A Student Guide to Academic Services

Unless noted, all phone numbers have a “708” area code and a “239” prefix.

**Academic Support Services**
Library, First Floor
(The Office of Learning Services ~ OLS)
Tutoring: 293.4587
Academic Counseling & Disability Services - X 4765

**Admissions Office - X 4708**
The Administration Building – Main Floor

**Campus Security – X 3722**
Tibstra Hall – First Floor

**Career Counseling & Personal Counseling**
(The Cooper Center) X 4853
The Molenhouse Student Center

**The Chaplain’s Office – X 4874**
The Ozinga Chapel

**The Computer Help Desk – X 4858**
Library, First Floor

**The Financial Aid Office – 293.4911**
Financial Services Office

**The Library Circulation Desk – X 4925**

**The Registrar’s Office – X 3966**
Groot Hall - First Floor

**The Student Development Offices – X 4704**
The Molenhouse Student Center

**The Writing Center**
Library, First Floor
See the Trollweb for hours.
Academic Counseling: Even the most successful students may experience areas of challenge and academic concerns. Appointments can be made with the OLS director to identify a course of action.

Tutoring: Individual and group tutoring is available for all classes, across all disciplines. Experienced tutors help with concept review, study strategies, test preparation, and advance planning. Tutor request forms are available in the OLS offices.

The Bridge Program: An end-of-summer orientation and a first-semester Academics 101 course are led by the Director of the Office of Learning Services. The Program is designed to assist first year students who have conditional acceptance to Trinity and others who request to participate as they transition into college life.

Academic Coaching: Experienced upper level students provide one-on-one assistance with organization, study strategies, time management and/or advance planning. Academic coach request forms are available in the OLS offices.

The Writing Center: This busy center is located on the first floor of the library. Trained writing assistants help in the organization and structuring of course papers and in the writing process from rough draft to finished product. Semester hours are posted on the Trollweb.

Disability Services: Students with identified physical, attentional, emotional and/or learning disabilities have the legal right to pursue accommodations in the college classroom. The OLS director is available to meet to discuss an individualized accommodation plan.

Probationary Services: Individual academic counseling, an Academics Wellness course, and the assistance of a faculty or staff accountability mentor are all in place to assist students with a probationary semester in reaching their academic goals.

Supplemental Instruction: Supplemental Instruction (SI) is offered for a number of courses at Trinity. Regular, scheduled review sessions are led by trained student leaders who attend class lectures and guide participants in developing study strategies and in pulling together the main concepts of the course.

Diagnostic Evaluations: It’s not unusual for students at the college level to wonder if a learning disability could be hindering academic progress. The director of the OLS can help to arrange for a diagnostic evaluation.