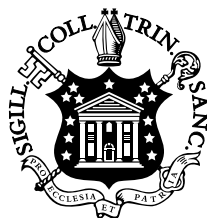


Student Handbook 2007-2008



Trinity College
HARTFORD CONNECTICUT

Dear Student:

THE STUDENT HANDBOOK *contains information about the nonacademic aspects of life at the College, as well as certain academic information not in the COLLEGE BULLETIN. It is designed to answer many questions which may arise about the operation of the institution and which you may experience during your undergraduate career. You should familiarize yourself thoroughly with THE STUDENT HANDBOOK contents, as you are responsible, in accordance with the Student Integrity Contract, for knowing the policies and regulations stated herein.*

With sincere good wishes for your success at Trinity,

*Frederick Alford
Dean of Students*

NOTICE: The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Trinity College reserves the right to make changes at any time without prior notice. The College provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

Trinity College does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, handicap, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.



The Bantam: Trinity College's Mascot

ALMA MATER

'Neath the Elms

'Neath the elms of our old Trinity
 'Neath the elms of our dear old Trinity
 Oh it's seldom we'll meet
 In the moonlight so sweet
 'Neath the elms of our old Trinity.

College days are from care and sorrow free
 And oft will we seek in memory
 Those days that are past,
 Far too joyous to last,
 'Neath the elms of our old Trinity.

Then we'll sing to our old Trinity,
 To our dear old Alma Mater, Trinity;
 We're together today,
 And tomorrow away,
 Far away from our old Trinity.

'Neath the elms of our old Trinity,
 'Neath the elms of our dear old Trinity,
 No more shall we meet,
 Our classmates to greet,
 'Neath the elms of our old Trinity.

Augustus P. Burgwin, Class of 1882

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COLLEGE CALENDAR

Academic Year, 2007-2008

2007

August 10	<i>Friday</i>	All bills for Fall 2007 Term must be paid in full.
August 23	<i>Thursday</i>	Summer Term II ends. Summer Term Library hours end.
August 30	<i>Thursday</i>	First-year and Transfer students arrive. Residences open to first-year and transfer students after 9:00 a.m. President's Convocation for First-Year Students on the Quadrangle. Meal plan (7-day) for first-year students begins with evening meal.
September 1	<i>Saturday</i>	Class of 2008, 2009, 2010 students arrive. Residences open to returning students after 12:00 p.m. Meal plan (7-day) for these students begins with evening meal.
September 3	<i>Monday</i>	Labor Day. College offices and Library are closed.
September 4	<i>Tuesday</i>	Undergraduate and graduate classes begin. Fall Term Library hours begin.
September 6	<i>Thursday</i>	Fall Term internship contracts due in the Internship Office.
September 11	<i>Tuesday</i>	Add/Drop Period ends for full-term and first quarter classes.
September 28	<i>Friday</i>	Final Day to withdraw from Fall Term courses.
September 28-30	<i>Fri.-Sun.</i>	Family Weekend.
October 8-9	<i>Mon.-Tues.</i>	Trinity Days. The College is in session, but regular classes are not held.
October 22	<i>Monday</i>	Mid-term.
October 23	<i>Tuesday</i>	First day of Second Quarter classes.
October 26	<i>Friday</i>	Second Quarter Add/Drop Period ends.
October 26	<i>Friday</i>	Deadline for seniors to submit Degree Applications to the Registrar's Office for May 2008 graduation. Deadline for Master's degree candidates to submit Degree Applications to the Graduate Studies Office for May 2008 graduation.
Oct 29-Nov 2	<i>Mon.-Fri.</i>	Advising Week.
November 5-12	<i>Mon.-Mon.</i>	Advance Registration for Spring 2008 Term.
November 9-10	<i>Fri.-Sat.</i>	Homecoming Weekend.
November 16	<i>Friday</i>	Student Accounts Office mails Spring 2008 Term bills for all students.
November 20	<i>Tuesday</i>	Thanksgiving Vacation for undergraduate and graduate students begins after last class. Evening meal on meal plan is served. Library closes at 6:00 p.m.
November 21-25	<i>Wed.-Sun.</i>	College offices and Library closed. Meal plan resumes with evening meal on November 25. Fall Term Library hours resume on Nov. 25 at 10:00 am.
November 26	<i>Monday</i>	Classes resume for undergraduate and graduate students.
November 30	<i>Friday</i>	Financial Aid recipients' budgets for study away in Spring 2008 due in Financial Aid Office.
December 3	<i>Monday</i>	Add/drop for Spring 2008 Term begins.
December 7	<i>Friday</i>	Deadline to apply to the Office of International Programs for approval to study off campus for all programs for Fall 2008 Term, Spring 2009 Term, or academic year 2008-2009.

continued

Classes scheduled to meet on religious holidays will be held as usual. Students should refer to the *Student Handbook* for the College's policy on class absences resulting from participation in religious observances.

CALENDAR

December 10	<i>Monday</i>	Last day of undergraduate and graduate classes. Final day to elect to change a Pass/Low Pass/Fail grade to a letter grade.
December 11-16	<i>Tues.-Sun.</i>	Review Period.
December 14	<i>Friday</i>	All bills for Spring 2008 Term must be paid in full.
December 17-21	<i>Mon.-Fri.</i>	Final examinations for undergraduate and graduate students. All grades are due from faculty within 5 days of the scheduled final exam of each course. Dinner on December 21 is last meal on meal plan.
December 22	<i>Saturday</i>	Residences close at 12:00 noon for the vacation period. Fall Term Library hours end at 4:30 p.m.
Dec. 22-Jan. 20	<i>Sat.-Sun.</i>	Winter Break Library Hours in effect.
December 24-25	<i>Mon.-Tues.</i>	College offices and Library are closed.
December 26-28	<i>Wed.-Fri.</i>	Library closed. Open to Faculty by appointment only.

2008

January 1	<i>Tuesday</i>	College offices and Library are closed.
January 18	<i>Saturday</i>	Residences open after 12:00 noon. Meal plan resumes with evening meal.
January 21	<i>Monday</i>	Martin Luther King Day. College offices and Library are closed.
January 22	<i>Tuesday</i>	Undergraduate and graduate classes begin. Spring Term Library hours begin.
January 24	<i>Thursday</i>	Spring Term internship contracts due in the Internship Office.
January 29	<i>Tuesday</i>	Add/Drop Period ends for full-term and third quarter classes.
February 15	<i>Friday</i>	Final day to withdraw from Spring Term courses.
Feb. 28 & 29	<i>Thur.-Fri.</i>	Trinity Days. The College is in session, but regular classes are not held.
February 29	<i>Friday</i>	Profile & FAFSA filing deadline for students applying for financial aid for the 2008-2009 academic year.
March 10	<i>Monday</i>	Mid-term.
March 11	<i>Tuesday</i>	First day of Fourth Quarter classes.
March 14	<i>Friday</i>	Spring Vacation begins after last class; evening meal is last meal on meal plan. No graduate classes during vacation. Spring Break Library Hours in effect.
March 23	<i>Sunday</i>	Meal plan resumes with evening meal. Spring Term Library hours resume when Library opens at 10:00 am.
March 24	<i>Monday</i>	Classes resume. Fourth Quarter Add/Drop Period ends.
April 7-11	<i>Mon.-Fri.</i>	Advising Week.
April 11	<i>Friday</i>	Deadline for sending 2007 Federal tax returns to the College Scholarship Service for students applying for financial aid for the 2008-2009 academic year.
April 14-21	<i>Mon.-Mon.</i>	Advance Registration for Fall 2008 Term.
April 28	<i>Monday</i>	Add/Drop Period for Fall 2008 begins.
April 30	<i>Wednesday</i>	Last day of undergraduate and graduate classes. Final day to elect to change a Pass/Low Pass/Fail grade to a letter grade. Last two days of classes count as Thursday and Friday.
May 1-May 4	<i>Thur.-Sun.</i>	Review Period.
May 1-2	<i>Thur.-Fri.</i>	General Examinations for seniors in certain majors (General Examinations end by the afternoon of May 2).

