



Triton College



SURVIVAL GUIDE

The tools you need
to succeed.

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Welcome to *Destination Success* at Triton College. The decision you've made to continue your education is a very important one and I am pleased that you have selected Triton. Whether you have recently graduated from high school or have been working in our community, you will find that Triton offers many opportunities to fulfill your goals and dreams. At Triton, you will receive a quality education at an affordable price. You will learn from dedicated faculty members who are committed to helping students achieve their goals and receive support from staff who are enthusiastic about serving your educational needs.

Destination Success is designed to introduce you to the resources in the Triton community that will assist you on your road to success. Today, you will hear about many things, from our degree offerings to special academic programs to our support services, and even ways to get involved on campus. I invite you to take advantage of everything that Triton College has to offer. By getting involved in student and campus activities, you will not only broaden your horizons, but you will also be making a contribution to your fellow students and the college community. I hope to see you around campus soon, and ultimately I look forward to your participation in our graduation ceremonies in the near future. Once again, welcome to Triton, *your* community college.

Mary-Rita Moore
President, Triton College



Mission Statement:

Triton College is committed to student success through institutional and academic excellence, and providing a student-centered, lifelong learning environment for our diverse community.

Vision Statement:

Triton College is a model of teaching excellence and student success. We are a community college that embraces the educational, training, and personal development needs of the diverse communities we serve through innovation in our programs and approach to learning.



Achieving the Dream™

Community Colleges Count

In May of 2009, Triton College was selected to join the national student success initiative – Achieving the Dream: Community Colleges Count. The initiative includes more than 160 institutions in 30 states.

Achieving the Dream is a non-governmentally funded multi-year national initiative to help more community college students succeed—particularly those students who traditionally face the most significant barriers to success including students of color and low-income.

Achieving the Dream helps community colleges develop and implement a student-centered model of institutional improvement. The initiative provides a framework for systematically and objectively reviewing college policies, programs and services with regard to their impact on student success.

Achieving the Dream-Contact Us

For more information regarding Achieving the Dream initiative at Triton College, or if you have any questions about Triton's Achieving the Dream website, please contact us at studentsuccess@triton.edu.



Important Information on Triton College Email Communications to Students

Your Triton College email account is now the official email account that Triton will use to communicate with you. The Triton College Web Email interface is located at **www.outlook.com/triton.edu**.

To use your Triton College accounts on mobile devices you can download an OWA (Outlook Web Access) app for iPhone/iPad or Android devices. The accounts can also be added to default mail clients in mobile devices. Instructions on setting up mobile devices can be found at **www.triton.edu/tritonemail**.

When initiating email communication with your instructors, you must use the Triton College email account so they know they are communicating with an actual Triton College Student. Instructions to activate the forwarding feature within Office 365 are provided at **www.triton.edu/tritonemail**.

If you are experiencing difficulty in setting up the email forwarding feature, contact the ETRC for assistance at (708) 456-0300, Ext. 3361 or 3039 or via email at **etrchelp@triton.edu**.



Colleague ID: _____

My Counselor is:

Name _____

Phone _____

Email _____

My Financial Aid Specialist is:

Name _____

Phone _____

Email _____

Notes:



Title IX

What is Title IX?

Title IX is a civil rights law passed in 1972, which prohibits gender discrimination in educational settings that receive federal funding. Sexual harassment, sexual assault, sexual misconduct and other gender based conduct violations are all considered discrimination, regardless of the gender and sexual orientation of the reporting party and the accused.

Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." 20 USC 1681(a).

Triton College and Title IX

In accordance with Title IX of the U.S. Department of Education's Education Amendments of 1972, Triton College reaffirms its commitment to affirmative action and offers equal employment and educational opportunities, including career and technical education opportunities, without regard to race, color, religion, sex, national origin, disability, veteran status, age, or any other basis which is protected by law except where such characteristics are bonafide occupational requirements. Grievance procedures are available to interested persons by contacting either of the compliance officers listed below.

Title IX Coordinators

Role of Title IX Coordinator

The Title IX coordinator is the individual who has been designated by the college to oversee compliance with federal requirements under Title IX. This includes all duties associated with effectively responding to allegations of sexual violence, ensuring annual training campus wide and the provision of educational opportunities and prevention efforts for the campus community. The Title IX coordinator has no "side" during the investigation and conduct process and serves as a neutral fact finder and resource for both the complainant and the respondent.

What are Your Rights?

- A safe environment: Triton College will take the necessary measures to protect the safety of the campus community.
- Respect: All parties involved in any sexual misconduct incident will be treated with dignity and respect.
- An adequate, reliable and impartial investigation.
- Advocacy, counseling and confidential support services.
- Remedies as necessary.

For more information, go to triton.edu/titleix.

Call Center



The Call Center staff is committed to providing accurate, supportive and timely information regarding the programs and policies of Triton College. Our goal is to assist and enrich all Triton populations in the pursuit of their educational goals.

Some of our services include:

- Answer general college and admissions questions
- Program information
- Class location/description
- Special event information
- Register for classes
- Faculty contact information
- Explain college tuition/fees

Phone Hours

Monday-Thursday 8 a.m.-7:30 p.m.
 Friday 8 a.m.-4 p.m.
 Saturday 9 a.m.-1 p.m.
 Sunday Closed

Summer Hours

Monday-Thursday 8 a.m.-7:30 p.m.
 Friday, Saturday and Sunday Closed

Contact Information

Phone: (708) 456-0300, Ext. 3130

Online: www.triton.edu/callcenter

Email: admissions@triton.edu

Chat with us live at

www.triton.edu/callcenter

or

www.triton.edu/admissions

We're available 10 a.m.-6 p.m.,
or you can leave us a message!



For up-to-date information on admissions, dates, deadlines and events find us on Facebook under Triton College Admission.





Triton College Campus
 2000 Fifth Ave.
 River Grove, IL 60171
 (708) 456-0300 • www.triton.edu

THE WELCOME CENTER – First Floor B Building, Ext. 3888

- Update contact information (two documents w/ correct address required for address change)
- Sign-in through Qless to join a virtual line for the following services: counseling, financial aid, and welcome desk
- Register for classes
- Get Triton College ID/Replacement ID

ADMISSIONS OFFICE – Room B-110, Ext. 3867

- Complete Triton College Application
- Speak to an Admissions Representative about Triton College programs
- Learn more about the enrollment steps necessary to start classes at Triton College
- Set up a campus tour
- Submit high school transcripts

COUNSELING OFFICE – B Building, Room B-140, Ext. 3588

- Schedule an appointment to see your counselor
- Speak with counselors on-duty regarding:
 - The current semester
 - Course recommendations for next semester
 - Referrals to campus and community organization
 - Crisis intervention
 - Emergency problem-solving
 - Academic planning
 - Schedule of workshops

FINANCIAL AID OFFICE – Room B-160, Ext. 3155

- Use the Student Center to:
 - Fill out the Free Application for Federal Student Aid (FAFSA)
 - Complete Federal Loan Entrance or Exit Counseling/sign Master Promissory Note
 - Search online for scholarships
- Check the status of financial aid file
- Submit verifying documents
- View available work-study positions
- Learn about and submit applications for Triton scholarships

CENTER FOR ACCESS AND ACCOMMODATIVE SERVICES – Room A-141, Ext. 3917

- Request:
 - Accommodated testing or adapted equipment
 - Note-taking assistance
 - Mobility assistance
 - Assistive technology
 - Sign-language interpretation
 - Special parking and/or class relocation

RECORDS OFFICE – Room B-220, Ext. 3130

- Submit official high school, High School Equivalency Diploma and/or college transcripts
- Change/choose a program of study
- File a petition (graduation, college transcript evaluation, etc.)
- Add/correct the Social Security number associated with student record

LIBRARY – Second Floor A Building, Ext. 3698

- Ask-A-Librarian!
- Books and databases support your coursework
- Course (textbook) reserves
- Silent study room and group study rooms
- Events and workshops
- Computer lab, laptops and printing

OFFICE OF CAREER SERVICES – Room A-204, Ext. 3619

- Career research assistance
- Access part- and full-time job listings
- Get help with resume and cover letter writing
- Internship assistance
- Mock-interviews

EDUCATIONAL TECHNOLOGY RESOURCE CENTER – Room A-100, Ext. 3361

- Get technical support for online classes and Blackboard
- Work on computers with Apple or Microsoft operating systems
- Print (Triton ID necessary)

