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## SECTION II: STUDENT INFORMATION

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SECTION I: GENERAL INFORMATION

COLLEGE VISION
Three Rivers College will be the preeminent, cutting-edge community of learners with a student-first focus, and will operate as a vibrant, dynamic catalyst for the creation of opportunities that foster learning and student success.

MISSION STATEMENT
Three Rivers College inspires, prepares, and empowers students to succeed through open access to high-quality learning opportunities that meet the needs of the communities we serve.

Commitments that inform the mission:
- Open access to educational programs to prepare students for transfer to a four-year baccalaureate institution, as well as programs of career and technical education to prepare students for entry or advancement in the global workforce.
- Comprehensive academic services, learning resources, basic skills development and educational opportunities for students of diverse cultural, socioeconomic and academic backgrounds.
- Support services and student activities to enhance individual growth and academic potential.
- Collaborative partnerships to develop specialized programs that meet the changing needs of business and industry, government, secondary schools and other colleges and universities.
- Lifelong learning opportunities for individuals, who wish to improve job performance, develop new skills or pursue personal interests.
- Community services that support and encourage the economic, civic and cultural vitality of the region.

BOARD OF TRUSTEES
- Gary Featherston – Ripley County
- Darren Garrison – Wayne County
- Randy Grassham – Carter County
- Dr. Amber Richardson – Butler County
- Eric Schalk – Butler County
- Chris Williams – Butler County

COLLEGE CABINET
- Wesley A. Payne, Ph.D., President
- Charlotte Eubank, Chief Financial Officer
- Dr. Justin Hoggard, Dean of Instruction
- Ann Matthews, Dean of Student Services
- Dr. Maribeth Payne, Dean of Institutional Effectiveness
- Steve Atwood, Chief Technology Officer
- Teresa Johnson, Director of Communications
- Missy Marshall, Director, Three Rivers – Sikeston
- Kristina McDaniel, Director of Human Resources
STUDENT RESOURCES

Welcome Center
The place to start when you have questions about Three Rivers College, including information on registration, student email issues, activities, transcripts, etc.
Phone: 573-840-9605 or 877-TRY-TRCC (877-879-8722)
Email: welcomecenter@trcc.edu
Location: 1st floor, Westover Administration Building

Career Services
The Career Services Office provides services and programs to help students with career development and employment needs and provides transfer and articulation information for students planning on transferring after graduation.
Phone: 573-840-9655 x1601
Web page: trcc.edu/studentservices/careerservices
Location: 1st floor, Westover Administration Building

The College Store
In addition to selling and renting textbooks, the College Store offers Meal Plan Cards, computers, school supplies, and TRC branded merchandise. Many of these items can be paid for with financial aid funds.
Phone: 573-840-9610
Email: collegestore@trcc.edu
Web page: bookstore.trcc.edu
Location: Bess Activity Center on campus and at external locations

Disability Services
Three Rivers College is committed to providing equal opportunity for qualified students with disabilities, while maintaining the academic integrity and quality of College programs, in accordance with the American Disabilities Act, the Rehabilitation Act of 1973 and Missouri State Law. For more information, please refer to policy SP2115 Disability Services for Students: trcc.edu/about/collegepolicy.php.
Phone: 573-840-9608 x3738
Web page: trcc.edu/studentservices/disability
Location: 1st floor, Westover Administration Building

Financial Aid
To learn more about the many types of financial aid available to Three Rivers students, visit the Financial Aid section on the College website, check the student handbook, or go to the Financial Aid Office.
Phone: 573-840-9606
Email: financialaid@trcc.edu
Web page: trcc.edu/financialaid/
Location: 1st floor, Westover Administration Building

Myrtle Rutland Library
The Myrtle Rutland Library is the information center at Three Rivers College. The library offers a wide range of resources to help in your academic pursuits, including books, periodicals, databases, study guides, a computing center, and friendly librarians ready to help.
Phone: 573-840-9654
Email: library@trcc.edu
Testing Services
TRC Testing Services administers a number of tests to meet the growing needs of our students, including placement assessment for new students, high school equivalency tests, college-equivalent credit tests, program entrance exams, and certification exams. Details on all the testing services offered and test scheduling information can be found on the Testing webpage.

Phone: 573-840-9667
Email: testing@trcc.edu
Web page: trcc.edu/testing/
Location: 1st floor, Westover Administration Building

Title IX Co-Coordinators
Three Rivers College is subject to the provisions of a federal civil rights law known as Title IX. This law prohibits sex discrimination in education. The College has several policies that pertain to Title IX. A link to these policies, training & information, resources, and the Title IX Reporting Form can be found at trcc.edu/consumerinformation/titleix.

Title IX Co-Coordinators are:
Ann Matthews, Dean of Student Services
Phone: 573-840-9669
Email: amatthews@trcc.edu
Location: 1st floor, Westover Administration Building

Kristina McDaniel, Director of Human Resources
Phone: 573-840-9695
Email: kristinamcdaniel@trcc.edu
Location: 1st floor, Westover Administration Building

Tutoring & Learning Center (TLC)
The TLC’s certified staff of professional and student tutors offer assistance in person, online through Blackboard, and by phone. Subject areas include English, Writing, Math, Science, and Accounting. It provides a convenient setting for students to work individually or in groups.

Phone: 573-840-9638
Email: tlc@trcc.edu
Web page: trcc.edu/arc/tlc
Location: 2nd floor, Academic Resource Commons

COLLEGE POLICIES AND REGULATIONS
For the most up-to-date information on Three Rivers College policies and regulations, visit trcc.edu/about/collegepolicy.
COLLEGE COMMUNICATIONS

Class Cancellations
Should an instructor cancel class, the class cancellation will be posted on the Three Rivers College website at trcc.edu/cancellations/.

Closing of the College
Three Rivers College communicates College closings related to weather and other emergencies through a variety of methods, including email, text messages, the College website, social media, and the greeting on the College’s main number. The College also notifies area radio and television stations about closings. Details about these methods are outlined at trcc.edu/about/closings.

Employee Email
TRC employee email can be accessed via Microsoft Outlook on College computers and via Webmail from the College website. Go to trcc.edu/webmail/index and click on TRC Employee Webmail.

Student Email
TRC Student myMail Webmail is Three Rivers College’s student-only email service and uses Microsoft’s Office365. To access Webmail, go to trcc.edu/webmail/index. All email communication with instructors must be submitted via Student Webmail.

- Three Rivers corresponds with students via TRC Student myMail Webmail.
- Personal email accounts will not be used in order to help ensure the confidentiality of your records.
- All students are required to use their TRC Student myMail Webmail accounts to conduct business or correspond with College offices and employees.
- New students will obtain access within 10 days after initial registration.

Text Messages
Three Rivers College students and employees can receive text messages from the College that include emergency and College closing information. All students and employees are part of the alert messaging system. If you do not want to be part of the alert messaging system, reply to the text message with STOP. For more information, call the Welcome Center 573-840-9605.

