.*

### **Disciplinary Records**

A temporary record regarding disciplinary action is kept by the Student Services Office. The record is not a part of the student’s official transcript. The Divinity School and Graduate School strive to be consistent in taking disciplinary action. All students are reminded that no two situations are identical. Previous offenses, attitudes displayed, and other confidential factors may play an important role in the exact disciplinary action taken.

### **Appeals Procedure**

Any disciplinary action may be appealed within 2 business days of receiving official notification. The following guidelines will assist in determining the proper procedure for appeal:

<b><i>Disciplinary Action Taken By:</i></b>	<b><i>Appeal to:</i></b>
Resident Assistant	Resident Director/Assistant Resident Director

Resident Director/Assistant Resident Director	Dean or Associate Dean of Students
Dean or Associate Dean of Students	Judicial Committee
Judicial Committee	Senior Vice President of Student Affairs

**Room/Vehicle Search Procedure**

The Divinity School/Graduate School reserves the right to enter all campus facilities including residence hall rooms, as required for building supervision, maintenance or other school related business. A search may be made of a resident’s personal belongings when this is believed necessary to investigate an alleged violation or hazard.

To initiate such a search, the Dean/Associate Dean of Students or RD/ARD must first determine that there is a reasonable cause that a violation of school standards has occurred or that personal health or safety may be in jeopardy. A search will be conducted by two or more persons normally including a Dean/Associate Dean or RD/ARD and normally in the presence of the resident. Trinity staff may also search vehicles owned or operated by students if there is reasonable cause to believe that the car contains contraband, which is in violation of standards of conduct.

A notice stating the reason for the search and its findings will be provided for the resident. Items believed to be evidence regarding violations or endangering personal health or safety may be impounded, and the resident will be given a receipt for such items removed from the room, vehicle, or area.

***Student Involuntary Withdrawal Policy***

The Student Involuntary Withdrawal Policy exists to maintain a campus environment conducive to learning and accomplishing the University’s educational mission, while protecting the rights and safety of all members of the University community.

Students who exhibit harmful, potentially harmful, or disruptive behavior toward themselves or others due to apparent medical or psychological distress, and who do not request a voluntary withdrawal, may be subject to involuntary withdrawal from the University if their behavior renders them unable to effectively function in the Trinity community. Such behavior includes, but is not limited to, that which:

- Poses a significant threat of danger/harm to the emotional and/or physical welfare of the student in question, and/or other members of the Trinity community; and/or
- Interferes with the lawful activities or basic rights of other students, employees or visitors; and/or
- Causes, or threatens to cause significant property damage; and/or
- Demonstrates an inability to satisfy personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that serious physical harm or death might occur; and/or
- Violates expectations for student behavior as presented in the Student Guide/Handbook and lacks the capacity to comprehend and participate in the University’s disciplinary process; and/or

- Violates expectations for student behavior and without understanding the nature of wrongfulness of the conduct at the time of the offense and/or
- Engages in inappropriate behavior that the University deems disruptive or destructive to the learning process and/or community life.

The decision for involuntary withdrawal is a response of urgency to a student's emergency situation and involves two steps: 1) Temporary Involuntary Withdrawal and 2) Involuntary Withdrawal.

1. A Temporary Involuntary Withdrawal decision may be made by a Student Affairs Dean (Assistant, Associate or Dean of Students for the student's respective school of enrollment). The Temporary Involuntary Withdrawal decision must be confirmed within 48 hours by the Academic Dean's Office (an Associate Dean or Dean) and in consultation with a licensed mental health professional. At this point the student will be considered: 1) 'Involuntarily Withdrawn' or 2) will be allowed to return to regular campus activity.
2. An Involuntary Withdrawal decision will be reviewed and confirmed by a Special Advisory Committee within 3 weeks of the initial Temporary Involuntary Withdrawal decision. The Special Advisory Committee will determine outcomes based upon TIU policies, clinician recommendations, and the student's updated situation. Outcomes may include:
  - dismissal with no re-enrollment possible
  - dismissal with conditions of re-enrollment outlined
  - change of status to voluntary Leave-of-Absence to obtain assistance with conditions for re-enrollment
  - other

In addition, a student may be classified as Involuntarily Withdrawn and/or disciplined under the policy if s/he:

- Fails to attend any required meeting under this policy; and/or
- Fails to timely schedule and/or appear at a psychological assessment as requested; and/or
- Fails to adhere to any conditions placed on him/her in order for him/her to remain enrolled and/or remain in housing.

Appeal Process:

The student may appeal the Special Advisory Committee's decision; re-enrollment is not guaranteed. The appeal of an Involuntary Withdrawal decision is first made in writing within 3 business days to the Senior Vice President for Student Affairs and secondarily to the Executive Vice President of Trinity International University.

***Policy on Academic Cheating***

In the case of breaches of academic honesty such as plagiarism or cheating on examinations, the matter will be reported to the Dean/Associate Dean of Students and may be referred to the Judicial Committee. Trinity is committed to fairness, due process, and proper compassion. At the same time, given its objectives, Trinity cannot overlook failure of personal integrity in members of the divinity/graduate community and will deal with them in a manner that seeks the best interests of all concerned. Students should be advised that normally in cases of plagiarism the penalty shall be a “0” for the paper and an “F” for the course, while plagiarism on a thesis shall result in rejection of the thesis. Normally cheating on an examination (mid-term, final, or other tests) shall result in a “0” for the exam and an “F” for the course. An unrepentant attitude could lead to dismissal from the Divinity/Graduate School.

Plagiarism gives the impression that the words or ideas in one’s writings are one’s own, when in reality they are taken from someone else’s written or oral work. One plagiarizes when, intentionally or not, one uses someone else’s words or ideas but fails to credit that person. One plagiarizes even when one does credit the author but uses his or her exact words without so indicating with quotation marks or block indentation. “Plagiarism occurs, when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow.” (Wayne C.Booth, Gregory G. Colomb, Joseph M. Williams, *The Craft of Research* [Chicago: University of Chicago Press, 1995],167). Plagiarism takes many forms, but all are considered to be forms of taking what belongs properly to someone else. In the words of the above authors, it is, stealing, and hence, a breach of ethics and academic integrity. The following are different types of plagiarism:

Intentional Plagiarism of Words - absence of quotation marks or block quotation with proper reference to the source, as is the case when a writer prefaces material with a couple of introductory words.

Intentional Plagiarism of Ideas - by developing an idea that originates with someone else as a part of one’s argument, even when a reference is made to the source.

Intentional Plagiarism of Papers, Abstracts, etc. - this includes the purchase or copying [including from the Internet] of someone else’s paper, abstract, or thesis and submission as if it were one’s own.

Indirect Plagiarism of Words - a periphrastic use of some else’s words, even when loosely reworded; a wording of the material that suggests it is your own.

While intentional plagiarism is a serious offense of the community standards, indirect plagiarism is no less so. The latter is at the least an expression of poor scholarship. Periphrastic rewording of someone else’s ideas creates the impression that the material is original with the writer.

Second, no participant can justify plagiarism, whether it be from one’s cultural background that shows some tolerance of plagiarism, one’s inadequate preparation in writing papers or of doing research, or a lack of awareness of the community’s standards.

### ***Policy on Drug & Alcohol Abuse***

All Trinity students and employees are expected to maintain standards of conduct, which exclude the possession, use, and distribution of alcohol and tobacco on campus and non-prescription drugs on or off campus.

Alcohol and drug consumption cause a number of changes in behavior, ranging from impaired judgment and coordination, to inhibiting a person's ability to learn and use higher mental functions. Repeated use can lead to dependence, and long-term use will cause permanent damage to the brain, liver, and other vital organs.

Counseling services for drug and substance abuse are available through Trinity's Counseling Center. Besides individual counseling for drug and/or substance abuse, the Counseling Center, in cooperation with the Student Services Office, will schedule forums as needed to address issues in this area which they believe would be pertinent to the TEDS/TGS student body at large.

Trinity will report all instances of illicit drug use to the proper authorities and work with those authorities in prosecuting to the full extent of local, state, and federal laws those who unlawfully possess, use or distribute illicit drugs and alcohol on campus. Any student who is using drugs or is in a room/vehicle in which drug use is occurring is subject to immediate dismissal by the institution's Judicial Committee. The school also reserves the right to require a student to submit to an immediate full drug test and room search if there is reasonable suspicion, as deemed by the Dean/Associate Dean of Students, that the student may be involved in some form of chemical abuse. Refusal by the student to submit to the test could result in dismissal from the Divinity/Graduate School.

## **OTHER POLICIES**

### ***Formal Student Complaint Policy and Procedures***

Trinity International University, in accordance with the Federal Compliance Policy, keeps a record of formal student complaints. Students who have a complaint should follow the procedures listed in their respective student handbook. In the event that the complaint is not resolved the student may choose to submit a formal written complaint to one of the following offices: Executive Vice-President, Academic Dean, Senior Vice-President for Student Affairs, or Dean of Students. The complaint must be *dated* and *signed*.

Upon receipt of the formal complaint the person to whom the complaint is addressed will initiate the Student Complaint Tracking Form which records the nature of the complaint, the steps taken by the institution to resolve the complaint, the institution's final decision regarding the complaint, and other external action initiated by the student to resolve the complaint.

Information regarding student complaints is accessible to members of the North Central Association Accreditation team. (Trinity is accredited by the North Central Association Accreditation Team.) A student's privacy will be protected by removing the names of individuals involved unless the student has given permission for release of his or her name.