TESTING CENTER – Room A-126, Ext. 3252

- ACCUPLACER placement testing (required for new Triton College students unless qualified for waiver)
- Make up an exam given by an instructor (must be requested by instructor)
- Take CLEP, DSST or TEAS prior learning assessment tests for college credit
- Work Keys testing for National Career Readiness Certificate
- Take the Constitution Test (for high school graduation or High School Equivalency Diploma requirement)

CASHIER – Room B-130, Ext. 3581

- Pay tuition and fees in full using:
 - Cash
 - Charge/Debit (Visa, MasterCard, American Express)
- Verify 3rd party payment (529 plan, prepaid tuition, etc.)
- Billing questions

STUDENT LIFE – B-240, Ext. 3383

- Sign up for clubs and organizations
- Campus activities
- Triton College Student Association (TCSA)



On-Campus Building Codes

A	Learning Resource Center (Adult Education, Library, School of Continuing Education, Testing Center, Center for Access and Accommodative Services)	R	Robert M. Collins Center (Triton College Performing Arts Center, Older Adults Center, Fitness Center, Pool)
B	Student Center (Admission and Records, Welcome Desk, Financial Aid, Cashier's Office)	BB-FLD	Baseball Field
C	Bookstore	SC-FLD	Soccer Field
I	Cernan Earth and Space Center	SF-FLD	Softball Field
J	Gallery, Cox Theater	TE-TEN	Tennis Courts
N	Triton College Police Station	TF-TRA	Track Field

Academic Success Center

Room A-106 • (708) 456-0300, Ext. 3341

The Academic Success Center (ASC) provides free individual and group tutoring, mentoring and learning communities as well as ongoing academic review workshops. Academic support initiatives include specialized components to assist all types of learning styles – visual, auditory or kinesthetic learners. Services at the ASC also include interactive learning models, group study sessions and specialized academic workshop sessions for writing, math and CTE courses.

Careers Area (Room A-106I) – offers tutoring in accounting, economics, hospitality, nursing, technical mathematics, advanced technology (computer science) and other areas.

Math Zone (Room A-112) – for students who need help with any sort of math problem in biology, chemistry, nursing, math, physics, engineering and other subject areas requiring math. No appointment needed. Students can register at the front desk and sit at the Math Zone.

Science Area (A-106A) – for students who need help in chemistry, physics and biology. The Science area keeps anatomy and physiology learning models, organic chemistry model kit, zoology classification, DNA model, charts and other related hands-on learning.

Writing Zone (A-314) – for students who need to work on a paper, improve their English skills in ESL conversation table, write a lab report and other areas requiring writing, reading and speaking. The Writing Zone has computers equipped with writing and reading software. Students can use the space to complete their assignments.

Resources

- For use in the ASC only – biology and chemistry models, calculators, math tools, reference and textbooks, and solution manuals.
- Computer access for interactive math instruction at many levels.
- All-Write instructional computer software access for writing.
- Access to medication dosage software for nursing available through ETRC.
- All tutors are Level II CRLA (College Reading and Learning Association) certified.

TRITON COLLEGE FIRST YEAR EXPERIENCE



What is First Year Experience (FYE)?

The First Year Experience Program (FYE) focuses on the first-year students and their transition from high school to college. Our goal is to provide academic and social opportunities for first-year students to connect with key campus resources and gain important leadership skills. Students may complete a college success course, attend various workshops and even join a student organization.

Why Enroll in the FYE?

The FYE Program offers early engagement opportunities for students enrolling in college. Statistics show that students who are more engaged are more likely to be more successful in attaining a degree. The FYE Program helps students establish patterns of decision-making and achieve an academic level that is essential for success in a student's college career.

Student Success Workshops

The FYE Program provides a series of workshops including:

- Math workshops and Math final reviews.
- Academic Planning.
- Time Management.
- Effective Study Strategies.
- Writing Well workshops.
- How to Prepare for your Finals.
- Financial Literacy.
- Note Taking and more.

Upon completion of the FYE program students will:

- Receive an FYE Program notation on your academic transcript.
- Receive a free voucher for three credit hours based on completion of FYE activities (the value of the voucher is based on an in-district rate).
- Earn valuable experience that will help to develop a strong foundation for academic success.
- Build friendships and connections with peers, instructors and staff.

For more information, go to www.triton.edu/fye
or contact Juan Ovalle at (708) 456-0300, Ext. 3379,
or juanovalle@triton.edu.



2000 Fifth Ave., River Grove, IL 60171 • (708) 456-0300 • www.triton.edu
Triton College is an Equal Opportunity/Affirmative Action institution.

Veterans Information and Educational Benefits

Triton College is committed to a supportive lifelong learning environment empowering individuals personally, professionally and culturally to contribute to a global community. In this same spirit, we recognize the service of veterans towards our country as well as their presence within our student community.

Whether you are a new student, returning student or deployed on active duty, we can assist you and your eligible dependents, as you begin your education.

All qualifying students are required to submit a Military Benefits Data Form for ALL benefit programs. You can download the form in the following link – www.triton.edu/MilitaryBenefits. Our institution is approved by both Illinois and the U.S. Departments of Veterans Affairs to process the following educational benefits for qualifying students:

Illinois State Programs

- Illinois Veterans Grant (IVG).
- Illinois National Guard Grant (ING).
- MIA/POW Scholarship Grant.

Federal Programs

- Montgomery GI Bill (Chapter 30).
- Post 9/11 GI Bill (Chapter 33).
- Montgomery GI Bill – Selected Reserves (Chapter 1606).
- Montgomery GI Bill – Survivors and Dependents Educational Assistance (Chapter 35).
- Vocational Rehabilitation (Chapter 31).
- Tuition Assistance (administered through our Bursar's Office).

Attendance Verification

Students using chapters 30, 1606 and 1607 must verify enrollment once per month. Your enrollment can be verified starting on the last calendar day of the month by using the Automated Verification of Enrollment (WAVE) or by calling the toll free Interactive Voice Response (IVR) telephone line at (877) 823-2378.

The WAVE and IVR systems do not update account information instantly. Please allow up to two to three workdays for the systems to reflect updates to your account.

Payments by direct deposit/electronic funds transfer are strongly encouraged. Payments are sent directly to your savings or checking account. To enroll, click on the "Direct Deposit Enrollment Form" link after you have logged into WAVE.

Financial Aid

Service members are also eligible to apply for Federal Financial Aid by filling out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

Note: Both military benefits and financial aid, if granted, may be utilized during the same semester provided.

1. The student is in good standing as determined by Triton College's Standards of Academic Progress.
2. No existing regulations preclude the use of both awards.

Credit for Military Service

Triton College awards credit for military training deemed equal to specific courses in a program of study. This may include hours awarded for the completion of basic training. To obtain this credit, veterans must submit a copy of their DD-214 and military transcript to the Records Office along with a General Petition Form to request an evaluation (available at the Welcome Desk). It takes approximately three weeks for the evaluation process to be completed.



Become an AmeriCorps Service Member Today!



AmeriCorps.gov

When you join AmeriCorps, you will:

- Experience the tremendous reward that comes from helping others.
- Gain leadership, problem-solving, communication and other career skills.
- Receive a modest living allowance.
- Earn a Segal AmeriCorps Education Award to help pay for college, graduate school or to pay back qualified student loans.

For more information, contact Rachael Giovenco at (708) 456-0300, Ext. 3598, or stop in Room B-240F.

Counseling Services

Room B-140 • 708-456-0300, Ext. 3588

Triton College Counseling Department is committed to student success by empowering individuals to identify and achieve personal, academic and career goals. Counselors promote wellness and provide innovative student-centered services to meet the diverse needs of our community.

Counselors assist students with course selection, placement test interpretation, general transfer planning, and degree and certificate requirements and discussing personal concerns. Triton College counselors are important people in your college experience from start to finish. Your counselors can help you achieve your academic goals. Counseling services are free to students. The following are some of the issues that counselors can help you with:

- **Academic Counseling Services**

Counselors may assist you in clarifying your goals and developing an educational plan to reach those goals. Counselors can guide you through a process which brings to light important information you need in making informed decisions and understanding all of your options on the path to goal achievement. Counselors can also assist you in creating a program plan for you to complete your goals at Triton and beyond.

- **Free Workshops and Events**

The counseling department offers an array of workshops & events free of cost for Triton students. Schedules for these workshops are available in our department website.