SAFETY AND SECURITY REPORT
In accordance with the Jeanne Clery Act (Clery Act), Three Rivers College publishes an annual Safety and Security Report for all locations disclosing campus security procedures for reporting crimes and three years of selected crime statistics. The report also provides information about crimes that might pose a threat to the community, basic rights that must be given to victims of sexual assault, relationship violence and stalking, and the College policy regarding alcoholic beverages and substance abuse. Included in the report is the annual Fire Safety Report for the Rivers Ridge Housing facility at the Poplar Bluff Campus for the prior three years. The entire report may be found at trcc.edu/campussafety/. A printed copy of the report is also available, upon request and at no cost, from the Office of Public Safety.
SECTION II: STUDENT INFORMATION

CONTACTS

Welcome Center ........................................ 573-840-9605
- Any college question
- Login issues

Advising ......................................................... 573-840-9666
- New students
- Change of advisor
- Academic warning
- General advising

Testing Services ........................................... 573-840-9667
- Placement exams
- CLEP exams
- Program-specific entrance exams

Financial Aid .................................................. 573-840-9606
- Verification, A+
- Veterans benefits
- TRA, WIA, Vocational Rehabilitation
- Financial Aid override
- Scholarships

Student Accounts ........................................ 573-840-9662
- Billing
- Payments

Registrar ....................................................... 573-840-9665
- Academic suspension
- Academic override
- Graduation
- Transcripts
- Student records

Disability Services ......................................... 573-840-9608
- ADA accommodations

Career Services ............................................. 573-840-9655
- Career advising
- Job Center
ACADEMIC CALENDAR

Fall 2017
Early registration opens for Fall 2017 for returning students ............................................. March 20
Early registration opens for Fall 2017 for all students ............................................................ April 10
MEMORIAL DAY HOLIDAY .................................................. College closed .................................. May 29
INDEPENDENCE HOLIDAY .................................................. College closed .................................. July 4
Faculty/Staff Convocation .................................................. College closed .................................. August 7
Registration for Fall 2017 with extended office hours ......................................................... August 8-10
Textbook pickup begins ........................................................................................................ August 8
Last day to register ................................................................................................................ August 11
First day of classes ................................................................................................................ August 14
Limited schedule changes available ..................................................................................... August 14-17
Last day to withdraw Full and “B” Session courses ............................................................. August 18
Last day to drop a “B” session course .................................................................................. August 25
Last day to drop a “B” Session course .................................................................................. August 25
Last day to drop “A” Session courses ................................................................................... August 28
LABOR DAY HOLIDAY ........................................................ College closed ................................... September 4
No show process begins for Full and “A” Session courses .................................................. September 5
Last day to drop “A” Session course ..................................................................................... September 22
Last day to withdraw “A” Session ........................................................................................ October 3
“A” Session classes end/finals ............................................................................................... October 4
FALL BREAK ........................................................ No classes/College closed ................................ October 5-6
“A” Session grades due by noon .......................................................................................... October 9
“B” Session courses begin ................................................................................................... October 9
Last day for 100% credit “B” Session .................................................................................. October 10
Last day for 100% credit “A” and Full Sessions ................................................................. October 11
No show process begins for “B” Session .............................................................................. October 11
Winter/Spring 2018 registration opens for current students ............................................... October 16
Winter/Spring 2018 registration opens to all students ........................................................ October 30
Last day to drop a Full Session course (only withdrawals are allowed after this date) .. November 3
Last day to drop a “B” session course .................................................................................. November 17
THANKSGIVING BREAK ................................................... No classes ............................................. November 22-24
Fall grades Due by noon ........................................................................................................ December 1
Last day to withdraw Full and “B” Sessions ........................................................................ December 1
Full and “B” Sessions classes end ........................................................................................ December 1
Final exams for Full and “B” Sessions .................................................................................... December 2-7
Last day to return rental textbooks by 5 p.m. ........................................................................ December 8

Spring 2018
Early registration opens for Spring 2018 for returning students ........................................... October 16
Early registration opens for Spring 2018 for all students ....................................................... October 30
Faculty/Staff Convocation .................................................. College closed .................................. January 8
Registration for Spring 2018 with extended office hours .................................................... January 9-11
Textbook pickup begins ...................................................................................................... January 9
Last day to register ............................................................................................................... January 12
MARTIN LUTHER KING DAY ................................................ College closed .................................. January 15
First day of classes .............................................................................................................. January 16
Limited schedule changes available .................................................................................... January 16-18
Last day to withdraw from College or drop a Full and “A” Session course and not appear on transcript January 29
Last day for 100% credit Full and “A” Sessions ................................................................... January 29
Last day to charge in The College Store ......................................................... January 30
No show process begins for Full and “A” Sessions ........................................... February 5
Last day to drop “A” Session course ................................................................. February 23
Last day to withdraw from “A” Session ............................................................. March 8
“A” Session classes end/final exams ................................................................. March 9
SPRING BREAK ................................................................................................. No classes March 12-16
                                          College closed .................................................. March 14-16
“A” Session grades due by noon ...................................................................... March 19
“B” Session courses begin ................................................................................. March 19
Summer/Fall 2018 registration opens for current students ............................. March 19
Last day for 100% credit “B” Session ............................................................... March 21
Last day to drop a “B” Session course and not appear on transcript .......... March 21
No show process begins for “B” Session ........................................................... March 26
EASTER BREAK ................................................................................................. No classes March 29, 30, & April 2
                                          College closed .................................................. March 30 & April 2
Summer/Fall 2018 registration opens to all students ......................................... April 9
Last day to drop a Full Session course (only withdrawals are allowed after this date) ............. April 20
Last day to drop a “B” Session course ............................................................... May 1
Last day to withdraw from Full and “B” Sessions ............................................ May 11
Full and “B” Sessions classes end ................................................................... May 11
Student Excellence Award Ceremony ............................................................... Tinnin Center 6 p.m. May 11
Final exams for Full and “B” Sessions .................................................................. May 12-17
Spring grades ......................................................................................... Due by noon May 18
Last day to return rental textbooks .................................................................. May 18
Commencement ................................................................................................. May 18

Summer 2018
Summer/Fall 2018 registration opens for returning students - online & walk-In........................................ March 19
Early registration opens for Summer/Fall 2018 for all students ......................... April 9
MEMORIAL DAY ............................................................................................... College closed May 28
Summer “A” and Full Sessions begin (limited change of schedule available through June 5) .................. June 4
Last day for 100% credit for “A” and Full Sessions (no financial credit is available after this date) ................ June 6
Last day to charge in the College Store ................................................................ June 6
Last day to drop “A” and Full course and not appear on transcript ..................... June 6
No show process begins for “A” and Full Sessions ............................................ June 11
Last day to drop an “A” Session class ............................................................... June 21
Last day to withdraw “A” Session ..................................................................... June 27
“A” Session ends/final exams ............................................................................. June 28
Last day to register for a “B” Session class ......................................................... June 28
“A” Session grades due by noon ...................................................................... July 2
“B” Session begins (limited change of schedule available through July 3) ............. July 2
INDEPENDENCE DAY HOLIDAY .................................................................. College closed July 4
Last day for 100% credit for “B” Session (no financial credit is available after this date) ..................... July 5
Last day to drop a “B” Session course and not appear on transcript .................... July 5
No show process begins for “B” Session ........................................................... July 9
Last day to drop a Full Session class ................................................................. July 12
Last day to drop a “B” Session class ................................................................. July 19
Last day to withdraw for “B” and Full Sessions .................................................. July 25
“B” & Full Sessions ends/final exams ............................................................... July 26
Summer grades ......................................................................................... Due by noon July 30
Rental textbook return for summer ................................................................. July 30
WELCOME CENTER
Phone: 573-840-9605  Hours: Monday-Thursday 7:30 a.m.-7 p.m.; Friday 7:30 a.m.-5 p.m.
Location: 1st floor of Westover Administration Building (WEST)
welcomecenter@trcc.edu

MYTRCC
The myTRCC gives you access to student planning, degree audits, financial aid, unofficial transcripts, transcript requests, registration, student account balances, ability to pay online, and application for graduation.

