Other Policies

SMOKING
The University prohibits smoking in all indoor areas of the University. Smoking is not permitted in motor-pool vehicles, including but not limited to cars, vans, and busses owned or rented by the University for use by authorized individuals. In the residence halls, smoking is not permitted within 25 feet of public access points. Student residence hall rooms and public areas are designated non-smoking areas. Each year residence hall students will vote on whether or not to permit smoking on balconies, walkways, and outdoor ramps in each residence hall. All LEEDS-certified residence halls are smoke free, including the balconies and walkways. Hookahs are prohibited on campus.

COMMUNICATIONS
I. E-MAIL
Trinity University supplies every student and employee with an e-mail address. Students, faculty, and all employees of the University are expected to monitor their e-mail on a regular basis. E-mail is an official means of communication and will be utilized to conduct business and to supply information to students, staff, and faculty.

II. CORRESPONDENCE
Trinity University regularly mails official information to students. All students residing on campus are assigned a campus mailbox. The campus mailbox is considered the local address of record for all on-campus students. All students who live off campus are required to keep the University informed of their current local mailing address. This is done by notifying the Registrar, in writing, of the current local address and any changes to that address. Changes to the home (permanent) mailing address must also be reported to the Office of the Registrar. Students are responsible for information mailed to them at their campus boxes, local addresses, and home addresses.

FINANCIAL OBLIGATIONS
I. AUTHORIZATION
All students are encouraged to authorize appropriate others (parents, etc.) to view and/or pay Trinity statements electronically. (See Student Accounts pages at University Web site.)

II. OUTSTANDING BALANCES
Any student who has a financial obligation to the University, including that from damage to University property, traffic fines, Health Services charges, or library fines, is subject to being excluded from any or all of the usual privileges of the University, and the student's permanent record (transcripts) will not be released until arrangements are made to pay the outstanding balance. In addition, the University will hold permanent records and/or transcripts for any student who has a delinquent Perkins or institutional (Walton, etc.) loan balance or who has not completed the required loan exit session.
POSTING AND PROMOTIONS ON CAMPUS
(Includes the display of flyers, posters, banners, leaflets and similar items in or on any part of the University campus, including but not limited to buildings, trees, parking lots, light posts, railings; also includes words or lettering displayed on campus grounds and facilities.)

I. POSTING
A. The purpose of campus posting and promotions policies is to provide for reasonable control over the appearance of the campus while allowing for the promotion of programs and events and the expression of ideas. The University is committed to providing a campus ambience that supports student efforts in and out of the classroom and to maintaining a campus condition that is neat, safe, orderly, and aesthetically pleasing.

B. Affixing of flyers, banners, and leaflets is prohibited for students, student organizations, and academic and administrative departments
   • on entry doors of all campus buildings;
   • on all interior public access ways of academic and administrative buildings;
   • on all exterior walls and other surfaces of campus buildings and structures;
   • on outward-facing windows of administrative and academic buildings;
   • on interior walls and other surfaces of public areas in all campus buildings, except where specific allowance has been made;
   • on fences, railings, light posts, trees, brick walls, works of art (including fountains), and other outdoor features or structures; and
   • on vehicles parked anywhere on campus or streets adjacent to the campus.

C. Posting of advertising and/or directional signs may be made on the day of an event at the site of an event with appropriate approvals from the coordinator for Student Programs or designee.

D. For bulletin boards in academic and administrative buildings (including the Chapel), the academic or administrative department nearest a bulletin board governs posting policies.

E. From time to time, exceptions to campus posting policies may be granted to a student organization by the coordinator for Student Programs or designee.

F. The Residential Life staff facilitates posting on residence hall bulletin boards. Deliver 95 copies to Residential Life in the Witt Center seven or more days in advance of the event. Materials must advertise events for Trinity organizations or departments. Residential Life reserves the right to refuse posting of any materials.

G. Coates University Center (CUC) staff facilitates posting on CUC bulletin boards. Deliver four copies to the CUC office. Materials must pertain to Trinity organizations or departments. Materials will be date stamped and must be removed after 14 days.

H. Chalking and painting
   Chalking on campus pedestrian sidewalks and walkways is permitted on areas of the campus commonly known as the “lower campus” only (including stairs from lower campus to near the Coates University Center). Chalking is not permitted on structures or walls of any kind. Marker lettering and painted lettering, including spray paint, water-base paint, and shoe polish, are not permitted on any campus grounds or facilities.

I. Campus appearance and conditions
   Those who post are urged to be considerate of the condition of the campus and the campus staff responsible for the condition of the campus. When in doubt, community members posting and promoting should consult staff in the Campus & Community Involvement office. No fliers of any size may be distributed in bulk fashion through Campus Mail.

J. Those who post are expected to remove advertising and promotion for events at the conclusion of the event.
K. Students and student organizations that violate posting policies are subject to individual and organization judicial procedures.

II. COMMERCIAL ENTERPRISES ON CAMPUS
(Includes companies and firms as well as the activities of student entrepreneurs.)
A. Trinity University does not provide its facilities or locations (indoors or outdoors, including parking lots and vehicles in University parking lots) for the purpose of advertising events, services, programs, or any other aspects of commercial enterprises.
B. Students and student organizations may not offer or transfer their advertising and promotion privileges to commercial enterprises.
C. The exceptions to this policy are those approved arrangements for providers of vending services, Dining Services, and the Bookstore. From time to time, certain other exceptions are approved for intercollegiate athletics and events sponsored by Conferences and Special Programs. Campus & Community Involvement staff must approve all other exceptions.

III. SALES AND SOLICITATION ON CAMPUS
A. There will be no private sales of merchandise, products, or services on campus by students, nor can students sell on or off campus through use of residence hall rooms, on-campus phone numbers, University Mail Center mailboxes, or the University e-mail service. For information or clarification, see the director of Residential Life.
B. Businesses attempting to do business with Trinity University should contact the director of Purchasing. No student or employee of the University by representing an off-campus firm can give that firm any greater rights on campus than it would otherwise have.
C. No door-to-door sales or public-area sales are permitted in the residence halls. No insurance agents, salespersons, charitable organization representatives, or others are permitted to solicit business in the residence halls except as the invitee of the student of whom s/he is calling. Requests for exceptions should be made to the director of Residential Life.
D. Any business organization that desires to operate on campus to provide services to the campus community must do so under contract with or expressed written permission of the vice president for Finance and Administration. Examples are the food service, vending machines, copy machines, newspaper self-service racks, and other self-service machines provided for the convenience of the University community.
E. No sales or solicitation of business will be permitted in the residence halls, Mabee Hall, or University Center unless it is sponsored by a University department, office, or student organization as a part of its program and complies with the University fund-raising policy and is approved in advance by Campus & Community Involvement staff.

(7-23-13)