- **Transfer Services**

The counseling Department offers transfer services to assist students who want to transfer to four-year institutions. Transfer services include transfer guides and assistance completing admission applications.

- **Academic Planning**

The counseling department can provide examples and guidance on creating an Academic Program Plan to help guide you through your time at Triton College. Think of your Program Plan as a map to help you navigate the courses that you need in order to be successful. Program Plans are best completed via appointments with your specific curriculum counselor.

- **Student Assistance Plan**

The Student Assistance Plan (SAP) is a Triton College-sponsored benefit for currently enrolled students. The program is provided in cooperation with the Employee Resource Center (ERC) located in Hillside.

Immediate, private help in dealing with life's problems is available through Triton's Student Assistance Plan. If you would like more information, please contact the SAP directly at (800) 456-6327 or www.perspectivesltd.com. The Username for Triton College Students is: **TRI004** and the password is: **perspectives**. The staff will be happy to assist you!



Triton College Counseling Department is committed to student success by empowering individuals to identify and achieve personal, academic and career goals. Counselors promote wellness and provide innovative student-centered services to meet the diverse needs of our community.

Counseling Center Hours

Student Center • Room B-140

Mondays-Thursdays • 8 a.m.-7:30 p.m.

Fridays • 8 a.m.-4 p.m. / Saturdays • 9 a.m.-1 p.m.

Sandra Berryhill / Chairperson • sandraberryhill@triton.edu • (708) 456-0300, Ext. 3807

Cora Luster / Secretary • counsel@triton.edu • (708) 456-0300, Ext. 3588

Appointments can be made at: www.triton.edu/counseling.



Triton Mobile

Ellician™ Education

Everyone

This app is compatible with all of your devices.

Add to Wishlist

Install

Efficiently interact with and conveniently stay connected with Triton College.

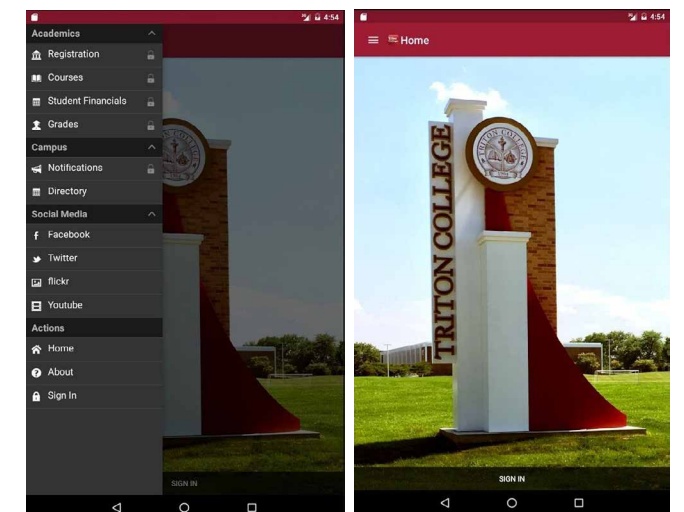
Now you can have your student portal in your smartphone.

Download the application in the App Store or Google Play Store.



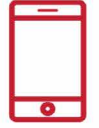

Key features include:

- Registration — View course information, add and remove courses.
- Schedule — View your course schedule.
- Payments— Check your balance and make payments.
- Financial Aid —Check the status of your financial aid.
- Grades—Check your midterm and final grades on the go.
- Directory—Find faculty and staff contact information.
- Social Media—Tie your school experience right into your social network.
- Notifications— View new holds and take steps to resolve them.
- Messaging— Receive important College announcement and messages.



QLess Virtual Line

In an effort to better serve you, Triton has implemented a virtual line management program that will help decrease wait times for campus services.

JOIN A LINE 1	MOVE FREELY 2	GET UPDATES 3	BE SERVED 4
 Join a line from anywhere	 Wait wherever you want	 Receive wait time updates	 Get notified when it's your turn

How do I join the line?

QLESS MOBILE APP:

The QLess Mobile App is available for both Apple® and Android™ devices.



TEXT MESSAGE:

Text "triton college" to 708-260-8572 and follow the prompts. Standard text messaging rates will apply.

ONLINE:

Using the QLess widget, click the line you'd like to join, then click the "Join This Line" button. www.triton.edu/qless

IN PERSON:

Self-service kiosks are available at each participating department. Staff will also be available to assist students who would like to be added to a line.

What happens if I don't arrive in time?

Students who do not arrive in the allotted time will forfeit their spot in line. Students who are running late can request additional time via text or through the mobile app. Students who arrive within 30 minutes of their spot being forfeited should inform a staff member who can then add the student back to the front of the line.

Can I join more than one line?

Yes. Each department has its own line and students are welcome to join more than one line at a time. QLess knows when a student is being assisted and which department is assisting the student, so there is no risk of a student losing his or her place in the other line(s).

How is my phone number protected?

Although your phone number is stored in the QLess database, it is not fully visible to any of the college's employees. They will only be able to verify the last 4 digits of your number. Also, QLess does not sell or allow numbers to be spammed by QLess or any third parties. Please see the QLess Privacy Policy for more information and the security measures used to protect your information: <http://qless.com/about/privacy/>

TEXT COMMANDS

Text "triton college" to 708-260-8572 or download the QLess iOS or Android app

L - Leave the line, use this command when you need to exit a particular line.

S - Status update, use this command when you want an update of your wait time and place in line.

M - More time, use this command to request additional time if you know you won't arrive in time.

N - Notify me in XX minutes, use this command to let QLess know when to send an alert.

H - Help, use this command to get additional assistance with QLess.



Triton College ADVISING

LOCATED ON THE FIRST FLOOR
OF THE STUDENT CENTER



Class
Registration



Campus
Referral



Academic
Planning



Waivers
Petitions



Academic
Programs



Take our
survey!

Advising:
First-year students
(0-24 credit hours)

Career/Education
Guidance

Aid in identifying
additional
support services.

Counseling:
Second-year students
(24+ credit hours)

Transfer/Degree
Completion Guidance

Support for personal,
emotional and
social difficulties.

triton.edu/admissions-aid/advising



ARE YOU NEW TO COLLEGE?

Unsure about how to navigate the syllabus or your textbooks?
Have you found that the college culture is much different than you expected?
Concerned about understanding your finances? Need some help with note taking, studying, building up your confidence with your studies?

Why not Embrace the College Experience by taking COL-102?

This course provides assistance in all of the areas listed and more.

Sign up today. Call (708) 456-0300, Ext. 3130, sign up through your student portal or at the Welcome Center.

MyTriton

Access Your Academic Program Plan
Through Your MyTriton Student Portal



1. Login to your student portal at mytriton.triton.edu.
2. Under WebAdvisor for Students; click on "Academic Planning"; then select "Student Planning".
3. Click the "View Your Progress" link.
4. Verify that the certificate/degree listed is accurate. (Please note that more than one program may be available. If there is more than one program, the arrows will allow you to move back and forth between the programs.) If the certificate/degree is inaccurate, you may click the "View a New Program" to add/find the correct certificate/degree. Once you are in the correct program, scroll down to view the requirements needed for completion.
5. Review the courses that you have completed (in green), have planned (in yellow) or still need (in red). You may click on a course to find out more information and then click "Add to Plan".
6. Select on the term to which you would like the course added (ie; Spring 2017).
7. Click the "Add Course to Plan" link. The course has now been added to your plan. If you change your mind and do not want to add this course to your plan, click the "Close" link. You will be brought back to the course description section of the course catalog.
8. Once you have updated your program, you will want to share it with your counselor.
You can find your counselor's information by visiting the Triton College website: www.triton.edu/counseling.

Reminder:

If your academic program is incorrect, please complete the "Academic Program Change Form" found under "Forms and Documents" at www.triton.edu.

For a full guide on the Academic Planning tool, visit the Counseling and Transfer Services area under Student Services in your student portal. The complete guide is available in the documents section.

Career Services Center

Room A-204 • (708) 456-0300, Ext. 3917

The Triton College Career Services Center offers a variety of career planning services, resources and access to information for individuals seeking to obtain: better jobs, start new careers, or re-entering the workforce.