MYMAIL
myMail is the official email system for Three Rivers students. Three Rivers student email must be used for all correspondence with College offices and faculty. Technical assistance is available from the Welcome Center at 573-840-9605.

Student Login information
You will use the same Username and password to log into Blackboard, student email, logging into Three Rivers' PC labs, and CoursEval. Your username will be the same for myTRCC, but the password is not linked, so it may be different from your other accounts.

Username
First initial of first name, followed by entire last name, followed by the last 4 numbers of student ID.

- Example student: Rocky Raider
- Example student ID#: 0123456
- Example username: rrailer3456

Password
Your initial password is a combination of the following:
- Example student: Rocky Raider  Born on July 1, 1966
- First initial of first name, capitalized = R
- First initial of last name, not capitalized = r
- Birthday in numerical format: Month (2 digits), Day (2 digit), Year (2 digit) = 070166
- Ends in an exclamation point = !
- Based on these criteria, your initial password would be Rr070166!
- If you ever contact the Welcome Center because you lost your myMail student email password, it will be reset to this initial password.
- Upon login, you will be immediately told "Your password has expired." Re-enter your username, the old/initial password, and your new password.

Your password restrictions
Your new password must have 8 to 16 characters and contain:
- Lowercase characters a-z
- Uppercase characters A-Z
- Numbers 0-9
- Symbols ! # $ %

Passwords cannot contain the username alias (the part before @ symbol in your email). Do not use your Social Security number, which is private information.
BLACKBOARD
Blackboard is the web-based system used to access online courses and additional web portions of face-to-face courses.

You will have access to course syllabi and learning materials starting the first day of the semester. Use the same username and password as your myMail student email. If you cannot access your student email, contact the Welcome Center and request a “Student Email Password Reset.”

TECHNICAL ASSISTANCE
If you have technical trouble, you can contact the Distance Learning department for Blackboard support by emailing blackboard@trcc.edu immediately. Copy the instructor of the course on the email. Please do not wait until the next day to report issues.

REGISTRATION
You can use myTRCC to register for classes through Student Planning, and you can check grades, account balance, financial aid, and more through myTRCC.

- Courses must directly apply to your program of study in order for financial aid to pay.
- Courses taken outside of your degree plan will be your financial responsibility.
- You MUST meet with your faculty advisor to select the correct courses that apply to your degree plan.
- All planned courses must be approved by the faculty advisor before you will be allowed to register each semester.

Summer Session
Summer sessions consist of two four-week sessions and one eight-week session.

Winter Term
Three Rivers offers a four-week online session between the Fall and Spring semesters. You are advised to limit your course work to six credit hours during the Winter session due to the intensity of the work load and time frame.

Changing Classes
You can change classes at any time until the first day of class. After the first day of class, you must seek instructor consent.

ATTENDANCE
- Administrative drop for non-attendance in face-to-face/ITV course.
  o You will be administratively dropped from a face-to-face/ITV class if you have not attended or actively participated for 14 consecutive days.
  o The term “consecutive days” does not refer to active course periods but instead refers to actual days including Saturday and Sunday.
- Administrative drop for non-attendance in online courses.
  o You are required to actively participate in online courses at least weekly. Participation in an online course may include engaging in a discussion board; submitting an assignment; participation in an online classroom blog; and other course related activities designated in the syllabus. Simply logging into the course does not constitute active participation.
Failure to actively participate for two straight weeks will result in the course being dropped.

DROPPING A COURSE

- A course may be dropped at any time prior to the date published in the Academic Calendar, which is the 75% date of the course. After this date, you cannot drop a single course, but you may withdraw from all courses, unless granted permission for a late drop by the Chief Academic Officer.
- Courses dropped during the 100% refund period will not be recorded on your transcript. Courses dropped after the 100% refund date will be recorded on your transcript with a “W” grade.
- You should consult with your advisor prior to dropping a course.
- Dropping a class could have possible implications on financial aid. You should speak with the Financial Aid Office before dropping a course.
- The last day to drop a course for each semester is stated in the Academic Calendar.

WITHDRAWING FROM ALL COURSES

A withdrawal from college is when you drop all courses taken during a semester.

- You should consult with your advisor prior to withdrawing from college.
- Withdrawing from college could have possible implications on financial aid. You should speak with the Financial Aid Office before withdrawing from classes.
- The last day to withdraw from all courses is stated in the Academic Calendar.

INCOMPLETE COURSE GRADES

If extenuating circumstances prevent completion of course requirements by the end of the semester, you may inquire about a grade of “I” (incomplete).

- The instructor of the course must grant the permission.
- 75% of the coursework with a passing grade MUST have been completed.
- An incomplete grade must be removed by the completion of the necessary course work within a maximum of one regular semester or the “I” grade will be changed to an “F.”

ACADEMIC STANDARDS

Academic Load

- Academic load is the number of credit hours taken at one time.
- The normal academic load for a semester is 15 to 16 semester credit hours during the Fall or Spring.
- You may request permission to take more than 21 hours from the Dean of Instruction (573-840-9621).
Grading System
The grades A, B, C, D, F, and CR are used to evaluate the quality of your work. They are defined as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINTS PER CREDIT HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit, No Grade</td>
</tr>
</tbody>
</table>

There are also certain non-credit grades issued by instructors. They are as follows:

<table>
<thead>
<tr>
<th>Non-Credit</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
</tr>
</tbody>
</table>

- **Grade** – Letter grade received for course.
- **Credit hour** - A “credit hour” is the unit of measure for college coursework, usually based on the number of classroom hours per week throughout a term.
- **Grade points** – Points assigned to a letter grade.
- **CR – Credit, no grade** – Course credit is given. No letter grade is assigned, and the course is not included in GPA calculation.
- **NP – No pass** – Course was not completed with passing grade. No letter grade is assigned and the course is not included in the GPA calculation.
- **W – Withdrawn** – Course was dropped during the semester. The course is not included in GPA calculation.
- **AUD – Audit** – Course is taken as review without assignment of a course letter grade. Audit courses are not eligible for financial aid and are not included in the GPA calculation.
- **I – Incomplete** – Course was not completed by end of the semester in which it was taken. Instructor permission has been granted to complete the course in a designated time frame. Course is not included in GPA calculation until letter grade is assigned at completion.
Institutional Grade Point Average (GPA)

Your grade point average (GPA) is determined by multiplying the number of grade points for each grade received by the number of semester hours for that course. This total is divided by the total number of semester hours attempted, excluding courses with W, CR, NP, or I grades.