continued

CALENDAR

May 1-2	<i>Thur.-Fri.</i>	Spring Housing Lottery.
May 2	<i>Friday</i>	Honors Day ceremony at 3:30 p.m. in the Chapel.
May 5-9	<i>Mon.-Fri.</i>	Final examinations for all undergraduate and graduate students. All grades (graduating seniors, consortium students and Master's degree candidates omitted) are due from faculty within 5 days of the scheduled final exam of each course. Evening meal on May 9 is last meal on meal plan.
May 9	<i>Friday</i>	Spring Term Library hours end at 7:00 p.m.
May 10	<i>Saturday</i>	Graduating Senior, Master's degree candidates, consortium students grades due. Residences close at 12:00 noon for all students except those participating in Commencement.
May 12	<i>Monday</i>	Financial Aid recipients' budgets for study away in Fall 2008 due in Financial Aid Office.
May 18	<i>Sunday</i>	Commencement Exercises.
May 19	<i>Monday</i>	Residences close at 9:00 a.m. for all students.
May 26	<i>Monday</i>	Memorial Day. College offices and Library are closed.
May 28	<i>Wednesday</i>	Session I of Summer Term begins (for Monday/Wednesday classes). Tuesday/Thursday classes begin May 29. Summer Term Library hours begin.
June 2	<i>Monday</i>	Final day for submission of Summer Internship forms.
June 5-8	<i>Thur.-Sun.</i>	Reunion Weekend.
July 4	<i>Friday</i>	Independence Day observance. College offices and Library closed.
July 10	<i>Thursday</i>	Summer Term I ends.
July 14	<i>Monday</i>	Summer Term II begins.

TRINITY COLLEGE STUDENT INTEGRITY CONTRACT

THE TRINITY COLLEGE STUDENT INTEGRITY CONTRACT

PREAMBLE

We the students of Trinity College believe that as individual undergraduates we must assume responsibility for upholding our standards of academic integrity and social conduct. This document articulates those standards upon which the Trinity community can promote an atmosphere of mutual trust and respect in which scholarly work and learning thrive. With this document the Trinity College student body, in accordance with the Mission Statement of the College, declares its commitment to a code of honor that fosters moral growth and upholds academic and personal integrity. By signing this document, each matriculated student commits to act with honor and integrity at Trinity College.

STATEMENT OF RIGHTS AND RESPONSIBILITIES

Part I: Academic Life

ARTICLE I: Academic Rights and Freedoms

According to the Mission Statement of Trinity College, excellence in liberal arts education relies on critical thinking, freeing the mind from parochialism and prejudice, and encouraging students to lead examined lives. Free inquiry and free expression are essential for the attainment of these goals. Therefore, we deem it necessary to establish the basic rights and freedoms of the students of Trinity College. Fair grading, protection against improper disclosure, and protection of freedom of association are guaranteed under this contract.

ARTICLE II: Academic Integrity and Intellectual Dishonesty

By choosing to matriculate at Trinity College, we have entered an academic community that thrives on its small size, student-professor interaction, and the free flow of ideas.

Our academic community can only thrive if each of us maintains the highest standards of academic integrity. Intellectual honesty is doing our own work and fully crediting the work of others if we use their ideas in our own work. Each student is responsible for knowing what constitutes intellectual honesty in every examination, quiz, paper, lab report, or academic exercise submitted for evaluation at Trinity College. Specific examples of academic dishonesty are listed in the *Student Handbook* (pp. 39-41).

While we are each ultimately responsible for our personal conduct, we also have a responsibility to one another to uphold high standards. Therefore, each student is strongly urged to report suspected cases of academic dishonesty to the Academic Honor Council.

Part II: Social Life

The principles of honor, responsibility, and self-governance shall extend beyond the classrooms of this College. Though the rules of the College apply to students as stated in the *Student Handbook*, the establishment of the Student Integrity Contract shall make students accountable to each other.

We shall govern ourselves sensibly and support our peers so that they also behave accordingly. As socially responsible and intelligent adults, we shall take responsibility for our actions in social situations and shall conduct ourselves maturely and safely. As students in an academically engaged and socially active environment, we understand that drinking at social events carries responsibilities not only for ourselves but also for our peers. Detrimental behavior that results from alcohol abuse such as belligerence, destruction of College property, and sexual assault shall not be tolerated.

HONOR COUNCILS**Part I: Charge of the Honor Councils**

It is the responsibility of the Academic Honor Council, the Academic Dishonesty Appeals Board, the Social Honor Council, and the Social Appeals Boards to adjudicate cases in their jurisdiction following the procedures below.

Part II: Membership, Election, and Tenure

The full Honor Council will be comprised of elected students divided among: the Academic Honor Council, the Academic Dishonesty Appeals Board, the Social Honor Council, and the Social Appeals Board. All of these positions will be elected by campus-wide election. Each position will be for a year-long term beginning in the fall and elected the previous spring.

The Dean of Students Office and the Office of Campus Life will be responsible for training the members of the Councils and Appeals Boards on judicial procedures and principles of fundamental fairness. This training must occur in the initial weeks of the fall semester.

In early spring, “Student Leaders” will be asked to nominate up to three (3) candidates for the Honor Council. The general student body may also be solicited for nominations. “Student Leaders” are defined as the following: SGA class representatives, P.R.I.D.E. leaders, RAs, captains of all sports teams, presidents of Greek organizations, mentors, cultural house leaders, COLT leaders, Dean’s Scholars, President’s Fellows.

Nominated students must be in good academic and disciplinary standing in order to be eligible for service on the Honor Councils and Appeals Boards.

Once the nominations have been compiled, short biographical information on each candidate will be released to the student body.

A campus-wide election will be held in the spring semester to elect the members of the following year’s Honor Councils and Appeals Boards. Students will be able to vote for nominees of their choice to serve on the Council. Winners of this election will be notified shortly after the election.

At the beginning of the academic year, the entire Honor Council will be responsible for designating such officers, as it deems necessary to ensure its effective execution of responsibilities. These positions may rotate among members throughout the year.

Students serving on the Honor Council must remain in good academic and disciplinary standing for the duration of their term of service.

If a vacancy occurs in the Honor Council, the open seat will be given to the first runner-up in the most recent election.

