

**TRINITY EVANGELICAL DIVINITY SCHOOL
ACADEMIC DOCTORAL OFFICE**

2065 Half Day Road Deerfield IL 60015-1283

Ph: 847.317.8111 Fax: 847.317.8128

Email: DrOffice@tiu.edu

TO: Incoming PhD/EDS, PhD/ICS and PhD/THS Students
FROM: Hae-Won Kim, Academic Doctoral Office Manager
Blaine Lee, Academic Doctoral Office Assistant
DATE: May 30, 2008
RE: **Welcome and Orientation Details for FA 08**

WELCOME!

We are happy to welcome you, along with your director and the rest of the school. Attached is the schedule for the Fall 2008 doctoral orientation which will be held on **Monday, August 25, 2008**. The whole day is set aside for orientation activities that are specifically designed for the new PhD students and it is very important for you to attend. Please put this date on your calendar now and RSVP to DrOffice@tiu.edu by July 15, 2008.

When you reply, please update your contact information as well – email and postal mail addresses and phone number. It is critical for our office to have your current contact information. If you are in transition, give us an email address through which we can communicate and update your mailing address as soon as it is available.

If you have not obtained your user ID and password for Groupwise (email) and MyTrinity (intranet), you can do so by calling our Information Technology's help desk at 877-339-9487 or by e-mailing them at gwhelp@tiu.edu with your ID number, date of birth, and the last four digits of your social security number. To find the ADO website, go to MyTrinity at <https://mytrinity.tiu.edu> and log in using your GroupWise username and password. Click on "TEDS academics" and then click on "PhD Academic Doc." There you will find a variety of pertinent information relating to your program such as course schedule and syllabi, downloadable forms and manuals, etc. The password for the community page is "information" and is for the PhD participants only.

As you go through this packet you will notice some information does not pertain to the PhD program, such as entrance exams and Counselaid. However, information regarding registration and bill payment (see "Beginning At Trinity") is very relevant to you. If you have any questions, do not hesitate to contact us.

Again, we cannot emphasize enough the importance of your attendance at the doctoral orientation on **Monday, August 25**. You will not only spend some time with your program director and your program fellows, but you will also have a big picture of the process of your PhD study by the end of the day.

We are looking forward to seeing you all on campus soon!