Example

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Received</th>
<th>Credits Attempted</th>
<th>Grade Value (from table above)</th>
<th>Total Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 163</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9.00</td>
</tr>
<tr>
<td>IST 100</td>
<td>C</td>
<td>3</td>
<td>2</td>
<td>6.00</td>
</tr>
<tr>
<td>PSYC 111</td>
<td>A</td>
<td>3</td>
<td>4</td>
<td>12.00</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>A</td>
<td>3</td>
<td>4</td>
<td>12.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>12</td>
<td></td>
<td>39.00</td>
</tr>
</tbody>
</table>

Take the Total Grade Point Value (39.00) and divide by the number of credits (12).

\[ \frac{39.00}{12} = 3.25 \]

In the example, the Grade Point Average is 3.25.

TESTING SERVICES

Phone: 573-840-9664
Hours: Monday-Friday 8 a.m.-5 p.m.
Location: Westover Administration Building, 1st floor

Some exams have associated fees. Please visit trcc.edu/testing for more information concerning fees.

CLEP Test
- The College Level Examination Program (CLEP) is a series of tests that students can take to earn college-equivalent credit.
- Please consult your advisor and the online College Catalog for a list of current CLEP-eligible subject tests and the maximum credit limit.

ACCUPLACER Placement Test
- The ACCUPLACER is used to determine the appropriate math, English, and/or reading course to enroll in.
- You can retake portions of the ACCUPLACER exam to test out of transitional courses.
- You can only take the ACCUPLACER test once every 30 days unless you complete remediation in the Academic Resource Commons.
- Schedule your ACCUPLACER test online or contact Testing Services.

Technical Skills Assessment (TSA)
- The TSA exam is a program-specific assessment for Associate of Applied Science (AAS) degrees.
- Degree programs required to take this exam are Accounting, Agribusiness, Business Management, Early Childhood Development, Forestry, Office Administration, Medical Billing and Coding, and IT Specialist.
- You must apply for graduation before registering for this exam.
MoGEA Exam
- The MoGEA (Missouri General Education Assessment) is required of all education majors planning on attending a 4-year institution in the state of Missouri.
- To register and pay for the MoGEA test and the TRC proctor fee, go to trcc.edu/testing.
- Registration is not complete until BOTH fees are paid. Seating is limited.

FINANCIAL AID
Phone: 573-840-9606  Hours: Monday-Friday 8 a.m.-5 p.m.
Location: Westover Administration Building, 1st floor
financialaid@trcc.edu

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Records Needed</td>
<td>2015 tax year</td>
<td>2016 tax year</td>
<td>2017 tax year</td>
</tr>
<tr>
<td>Semesters student plans to attend</td>
<td>Fall 2017 Spring 2018 Summer 2018</td>
<td>Fall 2018 Spring 2019 Summer 2019</td>
<td>Fall 2019 Spring 2020 Summer 2020</td>
</tr>
</tbody>
</table>

Summer semester is treated as a trailer semester to the academic year.

Complete the FAFSA Online
The Federal Application for Student Aid (FAFSA) is required for any student seeking federal financial aid. You can complete the FAFSA online.

Apply for FSA ID at fafsa.ed.gov.
1. Complete the Free Application for Federal Student Aid (FAFSA) online at fafsa.ed.gov. Make sure to select the correct FAFSA year (see table above). Remember no fee is charged to apply.
2. Be sure to add Three Rivers College school code 004713 to your FAFSA under the “school selection” tab.
3. Link your taxes using FAFSA’s IRS Data Retrieval Tool (dependent students will also need to link parent tax information). Instructions for linking taxes are available at irsdataretrievaltool.com/irs-data-retrieval-tool-step-by-step-instructions.
4. For more information on how to complete the FAFSA, you may contact the Financial Aid Office or refer to the Federal Student Aid Website studentaid.ed.gov/sa/fafsa.
5. For specific information on Pell grants visit studentaid.ed.gov/sa/types/grants-scholarships/pell.

FAFSA Verification Process
What is verification? And why me?
- The Department of Education randomly selects applications for verification.
- If you are randomly selected, the College will request additional documentation to verify that all the information on the FAFSA is correct. The Financial Aid Office will make any necessary corrections when completing the verification process.
- For more information on the verification process, please refer to the Federal Student Aid website studentaid.ed.gov/sa/fafsa/next-steps#verification.
How do I know if I am selected for verification?
- You can review the comment section on your FAFSA Student Aid Report (SAR) at fafsa.ed.gov by selecting “View and Print Your Student Aid Report (SAR).”
- The Financial Aid Office will request any additional documentation needed to complete processing of your file via your myTRCC student email.

How do I complete my file?
- Complete the appropriate verification form.
- Make sure taxes for student, spouse, and parents (if applicable) are linked into the FAFSA using the IRS website irsdataretrievaltool.com, if available, or provide copies of appropriate tax return transcripts.
- Additional documents may be requested as needed. It is your responsibility to make sure the Financial Aid Office receives the items requested in a timely manner.
- Award letters are available to view through your myTRCC account. Unless you notify the College in writing to decline your financial aid awards, we will consider you as having accepted your financial aid awards. Award letters are not mailed. Paper copies are available upon request.

Scholarships
Three Rivers College offers a variety of academic, service, private, and endowed scholarships, which are awarded based on criteria set forth by the institution and/or donor. You will be considered for eligible scholarships as part of the admission process.

Federal Work Study (FWS)
Three Rivers College participates in the Federal Work-Study (FWS) Program, which allows selected eligible students to work between 5 and 19.5 hours per week throughout the semester. In order to be eligible for work study employment, you must have financial need, be enrolled in the current semester, and be in good academic standing. Completing the FAFSA is necessary to determine your eligibility for FWS.

For a list of current open positions, visit our Federal Work Study web page. Applications and available positions are available at the Financial Aid Office.

For more information visit studentaid.ed.gov/sa/types/work-study.

Missouri A+ Scholarship Program
Three Rivers welcomes students who have earned a Missouri A+ Scholarship for college classes or career training. The A+ program covers the cost of tuition and common fees for eligible classes; however, the award is reduced by the amount of available, non-loan, federal financial assistance, such as the federal Pell grant. Your A+ amount may result in zero if the Pell grant is sufficient to cover your tuition and common fees.

To maintain eligibility while attending Three Rivers, you must:
- Submit a copy of your official A+ stamped high school transcript.
- Complete and submit the FAFSA application each year.
- Be enrolled in AND complete a minimum of 12 hours Fall and Spring. Enroll in 6 hours if enrolled during Summer.
- Complete the first semester with a 2.0 cumulative grade point average and complete each following semester with a 2.5 cumulative grade point average.
• Be enrolled in an approved degree or certificate program (visiting students are not eligible).

**If you drop classes after receiving an A+ disbursement:**
- You will be financially responsible for the charges for that class, as funding will be returned to the State of Missouri for the dropped course(s).
- If, after dropping the class, you do not meet the 12-hour completion requirement (6 for summer), you will lose your A+ eligibility for future semesters. To regain eligibility, you must complete the number of credits making the difference between the actual credits completed and the required 12 credits. (For example, if you only complete 7 hours in Spring, you’d have to complete 5 credits in Summer to regain A+ eligibility for the following Fall).
- If, after your first renewal, your cumulative GPA drops below 2.5, you lose your eligibility. You may regain eligibility the semester after you bring your cumulative GPA back up to 2.5 or greater.