Career planning and job search assistance offered through the Career Services Center:

- Career research assistance
- Online part-time and full-time job listings
- Computerized interest and skills inventories
- Personalized assistance with resume and cover letter writing
- Mock interview sessions
- Career research assistance
- Free literature on job search and career topics
- Assistance with making the transition from school to work
- On-campus job fairs
- Cooperative education/internship assistance
- Online part-time and full-time job listings
- Computerized resume-writing assistance
- Free literature and magazines on job search and career topics
- Weekly job bulletin

Career Cruising

What is it and what can it do for me?

Career Cruising can help you find careers that match your specific interests through the Career Matchmaker software. This specialized software walks you through an interactive survey in order to find out what careers match up with your interests. After answering questions, Career Matchmaker provides suggested career clusters or particular career pathways to explore.

What else can Career Cruising do for you?

Explore Careers

- Learn about hundreds of different careers – everything from accountant to zookeeper.
- Get the inside story on careers by checking out multimedia interviews with real people.

Build Your Own Portfolio

- Keep track of your career exploration, activities and begin to develop your resume.

How do I access Career Cruising?

Log onto the website below and then enter the username and password.

www.careercruising.com

User Name: **triton2000**

Password: **rivergrove**

Financing Your Education at Triton College

Spring/Fall Office Hours • Student Center Building • Room B-160

(708) 456-0300, Ext. 3155 Mondays-Thursdays: 8 a.m.-7:30 p.m. • Fridays: 8 a.m.-4 p.m.

Email: finaid@triton.edu Saturdays: 9 a.m.-1 p.m. • Sundays: Closed

Triton College's Financial Aid Office is here to help students and their families bridge the gap between their own resources and the cost of attending Triton College. Financial assistance may be available to students who are enrolled at Triton for as little as one credit hour. This assistance may be in the form of grants, loans, work on campus or various local scholarships.

A variety of financial aid options are available to assist students in meeting educational expenses. Applying for financial aid enables students to be evaluated for eligibility for federal and state grant programs, on-campus employment and low-interest student loans. Financial aid eligibility is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA).

In addition, Triton College and the Triton College Foundation offer a wide range of scholarships, as well as information on many private scholarships awarded by other organizations.

Federal Programs:

- Pell Grant
- Supplemental Educational Opportunity Grant
- Stafford Student Loan (subsidized and unsubsidized)
- College Work Study
- PLUS loan

State Programs:

- Monetary Award Program
- Police Officer/Fire Officer Dependent's Grant
- Illinois Veteran Grant (GPA only) or National Guard (GPA only)
- Illinois Merit Recognition Scholarship

How to create an FSA ID

The FSA ID — a username and password — has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to fafsa.gov, the National Student Loan Data System (NSLDS®) at www.nsls.ed.gov, StudentLoans.gov, StudentAid.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.

Tip: Important: Only the owner of the FSA ID should create and use the account. Never share your FSA ID.

Step 1 When logging in to one of the websites listed above, click the link to create an FSA ID.

Step 2 Create a username and password, and enter your e-mail address.

Step 3 Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

Step 4 If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

Step 5 Review your information, and read and accept the terms and conditions.

Step 6 Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit StudentAid.gov/fsaid.

FINANCIAL LITERACY BASICS

Financial literacy is the ability to use knowledge and skills to manage financial resources effectively for a lifetime of financial well-being. Understanding the following topics will help you save money and achieve your economic goals.

SPENDING

The first step to getting your finances on track is to figure out where your money is going. It's easy to track your spending if you focus on a short timeframe. When you see all of your expenses laid out, you may be able to identify some simple changes that could make a big difference in your financial situation. Here's how you can track your spending habits:

- **STEP ONE:** Commit to tracking your spending for at least one month. Save every receipt that you get and record your online purchases and bill payments.
- **STEP TWO:** At the end of the month, take all of your receipts and payment records and separate them into categories like GROCERIES, MEALS, HOUSING, TRANSPORTATION, ENTERTAINMENT, BILLS, ETC. Add up the totals for each category. Then add those numbers together to get your grand total for the month.
- **STEP THREE:** Review your expenses and if necessary, look for ways to cut back. Now that you know where your money is going, you can use this information to create a realistic budget for next month.

BUDGETING

Budgeting is the process of creating a plan to spend your money. Creating this spending plan allows you to determine in advance whether you will have enough money to do the things you need to do or would like to do. Here's how to create your own monthly budget:

- **STEP ONE:** Start by listing all of your expected after-tax income on a blank piece of paper.
- **STEP TWO:** List all of your expenses for the month.
- **STEP THREE:** At the bottom of the page, take your expected income and subtract your expected expenses. If you have money left over, it should go to your savings. If you have a negative number that means you will need to reduce your spending next month.

Once your budget is complete, try and stick to it. Your budget will help you save money for the future and keep you out of debt.

CREDIT CARDS

A credit card is a powerful payment option that allows you to buy items now and pay later. Using credit is like taking out a loan. If you don't pay your card balance in full each month, you'll start paying interest on that loan. A credit card's interest rate is the price you pay for borrowing money. Your Credit History and Credit Score will determine if you get a high or a low APR. In the US, the average APR is 16 percent.

CREDIT HISTORY/CREDIT SCORES

CREDIT HISTORY is a record of a borrower's responsible repayment of debts. Your credit history will consist of information such as:

- Number and types of credit accounts.
- How long each account has been open.
- Amounts owed to each account.
- Amount of available credit used.
- Whether bills are paid on time.
- Number of recent credit inquiries.

A CREDIT SCORE is a numerical expression of a consumer's creditworthiness, which is derived from information in a consumer's credit history. Only information from the last seven years is used to calculate your score.

Scores range between 300 (extremely high risk) and 850 (extremely low risk).



You can check your credit score and credit history for free, once a year at FreeCreditReport.com.

REMEMBER: Except in case of emergency, you should use your credit card the way you would use a debit card. Don't charge purchases that you can't afford to pay for. Missed payments and compound will increase your debt, so manage your spending and make payments on time.

**Triton College
Financial Aid Office**
Student Center,
Room B-160
2000 Fifth Ave.
River Grove, IL 60171
(708) 456-0300, Ext. 3155
finaid@triton.edu
www.facebook.com/TritonFinAid

FAFSA Assistance

If students need assistance completing the FAFSA, they may bring their and/or their parents appropriate year's tax returns (1040, 1040A, or 1040EZ and W-2s) and other necessary financial documents to the Financial Aid Office. A staff member will guide the student through all the steps needed in order to complete the FAFSA.

How to Begin Your Financial Aid File

1. Complete the FAFSA (Free Application for Federal Student Aid) on the web at www.fafsa.gov. This determines the student's eligibility for federal and state of Illinois grants, Federal Stafford Loans, and Federal Work Study. Students should be sure to enter the Triton College school code (001773).
2. Submit an official copy of your high school or high school equivalency transcript to the Triton College Records Office. The Financial Aid Office will complete the file and award students without official high school or high school equivalency transcripts, however, grants will not be disbursed until they are submitted. Students should contact their high school (or where they received their high school equivalency) and request a final, official copy of their transcript mailed to:
Triton College Records Office • B Building, Room B-220
2000 Fifth Ave. • River Grove, IL 60171
Financial Aid will not be disbursed without an official copy of a high school or high school equivalency transcript.
3. Check Triton email account frequently. Once the FAFSA application has been received additional documentation may be requested via email. Make sure student records are up-to-date with current contact information. Students may update their contact information at the Welcome Center located on the first floor of the Student Center, B Building.
4. Submit any additional documentation requested by the Financial Aid Office. Once all documents have been submitted a financial aid specialist will review the file. If there are discrepancies on the FAFSA application and verification documents, additional documentation may be required. Once all discrepancies have been resolved, the file will be completed.
5. A completed file will result in an award notification email and/or viewing award on the student portal.

Other Financial Aid Options

Work-Study

The Work-Study Program allows students the opportunity to earn money to help pay for their educational expenses while providing them with work experience.

There are two types of work-study programs on campus – Federal and Triton. Eligibility for the Federal Work-Study Program is determined upon completion of the student's financial aid file. Students must be enrolled in six credit hours to qualify for Federal Work-Study. Students may review their eligibility for work-study and examine open positions in the Work-Study Office, Room B-160.

Scholarships

A scholarship is a type of financial aid that students may apply for in order to help pay for their education. Scholarships are a form of gift aid and do not have to be repaid.

Review local Triton College and Triton College Foundation Scholarships, visit the links on the web to search nationwide databases and browse through the Scholarship Directory at www.triton.edu/scholarships.