### ***Policy on Internet Posting***

Trinity may investigate any information brought to the attention of University officials when individuals have allegedly been involved in violating federal, state or local law(s), Trinity's Community Expectations or that harass, harm and/or discriminate against other individuals. This may include information found on personal websites, Facebook, Xanga, MySpace, Twitter or other internet-based postings. Students may be asked to remove information from the posting and violations may result in further disciplinary action.

### ***Child Protection Policy for Childcare***

Trinity has adopted a Child Protection Policy for Childcare. Childcare is when a child is left under the supervision and care of others so that their parent may participate in a separate meeting or event. This does not include baby-sitters hired by an individual family, families helping to watch each others children in a residential setting, or events solely designed for children (a child's birthday party, sports camps, Kinds on Kampus weekly meetings, etc.)

For details of this policy, please contact the Student Services Office.

## **OFFICES AND SERVICES AVAILABLE TO STUDENTS**

### ***Alumni Office***

There are more than 10,000 alumni serving the body of Christ today in 82 countries throughout the world. The TEDS Alumni Association exists to keep these alumni connected to TEDS through numerous publications, programs, and special events each year. An annual conference in April allows alumni continued opportunity to learn from and dialog with TEDS professors. The Alumni Association also contributes to the current life of TEDS by offering an annual scholarship to a returning student who contributes significantly to the academic, spiritual, and social life of the campus. Every year an award to the Alumnus/Alumna of the Year is presented at the annual Leadership Conference of the Evangelical Free Church of America. The TEDS Alumni Association is part of the University Alumni Association and participates to raise money for the annual fund and for special projects such as student scholarships, building projects, and faculty development. For more information, please contact the Alumni Relations Office at x8138.

### ***Bookstore***

Located at the entrance of the campus, the Trinity Bookstore has become one of the largest general Christian bookstores in Northern Illinois and is open to the public. It offers a wide selection of Christian books, music, gifts, greeting cards, and Trinity insignia merchandise as well as all of the required and supplemental textbooks and materials needed for course work. It maintains a wide selection of theological resources including Bible software. Students (in degree programs) may purchase a wide range of general software packages at academic pricing. Trinity has a break-even policy on the sale of textbooks, course materials, general books, Bibles, and software to students, so students receive a discount on most purchases. Special sales are offered several times a year to encourage students to build their libraries and ministry resources, an investment which will provide rich benefits both now and in the years after graduation. Alumni continue to receive their student discount privileges and occasionally receive special sale offers. The bookstore staff is committed to giving courteous, personal, prompt, and informed service to each of its customers. Textbooks and course materials may be ordered online each term starting about one month prior to the first day of classes.

### ***Business Office***

The Business Office is located on the main level of the ATO Chapel Building. The following services are available at the Business Office: payment of student bills, deferred payment contracts, student health insurance, payroll, and full-time or part-time on-campus non-work study employment.

### ***Career Services***

Career Services, located in the Lew Student Center, assists students in various phases of career planning, job search preparation, and employment assistance. The office also maintains a resource center of useful publications, publishes and lists current job and internship openings, holds seminars on career related issues, and participates with other local colleges in providing on-campus interview opportunities. Services are available to all students paying their comprehensive fee. To contact the Career Services Office, please call x7120.

### ***Chapel Office***

The Chapel office serves the campus by providing prayer, guidance, counsel, and programs to its students as part of the building of a community who loves God and others. The Chaplain encourages students to become involved in the development of programs and events that facilitate the spiritual development of individual students as well as the overall Christ-centered focus of our campus. The office is located off the main foyer of the chapel. To contact the chapel office, please call x4195.

### **Chapel Services**

Trinity desires to enhance the personal and spiritual growth of our students. To encourage this, Trinity places a high priority on its Chapel program. Chapels are held on Tuesdays and Thursdays at 11:00 am and seek to focus on solid biblical preaching in the context of praiseful worship to God. A schedule of Chapel speakers can be found on the Chapel page on MyTrinity.

### **Audio Recordings**

CD recordings of all chapel messages and lecture series are available on iTunes U. Please visit the Chapel website on MyTrinity for more information.

### ***Counseling Center***

The Counseling Center serves the entire TIU community. It provides confidential professional counseling to individuals, couples and families. A variety of therapy groups and seminars for training and personal growth are available each year. The counseling center is located in the lower level of the 800 Building of Owens Hall. For further information or an appointment call x4067.

### ***Health Services***

Health Services provides treatment of minor illnesses and injuries, referrals to off campus health care facilities, and health and wellness education. A physician is on campus to see students and their spouses for a limited number of hours each week. This office is located in the lower level of Owens 800 building in conjunction with the Counseling Center. For more information please visit <http://www.tiu.edu/tiu/healthservices>. If Health Services is closed and immediate assistance is needed, contact a member of the Residence Life Staff.

**Communicable Disease Policy:** A copy of Trinity's Communicable Disease Policy is available to students in the Office of Student Development.

**Confidentiality:** All services and conversations with the nurse are kept confidential except when a student refuses to follow his/her health care providers' advice and becomes a serious health threat to himself/herself or to others. In this case, the Dean of Students will be contacted and appropriate action will be taken.

**Out Patient Care:** Trinity does not allow, nor accepts responsibility for, certain out patient care such as allergy injections or intravenous fluids in campus residences. This does not apply to diabetic maintenance.

**Immunizations:** Illinois State Law requires that all students taking six or more credit hours show proof of immunity to measles, mumps, rubella, and tetanus/ diphtheria. This requirement helps to make our community a safer place for everyone. Completed immunization records should be submitted to Health Services prior to registration. Verification of having had a TB skin test within 12 months of entrance to Trinity is also required.

### ***Information Technology***

**Email:** Trinity uses a state-of-the-art enterprise messaging system called GroupWise that provides anytime/anywhere access to email and much more. It is the official means of correspondence for all of Trinity's faculty, staff, and students. You can check your email online by connecting to the internet and directing your browser to <http://mail.tiu.edu>, select your preferred language, and typing your username/password. For information on getting an account or if you have questions, email [gwhelp@tiu.edu](mailto:gwhelp@tiu.edu).

**Resource CD:** The Information Technology Department provides a helpful resource CD that contains:

- McAfee Antivirus software - A fully functional licensed version for TIU students, faculty, and staff.
- An optional software package called the GroupWise "thick client"
- Anti-Spyware utilities
- Windows service-packs and updates
- JAVA, Flash, and other players/installers

**Audio-Visual Equipment:** Audio-visual equipment is available for class projects and other school-related uses. Some of the available items include video cameras, digital cameras, tripods, portable sound systems, and more. Reservations for equipment should be made by calling x8175, emailing [it@tiu.edu](mailto:it@tiu.edu), or visiting the Information Technology Help Desk located in the basement of the Mansion. Reservations for equipment need to be made at least 48 hours in advance. If you wish to rent equipment for personal use, charges will be applied.

**Telephones:** On-campus residents are given a voicemail for their on-campus telephones. To make off-campus calls, please purchase a calling card at a grocery store such as Walgreen's or Dominick's.

**Computer Labs:** There are three computer labs available for use by all TIU students. The labs provide access to the internet, color printers, laser printers, scanners, video editing equipment, music writing/recording resources, and other peripherals. The lab locations are:

1. Carl F. H. Henry Lab - SW corner of Roling Library
2. Martin E. Peterson Lab - 216 McLennan
3. Karen L. Hammer Lab - 215 McLennan

**Policies:** Please visit <https://portal.tiu.edu/uportal/it/policies> for detailed information about Information Technology's standards of conduct for the Trinity community.

### ***Institutional Advancement***

The office of Institutional Advancement encompasses alumni relations, donor communications, and development. The fund-raising arm of the university, Institutional Advancement raises over \$2 million dollars annually from alumni, friends, churches, corporations, and foundations in unrestricted support for TEDS, as well as significant restricted funds for student scholarships, facilities, and faculty development. Institutional Advancement is located in the north wing of the main floor of the mansion.

### ***Institutional and Auxiliary Services***

Institutional and Auxiliary Services is responsible for the overall care, maintenance, and upkeep of the campus. We encourage residents to work with their Resident Assistants to communicate any facility need or maintenance to the department via work orders. However, in all on-campus housing where there are no Resident Assistants, in the event of an emergency regarding facilities please contact the department immediately at x7135. Our goal is to respond in a timely professional manner balancing both priorities and manpower as carefully as possible. You may also submit work orders at <http://fixit.tiu.edu/xmweb/>.

Policy on Bicycle Registration: Anyone who has a bicycle on campus must register it with Security Services and display a free Trinity ID tag within seven (7) days of bringing the bicycle on campus. ID tags may be obtained at the Security Gate Office during normal business hours. Bicycles are only to be stored in bicycle racks located outside buildings (Carlson-northwest corner, Johnson-North and south entrance, Madsen southwest corner, Owens-800 building south side), designated storage units or inside dorm rooms or apartments. Bicycles are not to be stored in common suite areas, hallways, stairwells or left lying out on the grass. Any bicycle not registered or left in an inappropriate place is subject to removal. Bicycles may be reclaimed at Institutional Services by paying a \$5 fee and completing the registration if not already done. Any bicycle not claimed within 30 days or impounded a 3<sup>rd</sup> time within the same academic year becomes property of Trinity International University and is subject to disposal as deemed appropriate.