**How long can I receive my A+ award?**
Your eligibility expires when the earliest of the following occurs:
- You have a 4-year window beginning at high school graduation within which to use A+. (Service in the U.S. armed forces can defer your eligibility window.)
- You receive an associate degree.
- You complete 105% of the credit hours required in your current program of study.

For more information on the Missouri A+ program, contact the Financial Aid Office or visit the Missouri Department of Higher Education website dhe.mo.gov/ppc/grants/aplusscholarship.php

**Student Loans**
Three Rivers College is approved to participate in the Federal Direct Student Loan program, which includes Subsidized Student Loans, Unsubsidized Student Loans, and Parent Plus Loans. **Student loans must be repaid.** Go to studentaid.ed.gov for additional information.

**Veterans Information and Services**
The Office of Financial Aid is responsible to certify all veterans benefits and provide services to students who are eligible to receive education assistance as administered through the U.S. Department of Veterans Affairs (DVA). Veterans, dependents, and spouses of veterans or members of the National Guard should contact the Office of Financial Aid to initiate their GI Bill benefits, as well as federal and state tuition assistance. Monthly benefit rates are set by Congress and the DVA and vary according to the student’s benefits categories and enrollment.

VA Educational Benefits recipients are required to meet the same standard of progress as all students. In addition, veterans and their dependents are required to:
- Declare an approved educational program of study.
- Submit all high school transcripts, previous college transcripts, and military transcripts to the Office of the Registrar.
- Veterans and members of the National Guard should present a copy of their DD-214 (member 4 copies) or NOBE.
- Notify the Office of Financial Aid of any changes to enrollment or program of study.
Active service members, veterans, and their IRS-defined dependents are charged in-district tuition without regard to current residency. For spouses and dependents (who do not meet IRS-required guidelines), tuition will be charged per U.S. Department of Veterans Affairs regulations.

Go to benefits.va.gov/gibill/ or trcc.edu/financialaid/veterans for additional information.

Outsourced Agency Services

The Trade Adjustment Allowance Program (TAA) benefits individuals laid off or who had hours reduced because their employer was adversely affected by increased imports from other countries.

The Workforce Innovation Opportunity Act (WIOA) is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy programs.

There are three types of WIOA students:

- Dislocated Worker: Individuals 18 years and older who have lost their employment due to a permanent layoff, plant closure, dismissal, or displacement as a homemaker.
- Youth: Individuals ages 14 through 21 who are a member of a household that receives public assistance or who meet income eligibility criteria and who have a barrier to employment and need additional assistance to complete an educational program or to secure or retain employment.
- Adults: Individuals age 18 or older who are members of a household receiving public assistance.

Vocational Rehabilitation

In cooperation with the Division of Vocational Rehabilitation of the State Department of Education, Three Rivers provides educational experiences that assist individuals who have disabilities in living and working in a contemporary society. Go to dese.mo.gov for additional information.

- Specific information concerning eligibility and application procedures may be obtained from any federal Vocational Rehabilitation Office or through the Missouri Department of Elementary & Secondary Education website dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation.
- Advising and Academic Support Services are provided to vocational rehabilitation students during their enrollment through the Financial Aid Office and Enrollment Services.
Satisfactory Academic Progress for Financial Aid and Academics

While everyone achieves at different levels, satisfactory academic progress (SAP) is a requirement of continued attendance and financial aid eligibility. For more information on SR 2760 Satisfactory Academic Progress go to trcc.edu/about/collegepolicy.php.

To maintain satisfactory academic progress (SAP) for Financial Aid you must:
- Complete an eligible program in no more than 150% of the published length of the program.
- Successfully complete 67% of attempted credit hours each semester.
- Maintain the required cumulative grade point average (GPA) listed below based on total hours attempted:

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>GPA Required*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 15</td>
<td>1.50</td>
</tr>
<tr>
<td>16 - 30</td>
<td>1.70</td>
</tr>
<tr>
<td>31 - 44</td>
<td>1.90</td>
</tr>
<tr>
<td>45+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*Transitional courses will be computed in GPA and the credit hours attempted and completed. Courses with an I, CR, NP, AND W grade are excluded from GPA.

To maintain academic eligibility for Academics you must:
- Maintain the required cumulative grade point average (GPA) listed below based on total hours attempted:

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>GPA Required*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 15</td>
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<td>1.90</td>
</tr>
<tr>
<td>45+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

* Transitional courses will NOT be calculated in GPA. Credit hours for transitional courses will be calculated in the completed credit hours.

Financial Aid Warning
- If you do not meet satisfactory performance, you will be placed on academic and/or financial aid warning.
- While on warning, you will be required to meet with an advisor to alter your education plan and may be required to reduce the number of courses you are taking.
- You may continue to enroll and receive federal financial aid while on warning status.
- While on suspension, you are not eligible to enroll and/or receive federal funding.
- You will be notified of being placed on warning status or suspension via your college student email account.

Financial Aid Suspension
- Failure to meet satisfactory academic progress while on warning status will result in an academic and/or financial aid suspension.
- If you have a suspended status, you will be notified at the end of each semester or as deemed necessary on an individual basis.
- Once suspended, you are not eligible for federal student aid; however, you may submit a Suspension Override Request Form along with all required documentation to the Office of Financial Aid either by postal mail, scanning and emailing to financialaid@trcc.edu, faxing to 573-840-9604, or returning to the location nearest you.
- Suspension overrides will generally be considered only for extenuating circumstances.
- Decisions are based on the extenuating circumstances, supporting documentation, and your academic history.
• Academic and financial aid overrides may be granted together or separately, and the approval of one does not automatically guarantee the approval of the other.

• If you are granted an academic suspension override and not a financial aid override, you will be allowed to enroll but will have to pay for courses without federal funding.

• If you are granted an override, you will be required to meet with an advisor to evaluate your education plan.

• You may be required to reduce your course load, eliminate online coursework, or repeat failed coursework.

• Forms are available at the Welcome Center, any external location, or on the College website at trcc.edu/forms/financialaid/suspensionoverride.pdf

• The completed form should be returned to the Office of Financial Aid via email at financialaid@trcc.edu

Financial Aid Probation

• If the Academic Suspension Override is approved, you will be placed on academic probation and be able to enroll in coursework without sitting out a semester.

• If the Financial Aid Suspension Override Request is approved, you will be placed on probation and continue to receive aid.

• Failure to meet satisfactory academic progress in any following semester will result in loss of financial aid.

Repeating Coursework

Federal funding will only pay for ONE repetition of a course where a passing grade was earned. Federal funding will pay to retake courses until a passing grade is earned.

The Missouri A+ Scholarship will not pay for a course more than one time. Please check with the Financial Aid Office for further information regarding specific financial aid programs.

CONSUMER INFORMATION DISCLOSURES

Important information regarding (but not limited to) general statistics about the institution, financial assistance (including loans), athletic participation, annual security and fire safety report, student rights and responsibilities, gainful employment, financial aid code of conduct, and the Family Educational Rights and Privacy Act at Three Rivers College can be found at trcc.edu/forms/consumerdisclosures.pdf. Paper copies are available upon request from the Office of Financial Aid.