Stafford Loans

Federal Stafford loans come in two forms, subsidized and unsubsidized. Subsidized loans are based on financial need; unsubsidized loans are not. The interest on the subsidized loan is paid by the Federal government while the student is attending school. The government does not pay interest on an unsubsidized loan and the borrower is responsible for the interest from the date the loan is disbursed.

Students may contact our Financial Aid office at finaid@triton.edu or (708) 456-0300, Ext. 3045.

Verification

When a student's FAFSA has been submitted, the student may then be selected for verification. Approximately 30 percent of students are selected for verification. Some files need to be verified because of unusual or possibly incorrect information appearing on the FAFSA, but in some cases the selection is simply random. If selected for verification, the Financial Aid Office will notify the student by email of additional documents that need to be submitted before their file can be made ready for award notification. These might include copies of an IRS tax transcript, verification of household size, asset information and Illinois residency verification. Students need to be aware that the verification process can extend the processing time and, for this reason, we encourage students to apply early.

Disbursement Information

Tuition Payment: Financial aid is pending until the end of the add/drop period of each semester. Once financial aid has been applied, the student is responsible for paying any remaining balance due to the college.

Purchasing Books on Financial Aid: Only students with completed financial aid files and grant or loan funds in excess of their tuition and fees can buy books using their financial aid. Students using their financial aid to buy books can go directly to the Triton College Bookstore starting the week before classes begin. Financial aid funds cannot be used to purchase books and supplies at any location other than the Triton College Bookstore.

Financial Aid Standards of Academic Progress

1. Students must successfully complete and receive credit for a minimum of 67 percent of all college level and remedial courses attempted cumulatively.
2. All students must earn a 1.0 grade point average (GPA) at the end of their first semester of attendance and must maintain a cumulative GPA of 2.0 after two semesters of attendance.
3. Students must complete their program of study within an attempted 150 percent of the credit hours required for the program. Typically an associates degree will have a maximum time frame of 96 credit hours (64 credit hours x 150 percent). Certificates will vary more based on the credit hours required to complete the program. Maximum time frames will include all semesters of enrollment regardless of receipt of financial aid and will include all evaluated transfer credit hours. Grades of "W," "I," "R" or "F" are considered to be hours attempted and are included in the maximum time frame

Note: For more information on academic standards, go to the Triton portal at mytriton.triton.edu.

More Financial Aid Information

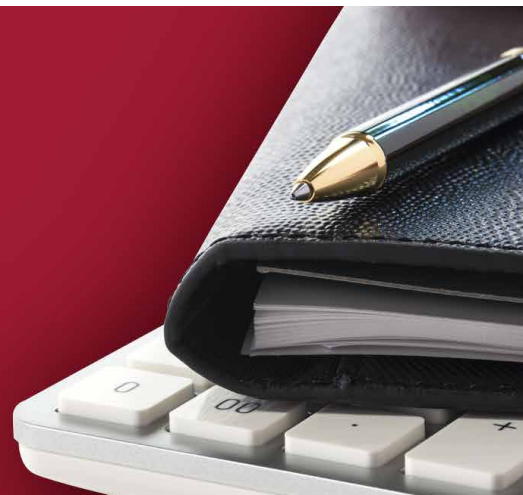
Pell Lifetime Limits: Eligible students may receive the Federal Pell Grant for a maximum of 12 semesters (or its equivalent). The calculation of the duration of a student's eligibility will include all years of the student's receipt of Pell Grant funding. To view your current Pell Grant Lifetime Eligibility used visit www.nsls.ed.gov/nsls_SA or www.studentaid.gov.

Return of Federal Funds Policy: The amount of federal financial assistance that a student receives is based on the completion of all registered coursework. Any student who withdraws completely from a semester may be required to return a portion of the federal funds that had been applied to his/her account. The final amount of financial aid earned will be based on the period of time that the student was enrolled during the term. Students who need to withdraw from all registered coursework should make an appointment with a financial aid specialist to determine if a portion of unearned federal funds will need to be returned to the federal aid programs.

Census Information: Classes registered after the census dates refund period are not eligible for financial aid. It is important that students have their schedules finalized before the refund period of the course concludes. Census dates may vary on the course schedule (15 week, seven week, etc.). Financial aid funds may still be applied toward ineligible classes; however, the amount in grants will be calculated for the eligible classes only.

Cashier's Office

Room B-130 • Student Center • B Building
(708) 456-0300, Ext. 3649



Tuition Payment Schedule

Registering early gives you the best selection of classes, can significantly reduce the wait time to see a counselor, and allows you to set up a payment plan that gives you up to six months to pay for classes. Register online through the MyTriton portal, in person at the Welcome Center, or by phone with the Call Center. Once you register for classes, you must make payment arrangements.

If you do not make payment arrangements within the specified timelines, you may be dropped from your selected classes. The College will send an email to your official Triton College email address notifying you of the need to re-enroll.

For information on specific payment deadlines, visit www.triton.edu/paymentschedule.

The following PAYMENT OPTIONS are available to students.

- Payments in full may be made by cash, money order, check or credit card (MasterCard, Visa or American Express) at the Cashier's Office. You may also pay online through your MyTriton portal.
- Proof of third party payment means that a third party is providing payment on your behalf (e.g., a company for which you work). Eligible persons should contact the Cashier's Office, Room B-130, prior to registering for classes.
- FACTS Tuition Payment Plan allows you to have interest-free monthly installments automatically deducted from your bank account or credit card. Program eligibility requires a minimum balance due of \$250 and a \$25 processing fee. A valid bank account or credit card is needed to set up the payment plan. Apply online through your MyTriton portal.
- FACTS Pending Aid Payment Plan is available for eligible students who have a qualifying expected family contribution (EFC). The expected family contribution is based on the FAFSA on file in the Financial Aid Office. The \$25 FACTS processing fee is deferred until the plan is activated. If your financial aid award covers all institutional charges, the plan is canceled with no penalty. If you have an incomplete file or a balance due after the financial aid award has been applied to your account, you may pay the balance due in a one-time payment and cancel the plan with no penalty. Otherwise the \$25 FACTS processing fee along with the first of three monthly installments will be charged to the designated account.

Student Responsibility

A student who registers, fails to attend class and fails to officially withdraw from the class, is still responsible for all tuition and fees. A student who receives grades for a class, but does not pay, will be subjected to collection fees when the unpaid balance is turned over to a collection agency.

A student who officially withdraws from any class may be refunded a percentage of the course tuition, depending on when withdrawal is made. The registration, late registration, proficiency test and special examination fees are not refundable. The auxiliary and student service fees are refundable only when official withdrawal occurs before the start of the semester.

Center for Access and Accommodative Services (CAAS) (708) 456-0300, Ext. 3917

The CAAS can assess your needs as a student, make academic accommodations, coordinate access services and provide advocacy referral services. Students with medical, physical, sensory or learning disabilities who are participating in academic and continuing education programs at Triton can benefit from our services.

The CAAS provides:

- Campus access.
- Special parking and/or class relocation.
- Accommodated testing.
- Note taking assistance.
- Assistive technology.
- Assistive computer software.
- Sign language interpreting.
- Assistive reading software.
- Workshops.
- Student connections.
- Adapted equipment.
- Mobility assistance.
- Alternate text format.
- Voice-to-text services.
- Advocacy.
- Referral services.

Students with medical, physical, sensory or learning disabilities who are participating in academic and continuing education programs at Triton will benefit from CAAS.

You may contact the CAAS department at:

(708) 456-0300, Ext. 3854 or 3917.

The CAAS labs are located in Rooms A-125 and A-141.

FAX – (708) 456-0991

TTY – (708) 583-3182





The Office of Student Life

Student Center, Room B-240 • (708) 456-0300, Ext. 3383 • StuLife@triton.edu
Office Hours: Mondays-Thursdays, 8 a.m.-7:30 p.m. • Fridays, 8 a.m.-4 p.m.


Get involved with student activities! There is more to college than attending class. Participating in Student Life events and activities can enhance your college experience. You can develop leadership skills, create lasting relationships, build an outstanding resume and college transcript, and most importantly enjoy your time at Triton College.

CampusNet

Consider joining one or more of our outstanding clubs and organizations including clubs related to specific academic areas, cultural identity, special interests, recreation, spirituality and more. You can start your own club too! Applications are available on the Student Life page of the Student Portal and in the Office of Student Life. Requirements: Minimum GPA of 2.0 and currently enrolled in at least three credit hours.