### ***International Students Office***

The International Student Office provides comprehensive non-immigrant regulation advisement, hospitality assistance, social support, and advocacy for international students and strives to foster further cross-cultural understanding through interaction between the international students and the broader community. Visit <http://www.tiu.edu/divinity/connect/internationalstudents/> for more information.

### ***Kantzer Academic Office***

The Kantzer Academic Office is located in the Kantzer Wing, next to the KSK 41 classroom. Located in this office are the Academic Dean and Associate Academic Dean's offices, as well as the associate Dean of Doctoral programs. There is also a bulletin board located just outside of the Kantzer Academic Office with important academic information.

### ***Mail Services***

The Mail Services department is located in the Aldeen building next to the Bookstore. Mail Services offers many of the same services as the U.S. Postal Service: shipment of packages and letters, sale of postage, certification, registration, insurance, and express shipment to both

domestic and international destinations. Supplies and assistance are also available for shipping with Federal Express.

The student mailboxes are located in the lower level of the Chapel. Students receive a mailbox upon registering for classes their first semester and retain the same box until leaving school permanently. Students residing on campus may receive personal mail in their mailbox. Students residing off campus are asked to have their personal mail sent to their permanent address and to reserve their on-campus mailbox for inter-campus distributions only. Mailboxes should be checked regularly. Boxes that go unchecked for more than two months are subject to being closed without notice.

Mail is generally distributed to the student mailboxes by 1:00pm, although post-holiday deliveries may take slightly longer due to the high volume of mail being processed. Individuals will be notified of the receipt of a parcel by an email to their GroupWise account.

When leaving school permanently or for an extended period of time, students are required to provide Mail Services with an address to which mail will be forwarded. Failure to do so could result in mail being returned to the sender. Papers and tests will not be mailed automatically to this off-campus address; other arrangements should be made with the professor to receive such materials.

Please have your incoming mail addressed as follows:

(Your Name)

TEDS/TGS D- (your mailbox number)

2065 Half Day Road

Deerfield, IL 60015-1283

Office hours are:      Monday-Friday      10 am to 4:30 pm

Any questions about the mail, our services, or your mailbox may be directed to x8170.

Note: The nearest U.S. Post Office is located in Deerfield at 707 Osterman Avenue (phone 847-945-0257).

### ***Miscellaneous***

Formation Groups: Either Tuesdays or Thursdays following the chapel hour is spent in small group fellowship with the student's formation group leader and fellow advisees. Formation group meetings offer the benefit of personal interaction and spiritual growth with faculty. Time may be spent in various ways including prayer, Bible study, sharing concerns, and discussion to encourage and support the members of the group.

Clothes Horse: Free clothes are available from The Clothes Horse at Trinity. This service is provided for students who are in need of clothes, especially those students who are moving here from other countries or states where the climate is warmer. We request that students only take clothes that will meet their needs and/or the needs of their family. The Clothes Horse is located

in the foyer of the Aldeen Building. The hours of The Clothes Horse are posted on the door.

Drivers License: Students who intend to make Illinois their official residence must obtain an Illinois driver's license. Students not making IL their official residence need not get an IL license as long as they maintain a valid license in their home state or country. This applies to the student's spouse as well.

Student ID Card: To obtain a Student ID card please go to the Student Development Office in the Lew Student Center.

Intramurals: Trinity's intramural program depends upon the involvement of our students. Our desire is to provide informal athletic events, which build community and promote a healthy, active lifestyle to the glory of God. Trinity's intramural program includes flag football and basketball, and is run as part of the function of the Athletic Department.

Master Calendar – Room Reservations: Any on-campus group wishing to reserve a room for a non-academic activity that involves the use of Divinity/Graduate School (classrooms after 6pm and on weekends) or College facilities (during the summer) must fill out a room reservation form with Student Services. If the space is available on the date requested, the reservation will be placed on the Master Calendar. At the time the reservation is made you will receive or be sent a reservation form confirming your reservation. Requests for use of the Rodine Conference room can be made directly through the Doctor of Ministry office at x8130. Requests for the Lee Conference room can be made directly through the Academic Doctoral Office in the Lee building x8111. Requests for the use of the gymnasium can be made directly through the Meyer Sports Complex at x7099.

Official on-campus groups are those sponsored by a department of TEDS/TGS or the college and/or have a representative from the faculty or administration who has been officially designated by the Office of the Academic Dean of TEDS/TGS and who serves in an advisory role to that group.

All other groups sponsoring activities must schedule them through the Conference Center at 847-317-6406.

### ***Office of Missions and Evangelism/Doctor of Ministry Office***

The Office of Missions and Evangelism and Doctor of Ministry Offices are located in the Rodine Missions Building. In the Missions and Evangelism office you will find a sign-up book for Faculty office hours as well as the Missions and Evangelism Administrative Assistant who can assist you with any questions you may have.

### ***Office of Supervised Ministries***

The Office of Supervised Ministries is located in the Rodine Missions Building. This includes the Placement Office, the Field Education Office, and the Internship Office. The Placement Office assists students and graduates in the MDiv and other master's programs seeking

placement in a church ministry context. All such students are eligible for this free service and are encouraged to contact the Placement Office.

### ***Peterson Academic Office***

The Peterson Academic Office is located in the Peterson Academic Wing. In this office you will find the sign-up book for Faculty Office hours in the Educational Ministries, Old Testament, and the Counseling and Psychology departments. For more information regarding this office call x8043 for the Old Testament and Educational Ministries department and x8045 for the Counseling and Psychology Department.

### ***Records Office***

The Records Office, located in the basement of the McLennan Academic Building, provides students with records information, transcripts, and late registration. The records office handles change of address, change of advisor, topic approval forms, course registration, course substitutions, grades, graduation information, etc. Records Office's phone number is 847-317-8050

Confidentiality of Student Records: Public notices of Trinity International University's response to Public Law 93-380 The Family Education Rights and Privacy Act of 1974 (as amended) is available for your inspection at the TEDS/TGS Records Office. Trinity International University fully supports the purpose of this law that gives each student access to his/her permanent files. We encourage you to inspect these records if you have reason to suspect any inaccuracy. Please be advised that the following information is considered to be directory information and may be released: A student's name, address, telephone, major field of study, dates of attendance, degrees received, denominational preference, and the most previous educational institutions attended.

It is your right to request that all directory information be withheld. Such requests should be written and filed with the TEDS/TGS Records Office by the tenth day of classes of the first semester of enrollment of any school year and are valid for the balance of that school year. Requests to withhold any item in the above list may result in having all items withheld. In such a case, no directory information will be available to the general public either in response to inquiries or in Trinity publications prepared for distribution to non-Trinity people. (An exception is denominational preference, which may be withheld without withholding any other item.)

### ***Security Services***

Security Services provides a full range of services 24 hours a day, 365 days a year. Students are encouraged to communicate security concerns and potential problems to Security officers without hesitation. Officers are authorized to detain any person on campus if there is reasonable cause to believe the individual may have been involved in a violation of Trinity's Community Life Policies, state or federal law. Security Services serves as the university's primary contact with civil law enforcement and fire authorities. When necessary, Bannockburn Police may be called to assist and aid in determining the proper response to an alleged offense. The response may range from a disciplinary response by the University to an arrest by the police. Security Services is also responsible for the administration of the University's parking program. For

more information, contact Security at x6400. For emergencies, an officer can always be reached through this number by pressing 1 from the options listed.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Security Services of Trinity International University has compiled and published the required Campus Security Report. This report contains the following information:

General Statement; Mission Statement; Security Personnel; Authority to Detain; Working Relationship with Local Police Agencies; Daily Open Crime Log; Access to and Security of Facilities; Reporting of Crime and University Response; Timely Warnings; Sexual Assault Policy; Sexual Assault Prevention Programs; Security Awareness and Crime Prevention Programs; Possession, Use, and Sale of Alcoholic Beverage and Controlled Substances Policy; Drug and Alcohol Prevention Programs; Monitoring Off-campus Criminal Activity; Preparation of the Annual Disclosure of Crime Statistics; Programs to Inform Students and Employees about Security Procedures and Practices; Crime Definition; Hate Crimes; and Annual Crime Statistics for the Previous Three Calendar Years.

Go to <http://www.tiu.edu/tiu/security/campussecurityreport> to view Trinity's Campus Security Report.

Vehicles on Campus: Anyone who parks a vehicle on campus must register it with Security Services by purchasing and displaying a valid Trinity parking permit within seven (7) days of bringing the vehicle on campus. Permits may be purchased at the Security Gate Office during normal business hours. Temporary parking permits are available for visitors and may be obtained at the Security Gate Office at no charge. Vehicles may be parked only in lots authorized for designated permits. Any vehicles involved in violations are subject to ticketing and fines being assessed. Appeals to citations may be submitted in writing to Security as outlined on the back of the citation.

Students owning vehicles which receive multiple violations will be responded to in the following manner: If assessed three (3) tickets: The student must schedule a meeting with the Security Services Director or Parking Supervisor for review of the parking regulations. If arrangements for a meeting with Security do not take place within two weeks of the citation, the student's vehicle will be immobilized and a fine assessed for removal of the immobilization device. If assessed four (4) tickets: The student must meet with the Associate Dean of Students and the fine will be doubled. If arrangements for a meeting with the Associate Dean of Students do not take place within two weeks of the citation, the student's vehicle will be immobilized and a fine assessed for removal of the immobilization device. If assessed five (5) tickets: The student's vehicle will be towed at the owner's expense, and parking privileges will be revoked for the remainder of the current semester as well as the entire following semester.