Annual Security and Fire Safety Report

In accordance with the Jeanne Clery Act (Clery Act), Three Rivers College publishes an annual Safety and Security Report for all campuses disclosing campus security procedures for reporting crimes and three years of selected crime statistics. The report also provides information about crimes that might pose a threat to the community, basic rights that must be given to victims of sexual assault, relationship violence and stalking, and the College policy regarding alcoholic beverages and substance abuse. Included in the report is the annual Fire Safety Report for the Rivers Ridge Housing facility at the Poplar Bluff Campus for the prior three years. The entire report may be found at trcc.edu/consumerinformation/security.php. A printed copy of the report is also available, upon request and at no cost, from the Office of Public Safety.
Federal Student Aid Penalties for Drug Law Violations
Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance. If a student is convicted of a drug offense after receiving federal aid, they should notify the Office of Financial Aid immediately. Additional information may be obtained at studentaid.ed.gov/sa/eligibility/criminal-convictions.

OFFICE OF STUDENT ACCOUNTS
Phone: 573-840-9662 Hours: Monday-Friday 8 a.m.-5 p.m.
Location: Westover Administration Building, 1st floor

The services provided include but are not limited to:
- **Payments** – Payments are accepted in person during business hours, by mail, and online on myTRCC. We accept cash, check, MasterCard, Visa, American Express, and Discover.
- **Billing** – The Office of Student Accounts bills students and sponsors for tuition and fees. Authorization to bill sponsors must be received in the Office of Student Accounts by the first payment due date. Statements are available on myTRCC.
- **Refunds** – Excess financial aid funds are distributed via the Raider OneCard from Bank Mobile. You may view your account and refund status in myTRCC.
- **Parking stickers** – You may pick up Three Rivers parking stickers in the Office of Student Accounts. Parking stickers are valid for one year from June 1 through May 31.
- **Tax forms** - 1098-T tax forms are distributed by January 31 annually. The 1098-T form is also available on myTRCC.

Refund Information
trcc.edu/studentaccounts/raideronecard

Payment of Tuition and Fees
If you cannot pay your bill in full, the College has payment plans available.

If you do not have approved Financial Aid Awards:
- Pay in full through myTRCC.
- Payment plan arranged with the Three Rivers College Office of Student Accounts.

If you have approved Financial Aid Awards:
- Pending Aid Plan through the Three Rivers College Office of Student Accounts.

For more details: trcc.edu/studentaccounts/tuitionfees.php.
BANKING/ATM MACHINES
Southern Bank
- Banking and ATM Services are available at the Poplar Bluff location in the Bess Student Center.
- Banking operating hours are Monday through Friday, 9 a.m. to 12 p.m.

The Raider OneCard is accepted at any Allpoint ATM machine without charge.

REGISTRAR
Phone: 573-840-9665 Hours: Monday-Friday 8 a.m.-5 p.m.
Location: Westover Administration Building, 1st floor

Right to Privacy and Review of Records
The Family Educational Rights and Privacy Act (FERPA) gives you the right to:
- Review your official college records
- Request amendment to your records
- Restrict your name from certain reports
- File appropriate FERPA complaints with the U.S. Department of Education
- Obtain TRC’s FERPA policy statement

FERPA questions should be directed to the Office of the Dean of Student Services.

Directory information about you is available to the public. This information includes:
- Name
- Address
- Telephone listing
- Date of birth and place of birth
- Major or field of study
- Dates of attendance
- Full-time or part-time enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degree(s) or certificates awarded
- Awards received
- Previous educational agency or institution attended

When health and safety concerns can be documented, campus community and law enforcement personnel may also view a student photo.

The College releases lists of students on the Dean’s List and names of graduates to newspapers. Names and addresses of TRC graduates or candidates for graduation will be released to four-year institutions and military recruiters upon request.

If you object to the release of directory information, complete a Request to Restrict Directory Information form in the Office of the Registrar. The request will remain in place until revoked in writing.

Go to trcc.edu/about/collegepolicy.php for more information.
RECORDS AND TRANSCRIPTS

Student academic records are considered private and are protected by the federal Family Education Rights and Privacy Act (FERPA) and other institutional, state, and federal privacy regulations.

Ordering Transcripts

For Current Students:
- Log on to myTRCC.
- Select the “Order My Official Transcript” link and follow the prompts.

For Any Student:
- Order through the National Student Clearinghouse at getmytranscript.com. This link does not require a password and may be used by any current or former Three Rivers student.
- Choose Three Rivers College from the dropdown box.
- Read the instructions and click on Start, then follow the prompts.

You will need to provide the following information to request a transcript:
- The name and address of the recipient.
- Credit or debit card information, including the three-digit security code found on the back of your card.
- The cost is $6 per copy and is paid at the time of the request.
- Transcripts are generally processed within 2 business days.
- Same day processing is available for a fee of $15. Contact the Registrar’s office for information.

Verification of Enrollment
- You may periodically need enrollment verification for insurance, employment, and other purposes.
- Verification of enrollment is available at no cost from the Registrar’s Office.
- Please allow 3 business days for processing.

Graduation
- You can apply for graduation by submitting the Graduation Application on your myTRCC account.
- You should submit your application by February 1 for May graduation and October 1 for December graduation.
- You should submit an application for each of your programs and certificates.
- Once the applications are submitted, the academic record is evaluated by the Registrar and you are notified via myMAIL of further direction.
- Check your email frequently.

Commencement Ceremony
- The annual commencement ceremony is held in May of each year. If you are graduating in December, you are eligible to participate in the next commencement ceremony.
- You are not required to participate in the Commencement Ceremony, however we encourage you to attend and to invite family and friends to join the celebration.
- Information about cap and gown orders will be sent to you via myMAIL.
- Participating in the commencement ceremony does NOT guarantee receipt of a degree. Degrees are awarded after all grades are posted and degree eligibility is confirmed by the Registrar.
Graduation with Honors
For purposes of the commencement ceremony and graduation program, the cumulative grade point average from the preceding semester will be used to identify honor students. However, the final cumulative grade point average will be used to determine final honors status and will be noted on the official college transcript and diploma.

- 3.50-3.69 will be designated Cum Laude
- 3.70-3.89 will be designated Magna Cum Laude
- 3.90-4.0 will be designated Summa Cum Laude

DISABILITY SERVICES
Phone: 573-840-9608 Hours: Monday, Wednesday, Friday 9 a.m.-5 p.m. & Tuesday, Thursday 8 a.m.-5 p.m.
Location: Westover Administration Building, 1st floor

Disability Services provides and coordinates accommodations if you are eligible and have a documented disability. To receive services, you must be willing to self-disclose and provide documentation of your disability from a qualified professional.

Disability support services can include help with:
- Registration
- Personal advising
- Classroom adaptations
- Alternative testing methods
- Books in alternative formats
- Volunteer note-takers
- Accessible parking
- Readers
- Scribes

You are encouraged to help determine the most reasonable and appropriate accommodations needed to obtain your education goals.

If you have a disability, contact the Coordinator of Disability Services before registering at 573-840-9608. Early contact will allow the office to determine eligibility for accommodations, review appropriate disability documentation, and arrange for accommodations. Some accommodations may require more time to arrange for particular courses.