Triton College Student Association (TCSA)

Through the TCSA, you can gain valuable leadership skills, participate in fun events and activities, build a network with students and make a difference at Triton College. The TCSA is the link between the school's administration and the student body. They represent the opinions, interests and beliefs of the students at Triton College, and ensure that students' voices are heard when decisions are made.



Student Services is proud to announce the creation of a women's mentoring initiative called **SURGE (Sisterhood of Undergraduates Representing Great Excellence)**. This initiative is geared towards minority females enrolled in career or technical education programs and provides academic support, one on one mentoring and coaching, career exploration and development, community service projects and assistance in transitioning to a four-year institution or into the workforce.

Requirements
 Minority Female Triton College student
 Enrolled in a minimum of 3 credit hours
 Be in good standing with the College

If you're interested in applying, follow the link below:
<http://www.triton.edu/SURGE>

SURGE

The Sisterhood of Undergraduates Representing Great Excellence (SURGE) is a mentoring program for women of color in career or technical education programs. This initiative provides academic support, one-on-one mentoring and coaching, career exploration and development, community service projects and assistance in transitioning to a four-year institution or into the workforce.

The program will create awareness of and address issues that impact women from diverse cultural backgrounds through a facilitated mentoring program where women of color can support each other, engage in dialogue on issues pertinent to women of color, and acquire professional development and leadership skills.

TRIUMPH

The Triton Undergraduate Men Pursuing Higher Education members are male students of color who receive mentoring and leadership training by Triton faculty and staff. It is the group's goal to increase graduation rates and overall success of minority males at Triton College. Upon graduation, TRIUMPH members may also become mentors to high school students and Triton College freshmen.



TRIUMPH

The Triton Undergraduate Men Pursuing Higher Education (TRIUMPH) program provides minority males with increased student services, academic support, service learning projects, community service projects and mentoring. If you are interested in applying, follow the link below:

www.triton.edu/triumph

Requirements
 Minority male Triton College student
 enrolled in a minimum of 3 credit hours and
 be in good standing with the college.

For more information, email triumphprogram@triton.edu or call (708) 456-0300, Ext. 3353.

Triton Athletics
(708) 456-0300, Ext. 3358/3784
tritonathletics.com

We have a proud history of athletics and it is an important part of student life at Triton College. Our recently renovated athletic facilities provide a big league feel to our 200+ athletes enrolled each year.

The school fields 10 intercollegiate sports teams; soccer, basketball, wrestling, baseball and track for men and soccer, volleyball, basketball, softball and track for women. Triton College also has quality athletic facilities – including baseball, softball and soccer fields, a basketball court, a swimming pool, fitness center and more – for students, faculty, staff and the surrounding community to enjoy.

Triton College is a member of the National Junior College Athletic Association (NJCAA) and competes in the North Central Community College Conference (N4C) which includes College of DuPage, Harper College, Joliet Junior College, Madison College, Milwaukee Area Technical College, Rock Valley College, and Wright College.



WE ARE CHAMPIONS!

**NJCAA MEN'S 2018 BASKETBALL
DIVISION II NATIONAL CHAMPIONS**

#WeRTriton



Triton College

triton.edu / (708) 456-0300





The purpose of the SSS program is to provide academic and other support services to college students to increase student retention and graduation rates, facilitate their transfer from two-year to four-year colleges, and foster an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities.

Join TRiO SSS!

If you would like to apply for the TRiO SSS Program, please contact our staff at the contact information provided below. Acceptance is on a first-come, first-serve basis for eligible students.

TRiO Student Support Services is located in Room A-106 in the Learning Resource Center (A Building).

Hours: Mondays-Thursdays: 8 a.m.–6 p.m.
Fridays: 8 a.m.–4 p.m.
Saturdays: Closed

* Evening appointments are available as needed. Please call in advance to schedule.

Phone: (708) 456-0300, Ext. 3341
Email: trioss@triton.edu

Find us on Facebook under Triton College TRiO!
<http://www.facebook.com/TritonCollegeTRiO>

TRiO SSS Participant Eligibility Requirements

In accordance with federal regulations, a student must meet the following criteria to be eligible for program services:

- Is a citizen or national of the United States or meets the residency requirements for Federal Student Aid.
- Has a need for academic support in order to successfully pursue an undergraduate degree.
- Identifies as one of the following: (1) A student with low-income (as determined by the Federal Government); (2) A first generation college student; OR (3) A student eligible for services through the Center for Access and Accommodative Services (CAAS).

Not sure if you meet the eligibility requirements? Visit Room A-106 to meet with TRiO SSS Program staff!

Free Workshops and Events Provided by TRiO SSS!

View our upcoming events on our website: www.triton.edu/trio
Ask your mentor and advisor about upcoming events that could benefit you. TRiO staff will schedule study tables and workshops based on requests.

PROGRAM SERVICES

As a participant in TRiO Student Support Services Program, students will have the opportunity to:

Be successful in college

- Course selection assistance
- Help locating textbooks for rent, purchase, on reserve, or through the I-Share Program
- Individualized academic & financial advising
- Student success workshops
- Technology skills development

Improve study skills

- Academic tutoring & mentoring
- Weekly coaching
- Academic & skill-building workshops

Receive financial aid application assistance

- Help with the FAFSA
- Scholarship search & writing assistance
- Financial literacy workshops

Meet new students

- Study groups
- Social, cultural & educational events

Increase career awareness

- Career assessments
- Resume/cover letter/job application assistance
- Professional development opportunities & workshops

Successfully transfer to a four-year college

- College tours
- Application & essay writing help

ALL SERVICES PROVIDED TO OUR STUDENTS ARE FREE!



TRiO SSS Goals

The Triton College Student Support Services program is funded to serve 160 students annually with the goal of achieving the following objectives:

- Objective #1** – 85% of all participants served in the reporting year by the SSS project will persist from one academic year to the beginning of the next academic year or earn an associate's degree or certificate at the grantee institution and/or transfer from a 2-year to a 4-year institution by the fall term of the next academic year.
- Objective #2** – 85% of all enrolled SSS participants served will meet the performance level required to stay in good academic standing at the grantee institution.
- Objective #3** – 50% of new participants served each year will graduate from the grantee institution with an associate's degree or certificate within four (4) years.
- Objective #4** – 40% of new participants served each year will receive an associate's degree or certificate from the grantee institution and transfer to a four-year institution within four (4) years.



What past participants are saying about TRiO SSS:

As a new student, learning how the school operates in terms of out-of-district tuition, financial aid and activities amongst other things, TRiO has guided me by giving me the answers and also personally helping me find the solution. I truly appreciate their student support! Every time I go to the office, I'm greeted kindly and I don't feel like I'm viewed as another student, but rather as me, Ysdeyny.

- Ysdeyny L. Naja

I'm very grateful for the TRiO staff and for all of their help during these past few years. They have helped me tremendously. I can honestly say that they have helped me become a better person and leader. Because of their support, I am proud to say that I became the LASO President, where I spent the best 3 semesters I ever had at Triton. Thanks to the TRiO staff, I'm proud to say that I have accomplished a milestone in my life – I graduated with an Associate's Degree and have been accepted to a four-year university!

- Mayra Anguiano



Triton College
TRiO Student Support Services
A Building, Room A-106
trioss@triton.edu

www.triton.edu/trio
(708) 456-0300, Ext. 3484



Library Services



- A. The Library is centrally-located to serve students as a hub for our academic community. It serves as a meeting place, program venue, research center, classroom, and study area—all supported by a friendly staff of professional librarians here to help you!
- B. Ask-a-Librarian! Triton College's librarians are here to answer any and all questions you might have. We specialize in answering the following questions:
- How do I develop a paper/speech/research topic?
 - How do I locate appropriate resources?
 - How do I evaluate the resource that I am finding?
 - How do I cite resources?
 - How do I avoid plagiarism?
 - How do I find a book on ___?



- C. Course Reserves! Come to the Library to access textbooks that your instructors have placed in the library for you to use. All materials are for in-Library use or short-term loans so that all students in a class have the opportunity to use them. Find a list of books on Course Reserve on the Library's website or ask for assistance in the Library.
- D. Our Resources! The Library's collection includes over 80,000 books that you can check out for free, print newspapers and magazines, and over 80 online databases.