**SENIOR
ADMINISTRATIVE STAFF
AND THOSE IN
ADVISORY SERVICES
AT TRINITY COLLEGE**



James F. Jones, Jr.
President
and Trinity College
Professor in the
Humanities

GENERAL INFORMATION

**SENIOR
ADMINISTRATIVE STAFF
AND THOSE IN
ADVISORY SERVICES
AT TRINITY COLLEGE**



Rena Fraden
Dean of the Faculty
and Vice President
for Academic Affairs



Ronald Joyce
Vice President for
College Advancement



Early Reese
Vice President for
Finance and Treasurer



Scott W. Reynolds
Secretary
of the College



Christopher Card
Associate Dean
of Students



Ann Reuman
Associate Dean
of Students



David Andres
Director of
Strategic Projects



**Kathleen O'Connor
Boelhouwer**
Vice President for Alumni
Relations and Communications



Larry R. Dow
Dean of Admissions
and Financial Aid



Karla Spurlock-Evans
Dean of Multicultural
Affairs and Director of
Affirmative Action



Lanna Hagge
Director of Career
Services



Laura Lockwood
Director of
the Women's Center



Margaret Lindsey
Acting Dean and
Director of the
First-Year Program



Patricia McGregor
Registrar



Xiangming Chen
Dean and Director of
the Center of Urban
and Global Studies



Frederick Alford
Dean of Students



Randolph M. Lee
Director of
The Counseling Center



Carmen Santos
Assistant Director of
The Counseling Center



Denise T. Best
Director of Special
Academic Programs

GENERAL INFORMATION

SENIOR ADMINISTRATIVE STAFF AND THOSE IN ADVISORY SERVICES AT TRINITY COLLEGE



Sally Katz
Director of Facilities



Charles S. Morris
Director of
Campus Safety



Christopher Lyons
Associate Director
of Campus Safety



Kelly O'Brien
Director of
Financial Aid



Judith F. Moran
Director of the
Mathematics Center



Beverly Wall
Director of the Writing
Center



Martha Burke
Director of the
Health Center



Anne Lundberg
Internship Programs
Director



Joseph Barber
Director of Community
Service and Civic
Engagement

GENERAL INFORMATION

CAMPUS LIFE STAFF



Amy DeBaun
Director of
Campus Life



Trent "T.J." Barber
Associate Director for
Operations and
Judicial Affairs



Susan Salisbury
Associate Director
for Residential Life

INTRODUCTION TO COLLEGE SERVICES

HELPFUL COLLEGE WEB SITES

Athletics

www.trincoll.edu/athletics

Austin Arts Center

www.austinarts.org

Bookstore

www.trincoll.edu/Academics/AcademicResources/bookstore

Campus Life

www.trincoll.edu/StudentLife/campuslife

Community Service and Civic Engagement

www.trincoll.edu/StudentLife/CommunityService

Computing Center

www.trincoll.edu/RaetherCtr/ComputingCenter

Dining Services

www.dineoncampus.com/trinity

Internships

www.trincoll.edu/depts/intern

Financial Aid

<http://FAStatus.trincoll.edu/Library>

www.trincoll.edu/depts/library

Mathematics Center

www.trincoll.edu/depts/mcenter

Women's Center

www.trincoll.edu/StudentLife/DiversityGender/WomensCenter

Writing Center

www.trincoll.edu/Academics/AcademicResources/WritingCenter

ADVISORY AND ACADEMIC SERVICES

There are several administrative officers who are directly responsible for the welfare of Trinity's students. Some of these new students will come to know during their first few weeks on campus. Others, they will come to know when they need advice or help in specific areas.

OFFICE OF THE DEAN OF STUDENTS

This office concerns itself with student relations within the student body and with student relations to the institution. It seeks to encourage the development of an environment in which academic pursuit can be conducted freely and with dignity and in which each student's nonacademic interests can be directed toward educational ends.

Pursuant to its responsibility for the student's overall intellectual and social development, the office provides academic counseling and help with

INTRODUCTION TO COLLEGE SERVICES

personal problems not requiring the services of a clinician. Students may contact the dean of students and his staff in confidence whenever problems of any nature arise. In particular, the deans advise students who have incurred academic probation and offer workshops on time management and study skills. Students with learning disabilities may consult with the deans concerning support services. The Dean of Students Office is also responsible for student discipline.

The dean of students is Frederick Alford, Ann E. Reuman and Christopher D. Card are the associate deans of students.

OFFICE OF CAMPUS LIFE

The professional staff for the Office of Campus Life consists of the director of campus life, one assistant director, two associate directors, one faculty-in-residence, and four area coordinators. In addition to overseeing campus housing, the Office of Campus Life provides supervision to student groups, manages the Mather and Vernon Campus Centers, and coordinates all student programming on campus.

The majority of the Campus Life professional staff lives on campus and the area coordinators (ACs) live-in apartments within the residence hall clusters they supervise. The area coordinators play a vital role in community development in the residence halls, assist in creating links between students' social and intellectual lives, and serve as an after-hours resource for all residential students. Supervised by the ACs, resident assistants (RAs) are undergraduate students who have been selected because of their desire and ability to be of service to other students within the residence halls. These students are trained to provide counseling, educational, and social opportunities and general assistance to other undergraduate residents. RAs work in conjunction with the area coordinators to ensure residence hall security and uphold community standards and residence hall policies. Senior resident assistants are assigned to each residential area to assist the area coordinators with administrative duties, help to advertise campus programs, and serve the students assigned to their floors.

Involvement in the residence hall community at Trinity College offers students the opportunity to augment their classroom experiences, facilitating opportunities to grow and learn beyond the textbook. All students are encouraged to become involved in floor or hall-wide social, cultural, and educational events, as well as the many events planned by the Office of Campus Life. By becoming involved in student government positions, participating in clubs or intramurals, or becoming a student leader, all students make an important contribution to the Trinity campus community.

FIRST-YEAR PROGRAM OFFICE

The First-Year Program Office is a significant part of the Trinity curriculum designed to provide incoming students with intellectually challenging academic experiences and tangible linkages between a student's academic and community life. The First-Year Program coordinates First-Year Seminars, the First-Year Focus Program, and works closely with First-Year Seminar faculty and the faculty teaching in the Guided Studies in Western Thought, Interdisciplinary Science, Cities, and InterArts programs. The First-Year Program promotes the long-standing goals of Trinity's Seminar Program: to give opportunities to hone skills in

writing, discussion, and critical analysis; to explore rigorously an intellectually challenging topic; and, to provide a mechanism for academic advising. Additionally, the First-Year Program introduces students to the academic resources of the College and the Hartford community through events and projects organized by seminar faculty members, faculty, first-year mentors and the First-Year Program Office. First-year mentors are academically accomplished upper-class students who support First-Year Seminars and first-year programs both in and outside of the classroom. Mentors provide general academic assistance, including writing, computing, and advising support.

First-Year Program administration and staff includes Margaret Lindsey, director and acting dean of the First-Year Program; Robin Sheppard, associate athletic director and assistant director of the First-Year Program; and Pat Burns, administrative assistant. The office is located in the lower level, west side, of Jones Residence Hall.

OFFICE OF MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs is charged with galvanizing the College's efforts to recruit and support a diverse student body as well as to become a community that embraces diversity and the challenges posed by encounters with different cultural perspectives and experiences. The dean of multicultural affairs, Karla Spurlock-Evans, reports to the president and plays a pivotal role in coordinating faculty, staff, and student efforts to make the campus environment one that is inclusive and truly multicultural. She is joined in this mission by Carol Correa de Best, assistant director, and Haron Atkinson, graduate assistant.

The goals of the office include helping recruit and sustain a diverse faculty and staff, assisting faculty as they work to transform the curriculum, and supporting students as they devise their own mechanisms of support and create experiences for themselves and the larger community that deepen their knowledge and appreciation of self and others. The office maintains oversight for three cultural houses located at the base of Vernon Street – Umoja House, La Voz Latina (LVL) House, and Asian American Students Association (AASA) House. The Queer Resource Center and the organizational space for use by the members of Encouraging Respect of Sexualities (E.R.O.S.) at 114 Crescent Street falls under the umbrella of Multicultural Affairs, as well.