Three Rivers is committed to providing equal opportunity for qualified students with disabilities, while maintaining the academic integrity and quality of College programs, in accordance with the American Disabilities Act, the Rehabilitation Act of 1973, and Missouri State Law.
CAREER SERVICES
Phone: 573-840-9655   Hours: Monday-Friday 8 a.m.-5 p.m.
Location: Westover Administration Building, 1st floor

Career Services offers a wide variety of free services to help you with the career decision-making process. The staff advises and provides resources and the tools needed to research career paths and college majors that match your interests, abilities, and workplace values. Services provided include the following:

- Career exploration
- Assessment and planning assistance
- Job search assistance
- Job postings from local employers
- Career and job fairs
- Resume and cover letter assistance
- Interviewing skills assistance
- Transfer/articulation information
- Transfer fairs

COLLEGE CENTRAL NETWORK
An online job board that includes career advice documents and a resume builder is available at https://www.collegecentral.com/trcc/

STUDENT ORGANIZATIONS
A variety of student organizations (shown below) are available at Three Rivers. Activities are designed to assist students in developing culturally, socially, and educationally.

- Aggies
- Alpha Delta Nu Honor Society
- Auto Club
- Baptist Student Union
- Collegiate DECA
- Fellowship of Christian Athletes
- Gay-Straight Alliance
- Multicultural Organization
- NaFME
- Phi Beta Lambda
- Phi Theta Kappa
- Sigma Kappa Delta
- Skills USA
- S-MSTA
- Spanish Club
- Student Ambassadors
- Student Government Association
- Student Nursing Association
- Triple Creek Cutters
- Veterans Association
- Writing Circle

For more information on student organizations call 573-840-9666.
ACHIEVE PROGRAM
Phone: 573-840-9650
Location: Academic Resource Common (ARC), 2nd floor

ACHIEVE is a federally funded TRiO Student Support Services Program that serves first-generation and low-income students and students with disabilities. ACHIEVE provides the following services to students who are selected to participate in the program:

- Advising & Counseling
- Tutoring
- Seminars
- Cultural Enrichment
- Advocacy

ACADEMIC RESOURCE COMMONS (ARC/LIBRARY)
The Academic Resource Commons (ARC) is your source for quality assistance in your academic pursuits. Computers for your use are available in both the Library Computing Center and the Tutoring & Learning Center. Pay for print is available only in the Library Computing Center (1st floor, ARC).

MAKING COPIES
Students are allowed to print pages from their student account or make copies on the copy machines for a minimal fee per page in the Library Computing Center located on the 1st floor of the Academic Resource Common (ARC).

For more information, call 573-840-9654 or email library@trcc.edu.

TUTORING & LEARNING CENTER
Professional and student tutors offer assistance in a variety of subject areas.

Tutoring & Learning Center Hours:

<table>
<thead>
<tr>
<th>Spring/Fall Semesters</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday 7:30 a.m. - 7:30 p.m.</td>
<td>Monday-Thursday 7 a.m. - 6 p.m.</td>
</tr>
<tr>
<td>Friday 8 a.m. - 5 p.m.</td>
<td>Friday-Sunday Closed</td>
</tr>
<tr>
<td>Saturday &amp; Sunday Closed</td>
<td></td>
</tr>
</tbody>
</table>

Location: 2nd floor of the Academic Resource Commons (ARC)
For more information, call 573-840-9638.
FOOD SERVICES

- Food Services are located in the Bess Student Center next to the Three Rivers College Store.
- Hours of operation vary throughout each semester depending on the College schedule and events.

VENDING MACHINES

- Vending machines are available in all classroom buildings.
- If you have technical difficulty or if money is lost in a vending machine, report it to the Office of Student Accounts in the Westover Administration Building (WEST) or the front desk staff at external locations.

THE COLLEGE STORE

Website: collegestore.trcc.edu
Email: collegestore@trcc.edu
Phone: 573-840-9610
Hours: Monday-Friday 8 a.m. to 5 p.m.
Text: Text the word book to 313131 to qualify for giveaways and specials available only for our texting customers.

- The College Store is located in the Bess Student Center on the campus of Three Rivers College in Poplar Bluff.
- You will need your printed class schedule and your student ID or a picture ID to pick up your textbooks.
- Poplar Bluff, Sikeston, Dexter, Kennett, and Malden stock textbooks for courses taught at those locations.
- If you are taking a web class, visit The College Store website for possible pick up locations based on where you are currently living.
- You can order textbooks online at The College Store website: collegestore.trcc.edu.

Textbook Pickup

Textbooks can be picked up typically one week prior to the start of each semester

- When you make a purchase or checkout a rental book from The College Store, you agree to our Complete Return Policy, which you must read and is available on The College Store website listed for that term.
- The deadline for returning a rental book to The College Store at Poplar Bluff, Sikeston, Dexter, Kennett, and Malden is the last day of finals of the semester in which it was rented.
- If you do not return your rental book by the deadline, your rental converts to a new book purchase, plus a $25 fine per book will be charged to your Three Rivers College account.
- If you have questions regarding textbook charges or fines on your account, you must email The College Store for more information at collegestore@trcc.edu.
Meal Plan Card
- Purchase at The College Store with your excess Pell and student loan funds, cash, credit card, or check.
- Select merchants in Poplar Bluff, Sikeston, Dexter, Kennett, and Malden. List of current merchants accepting the Meal Plan Card is available at The College Store and on The College Store website collegestore.trcc.edu.
- Options include bi-weekly automatic uploads.
- You can add additional value to your Meal Plan Card in $100 increments during the financial aid charging period in-person or by emailing The College Store: collegestore@trcc.edu.
- At the end of the semester, we can refund any balance still remaining on your Meal Plan Card to your Three Rivers College account.

COMPUTER USE
You have access to computers, software, and the Internet to assist in your studies at the College. You are also provided a College email account and personal online student account upon enrollment. The use of College computers, network, and email systems are subject to acceptable use as defined in ITP and ITR 8100 Acceptable Use, which can be found at trcc.edu/about/collegepolicy.php.

EMERGENCY PHONE MESSAGES
Telephone
- Telephone messages will be delivered to students only in cases of emergencies and only when the student can be located at a College facility.
- Students are asked to advise friends and relatives not to call them at the College except in cases of extreme emergency.
- Please contact the Office of the Dean of Students at 573-840-9669, to have an emergency message delivered to a student.

FITNESS CENTER
- The Fitness Center, located in the Bess Activity Center, is available to students, faculty, and staff. Hours of Operation are posted at the Fitness Center each semester.
- Students may either enroll in activity courses for credit (2 credit hours are required in the associate degree) or you may sign a waiver and use the facility, as needed, if you do not want college credit.
- Students must have an active TRC Identification Card to use the facility.

CHILDREN IN THE CLASSROOM
- You are not permitted to bring children of any age to class, nor should children be left unattended in the halls, offices, library, or the Bess Activity Center.
- The College does NOT accept responsibility for the welfare of unattended children.