Vehicles involved in property damage or Unsafe Motor Vehicle Operation may be immobilized or towed at the owner's expense and may, under special circumstances, be eligible for immediate suspension.

Emergency School Closing: In case of storm or other emergency when the school would be closed, students are requested to listen to one of the following local radio stations for an announcement: WMBI (FM 90), WGN (AM 720), WBBM (AM 780), or WMAQ (AM 670) and B-96 (FM 96.3). The school number to call is 847-317-6700

Firearms, Weapons, and Explosives: Possession of firearms, weapons, or explosives on campus is not permitted. Students who are found in possession of any type of firearm, weapon or explosive are subject to immediate dismissal from the institution. This includes, but is not limited to BB guns, paintball guns, air-soft pellet guns, bows and arrows, ammunition, sling shots, knives with blades of more than four inches (excluding cutlery manufactured for cooking purposes for apartment residents), toy guns, and any other weapon of any kind of imitation thereof that could be used to cause fear or injury to another person.

Fireworks: Firecrackers, fireworks, and other explosives on campus is subject to a \$300 fine and could lead to dismissal if the use of these fireworks has compromised the safety of students or others on the Trinity campus.

False Fire Alarms: The current fire department fee of \$300 may be charged to anyone responsible for a false fire alarm.

Skateboards/Rollerblades: Skateboards and rollerblades present safety concerns when used improperly or in inappropriate areas. Consequently, no skateboards or rollerblades are to be used or worn in any buildings.

### ***Student Services Office***

The Student Services Office is located in the lower level of the Chapel. In this office you will be able to contact the Dean of Students, Associate Dean of Students, Assistant Director of International Student Office, and the Student Services Office Coordinator. The Dean of Students also works with the Graduate Student Government and Trinity Student Leadership in the planning of campus events and addressing of student concerns. The office is also responsible for new student orientation, the Scrawl, the publication of "The Student Guide", the publication of "The Student Directory", "The International Student Handbook", and the selection process for Honors and Awards and Who's Who.

Learning Accommodations: All Students, whether or not English is their primary language, are expected to complete all examinations (quizzes, midterms, finals, comprehensive exams) within the time allotted for that particular exam. Those students covered by the Americans with Disabilities Act (ADA) should consult with the Associate Dean of Students if they need adjustments in the location, length, or manner of their exams based on their disability.

### Posting Announcements, Flyers, and Ads:

1. All advertising, posters, notices, and announcements must be stamped approved and dated by the Student Services Office Receptionist.
2. No posters should be placed on doors, glass, or walls - without prior approval.

3. Posters announcing campus sponsored activities and upcoming campus events have a limit of two weeks or up until time of event if posted within the month the event will take place.
4. Posters announcing activities that are not sponsored by Trinity may be placed in the following areas **only**: Aldeen, bulletin board in lower level of ATO & Library (both sides of the library bulletin board may be utilized), Aldeen doors = 1 poster; side chapel doors = 1 per door.
5. All general advertising (for sale, jobs, rent, car pools, lost & found etc.) should be typed on a piece of paper no larger than 8 1/2 x 11. Advertisements (for sale, etc.) may stay up for 2 weeks, after which time they will be removed. However, they may be resubmitted at a later date. These too must be initialed and dated before posting. Advertisements may be placed on the following bulletin boards only: Aldeen, bulletin board in lower level of ATO & Library (both sides of the library bulletin board may be utilized.)
6. Each sign or notice must be removed when the activity is over. Responsibility for this is assumed by the one who posted the notice.
7. All posters or notices will be removed if the above guidelines are not followed.

Graduate Student Government Association: The GSGA works in representing student opinions to the faculty and administration as well as providing services and activities for the student body. Students are welcome to participate either informally on projects or formally as elected representatives. The GSGA welcomes suggestions, ideas, and feedback from students. A List of all GSGA Representatives is posted on the bulletin board in the basement of the ATO Chapel.

Trinity Student Leadership: The Trinity Student Leadership is a body of leadership that provides ministry both to TEDS/TGS students as well as provides opportunities for TEDS/TGS students to get involved in ministry. These ministries include: **BLT:** Black and Latino Students at Trinity, **GCM:** Global Christian Movement, **FIS:** Fellowship of International Students, **ISHA:** International Student's Wives Fellowship, **Residence Life**, **Scrawl:** student newspaper, **T.A.G.:** Trinity Artists Guild, **T.S.W:** Trinity Society of Women, and **YMC:** Youth Ministry Connection.

## **ADDITIONAL OFFICES AND SERVICES AVAILABLE FOR ON-CAMPUS STUDENTS**

### ***Housing Office***

The Housing Office is responsible for the placement of residents, policies, and procedures for living on-campus in an apartment and in graduate single student housing. To contact the housing office, please call x7135.

### ***Laundry***

Laundry facilities are located in the following: Quad 3 lounge, Owens 800 lounge, apartments A,B,C second floor on the north and south side, and the basements of; North and South apartments, Ludwigson 100 and 300 apartments, Madsen 400 and 600 buildings, and apartments D,E,F. The machines are run by using quarters. Machine usage is limited to members of the Trinity community ONLY. All problems with laundry/vending machines and keys should be reported to resident assistants for those in the Quads or Owens, and Institutional Services for all other on-campus housing facilities. We ask that you do not call the venders yourself, as we want to monitor how the equipment is working and how long it takes for problems to be corrected.

### ***Vending Machine Refunds***

Refunds for money lost in vending machines can be obtained at Institutional Services.

### ***Food Services***

Meals are served in the Melton Dining Hall and in the White Horse Inn in the lower level of the Chapel. Meal times are posted at the entries of these locations. Points may be used at the White Horse Inn. These hours vary throughout the year based on the number of students in residence.

### ***Melton Dining Hall***

Dining services are provided by Creative Dining Services. Creative is able to accommodate students who have special dietary needs for medical reasons. To submit your situation for review, the following procedure must be followed:

1. Obtain a letter from your physician including medial diagnosis and listing the special diet that is required.
2. Submit this letter to Creative Dining at Melton Dining Hall

### ***Policy on Damage to Personal Belongings of Campus Residents***

The university will not be liable for any death or injury arising from or out of any occurrence in, at, or relating to the room, the building or any property of the university, nor will the university be responsible for any loss of or damage to any property of the student or others from any cause whatsoever, unless such death, injury, loss or damage results solely, without contribution of any other party, from the negligence of the university.\* The university will not be liable for any such death, injury, loss or damage caused by other students or persons in the room and building, or in, on, or around the property of the university. The university does not insure students or students' property. Should disruption or nonperformance of services occur because of circumstances beyond the university's control, the university will not be held responsible. It is recommended

that students check with their own insurance policy regarding the coverage of illness, injury, property, etc. It is the responsibility of the student to secure appropriate insurance to cover personal belongings.

\*The university does accept liability for any permanent losses to students' property caused by ground water seepage that occurs in ground-level or below-ground-level residential space in residence halls. This does not include damage done to items stored in general storage areas anywhere on campus. Should such seepage damage occur, the individuals affected will be asked to submit a list of items damaged along with an estimated value of each item to Residence Life. A receipt or other documentation must be provided for any item with a value of \$200 or more. The individuals will be asked to turn in any items to the school for which a claim is being made before reimbursement is issued.