A primary mission of the office is to assist students from diverse backgrounds as they make their transition to the Trinity community and strive to meet the academic and social challenges of college life. The office sponsors P.R.I.D.E. (Promoting Respect for Inclusive Diversity in Education), a program designed to support first-year students from diverse racial and cultural backgrounds previously not well represented at Trinity and to promote multicultural awareness and receptivity among members of the student body as a whole. In addition, the dean of multicultural affairs advises students on academic and personal concerns and works to create and strengthen programs of academic and social support.

In concert with other College offices, the Office of Multicultural Affairs initiates programs and activities that promote a campus environment that respects

and celebrates diversity in all its dimensions – including but not limited to differences of race, ethnicity, religion, gender, sexual orientation, and physical ability; promotes intercultural dialogue; and discourages behaviors – individual and collective – that serve to isolate and marginalize members of the Trinity community on the basis of cultural difference.

OFFICE OF INTERNATIONAL PROGRAMS (OIP)

The Office of International Programs (OIP) provides advising and support services to all Trinity College students who study away and all international students attending Trinity. The office advises students about Trinity's approved list of study away programs for fall, spring, and academic year, including the Trinity-administered Rome Campus and the Global Learning Sites, which are located in world cities across the globe. In addition, the office assists students who are interested in other approved study abroad programs, such as Trinity's consortium and affiliate programs in Australia, China, Denmark, England, Germany, and Spain. Students can also find information on approved domestic study opportunities, including the Twelve-College Exchange Program. In addition, the Office of International Programs provides various services to international students, including orientation and U.S. immigration law advising. The OIP is located at 66 Vernon Street. All students who wish to pursue international study during their time at Trinity College should come by for assistance, application materials, and program-specific information. During the academic year, the office maintains regular office hours and offers group information sessions and individual advising for students wishing to study away.

OFFICE OF THE REGISTRAR

Located in Trinity Commons, the Office of the Registrar provides a variety of services to students at Trinity. The Office of the Registrar is the custodian of student academic records. The Office oversees student enrollment in courses during Trinity's two registration periods (in November and April) and two add/drop periods, including participation in the Hartford Consortium for Higher Education. In support of registration, the office publishes Trinity's comprehensive course publication, the *Schedule of Classes*, available both in hard copy and up-to-date Web versions. The Registrar's Office is responsible for the posting of transfer and Advanced Placement credit, grades and grade changes, departmental distinctions, and notations of academic status to students' transcripts in accordance with faculty guidelines. The Registrar's Office ensures that all appropriate administrative offices are kept informed of the withdrawal, readmission, and change of status of students. The office is also responsible for evaluating pre- or post-matriculation transfer credit. The Office of the Registrar issues official Trinity College transcripts, and certifies the enrollment status of students for student loan deferments, parent insurance, and veterans benefits.

The Office of the Registrar also oversees the degree certification process in all of its stages for each member of the graduating class. The office conducts audits of all general graduation requirements with the exception of major or minor requirements.

Lastly, the Office of the Registrar prepares the Trinity College academic

calendar and the final examination schedule.

More information on services provided to students by the Office of the Registrar can be found on the office Web site (www.trincoll.edu/Academics/Registrar). Students are able to view their class schedule, grades, and transcripts online using TCOline (<http://tconline>).

CAREER SERVICES OFFICE

Career Services is located on the Lower Level of the Admissions and Career Services Center next to the Bistro. Each student is assigned a career adviser with whom she or he is encouraged to meet early and often during the academic year. Advisers are easily accessible through walk-ins during office hours or by scheduling an appointment.

Career Services is for the undecided, the evolving, and the focused student who wants to maximize resources that can lead to a successful launch from Trinity. Services include interest testing, resume and letter review, interview preparation, internship and job search strategy development, networking assistance, and graduate and professional school advising. An extensive collection of online career-specific resources including resume and letter development software is available. Faculty committees for those interested in law, the health professions, and business work closely with Career Services to provide advice and support.

Trinity Recruiting, our online system, provides students with access to summer and entry-level opportunities, career fairs, graduate and professional school fairs, and a calendar of career service events. Students can maintain an electronic file with resumes, letters, writing samples, essays, and other supporting documents to support their searches and applications. Approved employers have access to Trinity Recruiting to post positions, review electronic resume books as well as letters and resumes submitted by candidates. Campus interview scheduling is electronic for the convenience of students and employers.

Throughout the academic year, alumni working in a wide range of fields meet with students at career panels, practice interviews, and individually to provide advice and networking opportunities. During Trinity Days, graduates host students at their work site in New York City, Boston, and Hartford. Past work-site events have included: arts and entertainment, Wall Street careers, sports marketing, science and technology, advertising, marketing, publishing, and multilingual career paths.

For more information visit www.trincoll.edu/StudentLife/CareerServices/ or e-mail career-services@trincoll.edu.

GRADUATE STUDY ADVISERS

Each academic department and program has designated a faculty member to advise students considering further study in their academic field after graduation. Graduate study advisers can assist students in matching their interests to specific graduate schools and programs and provide advice on the preparation of applications. Consult the chair of your department for the names of graduate study advisers.

Health Professionals Advisory Committee

The Health Professionals Advisory Committee (HPAC) provides guidance

to students considering careers in medicine, dentistry, veterinary medicine, health-related research, nursing, public health, hospital administration, and related areas. The committee offers information on the professional education required, the application process involved, the appropriate undergraduate academic preparation, admissions requirements, and the necessary standardized tests. The committee cannot guarantee admission to professional schools but does attempt to guide students based on their academic performance and experience and the admission standards of the school or the demands of the career field. First-year students considering the health professions are urged to consult early with one of the members of the committee.

Pre-Law Advisers

Pre-law advisers counsel students on procedures for applying to law schools, on the choice of law school programs, and on careers in the legal profession. No specific undergraduate major is required for admission, but since law school applicants must demonstrate a strong background in writing and research as well as critical analysis, students planning to apply to law school are urged to include in their program of study such courses as English, American history, logic, mathematics, political science, sociology, and economics.

Advisers for Professional Study in Business and Management

Most students who plan advanced study in business and management wish to work for two to five years prior to entering professional school. Accordingly, students may plan ahead in order to develop an academic and work record to enhance admission. Although any undergraduate major is appropriate for business school, in addition to courses that develop oral and writing skills, students are advised to undertake courses that develop and demonstrate quantitative skills: calculus, microeconomics, macroeconomics, statistics, etc.

Architecture and Design Advisers

Graduates of Trinity have entered programs of graduate study in architecture, planning, urban design, landscape architecture, and related design areas and are practicing professionals in these fields. Sometimes they have had to do further work on the undergraduate level before proceeding to graduate programs. Since graduate programs vary from school to school, students interested in any of these areas are advised to consult an adviser early in their college career.

Because Studio Arts provides a model for artistic practice well-suited to the pursuit of a career in architecture, the studio arts major may be modified to provide a "Focus in Architecture." Interested students should consult with the director of Studio Arts sometime before their third semester.

THE WRITING CENTER

The Allan K. Smith Center for Writing and Rhetoric administers the College's comprehensive writing program. For students engaged in studies across the curriculum, the Writing Center provides a variety of courses, special programs, and support services.

Courses

The Writing Center regularly offers English 101, "Writing," a college-level

introduction to the art of expository writing. Special attention is available for students who speak English as a second or other language. The following courses are also offered on a periodic basis: English 103, “Special Writing Topics”; English 202, “Expository Writing Workshop”; English 208, “Argument and Research Writing”; English 300, “The Art of the Essay”; and English 331, “The Art of Argument.” With the development of the College’s computing network, many of these courses are taught in computer-supported environments.