- E. The Library as a space! In addition to our extensive resources for you to use in your studies, the Library has lots of spaces and tools for you to complete your work, including:
- Four group study rooms enabled with digital whiteboard technology
 - Communal areas to gather in small groups
 - Individual study carrels
 - Silent study room
 - Computer lab and laptops
 - Lots of cozy reading nooks!

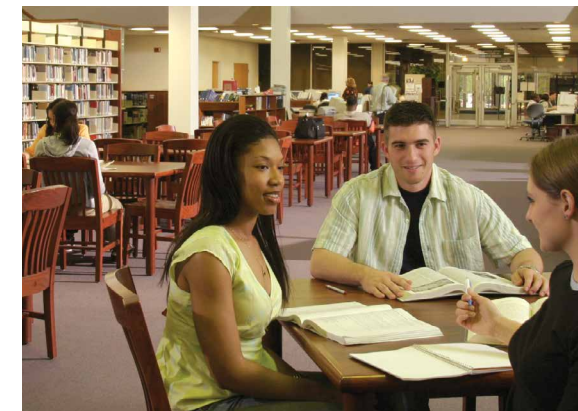
- F. The Library as a community! We encourage you to attend our programs which are designed to foster academic success, personal success, and social interaction. Programs include study and research skills, read-ins, talks, club meetings, and even hands-on activities.

- G. Activate your Library account! Your Triton College student ID card doubles as your Library card. Come to the Library with your schedule and student ID card to activate your Library account so that you can check out books and laptops, use our resources remotely, and print.

- H. For more information and tutorials, check out the Library's website (library.triton.edu), email the Library at refdesk@triton.edu, or call (708) 456-0300, Ext. 3698 to reach a librarian.

- I. Find out what is happening in the Library! Follow us on Facebook and Instagram, to stay up-to-date on news, Library events, and more!

triton.edu/library



Educational Technology Resource Center (ETRC)

Learning Resource Center • Room A-100 • (708) 456-0300, Ext. 3366

The ETRC supports the college curriculum and encourages effective learning by distributing and processing material to support all distance learning education. The ETRC staff provides learning materials and curriculum in a variety of formats, including audio, interactive laser disk, DVD and computer-assisted programs. These services enhance or supplement online learning. The center also provides computer-based educational services to all current Triton College students, faculty and staff. The ETRC is Triton's primary computer lab, with current technology and software. In addition, the ETRC offers noncredit Continuing Education Department courses for Microsoft Office applications.

ETRC Distance Learning Services Online/Blackboard Courses

The ETRC is the student support center for Blackboard courses.

Services include orientations, online tutorials, tutoring, email, telephone, walk-in and online HELP form.

Laptop Loan Program (Library)

For more information, contact
Circulation Desk at (708) 456-0300, Ext. 3215

Group Study Rooms (Library)

For more information, contact
Circulation Desk at (708) 456-0300, Ext. 3215

Learning Communities Lounge (ASC)

For more information, contact
ASC Coordinator at (708) 456-0300, Ext. 3573

Academic Success Center Tutor Services

Math Zone • Room A-112
Science Area • Room A-106A
Writing Zone • Room A-314
Careers Area • Room A-106I

Fall/Spring Semester Hours

Computer Lab

Mondays-Thursdays: 8 a.m.-8 p.m.
Fridays: 8 a.m.-4 p.m.
Saturdays: 9 a.m.-3 p.m.
Sundays: CLOSED

Summer Semester Hours

Computer Lab

Mondays-Thursdays: 8 a.m.-8 p.m.
Fridays: 9 a.m.-2 p.m.
Saturdays: 9 a.m.-1 p.m.
Sundays: CLOSED

UNIVERSITY CENTER

Room B-250

Three public and three private institutions have partnered with Triton College to offer students an opportunity to earn their bachelor or graduate degree without leaving Triton's campus. The partnership includes:

- National Louis University
- Eastern Illinois University
- Benedictine University
- Governors State University
- Southern Illinois University
- Dominican University

Students apply to and graduate from the individual institution offering the selected programs from a range of academic disciplines. All University Center partner schools are fully accredited and maintain the same academic standards as other courses and programs offered through their home site. Each institution has committed to having an on-campus representative at Triton College to assist students with their academic pursuits. Students follow the admission process and deadlines of their selected institution. Prospective students are encouraged to speak with the on-campus representatives provided by each institution.

Degrees Offered:

Behavioral Science, Business Administration, Criminal Justice, Early Childhood, Elementary Education, Fire Service Management, General Studies, Health Administration, Legal Studies, Management, Management Information Systems, Management & Organizational Behavior, Nursing, Public Administration, Public Health, Social Work and Special Education.



Testing Center

Room A-126 • (708) 456-0300, Ext. 3252 • testingcenter@triton.edu • www.triton.edu/testingcenter

Our Mission

Triton College Testing Center is committed to student success and lifelong learning by providing a high quality, comprehensive testing and assessment program that supports the needs of students, faculty, staff, and community members. We are dedicated to maintaining a standard of excellence in the services we offer by adhering to all guidelines set forth by the National College Testing Association.

Testing Center provides a high quality, comprehensive testing and assessment program that supports the needs of our students, faculty, staff and community members. We offer a wide range of services including placements testing, makeup and online testing, job skills assessment, external proctor services and credit by examination assessment (CLEP and DSST). Visit www.triton.edu/testingcenter to learn more.

Placement Testing

New Students to Triton College, regardless of educational intent are required to take the college's placement test. The placement test consists of math, reading, and writing. Students scoring in the College Readiness range must enroll in the appropriate math, reading, and writing courses. Scores are valid for two years. Students are allowed one retest each year. Students may be waived from the placement if they successfully completed college courses in English and math or have met required scores for ACT. Visit www.triton.edu/placementtesting for additional information on placement test waivers.

The ACCUPLACER placement test has three parts: Reading (20 questions), Math (12 to 32 questions), and Sentence Skills (20 questions). All test subjects are untimed, multiple choice, and computer-based. It is recommended that testers allow 1.5 to 2 hours to complete the test.

Outside materials and personal calculators cannot be used on the test. A calculator icon will be available in the test platform for use on specific math questions. Scratch paper and pencil will be provided. Access free ACCUPLACER study materials at <https://accuplacerpractice.collegeboard.org/login>.

Placement Test Workshop

Students who plan to take the placement test are encouraged to attend a workshop. Improving your results on the placement test could save you from having to take extra course work in your program and that will save you tuition money!

Hours of Operations:

Spring and Fall

Mondays-Thursdays; 8 a.m.-8 p.m.

Fridays; 8 a.m.-4 p.m.

Saturdays; 9 a.m.-2 p.m.

Please arrive at least two hours prior to closing to allow enough time to complete the assessment; a test cannot be started within two hours of the Testing Center closing.

During the traditional school year, testing services will begin at 8:30 a.m. Mondays-Fridays and 9:30 a.m. on Saturdays.

During the summer, testing services will begin at 8:30 a.m. Mondays-Thursday and

9:30 a.m. on Fridays and Saturdays.

Mondays-Thursdays; 8 a.m.-8 p.m.

Fridays; 9 a.m.-2 p.m.

Saturdays; 9 a.m.-1 p.m.

Success Navigator General Information/FAQs

What is Success Navigator?

Success Navigator is an untimed online tool that assesses a student's non-cognitive skills that are not typically measured by a standardized placement test, such as academic skills, commitment, self-management and social support.

Who needs to take Success Navigator?

All first-time college students are required to take Success Navigator as part of the placement test process.

How long is Success Navigator?

Success Navigator is approximately 90 multiple choice questions. It is recommended that students allow 20 to 30 minutes to complete the assessment.

What are the steps to complete Success Navigator?