## AREA INFORMATION

BANKS		
Check websites and local phone book for many more locations than listed. Questions to ask your bank: Do you offer a free ATM card? Free checking? Check charge? Hold policy on cashing checks? What is the minimum balance required in order to earn interest/avoid monthly fees? Do you charge for ATM transactions?		
<p><b>First American Bank</b> <a href="http://www.firstambank.com">www.firstambank.com</a> 701 N. Milwaukee Ave., Vernon Hills 847- 816-9100 1 Bank Lane, Buffalo Grove 847-520-8088 7005 Grand Avenue, Gurnee 847-406-3333</p> <p><b>Harris Bank</b> <a href="http://www.harrisbank.com">www.harrisbank.com</a></p> <p><b>Many additional ATM locations</b> 6547 Grand Avenue, Gurnee 847-362-3500 890 S. Milwaukee, Libertyville 847-362-3500 685 S. Rt. 83, Mundelein 847-362-3500 500 Half Day Road, Buffalo Grove 847-465-0202 3063 Dundee Rd., Northbrook 847- 835-6363 500 Skokie Blvd., Northbrook 847-835-6360 1175 Corporate Woods Pkwy, Vernon Hills 847-382-5800</p>	<p><b>US Bank</b> <a href="http://www.usbank.com">www.usbank.com</a> 700 Deerfield Rd., Deerfield 847-945-2215 800 Wheeling Rd., Wheeling 847-520-0900 2000 S Lake St., Mundelein 847-566-2000 310 Highwood Ave., Highwood 847-433-3000 175 N. Milwaukee Ave., Vernon Hills 847-955-0011</p> <p><b>Chase (Bank One)</b> <a href="http://www.chase.com">www.chase.com</a> 2503 Waukegan Rd, Bannockburn 847-405-0087 (inside Dominicks) 770 Waukegan Rd, Deerfield 847-945-2550 6400 Grand Ave., Gurnee 847-855-0200 140 West Cook Street, Libertyville 847-816-1514 1201 South Milwaukee, Libertyville 847-816-1497 325 N. Milwaukee, Vernon Hills 847-821-8716</p>	
<p><b>Washington Mutual</b> <a href="http://www.wamu.com">www.wamu.com</a> 60 S. Waukegan Rd, Deerfield 847-509-0438 255 Parkway Dr, Lincolnshire 847-419-8843 175 McHenry Rd, Buffalo Grove 847-520-1579 4141 Dundee Rd, Northbrook 847-400-5904</p>	<p><b>LaSalle Bank</b> <a href="http://www.lasallebanks.com">www.lasallebanks.com</a> 1315 Lake Cook Rd., Northbrook 847-564-4890 401 Deerfield Pkwy., Lake Zurich 847-726-4990 515 E Townline Rd., Vernon Hills 847-816-0650 195 Milwaukee Ave., Lincolnshire 847-726-4995</p>	
<p><b>National City Bank</b> <a href="http://www.nationalcity.com">www.nationalcity.com</a> 10 E. Dundee Rd., Buffalo Grove 847-215-6969 2595 Waukegan Rd., Bannockburn 847-317-2352 6495 Washington St., Gurnee 847-855-2400 2 Phillip Rd., Vernon Hills 847-816-5789 2000 Willow Road, Northbrook 847-562-0280 325 N. Milwaukee, Libertyville 847-362-3000 469 N. Seymour Ave, Mundelein 847-566-2958</p>	<p><b>Citi Bank</b> <a href="http://www.citibank.com">www.citibank.com</a> 1825 Lake Cook Road, Northbrook 847-564-9201 2011 2<sup>nd</sup> Street, Highland Park 847-266-2401 105 West Dundee, Buffalo Grove 847-465-3781 700 North Milwaukee, Vernon Hills 847-816-2042 6139 West Grand Avenue (inside Sears) Gurnee 847-662-6010</p>	
DRIVER'S LICENSE & PLATES		
In order to reach any Chicago area branch, call this regional phone number: 312-793-1010 or <a href="http://www.sos.state.il.us">www.sos.state.il.us</a>		Call ahead to get a list of necessary documents to bring with you. <b>Illinois Vehicle Services:</b> 800-252-8980
<i>Libertyville – Full Service</i> 342 Peterson Rd. , Brookside Shopping Center		<i>Waukegan – Full Service</i> 617 S. Green Bay Rd.
<i>Schaumburg – Limited Service</i> 1227 E. Golf Rd. , Woodfield Commons Shopping Center		<i>Deerfield – Limited Service</i> 405 Lake Cook Rd., A6-9, Lake Cook Plaza
POST OFFICES		
Find other locations near you at <a href="http://www.usps.com">www.usps.com</a> or 800-275-8777		
<b>Buffalo Grove</b> 255 N. Buffalo Grove Rd. 847-520-0142	<b>Lake Forest</b> 230 North Gate 847-680-5464	<b>Vernon Hills</b> 675 N. Lakeview Pkwy. 847-566-3901
<b>Deerfield</b> 707 Osterman Ave. 847-945-0293	<b>Libertyville</b> 1520 Artaius Pkwy. 847-362-2266	<b>Waukegan</b> 326 N. Genesee St. 800-662-6802
<b>Gurnee</b> 1 N. O'Plaine Rd. 847-662-6943	<b>Lincolnshire</b> 125 Schelter Rd, 847-634-3272	<b>Wheeling</b> 250 W. Dundee Rd. 847-537-1150
<b>Highland Park</b> 833 Central Ave. 847-433-3201	<b>Mundelein</b> 435 E. Hawley Ave. 847-566-3905	<b>Highwood</b> 130 Highwood Ave. 847-432-4870

<b>LIBRARIES</b>	Remember to take several pieces of mail with your new address in order to receive a library card.	
<i>Vernon Area Public Library</i> 300 Olde Half Day Rd., Lincolnshire 847-634-3650, <a href="http://www.vapld.info">www.vapld.info</a> (**Only place for on-campus res. to get card**)	<i>Deerfield Public Library</i> 920 Waukegan Rd. 847-945-3311. <a href="http://www.deerfieldlibrary.org">www.deerfieldlibrary.org</a>	<i>Cook Memorial (Libertyville – Moving to Vernon Hills)</i> 413 N. Milwaukee Ave. 847-362-2330, <a href="http://www.cooklib.org">www.cooklib.org</a>
<i>Highland Park Public Library</i> 494 Laurel Ave. 847-432-0216, <a href="http://www.hplibrary.org">www.hplibrary.org</a>	<i>Northbrook Public Library</i> 1201 Cedar Lane 847-272-6224, <a href="http://www.northbrook.info">www.northbrook.info</a>	<i>Indian Trails Public Library</i> 355 S. Schoenbeck Rd., Wheeling 847-459-4100, <a href="http://www.itpld.lib.il.us">www.itpld.lib.il.us</a>
<i>Lake Forest Library</i> 360 E. Deerpath Rd. 847-234-0626, <a href="http://www.lfkhome.northstarnet.org/lfl.html">www.lfkhome.northstarnet.org/lfl.html</a>	<i>Warren-Newport Public Library</i> 224 N. O'Plaine Rd, Gurnee 847-244-5150, <a href="http://www.wnpl.info">www.wnpl.info</a>	<i>Lake Bluff Public Library</i> 123 E. Scranton Ave. 847-234-2540, <a href="http://www.lakeblufflibrary.org">www.lakeblufflibrary.org</a>
<b>DOCTORS/DENTISTS</b>		
<i>Dr. Robert Tanney (Family Doctor)</i> 400 McHenry Rd., Buffalo Grove 847-520-9424 *Christian	<b>Dr. Eisenstien</b> (Family Doctors of Northbrook) 1885 Shermer Rd., Northbrook 847-272-4600	
<b>Dr. Deborah Winiger</b> (Family Doctor) 150 Half Day Rd., Suite 200, Buffalo Grove 847-955-9008	<b>Dr. Raymond Moy</b> (Dentist) 10 W. Phillip Rd., #115, Vernon Hills 847-367-0556 *Especially good with children	
<i>Dr. Allan Aven (Family Doctor)</i> 1120 E. Central Rd., Arlington Hts. 847-253-1070	<b>Pediatric Healthcare Associates</b> 1640 N. Arlington Hts. Rd., Arlington Heights 847-398-7070	
<b>Advocate Medical Group</b> (Pediatric Partners) 720 Osterman Ave., Deerfield 847-374-1300 1800 Holister Dr., Ste G2, Libertyville 847-680-8066 *Excellent Doctors with good availability. *May take public aid.	<i>Town and Country Pediatrics</i> 2401 Ranina Way, Glenview 847-998-8806  <b>Dr. Charles O'Brien</b> (Pediatrician) 400 Lake Cook Rd., #119, Deerfield 847-945-3850	
<b>Drs. Becker, Hughes, Burstein, and Adis</b> (OB/GYN) 767 Park Ave West, #240, Highland Park 847-432-1558 Rt. 83, Suite 212, Long Grove 847-634-1116	<b>Drs. Logan, London, Cohan, and Colegrove</b> (OB/GYN) 900 N. Westmoreland Rd, Suite 207, Lake Forest 847-234-9110 36100 Brookside Drive, Suite 202, Gurnee	
<b>Drs. Guth and Benson</b> (OB/GYN) 720 Osterman, #205, Deerfield 847-945-9470 505 Milwaukee, Suite 101, Lake Villa 847-362-1360	<b>Fertility Centers of Illinois</b> 767 Park Ave. West, Ste 190, Highland Park 847-433-4400 *Accepts patients with various infertility problems	
<b>Drs. Weiner, Perea, Schreiber</b> (OB/GYN) The Greenleaf Ctr, 3 S. Greenleaf, Gurnee 847-244-0222 *Accepts public aid for new patients	<b>Dr. Jeffrey Riesberg</b> (Dentist) 1722 1st Street, Highland Park, 847-266-1842	
<b>Dr. Burns</b> (Dentist) 405 Lake Cook Rd., Deerfield 847-291-0888 *Ask about a discount for Trinity students (10%)	<b>Dr. Robert LoCaslo</b> (Dentist) 1606 W. Campbell, Arlington Hts. 847-255-8439 *Christian	
<b>Dr. Paul Imhoff</b> (Dentist) 1645 S. River Rd. Suite 21, Des Plaines 847-299-4811	<b>Dr. Kathleen Woods</b> (Dentist) 191 N. Green Bay Rd., Waukegan 847-662-7213	
<b>Dr. Neal Acharya</b> (Arbor Dental Group, P.C.) 150 Half Day Rd., Suite 203, Buffalo Grove 847-913-8205		
<b>Dr. Joe Gordon</b> (Pediatric Dentistry) 514 N. Western Ave., Lake Forest 847-482-1900	View your health provider's website or call customer service to find physicians that will accept your health insurance	
<b>HAIR SALON</b>		
<b>Asha Salon &amp; Spa</b> \$35 - \$85 601 N. Martingdale Rd., Schaumburg 847-592-5000 *\$10 haircuts on Tuesdays for "hair models" – call for appt.	<b>Cut-n-Tan – Jessica Villalobos</b> \$25 133 South Rt. 45, Grayslake, 224-627-6109 *mention you are a trinity student	
<b>Super Cuts</b> (many locations) \$11.95, <a href="http://www.supercuts.com">www.supercuts.com</a> 555 E. Townline Rd., Vernon Hills 847-367-7135 7105 W. Grand Ave., Gurnee 847-855-8312	<b>Great Clips for Hair</b> (many locations) \$12 <a href="http://www.greatclips.com">www.greatclips.com</a> 275 Parkway, Lincolnshire 847-243-4247 700 N. Milwaukee, Vernon Hills 847-816-6879	
<b>Arlington Academy Cosmetology Career Center</b> \$.50 cut w/ shampoo, \$.8 cut w/ style 1300 West Dundee Rd, Buffalo Grove, 847-259-5380	<i>City Image Men - \$20 Women - \$23 Cut Cut w/Style - \$35</i> 401 N. Riverside Dr., #22, Gurnee 847-360-8911	
<b>Hair Cuttery</b> (many locations) \$13 <a href="http://www.haircuttery.com">www.haircuttery.com</a> 270 E. Dundee Rd., Wheeling 847-353-8623	<b>Artistic Hair Design</b> Men - \$24 Women - \$27 1171 S Milwaukee Avenue, Libertyville 847-367-4880	
<i>Michael Thomas Hair Salon &amp; Spa</i> \$40.00 - \$55.00 346 W. Half Day Rd., Buffalo Grove 847-913-5555	<b>Studio 21</b> \$30.00 - \$50.00 5101 Washington Street, Gurnee 847- 662-0211	