Writing Associates Program

The Writing Associates Program prepares highly talented undergraduate writers to supplement faculty efforts in the classroom and to expand the opportunities for helping writers across the campus and in the community. Students selected to be writing associates take English 302, “Writing Theory and Practice,” while serving as apprentice peer tutors in the Writing Center. In subsequent semesters they affiliate with faculty as teaching assistants and work as tutors in the Writing Center, residence halls, and in many other contexts.

Tutoring

All students are encouraged to take advantage of the Writing Center’s individual tutoring services at 115 Vernon Street. At any stage of the writing process, peer tutors can help students learn how to analyze an assignment, develop a clear and effective argument, revise and edit a rough draft, and improve proofreading skills. The Writing Center is computer-networked, with both Macintoshes and PCs available for students to use. Students can drop in or call (860) 297-2468 to make an appointment.

Workshops

A series of writing, reading, and study skills workshops are conducted each year by Writing Center faculty. These one-hour workshops are open to all Trinity students on a space-available basis. Recent workshop topics have included “Writing Essay Exams,” “Grammar Kills Me,” “Research Papers: The First Step,” and “Facing Writer’s Block.”

For more information, contact Dr. Beverly Wall, director, (860) 297-2459.

THE MATHEMATICS CENTER

The Mathematics Center was established at Trinity College in 1987 with a grant from the Ætna Life & Casualty Foundation. The staff of the center consists of a director, an assistant director, other faculty members who are lecturers in the Math Center, an administrative assistant, and student tutors.

Over the course of a student’s four-year stay at Trinity, he or she may have many opportunities to be involved with the Mathematics Center.

- If necessary, the Mathematics Center will help you meet the quantitative literacy requirement through courses, independent study, and individual tutoring.
- The Mathematics Center conducts workshops on mathematical topics related to courses in other disciplines such as psychology, chemistry, and economics.
- The Mathematics Center tutors may help you with mathematics courses and with the mathematics used in other courses. You may have the opportunity to be employed as a student tutor.

- The Mathematics Center is often involved in a variety of programs working with young people in the Hartford area. You may wish to become involved in this community service.

The Mathematics Center is located in Room 172 of the Mathematics, Computing, and Engineering Center (MCEC). Its staff encourages students and faculty to contact them at any time about any mathematics-related concern.

THE COUNSELING CENTER

The staff of the Counseling Center includes Dr. Randolph M. Lee, director of the center; Dr. Carmen Santos, assistant director; Dr. Jaimie Burns, post-doctoral intern; and Laura Reiter, MSW. Each of these professionals has special training and experience in dealing with emotional problems, and their services are available free of charge to all students who desire assistance in coping with personal and emotional difficulties and social relationships. In addition to personal counseling and psychotherapy, opportunities are available for group counseling and discussion, and, where appropriate, psychological testing. Consulting psychiatrists are also available in the Counseling Center for medication consultation for students in treatment with a member of the staff. When requested, referrals are available to other professionals in the local area, but the cost of seeing professionals outside the College must be assumed by the student. Dr. Lee and Dr. Santos are both licensed clinical psychologists, Dr. Burns is a post-doctoral intern, and Ms. Reiter is a licensed clinical social worker, and all contact with them is confidential and privileged as provided by law. According to Trinity College policy and state and federal law, information and material gathered by the staff of the Counseling Center are available only to the Counseling Center staff and, except in a case of clear and imminent danger to an individual or society, will not be transmitted to anyone inside or outside the College without the consent of the student. The staff of the Counseling Center also includes advanced doctoral-level clinical psychology graduate students from nearby training institutions.

WOMEN & GENDER RESOURCE ACTION CENTER (WGRAC)

WGRAC—located on the second floor of Mather Hall, behind the Washington Room—provides programming, services, education, and activism to promote awareness of women’s rights, build community, and redress gender inequities and all bias on campus. The director, Laura Lockwood, assists a number of student organizations that work to raise awareness on issues such as sexual assault, eating disorders, and issues of gender, race, class, and homophobia. The center offers short-term crisis counseling on a wide range of issues including sexual harassment and assault, relationship violence, pregnancy, dating and relationships, and “coming-out,” as well as coordinates for SART (the Sexual Assault Response Team). The center also administers the SafeZone Program, which provides safe spaces on campus for the lesbian, gay, bisexual, questioning/queer, intersex, and transgender Trinity community.

All are welcome at WGRAC! Lots of guys are involved, as well as students of all backgrounds, gender identities, and political leanings. WGRAC is a place for creating change; a place for growth, learning, and fun. Check out our Web site to see what events are coming up: www.trincoll.edu/StudentLife/

DiversityGender/WomensCenter/, or go to www.trincoll.edu, and hit “W.”

If you are interested in volunteering or working for WGRAC, getting involved in one of the groups listed on our Web site, or starting a new group, e-mail the director at Laura.Lockwood@trincoll.edu, call (860) 297-2408, or, stop by. For short-term counseling, referrals, or to browse our library and archives, e-mail and make an appointment, or stop by during office hours, 9:00 a.m.–5:00 p.m.

TRINITY COLLEGE STUDENT HEALTH CENTER

The Trinity College Health Center (TCHC), located on the first floor of Wheaton Residence Hall, is licensed by the State of Connecticut as an outpatient clinic. We offer primary care clinical services and OB-GYN care during the academic year whenever the residence halls are officially open.

Appointments

TCHC Hours: M – F: 8:30 a.m.–5:30 p.m. and Saturday: Noon–4:00 p.m.

Sunday: Closed

Appointment Hours: M – F: 8:30 a.m.–4:30 p.m. and Saturday: Noon–3:30 p.m.

Please call to schedule an appointment at (860) 297-2018. Non-emergency walk-ins are scheduled into the next available appointment, or triaged to a local provider for care.

Services

Primary Care — We are equipped to handle the educational and health care needs of our student population. Primary care includes management of asthma, allergies, diabetes, acute illnesses (e.g., viruses, sore throats, rashes, injuries, etc.) and preventative services (e.g., immunizations, gynecological services, physicals). We work in collaboration with other resources on campus (e.g., Athletics, Counseling Center, Campus Life) and in the community, and refer students as needed. Our medical director is on-site for patient care and collaboration several hours each week.

AfterHours — We offer several options for care

1. A nurse practitioner staff member is on-call nights and weekends during the academic year. To reach one please contact Campus Safety (860) 297-2222.
2. For medical emergencies, TCERT, a student volunteer emergency medical technician (EMT) team operates 24 hours a day, seven days a week, when staffing permits, to respond to medical emergencies on campus. They are reached through Campus Safety at ext. 2222 or (860) 297-2222. Hartford Hospital, a Level 1 trauma center, is less than one mile away. University of Connecticut’s John Dempsey Hospital is three miles away. Students are referred to the emergency room for care as needed. Transportation to the emergency room is generally via ambulance or in one’s private vehicle.
3. Besides on-call services, TCHC stocks two vending machines on campus available 24 hours a day (one in the alcove of TCHC, the other in Mather’s North Lobby) to obtain OTC medications after hours of operation. Items stocked include products such as Tylenol, Ibuprofen, cough drops, Band-Aids and ointment, Tums, and condoms. These products cost one quarter. These same products are available in the waiting room of TCHC when open.

4. We have a Web-based triage program available from our homepage. When students develop symptoms day or night they can go to our Web page for medical information/advice on who/when to contact someone or how to manage illness with self-care strategies. Visit HealthAtTrinity.com.