PHOTO AND VIDEO
- Three Rivers College reserves the right to use photographs and videos taken at the College. If you wish to be excluded, contact the Office of Communications at 573-840-9660.
- Students who enroll at Three Rivers do so with the understanding that photographs and videos might include them and be used in Three Rivers’ publications, both printed and electronic, for publicity.
LOST AND FOUND

- The Welcome Center at the Poplar Bluff campus and the front desk at external locations are the official repositories for Lost and Found items.
- Found property is logged and will be held until the end of each semester and/or a maximum of 30 days. Found items not claimed will become the property of Three Rivers College.
- Students, employees, and visitors who find items should bring them to the Welcome Center or the front desk at external locations.
- Persons retrieving an item are required to give a detailed description of the item, show a picture ID, and sign the log when picking up the item.
- The College is not responsible for lost items being returned or for items claimed by anyone other than the rightful owner.

RIVERS RIDGE APARTMENTS

Phone: 573-840-9106 email: housing@trcc.edu web: trcc.edu/campuslife/housing.php

- Rivers Ridge Apartments is an apartment-style complex with 184 resident beds.
- Professional staff members and para-professional student staff Resident Assistants (RA) live in the housing complex and work to create a community environment conducive to meeting your educational and personal goals.
- Space is assigned on an “as available” basis so students are encouraged to complete the required application and submit the deposit as early as possible.
- Additional guidelines for living on campus can be found on the Three Rivers website at trcc.edu/campuslife/housing.php and in the Rivers Ridge Apartment Resident Handbook.
STUDENT SAFETY, HEALTH, AND SECURITY

Student Safety
- Professionally trained resource officers and staff are committed to the safety and security of Three Rivers College.

Student Conduct
- Every student who enrolls at the College obligates himself or herself to accept and observe the rules, policies, and regulations of the College.
- In cases of expulsion, any disciplinary action taken by the College against you will become a part of your permanent record.

*Three Rivers College observes a strict policy with regard to acts of physical violence. Any person perpetrating an act of physical violence is automatically subject to the severest penalty provided in the “Sanctions” section of the Disciplinary Proceedings SR2620, which can be found at trcc.edu/about/collegepolicy.php.*

For additional information on campus safety go to: trcc.edu/campussafety/

STUDENT CODE OF CONDUCT (SR2610)

Listed below are the responsibilities that you, as a student of Three Rivers College, accept as part of the learning community. The primary expectations of TRC students are integrity and civility. You should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and interpersonal civility. These responsibilities apply collectively to the members of recognized student organizations. For the policy SP 2610 Student Code of Conduct and regulation SR 2610 Student Code of Conduct, visit trcc.edu/about/collegepolicy.php.

1. Individuals will fulfill their academic responsibilities in an honest and forthright manner.
2. Individuals will show respect and foster the academic endeavors of other members of the College community.
3. Individuals will protect and support the personal safety of all members of the College community.
4. Individuals will respect the integrity of the College’s academic and administrative records.
5. Individuals will treat other members of the College community with respect.
6. Individuals will show regard for the property of the College, its community members, and visitors to the campus.
7. Individuals will contribute to a safe environment within the College community.
8. Individuals will adhere to federal, state, local, and College policy/regulations/procedures that govern individual actions and relationships among community members.
9. Individuals will assist the College in fulfilling its administrative responsibilities.

DUE PROCESS AND STUDENT RIGHTS

When a student is charged with violating the rules, regulations, and/or procedures of the College, disposition of the case will be according to the due process outlined in SR 2620 Disciplinary Proceedings, which can be found at trcc.edu/about/collegepolicy.php.

STUDENT COMPLAINT PROCESS

Three Rivers is dedicated to providing fair and impartial resolution of your complaints as a student. It is our practice to resolve complaints at the lowest possible level through informal action. When complaints rise to the level that the resolution will require formal action, you will be given the opportunity to file an appeal.
In rare cases when all other forms of resolution have failed and you believe your status at the College has been adversely affected by an incorrect or inappropriate decision or behavior, you have the ability to file a grievance.

For further information on complaint resolution, please see SP and SR 2140 Student Appeals and SP and SR 2130 Student Grievance at trcc.edu/about/collegepolicy.php.

**PARKING**

Parking stickers are available from the Office of Student Accounts, free of charge.

1. All vehicles operated on the main campus must be registered through the Office of Student Accounts.
2. Each car parked on the main campus must have a parking permit affixed to the passenger side windshield; there is no charge for the parking permit.
3. From 7 a.m. until 5 p.m. Monday through Friday, parking lots and parking spaces located on the road on the hill surrounding the Westover Administration Building, ARC, and Porter building and/or designated by signage are reserved for use by College employees, visitors, and handicap permit holders. Visitor parking passes can be obtained from the Welcome Center on the 1st floor of the Westover Administration building.
4. The Dean of Students has oversight of parking regulations, and all appeals must be made to that office.
5. All fines shall be paid in the Office of Student Accounts; official transcripts will be held until all fines are paid.
6. If a student borrows an unregistered vehicle for a day, a temporary parking permit must be obtained from the Office of Student Accounts, without charge, immediately upon arrival on campus.

**TOBACCO USE**

- Smoking is only allowed in designated areas, identified by signs that read “Designated Smoking Area.”
- All College buildings are smoke-free at all Three Rivers College locations.
- Designated smoking areas at the Poplar Bluff campus can be found on the campus map at trcc.edu/about/campusmap.php.
- Inquire in the office/front desk for the location of designated smoking areas at external locations.

**FIREARMS**

The possession of firearms and weapons is prohibited on all College premises and from College activities. This policy does not apply to duly authorized law enforcement officials or to weapons legally possessed and concealed within the confines of a motor vehicle.

Further explanation of Three Rivers College Firearms and Weapons Policy can be found under Health and Safety Policy HSP 5120 Firearms and Weapons at trcc.edu/about/collegepolicy.php.

**ALCOHOL AND ILLEGAL DRUGS**

Three Rivers College has established an alcohol-free and drug-free work and learning place in order to maintain, support, and preserve high standards of excellence consistent with the College vision, mission, and goals. Any person suspected of being under the influence of alcohol, drugs, or controlled substances while on College premises is a serious risk to themselves and to others. The College reserves the right to remove any
person from the College deemed a threat to others. Please refer to policy and regulation GAP/GAR 1206 Alcohol/Drug-Free Work/Learning place.

Go to trcc.edu/about/collegepolicy.php for more information.

TITLE IX

Discrimination, Sexual Harassment, and Misconduct
“No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial aid.” (Section 1681.Sex)

Title IX covers:

- Sexual misconduct
- Sexual harassment
- Gender discrimination
- Sexual violence
- Dating violence
- Pregnancy and parental students
- Stalking
- Retaliation for reporting acts of discrimination listed above

If you, or someone you know at Three Rivers have experienced any of the prohibited behaviors listed above, you have the right to file an internal complaint with the College.

Report complaints to Title IX Co-Coordinators:
Ann Matthews, Dean of Student Services
Westover Administration Building
Phone: 573-840-9669
amatthews@trcc.edu

Kristina McDaniel, Human Resource Director
Westover Administration Building
Phone: 573-840-9695
kristinamcdaniel@trcc.edu

COMPLAINTS CAN BE REPORTED TO ANY FACULTY, STAFF, or ONLINE

Incidents may be reported online through Three Rivers College’s Title IX site, trcc.edu/consumerinformation/titleix.php.

For further information, see SR 2120 Title IX for Students at trcc.edu/about/collegepolicy.php.