<b>GROCERY STORES</b>	Coupons included in Sunday's paper. Many sale flyers can also be found online. Check websites and local phone book for more locations than listed. Websites also may list weekly specials.
<i>Super Target</i> <a href="http://www.target.com">www.target.com</a> 313 E. Townline Rd (aka Rt 60), Vernon Hills 847-680-0723  <b>Dominick's</b> (many locations) <a href="http://www.dominicks.com">www.dominicks.com</a> 2503 Waukegan Rd., Bannockburn 847-940-0664 770 S. Buffalo Grove Rd., Buffalo Grove 847-459-0537 290 Hawthorn Village Comm., Vernon Hills 847-816-3900 *Apply for a Fresh Values Card for extra savings	<b>Jewel Food Stores (many locations)</b> <a href="http://www.jewelosco.com">www.jewelosco.com</a> 16 S. Waukegan Rd., Deerfield 847-498-2958 6509 Grand Ave., Gurnee 847-855-1991 1501 S. Lake St., Mundelein 847-566-6161 1300S. Milwaukee Ave., Libertyville 847-816-8200 <b>890 N. Western Ave., Lake Forest 847-735-8018</b>  <i>Dundee Asian Market</i> 3069 Dundee Rd., Northbrook 847-498-4635 *Korean and Asian food
<i>Mitsuwa Japanese Supermarket</i> 100 E. Algonquin Rd., Arlington Hts. 847-956-6699 (corner of Arlington Hts. Rd. and Algonquin Rd.; also sells Japanese pottery, household items, books, CDs, etc.) <a href="http://www.mitsuwachicago.net">www.mitsuwachicago.net</a>	<b>Whole Foods</b> <a href="http://www.wholefoodsmarket.com">www.wholefoodsmarket.com</a> 1331 N. Rand Rd., Palatine 847-776-8080 760 Waukegan Rd., Deerfield 847-444-1900 *Natural Food Store; great selection
<i>H Mart</i> 801 Civic Center Dr. Niles, IL 60714, 847-581-1212 <a href="http://www.hmart.com">www.hmart.com</a> 8:00 AM ~ 11:00 PM *Korean and Asian supermarket	<i>Assi Plaza</i> 8901 N. Milwaukee Ave, Niles, IL 60714, 847 - 470 - 9450 8:30 AM-9:30 PM *Korean and Asian supermarket
<i>Pick-N-Save</i> <a href="http://www.picknsave.com">www.picknsave.com</a> 2700 Belvidere Rd., Waukegan 847-336-1900 *Fresh produce, ethnic foods, GREAT prices	<b>Woodman's Food Market</b> 7145 120th Ave., Kenosha, WI 262-857-3801 (Hwy. 50, 1 block east of I-94) *Great prices, huge selection, debit cards accepted
<i>Trader Joe's</i> <a href="http://www.traderjoes.com">www.traderjoes.com</a> 127 Skokie Blvd Northbrook, IL 847-498-9076 1407 Waukegan Rd, Glenview 847-657-7821 *Specialty items; good prices	<i>Aldi</i> <a href="http://www.aldi.com">www.aldi.com</a> 730 E. Rand Rd, Mundelein 3331 Belvidere Road, Park City 901 W. Dundee Rd., Wheeling *Lowest prices; bring your own bags; only cash and debit cards; quarter required for use of shopping cart
<i>Garden Fresh</i> <a href="http://www.gardenfreshmarket.com">www.gardenfreshmarket.com</a> 340 Townline Rd., Mundelein 847-949-1188 1786 W. Hintz Rd., Wheeling 847-394-1100 275 Skokie Blvd, Northbrook 847-272-0300 *Great for fresh produce and international foods	<i>Sam's Club</i> <a href="http://www.samsclub.com">www.samsclub.com</a> 335 N. Milwaukee, Vernon Hills, 847-955-9260 1055 McHenry Rd., Wheeling 847-541-9040 6570 Grand Ave., Gurnee 847-855-1130 101 W. Oakton St., Des Plaines 847-296-5050 *Membership required; bulk foods store, cash and debit card only
<b>FARMER'S MARKETS</b> <a href="http://www.ams.usda.gov/farmersmarkets">www.ams.usda.gov/farmersmarkets</a>	
<b>Deerfield Farmer's Market</b> Deerfield Rd. & Robert York Ave., Sat. 7-12:00, Jun-Oct <b>847-945-5000</b>	<b>Libertyville Farmer's Market</b> Cook Park, Thurs. 7-1, Jun-Oct 847-680-0336
<b>Lake Bluff Farmer's Market</b> Corner of Center & Sheridan, Fri. 7-noon, Jun-Oct  <b>847-234-0774</b>	<b>Highland Park (Ravinia):</b> Roger Williams & St. Johns Ave., Wed. 7-1, Jun-Oct 847-432-5570
<b>SHOPPING</b>	
<i>Target</i> (many locations) <a href="http://www.target.com">www.target.com</a> 313 E. Townline Rd., Vernon Hills 847-680-0723 6601 Grand Ave., Gurnee 847-244-4990 2099 Skokie Valley Rd., Highland Pk. 847-266-8022 1400 W Lake Cook Rd, Wheeling 847-215-5051 3100 W Route 60, Mundelein 847-367-2650	<i>Wal-Mart</i> (many locations) <a href="http://www.walmart.com">www.walmart.com</a> 555 Townline Rd, Vernon Hills 847-918-0555 1455 Lake Cook Rd, Wheeling 847-537-5090 6590 Grand Avenue, Gurnee 847-855-1230
<i>Oak Creek Plaza</i> Townline Rd. (Rt. 60), Mundelein *Hobby Lobby, Menards, and Card & Party Warehouse	<i>Rivertree Plaza</i> SE corner of Milwaukee and Townline Rd., Vernon Hills *Best Buy, TJ Maxx, Office Depot, Michael's, movie theatre
<i>Hawthorn Shopping Mall</i> NW corner of Milwaukee & Townline Rd., Vernon Hills *Marshall Field's, Carson Pirie Scott, Sears, JC Penny, Talbots, Gap, Children's Place, etc.	<i>Hawthorne Hills Fashion Square</i> SW corner of Milwaukee & Townline Rd., Vernon Hills *Wal-Mart, Office Max, Toys-R-Us, Supercuts, Discovery Clothing Co.
<i>Northbrook Court</i> <a href="http://www.northbrookcourt.com">www.northbrookcourt.com</a> 2171 Lake Cook Rd., Northbrook *Macys, Lord & Taylor, Neiman Marcus, Gymboree, Ann Taylor, Crate & Barrel, etc.	<i>Gurnee Mills</i> <a href="http://www.gurneemillsmall.com">www.gurneemillsmall.com</a> 6170 Grand Ave. (I-94 and Rt. 132 W), Gurnee *Huge outlet mall
<i>Woodfield Mall</i> <a href="http://www.shopwoodfield.com">www.shopwoodfield.com</a>	<i>Downtown Libertyville – downtown strip has specialty shops/restaurants</i>