Prescription Delivery

Arrow Pharmacy (860) 727-1123 delivers to TCHC each weekday afternoon. Students may set up an account with them for continuation of medications from home or access to new prescriptions while here on campus. Pharmacy items not in stock at TCHC, either prescriptive or over-the-counter can be obtained through Arrow.

Payment for Care

There is no charge for an office visit in the Health Center when seen by a staff member of TCHC. Items such as laboratory, x-ray, and medications ordered by our staff are charged to the student. The student will need to submit the charges to their insurance company for payment. There are a few items available for purchase in the Health Center: cold remedies, prescription medications, etc. Charges for those items can be paid for with cash, charged, or assigned to their tuition bill.

Staff

The Health Center is staffed by an administrative coordinator, four full-time nurse practitioners, per-diem nurse practitioners, a health insurance specialist, and a health education specialist. We also have a nutritionist sponsored by Chartwell’s Dining Service available here for visits once a week.

Philosophy

We all believe health and wellness are necessary for academic success. TCHC’s philosophy is to promote wellness by helping students address biological, psychological, social, and spiritual aspects of their lives. We encourage each student to utilize TCHC as his/her “primary provider” while attending Trinity College. We frequently work closely with health care providers at home to provide continuity of ongoing care.

We maintain a confidential relationship with the student, advocating but not requiring notification of parents when situations arise (if students are over 18 years of age).

Insurance Requirement

Each traditional undergraduate student is required to prove current health insurance coverage at the beginning of EACH fall semester through an annual online hard-waiver process found at HealthAtTrinity.com. Every student must visit the Web site and either waive the insurance or enroll in the coverage offered. Families who have limited coverage because of being out-of-network or with large deductibles can purchase this coverage as secondary “gap” coverage. Students who do not have coverage can purchase coverage, and request need-based loans to help with the cost.

FINANCIAL AID OFFICE

The Financial Aid Office is located in The Admissions and Career Services Center. The director, Kelly O’Brien; the director of operations, Elizabeth Baker; the associate director, Carolyn LeGeyt; and the assistant director, Jennifer Keenan-Jolie administer all scholarships, loans, and Federal Work Study. All students may consult the office for information and advice on matters of financial aid.

CAMPUS SAFETY OFFICE

Charles Morris, director of campus safety, has his office at 76 Vernon Street. He is available weekdays from 8:30 a.m. to 4:30 p.m. He may also be contacted through the Campus Safety Office after normal business hours by calling (860) 297-2222. He is aided by Associate Director Christopher Lyons, who can be reached through the Campus Safety Office.

All Campus Safety personnel stand ready to offer their assistance in any emergency situation. They look forward to working with any member of the College community who needs assistance.

Campus Safety staff also enjoy a close working relationship with the Hartford Police Department. In those few cases requiring an immediate law enforcement response, the Police Department Emergency 911 line is available through the phone system.

The College encourages victims to report criminal acts to the Hartford Police Department in addition to Campus Safety or other College officials.

IN THE EVENT OF EMERGENCY

Campus Safety.....	(860) 297-2222
Medical Office	
Days.....	(860) 297-2018
Nights, Weekends.....	(860) 297-2222
Fire	9-911
Police	9-911
Ambulance.....	9-911

Please see pages 129-131 for where to turn to report or receive counseling confidentially for sexual harassment and assault.

RELIGIOUS LIFE

Trinity College is dedicated to the principle that intellectual pursuits, along with reflection on their meaning in the context of life, are necessary for a wholesome and fulfilled life. Trinity’s religious life program aims to provide the opportunity for living a reflective life and believes that the best place to begin this journey of reflection is within one’s own religious tradition. To this end, Trinity provides a variety of opportunities for students of the various faith traditions and also to those with no particular faith tradition who wish to engage in this journey. Through the chaplains and other religious life professionals, we promote interfaith dialogue and understanding and welcome conversation on all aspects of spiritual life as a way to mental and physical completeness.

Trinity was founded by Episcopalians and was created as the first institution of higher learning in Connecticut open to persons of all faiths. The chaplaincy, established by charter on the founding of the College, embodies this commitment to inclusivity and carries out its ministry under the motto, “We Seek God Together.” Today, Trinity is a non-denominational institution; however, by College charter the College Chaplain is a member of the Episcopal clergy. Trinity’s Chaplain is joined by clergy and lay people of other faiths to facilitate worship for people of all faiths and to promote an interfaith dialogue.

The Chapel at Trinity College is one of the most distinctive buildings on the

campus. By design, the Chapel is a place of prayer, a meeting place for shared dialogue, and a center for the community life of the College. The Chapel is open during the day and most evenings when services and events are scheduled. It provides a sanctuary of quiet, even in the midst of all the activity around it. Within the main chapel are two smaller chapels which can be used for private prayer and meditation – the Friendship Chapel (on the main floor) and the Crypt Chapel (on the lower floor.) Anyone may leave requests for prayers, for special concerns, in the prayer request box located by the Friendship Chapel. These requests are offered up, in prayer, at Chapel services and by the Chaplains (the Chapel also houses the office of the Roman Catholic Chaplain) during the week. The Chapel also offers a variety of religious services.

The Interfaith House, located at 155 Allen Place (297-5213), opened in fall 1999. It consists of two floors. The upper floor provides office space for Hindu, Muslim, Protestant Christian (Inter-varsity Christian Fellowship) and Roman Catholic (Newman Club) organizations. The ground floor consists of a large kitchen, living room, and dining room. It is equipped with a television, VCR, sound system, and recreational materials. The ground floor is available for use for community breakfasts, lunches, and dinners; Bible study groups; meetings; and study groups. For individual students, Interfaith House is also used as a quiet place to study or relax. It is also a gathering place where real interfaith dialogue and community building meet.

Trinity’s students can also enjoy the Zachs Hillel House, located at 121 Allen Place (297-4195). This facility has many features, including a kosher kitchen and study and recreation spaces. The Zachs Hillel House offers Shabbat dinner on Friday nights for Jewish and non-Jewish members of the Trinity community and special events throughout the week.

Religious Services and Organizations:

Sunday, Trinity Vespers at 5:15 p.m. The College organist and the Chapel Singers (comprised of Trinity undergraduates) provide the music at this service. This is an opportunity for students of all traditions to partake of Trinity’s rich musical tradition as well as the beauty and mystery of the College Chapel. Holy Eucharist (short, said) at 6:05 p.m. is celebrated in the Crypt Chapel and conducted according to the Episcopal Church rites. This is open to Christians of all denominations.

Tuesday, Banquet Service at 9:30 p.m. Students, with their adviser, organize and participate in this informal Episcopal-style worship service. The students also lead the prayers and provide the music at this contemporary service.

- The **Episcopal-Lutheran Fellowship** is an organization, in formation, of students of these denominations with the goals of celebrating their traditions in worship, Bible study, and social concerns. They espouse an open and questioning attitude in seeking to understand matters of faith.
- The **Intervaristy Christian Fellowship** represents students from a wide range of denominations. The Fellowship holds regular meetings, bible studies, and hosts speakers.

Sunday, Roman Catholic Mass at 10:00 p.m.

Wednesday, Roman Catholic Mass at noon in the Crypt Chapel.

- The **Newman Club**, founded at Trinity in 1938, seeks to build the Roman

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Catholic student community through spiritual, educational, social, and community service opportunities.