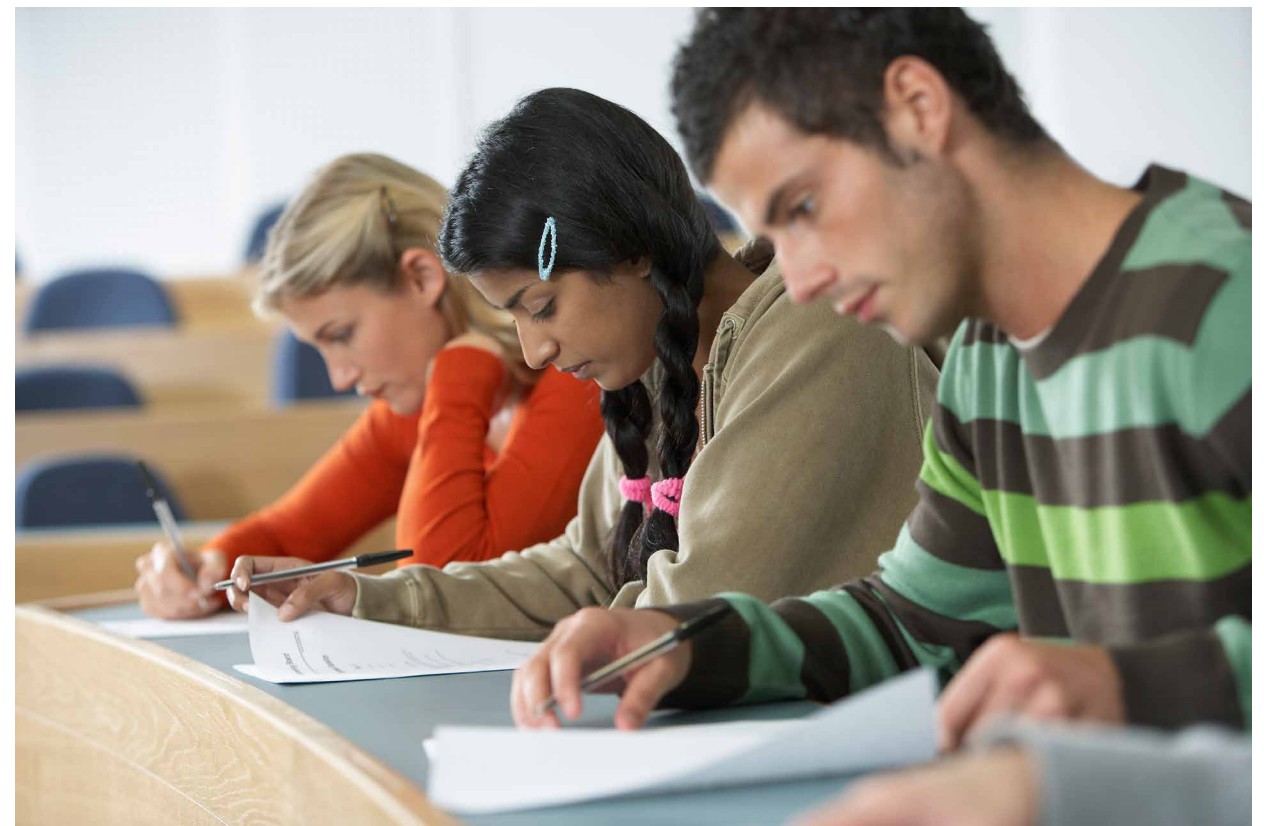
The assessment can be completed on campus at the Triton College Testing Center (A Building, Room A-126) or off campus. Instructions for completing Success Navigator off campus can be found in the student portal under "quick links."

Why does Triton require students to take Success Navigator?

Success Navigator helps the college better serve and prepare students for success by identifying their strengths, needs and opportunities for development.

Do Success Navigator results affect course placement?

Success Navigator results may affect academic placement by increasing a student's course level placement (via multiple measures) and/or may determine placement into Triton's COL 102 Learning Frameworks of College Success course.





Accessing the MyTriton *PORTAL*

- Go to www.triton.edu/mytriton.
 - Click the "Login to the MyTriton Portal" button.
- Your username is your first + last name followed by "@triton.edu."
Example: johndoe@triton.edu
- Your password is the first letter of your first name + the first three letters of your last name + your six-digit birth date in a month/day/year format.
Example: John Doe was born on July 1, 1990, so his password is jdoe070190.
- Once you have successfully logged on:
- Change your password at the top of the page by clicking on your name and selecting the option "Change Password."
 - Do not forget to log off when done and close all tabs. Logging off of the portal is important, especially when using a public computer.



To log off of the portal:
Click the arrow displayed next to your name then select "Sign Out" option and click. A new page will load, indicating that the user must close (quit) the browser to complete the sign out. Be absolutely sure to exit the browser to ensure that you are logged out of the portal.

NEW AND CURRENT STUDENTS
If you are not registered for WebAdvisor, follow the steps below:

- Access your preferred email, whether Hotmail, Yahoo, Gmail, your Triton College email, etc., and compose an email to webadvisor@triton.edu requesting access.
- Make sure to provide the following criteria in your email:
 - First and last name.
 - Date of birth.
 - Last four digits of your Social Security number.
 - Preferred email address to contact.

How to log off of your Student Portal

1. Navigate to the upper right corner and click the arrow displayed next to your name.
2. Once the arrow is clicked, a menu will display, navigate to the "Sign Out" option and click.
3. A new page will load, indicating that the user must close the browser to complete the sign out.

**Be absolutely sure to exit the browser to ensure that you are logged out of the portal.*

MyTriton Portal
mytriton.triton.edu

MyTriton Portal Help
www.triton.edu/mytriton

Navigating the *PORTAL*

- | | | |
|--|---|--|
| User Account <ul style="list-style-type: none"> - I'm new to WebAdvisor - What's my User ID? - What's my password? | Financial Information <ul style="list-style-type: none"> - Make a payment - Account summary - Account summary by term - FACTS tuition payment plan | Financial Aid <ul style="list-style-type: none"> - Review my financial aid awards <p><small>*Financial Aid Status can be found in the "My Documents" folder under the Communications tab</small></p> |
| Academic Profile <ul style="list-style-type: none"> - Transcript - Program evaluation - Test summary - My educational plan - My class schedule - My profile | Registration <ul style="list-style-type: none"> - Search for sections - Search & register for sections - Register and drop sections | Communication <ul style="list-style-type: none"> - My Documents - Email my advisor(s) |

2000 Fifth Ave. • River Grove, IL
Triton.edu • (708) 456-0300

Triton College is an Equal Opportunity/Affirmative Action institution.





A Message from the Triton College Police Department

Dear Students, Parents and Family Members:

We understand that safety is of utmost concern to you. We assure you that we are mission-driven to safeguard the lives and property of our students, faculty and staff while reducing the incidence and fear of crime on campus.

Here are answers to questions we often receive about safety on our campus:

Q. Is the Triton College Police Department like a real police department?

A. Yes. Our Police Department is on duty 24 hours a day, seven days a week. It consists of 18 police officers who are certified by the Illinois Law Enforcement Training and Standards Board. Officers patrol the campus in fully marked police cars, on foot, on bicycles and in golf carts and may be in plain clothes or in uniform.

Q. What services does the Triton College Police Department provide?

A. Services include:

- Free service truck for vehicle problems on campus; e.g., jump-starts, lock-outs, tire changes.
- Free on-campus police escorts upon request.
- Lost and found.
- Emergency crisis notification.
- Non-Emergency/Emergency Direct Line: (708) 456-6911.
- Emergency access via campus phone: dial Ext. 3206, 11 or 911.

Q. How safe is the Triton College campus?

A. Our Police Department is proud of the work it does to prevent the incidence of crime on campus and is a proponent of the Community-Oriented Policing System. Our officers rely on students, staff and faculty to work together with them to report suspicious activity, promote campus safety and prevent crime. Since adopting this system, the college has experienced a 33 percent reduction in crime and an increase in solvable crimes by 20 percent. To access the college's annual security report, go to: www.triton.edu/police.

Q. What can students and campus visitors do to help prevent crime on campus?

A. We urge you to take basic safety precautions; for example:

- Leave valuables at home.
- Make sure your personal property is secured at all times. Unattended backpacks, cell phones, laptops, tablets, coats and purses invite criminal activity and potential loss of these items.
- Park in a well-lit area and lock your vehicle. Call the Police Department for an escort if you are uncomfortable walking to or from your car for any reason.

We encourage you to contact the Triton College Police Department any time you have a question, suggestion or concern.

TRITON COLLEGE

Meal

PANTRY

Our students should only
hunger for knowledge

The Triton College Meal Pantry, located in the **Financial Aid Office (Room B-160)** of the Student Center, is now open and available to any Triton College student. Students may stop in before or after class to select a meal **free** of charge, which will allow them to stay focused in the classroom and achieve academic success.

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Triton College

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Triton College

2000 Fifth Avenue • River Grove, Illinois 60171
(708) 456-0300

Website: www.triton.edu

Email: admissions@triton.edu

www.triton.edu/GainfulEmployment

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View this guide online at www.triton.edu/survival_guide.