5 West Dr Schaumburg, IL 60173 (847) 330-1537 *Cheesecake Factory, P.F. Changs, Rainforest Café, Nordstrom, Lord & Taylor, over 300 stores/restaurants. NEAR IKEA	<b>Historic Long Grove</b> – antique shops, specialty shops, 50’s shop, restaurants, popcorn shop
<b>RESALE SHOPS</b>	*In addition to the <b>shops listed below, check the</b> Pioneer Press ( <a href="http://www.pioneerlocal.com">www.pioneerlocal.com</a> ) for weekly yard/garage/thrift sales.
<b>The Clothes Horse</b> Aldeen building on TEDS campus *Free to Trinity families	Salvation Army <a href="http://www.salvationarmy.org">www.salvationarmy.org</a> 357 Townline Rd., Mundelein 847-837-4037 3559 Grand Ave, Gurnee 847-336-8857 431 S. Genesee, Waukegan 84, Waukegan 847-662-7730
<b>Goodwill</b> <a href="http://www.goodwill.org">www.goodwill.org</a> 761 S. Midlothian Rd, Mundelein 847-566-0636	<b>Wings Resale</b> <a href="http://www.wingsprogram.com/resale/">www.wingsprogram.com/resale/</a> 756 E. Northwest Hwy, Palatine 847-963-0861
<b>Community Thrift</b> 3440 W. Grand Ave., Gurnee 847-336-3355	<b>ORT Resale Store</b> 800 Central Avenue, Highland Park 847-433-1697
<b>Blue Smock</b> 111 W. Church, Libertyville 847-362-7888	<b>Lamb’s Farm Thrift Shop</b> <a href="http://www.lambsfarm.org">www.lambsfarm.org</a> I-94 and Rt. 176, Libertyville 847-327-9053 x744
<b>RESTAURANTS</b>	
<b>China Buffet Lunch Buffet \$6.00 Dinner Buffet \$8.25</b> 1161 S. Milwaukee, Libertyville 847-362-8488 403 Townline Rd., Mundelein 847-970-7883	<b>P.F. Chang’s China Bistro</b> \$8.00 -\$17.00 per Entrée 1819 Lake Cook Rd., Northbrook 847-509-8844 *Affordable lunches, expensive dinners
<b>Tasty Thai \$7.95 - \$11.95</b> 276 Hawthorn Village Comm., Vernon Hills 847-367-1980	<b>Peacock India \$10.00 –\$15.00 per Entrée</b> 701 N Milwaukee Ave., #284, Vernon Hills 847-816-3100
<b>Las Palmas \$10.00</b> 26228 N IL Rte 83, Mundelein 847-949-7900 *Authentic Mexican food;	<b>Edwardo’s Natural Pizza 13” Stuffed Pizza \$17.00 - \$23.00</b> 240 Skokie Blvd., Northbrook 847-272-5222 <b>401 E. Dundee Rd., Wheeling 847-520-0666</b>
<b>Old Country Buffet Lunch \$6.95 Dinner \$9.50</b> 701 N. Milwaukee Ave., Vernon Hills 847-367-1626 *Kids charged by age	<b>Egg Harbor Café Breakfast \$4.00 - \$8.00 Lunch \$7.00 - \$10.00</b> 512 N. Western Ave., Lake Forest 847-295-3449 300 Village Green, Lincolnshire 847-821-1515 *Specializes in breakfast and lunch
<b>Lou Malnati’s Pizzeria Pizza \$14.00 - \$30.00</b> 840 Waukegan Road, Lake Forest, IL 60045 847.735.1515 85 S. Buffalo Grove Rd., Buffalo Grove 847-215-7100 1436 S. Milwaukee Ave. Libertyville 847-362-6070 (*take out only) *Deep-Dish Chicago style pizza	<b>Giordano’s Chicag Style Pizza</b> 270 McHenry Rd., Buffalo Grove 847-520-1600 7105 Grand Ave., Gurnee 847-856-6100 *Excellent Chicago style pizza!
<b>Bakers Square Entrée average about \$8.00</b> 1195 S. Milwaukee Ave., Libertyville 847-362-8550	<b>Max &amp; Erma’s</b> 447 N. Milwaukee Ave. Vernon Hills, IL 60061 (847)816-6700
<b>Chipotle Mexican Grill \$6.00 – 8.00</b> 675 Deerfield Rd., Deerfield 847-948-7902 375 N. Milwaukee Ave., Vernon Hills 847-478-0883 *Mexican “fast” food; large burritos	<b>Baja Fresh \$7.95</b> 110C South Waukegan Road, Deerfield 847-480-8746 *Mexican “Fast Food”; lots of variety
<b>Red Robin \$8.00 – 12.00</b> 295 Parkway Dr., Lincolnshire 847-520-4747 *excellent gourmet burgers; great for kids	<b>Hunan North Chinese Restaurant</b> \$5.00 - \$11.00 227 N. Waukegan, Lake Bluff (847) 615-7122 *Huge portions
<b>On the Border Mexican Grill \$7.00 - \$13.00</b> 535 Lakeview Parkway, Vernon Hills 847- 918-8235	<b>Big Bowl \$11.00 + for Dinner</b> 215 Parkway Dr., Lincolnshire 847-808-8880 *similar to P.F. Changs
<b>LOCAL ATTRACTIONS</b>	
<b>Chicago Historical Society</b> <a href="http://www.chicagohs.org">www.chicagohs.org</a> 1601 N. Clark St., Chicago 312-642-4600 *\$14/adult, Parking is \$9.00/car. Free on Mondays; 9:00-4:30	*Prices as of June 2009* *There are free trollies that go to various downtown sites and areas. Ask at Navy Pier for information.
<b>Chicago Botanic Gardens</b> <a href="http://www.chicago-botanic.org">www.chicago-botanic.org</a> 1000 Lake Cook Rd., Glencoe 847-835-5440 *Admission Free; parking \$20/car	<b>Lamb’s Farm</b> <a href="http://www.lambsfarm.org">www.lambsfarm.org</a> . I-94 & Rt. 176, Libertyville 847-362-4636 *Petting zoo, restaurant, miniature train, pony rides, pet shop, putt-putt, thrift store.
<b>Jelly Belly Factory Tours</b> <a href="http://www.jellybelly.com">www.jellybelly.com</a> 10100 Jelly Belly Lane (Rt. 165 and Green Bay Rd.), Pleasant Prairie, WI 866-868-7522 *Free tour, but reservations required; Jelly Belly store	<b>Kohl Children’s Museum</b> <a href="http://www.kohlschildrensmuseum.org">www.kohlschildrensmuseum.org</a> 165 Green Bay Rd., Wilmette 847-512-1300 *\$7.50/adult and kids, kids under 1 free; hands-on interactive activities.
<b>Ravinia Festival</b> <a href="http://www.ravinia.org">www.ravinia.org</a> 400 Iris Lane, Highland Park 847-266-5100 *June-Sept.: musical performances \$10.	<b>6 Flags Great America</b> <a href="http://www.sixflags.com">www.sixflags.com</a> Grand Ave. E. Exit off I-94, Gurnee 847-249-4636 *\$54.99/General Admission, \$34.99/kids under 54 in. tall, age 2 and under free, \$15 Parking
	<b>Museum of Science &amp; Industry</b> <a href="http://www.msichicago.org">www.msichicago.org</a> 57 <sup>th</sup> St. & Lake Shore Dr., Chicago 773-684-1414 *See website for pricing, varies per exhibit \$16 parking See website for free days

<p><i>The Art Institute of Chicago</i> <a href="http://www.artic.edu">www.artic.edu</a> 111 S. Michigan Ave. at Adams, Chicago 312-443-3600 \$18/adult, Kids 14 and under free; See website for several ways to get free admission.</p>	<p><i>Shedd Aquarium</i> <a href="http://www.sheddaquarium.org">www.sheddaquarium.org</a> 1200 S. Lake Shore Dr., Chicago 312-939-2438 *Call or check website for a variety of admission/price options.</p>
<p><i>Navy Pier</i> <a href="http://www.navy pier.com">www.navy pier.com</a> 600 E. Grand Ave., Chicago 1-800-595-PIER *Shopping, restaurants, Ferris wheel, IMAX theater</p>	<p><i>Chicago Children's Museum</i> <a href="http://www.chicildrensmuseum.org">www.chicildrensmuseum.org</a> 700 E. Grand Ave. on Navy Pier, Chicago 312-527-1000 *\$10/adults and kids Free on TH from 5-8pm and first Sunday/month</p>
<p><i>The Field Museum</i> <a href="http://www.fieldmuseum.org">www.fieldmuseum.org</a> 1400 S. Lake Shore Dr., Chicago Museum Campus 312-922-9410 * See website for pricing, varies per exhibit \$16 parking See website for free days</p>	<p><i>Adler Planetarium and Astronomy Museum</i> <a href="http://www.adlerplanetarium.org">www.adlerplanetarium.org</a> 1300 S. Lake Shore Dr., Chicago Museum Campus 312-922-STAR See website for pricing, varies per exhibit \$16 parking See website for free days</p>
<p><i>Historic Village of Long Grove</i> Rt. 53 &amp; Rt. 83, Long Grove 847-634-0888 *More than 100 charming shops, Long Grove Confectionery offers tours</p>	<p><b>Local Free Concerts</b> Many communities and parks offer free concerts in the summer. Check out community/county websites for more information.</p>
<p><i>J. Hancock Center Obs.</i> <a href="http://www.hancock-observatory.com">www.hancock-observatory.com</a> 875 N. Michigan Ave., Chicago 1-888-875-VIEW Adults \$16-19 – see website for details</p>	<p><i>Sears Tower</i> <a href="http://www.theskydeck.com">www.theskydeck.com</a> 233 S. Wacker Dr., Chicago 312-875-9696 Adults \$14-21 – see website for details</p>
<p><i>Lincoln Park Zoo</i> <a href="http://www.lpzoo.org">www.lpzoo.org</a> 2001 N. Clark St. Chicago 312-742-2000 *Admission is free, parking \$22</p>	<p><i>Brookfield Zoo</i> <a href="http://www.brookfieldzoo.org">www.brookfieldzoo.org</a> 8400 W. 31<sup>st</sup> St., Brookfield (14 mi. west of downtown) 708-485-0263 *\$12-24/adult, \$8-18/child (3-11); parking: \$8/car See website for other exhibits and their prices</p>
<p><i>Lincoln Park Conservatory</i> 2400 N. Stockton Rd. Chicago 312-742-7736 * Admission FREE</p>	<p><i>Garfield Park Conservatory</i> <a href="http://www.garfield-conservatory.org">www.garfield-conservatory.org</a> 300 N. Central Park Ave. Chicago 312-746-5100 * Admission FREE. Parking FREE.</p>
<b>CHEAP MOVIE THEATERS</b>	
<p><i>Showplace 8</i> \$4.75 – 6.00 555 Lakeview Parkway, Vernon Hills 847- 247-8958</p>	<p><i>Buffalo Grove Value Theater</i> 120 McHenry Rd., Buffalo Grove 847-604-1393</p>
<p><i>Highland Park Theater</i> 445 Central Ave., Highland Park. 847-432-3300</p>	<p><b>Liberty Theatre</b> 708 North Milwaukee Avenue, Libertyville 847- 362-3011</p>
<b>RECREATION</b>	
<p><i>Lake County Forest Preserves</i> <a href="http://www.co.lake.il.us/forest">www.co.lake.il.us/forest</a> * Dozens of free preserves in Lake County *Call or visit their web site for more information.</p>	<p><i>College Park Athletic Club</i> 2223 Half Day Rd. 847-948-5330 (across from the Lew student center) *Membership fee is \$25/mo. for Trinity Students</p>
<p><i>River Trail Nature Center</i> 3120 Milwaukee Ave., Northbrook 847-824-8360</p>	<p><b>The Glacier Ice Arena</b> 670 N. Lakeview Pkwy., Vernon Hills 847-362-1222</p>
<b>POOLS AND BEACHES</b>	
<p><b>Mitchell Pool</b> 951 Wilmot Rd., Deerfield 847-945-7760</p>	<p><b>Family Aquatic Center</b> (outdoor pool) 635 Elston Dr., Vernon Hills 847-367-7270</p>
<p><b>Diamond Lake Beach</b> 1016 Diamond Lake Rd., Mundelein 847-566-5650</p>	<p><i>Deerspring Pool</i> 850 Waukegan Rd., Deerfield 847-945-7610</p>
<p><b>Mundelein High School</b> (outdoor pool) 1350W Hawley, Mundelein 847-949-9748</p>	<p><b>Adler Pool</b> (outdoor pool) 1500 N. Milwaukee Ave., Libertyville 847-816-7946</p>
<p><i>Independence Grove -Beach, paddle boats, trails, concerts</i> 16400 W. Buckley Road, Libertyville 847-968-3499</p>	<p><i>Arctic Splash Indoor Water Park</i> 333 W. Dundee Rd., Wheeling 847-465-7675</p>