Thursday, Zen Meditation at 6:30 p.m. beginners, 7:00 p.m. meditation in Crypt Chapel.

- **Trinity Zen** is a spiritually centered group dedicated to the practice of meditation from the historic context of Buddhism.

Friday evenings, weekly Shabbat Service at 6:00 p.m. and dinner in Zachs Hillel House.

- The **Hillel Foundation**, provides a variety of activities for Trinity's Jewish students. In addition to Shabbat dinner and services, Hillel organizes a variety of events such as special lectures, a film festival, TeaTime debates, and social outings. The Zachs Hillel House, located at 121 Allen Place, has many amenities for Jewish cultural life including a kosher kitchen.

Buddhist students, with their adviser, organize and participate in traditions of fellowship and **meditation**.

- The **Buddhist Society** is a group in formation, with the goal of bringing together Buddhists of all traditions for fellowship, meditation, and the study of Buddhism and Buddhist practices.

Muslim students organize and hold weekly prayers (**Salat al Jumah**) while building community.

- **Trinity Muslim Association** is a group in formation of Muslim students who gather together for prayer and community building.

Hindu students organize and hold **Poojas** and celebrations on campus on special Hindu Holy days.

- The **Hindu/Sikh/Parsee Samaj** fellowship is a group, in formation, of students of these faiths. They meet regularly to prepare and share special meals, watch movies, engage in discussions, and build community. Hindu students organize and hold Poojas and celebrations on special Hindu holy days.

Special prayer and worship events including All Souls' Remembrance, Festival Service of Lessons and Carols.

Series such as Second Tuesday and Lenten Series are presented during the academic year along with special workshops conducted on spiritual writing, meditation, and contemplative prayer.

Contact Information:

The College chaplain, along with the Roman Catholic chaplain and director of Trinity Hillel, are available to all students for confidential conversations on spiritual and personal matters.

Chaplain's Office

(860) 297-2013

Roman Catholic Ministry (860) 297-4177

The Rev. Michael Dolan

(860) 297-2015, michael.dolan@trincoll.edu

Hillel (860) 297-2280

Ms. Lisa Kassow, Hillel Director

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(860) 297-4195, lisa.kassow@trincoll.edu

Muslim Chaplain (860) 297-5213

Sohaib Sultan

(860) 297-7817, ssultan1980@hotmail.com

For information about religious services, activities, or to schedule events, please call the Chapel assistant (860) 297-2012.

POST OFFICE

The Post Office, under the supervision of Central Services, is located on the lower level of Mather Campus Center. The regular business hours for all postal services are between 10:00 a.m. and 3:00 p.m., Monday through Friday. The Post Office is equipped to handle money orders (10:00 a.m. until 2:00 p.m.), special delivery, certified, insured, express and registered mail, parcel post and the sale of postage stamps. Package pick-up is also available from 8:00 a.m. to noon on Saturdays.

First-class mail and parcel post arrive on campus at approximately 9:30 a.m., Monday through Saturday. United Parcel Service and Federal Express arrive shortly thereafter. Outgoing mail is picked up between 3:00 and 3:30 p.m., Monday through Friday, and 4:00 p.m., Saturday, only from the mailbox located directly across from the Post Office window.

Regular and campus mail is delivered daily to all departments on campus. All campus mail should be addressed to the individual and his or her department.

Each student is assigned a postal box for the four-year stay on the Trinity campus. It is essential that all mail, parcel post and express, be addressed to the box number, not the residence hall room. Please use the current directory for Post Office number information.

A. General Information

1. Use postal box numbers on all inter-campus mail for students. Notify your friends, relatives, and magazine publishers of your box number.
2. Collect your own mail. Postal employees are not permitted to give mail to anyone but the addressee.
3. Special delivery and express mail arriving after the Post Office is closed will be delivered to the information desk of Mather Hall. Express mail that has not been picked up during regular working hours will also be delivered to the front desk. The student on duty will make every attempt to notify the addressee.
4. No one is admitted in the Post Office before 10:00 a.m.
5. Do not place money in campus mail.
6. Parcel post, oversized envelopes, and all pictures will be tagged and a notification issued for pickup.
7. Tests, themes, and term papers cannot be accepted for distribution through campus mail unless put in an envelope and addressed properly.
8. When a student goes on open semester or an exchange program, notification of the Post Office is required. Mail will be forwarded as requested. Mail cannot be forwarded overseas.
9. All first-class mail and magazines will be forwarded during summer vacation.

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10. Graduating students are requested to inform all friends, publishers, and correspondents of their new address.

B. Post Office Stuffing Policy

1. Stuffing of mailboxes by Post Office personnel is permitted with permission from the postmaster 48 hours in advance. All blanket stuffing of boxes is allowed only after 11:00 a.m. Off-campus related activities may use the bulletin boards in Mather and other buildings to advertise with permission from the directors of those buildings.
2. Arrangements for special return boxes for surveys, questionnaires, volunteer work, etc., should be made with the associate director for operations and judicial affairs in the Office of Campus Life.

STUDENT BUSINESSES

Soliciting, buying, and selling on the Trinity College campus are open ONLY to Trinity undergraduates. Written permission must be obtained from the associate director of operations and judicial affairs in the Office of Campus Life (Mather 107). Permission is required each time a student or organization conducts business. Failure to obtain permission before conducting business or failure to adhere to the rules therein may result in administrative action. The right to sell products/services may be denied if it is determined to be an infringement of standing contracts existing between the College and various vendors already on campus. Space must be reserved with the Office of Campus Life (x2099) at the Mather Front Desk.

Students who are involved in selling goods or services (i.e., advertising) outside Trinity College, that is, to citizens or merchants of the Greater Hartford area, do so on their own. The College does not assume any responsibility for these types of business ventures. Written permits will not be granted to students who solicit for advertising space unless it is for use in an approved College publication.

Any student, sport team, or student group planning a raffle or lottery must adhere to the state laws governing these activities. Permission must also be secured from the associate director of campus life.

POLICY ON THE USE OF COLLEGE FACILITIES BY MEMBERS OF THE COLLEGE COMMUNITY

With an average of nine thousand (9,000) events scheduled on campus each year, it is necessary to maintain a calendar of events at one location to coordinate all requests and to aid in avoiding conflicts whenever possible. The Special Events and Calendar Office is located on the upper level of Mather Hall. Inquiries regarding events on campus may be directed to the Mather Front Desk or the Special Events and Calendar Office.

I. POLICY

All events must be cleared through the Special Events and Calendar Office. Planned programs in any College facility, including residence halls and Greek organization houses, must be listed in the Special Events and Calendar Office to avoid scheduling conflicts and to enable the Special Events and Calendar Office staff to

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answer any inquires about College events. Facilities are booked on a first-come, first-served basis. College departments, recognized student organizations as well as campus sponsored events, have priority in booking events. When a department or organization plans an event, it should assign one person to be in charge of making all arrangements and assuming responsibility for the facility used. Scheduling may be done Mondays through Fridays, from 9:00 a.m. to 4:30 p.m. The Special Events and Calendar Office telephone numbers are extensions x2051, x2052, and x2337.

II. SPECIFIC PROCEDURES FOR PLANNING AN EVENT

To plan an event, consult first with the Special Events and Calendar Office to discuss which facility would best meet the needs of the sponsoring department or organization and to establish its availability. The College offers a wide variety of facilities, and some classrooms are available for meetings in the evening. Due to the increasing volume of events at the College and the need for support services to be informed well in advance, arrangements for each event must be completed **FOUR (4) WEEKS** before the event is to take place. Specific information is required to inform Facilities of setup requirements, Chartwells (the College food- service provider) of food/beverage requirements, Media Technology Services of audio/visual requirements, and Campus Safety of security requirements. The Media Technology Services must also be contacted **DIRECTLY** by the sponsoring department or organization to discuss the specific needs of each event, and this must be done a minimum of **FOUR (4) WEEKS** before an event. At the time of the booking of an event, the Special Events and Calendar Office requires the account number of the sponsoring department or organization or to whom the event should be billed. For catered events a guarantee of the number of guests attending a function is required **THREE (3) BUSINESS DAYS** prior to the event. The sponsoring department or organization will be responsible to pay for this number of guests, and Chartwells will be responsible to provide for five percent (5%) over the guaranteed number. All this information is necessary to coordinate the College's support services for a successful event.

All social events must be registered with the Special Events and Calendar Office and specific arrangements made with the Offices of Campus Life and Campus Safety **FOUR (4) WEEKS PRIOR TO THE EVENT**. All indoor events on campus, in public areas, and houses of Greek organizations, must end no later than 1:00 a.m. Sunday-Thursday nights, 2:00 a.m. Friday and Saturday nights. Campus Safety officers or Hartford Police may be required for social events of more than seventy-five (75) people. There is a cost for hiring an officer. The Offices of Campus Life and Campus Safety will make the final determination on the number and deployment of officers used for social functions. The officers' primary purpose will be for the safety of persons attending the social event and for the protection of the College's physical plant and furnishings. Sponsoring department or organization account numbers will be recorded by the Special Events and Calendar Office as a deposit for cleaning and damages. If damage occurs during the event, the sponsoring department or organization will be required to pay the repair costs. An itemized bill, payable within thirty (30) days, will be sent by the Special Events and Calendar Office to the sponsoring department or organization and must be paid before future venues may be reserved.

Please note: the Office of the Registrar reserves all classroom space (day and evening) when classes are in session during the academic year and for the summer gradu-

ate and undergraduate courses. The Office of Special Events and Calendar will reserve classroom space (day and evening) during weekends, vacation, and summer and the Life Science and McCook Auditoriums after 4:00 p.m. The Austin Arts Center, Chapel, Ferris Athletic Center, Koepfel Community Sports Center, and Raether Library and Information Technology Center must be contacted directly to reserve space in these facilities. Reservations for Downes 201 must be made through the President’s Office.

POLICY ON THE PUBLIC USE OF COLLEGE FACILITIES

Over the years the College has received an increasing number of requests for use of the College’s facilities from groups and organizations from outside of the College community.

The College’s facilities may be booked for public use except when such events conflict with the normal activities of the College, or when proposed events, in the judgment of the College, will cause excessive wear or damage to buildings or surrounding grounds.

Residence halls and their lounges, and areas set aside for faculty and staff are not available for public use. The Raether Library and Information Technology Center, Austin Arts Center, Ferris Athletic Center, and the Chapel, must be contacted directly to reserve the individual facilities. Any costs incurred for support services will be paid by the sponsoring group and organization using the facility. Fees vary with the space usage, type of services requested, and the time of the event. Requests for the use of College facilities should be directed to the Special Events and Calendar Office at (860) 297-2051, (860) 297-2052 or (860) 297-2337.

The sponsoring group and organization of an event to be held in College facilities assumes full responsibility for damage to College and/or personal property during the event. Evidence of comprehensive general liability insurance for damages to College or personal property must be presented to the College at least two (2) weeks in advance of the date of the event. If an admission fee is charged for the event, the sponsoring group and organization should notify the College and describe the purpose of such income. All signs, displays, or decorations must be approved by the Special Events and Calendar Office.

Campus Safety officers may be required for certain functions. The director of Campus Safety will make the final determination on the number and deployment of Campus Safety personnel at functions.

To allow time for delivery and preparation of food and beverages, Chartwells (the College food service provider) requires final confirmation of attendance at least four business days in advance of an event. This number will be considered the minimum guarantee for billing, and is not subject to reduction. The catering service will provide for five percent (5%) above the minimum guarantee.

The cost of the room rental will be required to confirm a reservation for College facilities. If the sponsoring group and organization cancels the event far enough in advance to allow the College to reschedule use of the facility, the cost of the room rental will be returned to the sponsoring group and organization less an administrative fee of two hundred dollars (\$200.00). Full payment for all other expenses will be expected within thirty (30) days after receipt of the invoice. Accounts past due over thirty (30) days will be considered in default, and will be charged a late fee of twenty-five dollars (\$25.00) for each month past due until payment is made in full. All fees due under this agreement must be paid in cash, certified check, or cashier’s check.

FACILITIES	ROOMS	ROW	CONFERENCE	A/C	AV	RECEPTION CAPACITY	SEATED TABLE CAPACITY	HANDICAP ACCESSIBLE
Austin Arts Center	Room 320	99		yes	yes	no	no	yes
	Garmany Hall	50-90		yes	yes	lobby	no	yes
	Goodwin	315		yes	yes	lobby	no	yes
Chapel	Room 103	300		no	yes	garden	no	yes
	Room 106	n/a	18	yes	no		18	yes
	Room 108	n/a	25	yes	no		25	yes
Ferris Athletic Center	Field House	n/a	12	yes	no		12	yes
	Oosting Gymnasium	2,000	n/a	no	yes	1,500	750	yes
		2,000 & 600	n/a	no	yes	no	no	yes
Gallows Hill								
Hamlin Hall	Dining Hall	150	40	no	yes	200	110	yes
	Faculty Club	40	20	no	yes	75	20	yes
Jacobs Life Sciences Center	Classrooms	16-70	n/a	yes	some	no	no	yes
	Boyer Auditorium	179	n/a	yes	yes	lobby		yes
MCEC	Classrooms	16-60	n/a	yes	yes	no		yes
	Alumni Lounge	60	25	yes	yes	70	40	yes
Mather Hall	Wean Terraces Rooms A/B/C	20/50/30	16/30/20	yes	yes	20/60/30	16/40/24	yes
	Wean Terraces Rooms A+B+C	130		yes	yes	200	80-150	yes
	Rittenberg Lounge	80	30	yes	yes	100	64	yes
	The Cave	n/a	n/a	yes	some	200		yes
Underground Coffee House		50	n/a	no	some	40		yes
	Washington Room	500		no	yes	400	300	yes

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FACILITIES	ROOMS	ROW	CONFERENCE	A/C	AV	RECEPTION CAPACITY	SEATED TABLE CAPACITY	HANDICAP ACCESSIBLE
McCook Academic Building	Auditorium	181	n/a	yes	yes	lobby	no	yes
	Classrooms	16-30		yes	some	no	no	2nd floor
	English Room	n/a	10	yes	no	n/a	10	yes
	Painter Room	n/a	10	yes	no	n/a	10	yes
	Mason Room	n/a	n/a	yes	no	15	10	yes
Trinity Commons	Reese Room	50	30	yes	yes	85	64	yes
	5 Guest Rooms	n/a	n/a	n/a	yes	n/a	n/a	yes
	Conference Room 142	n/a	16	yes	yes	n/a	16	yes
	Conference Room 144	n/a	16	yes	yes	n/a	16	yes
	Conference Room 272	n/a	16	yes	yes	n/a	16	yes
	Conference Room 274	n/a	10	yes	yes	n/a	10	yes
	Conference Room 280	n/a	10	yes	yes	n/a	10	yes
Vernon Social Center		350	n/a	yes	yes	450	250	yes