<i>Hidden Creek Aqua Park</i> 1220 Fredrickson Place, Highland Park 847-433-3170	<i>Warren Dunes</i> 12032 Red Arrow Hwy., Sawyer, MI 616-426-4013
<i>Indiana Dunes</i> 700 Howe Rd., Chesterton, IN 219-395-9555 *Great beach on Lake Michigan	<b>Hunt Club Park Aquatic Center</b> 4374 Old Grand Avenue, Gurnee 847- 599-3780
<i>Illinois Beach State Park</i> <a href="http://www.dnr.state.il.us/lands/landmgt/PARKS/index.htm">www.dnr.state.il.us/lands/landmgt/PARKS/index.htm</a> Zion, IL 847-662-4811 *Camping, hiking, fishing, swimming	
<b>CHRISTIAN RADIO STATIONS</b>	
WMBI <b>90.1 FM, 1160 AM</b> Moody Broadcasting	WJKL <b>94.3 FM</b> K-Love
<b>CHRISTIAN BOOKSTORES</b>	
<i>Family Christian Bookstore</i> 700 N Milwaukee Ave, Vernon Hills - (847) 932-4005 309 E Rand Rd, Arlington Hts - (847) 481-5000	<i>Trinity Bookstore</i> North end of Trinity campus 847-317-6800
<b>AUTO MECHANICS</b>	<i>Deerfield Shell</i> 655 Waukegan Rd., Deerfield 847-945-0584
<i>Moberg's Automotive</i> 1090 E. Park Avenue, Libertyville 847-362-8905 * Offers discount for Trinity students (owner Peter Moberg)	<i>Gages Lake Automotive</i> <b>18409 W. Gages Lake Rd., Gages Lake 847-548-2277</b>
<i>G&amp;R Auto Repair</i> <b>617 N. 2<sup>nd</sup> St., Libertyville 847-362-2818</b>	<i>H&amp;H Towing and Auto Repair</i> 1050 E. Park Ave., Libertyville 847-367-5300
<b>NEWSPAPERS</b>	
<i>Chicago Tribune</i> <a href="http://www.chicagotribune.com">www.chicagotribune.com</a> 1-800-TRIBUNE	<i>Chicago Sun Times</i> <a href="http://www.suntimes.com">www.suntimes.com</a> 312-321-3000
<i>Pioneer Press</i> <a href="http://www.pioneerlocal.com">www.pioneerlocal.com</a> 847-486-9200	<i>Advertiser Network</i> 847-870-0394 * classified ads for garage sales, houses, apartments, etc.
<b>HOSPITALS</b>	
<b>Condell Medical Center</b> 200 W. Golf Rd, Libertyville 847-362-2905	<b>Condell Acute Care Center</b> (open 24 hours) 150 Half Day Rd., Buffalo Grove 847-215-0000
<b>Lake Forest Hospital</b> 660 N. Westmoreland Rd., Lake Forest 847-234-5600	<b>Highland Park Hospital</b> 718 Glenview Ave., Highland Park 847-432-8000
<b>COMPUTER/ELECTRONIC STORES</b>	
<b>Best Buy</b> 701 N. Milwaukee Ave., Vernon Hills 847-549-9616 200 S. Waukegan Rd., Deerfield, 847-509-8555	<b>CDW Computer Discount Warehouse</b> 200 N. Milwaukee Ave., Vernon Hills 847-465-6000
<b>Apple Store</b> <a href="http://Northbrook Court www.northbrookcourt.com">Northbrook Court www.northbrookcourt.com</a>	
<b>PUBLIC AID AND LOW-COST HEALTH CARE</b> <a href="http://www.co.lake.il.us">www.co.lake.il.us</a>	<b>Great Lakes WIC Office</b> 847-688-5879 (Closed Wednesdays) On the Naval Base, but open to civilians and nicer than the other offices
<b>Belvidere Medical Building</b> 2400 Belvidere Rd., Waukegan 847-377-8410 Monday 11:30 – 6:30 p.m., Tues – Friday 8:30 – 3:30 p.m. -Dental, Prenatal, General Medicine, Pediatrics all on a sliding scale fee for Lake County Residents -WIC location (Pregnant women and women with children under 5 who are at or below 185% of the federal poverty level)	<i>Department of Human Services</i> 3235 W. Belvidere Rd., Park City 847-3336-5212 -Welfare and Food Stamps -Kid Care – Health Care Coverage for children, pregnant women, or helps to pay employer premiums. Income guidelines apply.
<b>10<sup>th</sup> Street Medical Building</b> 707 10 <sup>th</sup> Street, North Chicago 847-473-4035 -Dental, Prenatal, General Medicine, Pediatrics all on a sliding scale fee for Lake County Residents -WIC location (Pregnant women and women with children under 5 who are at or below 185% of the federal poverty level)	<i>Immunizations</i> -\$8 per shot, but no one turned away due to inability to pay -Bring child's records to each appointment. Locations: Lake Forest Hospital, Highland Park Hospital, Condell Medical Center (Libertyville), Foglia YMCA (Lake Zurich), American Legion Hall (Round Lake Park), VFW Post (Antioch), Memorial United Methodist Church ( Zion), Victory Memorial Hospital (Waukegan), Lake County Health Department (Waukegan)

<b>PUBLIC TRANSPORTATIONS</b>	
<b>Metra Commuter Rail Service</b> <a href="http://www.metrarail.com">www.metrarail.com</a> 312-322-6777	<a href="http://www.rtachicago.com">www.rtachicago.com</a> <i>*Information on all three public transportation systems.</i>
<b>Pace Bus Line</b> <a href="http://www.pacebus.com">www.pacebus.com</a> 847-364-PACE	Amtrak <a href="http://www.amtrak.com">www.amtrak.com</a> 1-800-USA-RAIL
<b>EMPLOYEE ON-LINE JOB BANKS</b>	
<a href="http://www.america-job-bank.com">www.america-job-bank.com</a> <a href="http://www.monster.com">www.monster.com</a> <a href="http://www.careerbuilder.com">www.careerbuilder.com</a> <a href="http://www.churchstaffing.com">www.churchstaffing.com</a> <a href="http://www.jobleads.com">www.jobleads.com</a> <a href="http://www.hotjobs.com">www.hotjobs.com</a>	<a href="http://www.chicagojobs.com">www.chicagojobs.com</a> <a href="http://www.craigslist.com">www.craigslist.com</a> Also try: Trinity Career Center, Local Churches, Temp. Agencies Networking – Tell everyone you meet that you are looking for work – someone is bound to know someone!
<b>LAUNDROMATS &amp; DRY CLEANERS</b>	
<b>Joseph's Cleaners</b> 199 Butterfield Road, Vernon Hills 847-367-3323 *10% discount for Trinity Students	<b>Carousel Laundromat</b> (no smoking) \$1.25 Wash, .50 for 2 dry cycles 1177 W. Park Avenue, Libertyville 847-680-3330
<b>Financial Planning/Management</b>	
<b>Jim Leren</b> 1110 W. Lake Cook Rd. Ste. 265 Buffalo Grove, IL 847-520-5545	<b>Accountant</b> <b>Michael J. Whalen, CPA</b> 1110 W. Lake Cook Rd. Ste. 265 Buffalo Grove, IL 847-419-0606

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