CONTACTS

Welcome Center ................................................................................. 573-840-9605
  ▪ ..................................................................................................... Any College Question
  ▪ ..................................................................................................... Login Issues

Financial Aid ....................................................................................... 573-840-9606
  ▪ ..................................................................................................... Verification, A+
  ▪ ..................................................................................................... Veterans Benefits
  ▪ ..................................................................................................... TRA, WIA, Voc. Rehab
  ▪ ..................................................................................................... Financial Aid Override
  ▪ ..................................................................................................... Scholarships

Registrar ............................................................................................. 573-840-9665
  ▪ ..................................................................................................... Academic Suspension
  ▪ ..................................................................................................... Academic Overrides
  ▪ ..................................................................................................... Graduation
  ▪ ..................................................................................................... Transcripts
  ▪ ..................................................................................................... Student Records

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

Testing Services ..................................................................................... 573-840-9667
  ▪ ..................................................................................................... General Questions

Advising ................................................................................................. 573-840-9666
  ▪ ..................................................................................................... New Students
  ▪ ..................................................................................................... Change of Advisor
  ▪ ..................................................................................................... Academic Warning
  ▪ ..................................................................................................... General Advising

Career Services ...................................................................................... 573-840-9655
  ▪ ..................................................................................................... Career Advising
  ▪ ..................................................................................................... Job Center

Disability Services .................................................................................. 573-840-9608
  ▪ ..................................................................................................... ADA Accommodations
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.

COLLEGE COMMUNICATIONS

Three Rivers College communicates course cancelations, college closings, student events, student activities, student organizations, financial and administrative requests and many other items of interest with students in a variety of ways such as.

<table>
<thead>
<tr>
<th>College Marquee</th>
<th>Bulletin Boards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook/Twitter</td>
<td>Three Rivers Website</td>
</tr>
<tr>
<td>Close Circuit Television</td>
<td>Raider Report</td>
</tr>
</tbody>
</table>

THREE RIVERS STUDENT EMAIL

- Three Rivers corresponds with students via Three River’s student email system.
- Personal email will not be used to ensure the confidentiality of records.
- All students are required to use their Three Rivers email accounts to conduct business or correspond with college offices and employees.
- New students will obtain access within ten (10) days after initial admission.

TEXT MESSAGES

- Three Rivers has Emergency and Inclement weather cell phone alerts.
- Three Rivers sends text messages in emergency situations or during times of inclement weather unless a student asked to be removed from the texting list.

To be removed from the list, send an email to stoptext@trcc.edu.
Welcome Center

Phone: 573-840-9605  Hours: Monday – Thursday 7:30 am – 7:00 pm; Friday 7:30 am - 5:00pm  Location: 1st Floor of Westover Administration building “WEST”

Student Login Information

Students will use the same Username and password to log into Blackboard, Student E-mail, 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: rraider3456

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, my initial password would be Rr070166!
    • If you ever contact 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.

Student 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.
- Students will have access to the course syllabi and material 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 with blackboard@trcc.edu immediately. Copy your instructor on the email.
- Please do not wait until the next day to report issues.

myTRCC
- Three Rivers students can access many aspects of their student records via the myTRCC online student system. myTRCC gives the student access to degree audits, financial aid, unofficial transcripts, transcript requests, registration, student account balances, and the ability to pay online.

myMAIL
- myMAIL is the official email system for Three Rivers’ students. Your Three Rivers student email must be used for all correspondence from college offices and faculty. Technical assistance is available from the Welcome Center at 573-840-9605.
STUDENT PRIVACY

- Students have the right to examine their official records maintained by the Registrar.
- Formal requests for the review of such records shall be made in writing and shall be granted as promptly as possible, but in no case shall access be delayed more than 45 days.
- Faculty advisors, instructors, and administrative personnel having legitimate educational interests shall be permitted access to official student records.
- Officials of other educational institutions in which the student intends to enroll may examine the student’s records upon written request by the student.
- Student records maybe furnished in compliance with judicial order or pursuant to any lawfully issued subpoena.
- Three Rivers College operates in accordance with the Family Educational Rights and Privacy Act (FERPA).

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- FERPA does allow Three Rivers to disclose directory information to interested parties. Directory information may include:
  - Student’s name
  - Address
  - Telephone listing
  - Date of birth
  - Program of study
  - Participation in athletics or organizations
  - Height and weight of athletics
  - Dates of attendance
  - Degrees and awards received
• FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  • School officials with legitimate educational interest;
  • Other schools to which a student is transferring;
  • Specified officials for audit or evaluation purposes;
  • Appropriate parties in connection with financial aid to a student;
  • Organizations conducting certain studies for or on behalf of the school;
  • Accrediting organizations;
  • To comply with a judicial order or lawfully issued subpoena;
  • Appropriate officials in cases of health and safety emergencies; and
  • State and local authorities, within a juvenile justice system, pursuant to specific State Law

CHILDREN IN THE CLASSROOM

• Students 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 & VIDEO

• Three Rivers College reserves the right to use photographs and videos taken at the college. A student wishing to be excluded should contact the Office of Communications at 840-9660.
• Students who enroll at Three Rivers do so with the understanding that photographs and videos might include them and might be used in Three River’s publications, both printed and electronic and for publicity.

LOST AND FOUND

• The Welcome Center at the Poplar Bluff Campus and the front desk at the External Locations (EL) will be the official repository for Lost and Found items.
• Found property will be logged in and will be held to the end of each semester / minimum of 30 days. Found items, not claimed will become property of Three Rivers College.
• Students – Employees – Visitors who find items should bring the item to the Welcome Center or the front desk at External Locations.
• Persons retrieving an item will 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.
REGISTRATION

Current and returning Three Rivers’ students can use myTRCC to register for classes through Student Planning, check grades, account balance, financial aid and more.

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

CHANGING CLASSES

- Students can change classes at any time until the first day of class.
- After the first day of class, students must seek instructor consent.

ATTENDANCE

- Administrative Drop for Non-attendance in face-to-face/ITV course.
  - Students will be administratively dropped from a face-to-face/ITV class if they have not attended or actively participated for 14 consecutive days.
  - 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.
  - Students 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 may include other course related activities as designated in the syllabi. 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

- Students should consult with their advisor prior to dropping a course.
- Dropping a class could have possible implications on Financial Aid. Students 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

- Students should consult with their advisor prior to withdrawing from college.
- Withdrawing from college could have possible implications of Financial Aid. Students 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, the student may inquire about a grade of “I” (incomplete).

- The instructor of the course must grant the permission.
- The student MUST have completed at least three-fourths of the course work with a passing grade for each course before an incomplete “I” grade will be considered.
- See your instructor if you wish to inquire about an “I” grade.
- An incomplete grade must be removed by the completion of the necessary course work within a maximum of one regular semester (or sooner at the discretion of the faculty), or the “I” grade will be changed to an “F.”

**ACADEMIC STANDARDS**

**Academic Load**

- The normal academic load for a semester is 15 to 16 semester credit hours.
- You may request permission to take more than 20 hours from the Dean of Instruction (840-9621).
- You must have a cumulative GPA of 3.0 or higher to take more than 20 hours in a semester.

**Grading System**

The grades A, B, C, D, F and CR are employed to evaluate the quality of a student’s work. They are defined as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINTS PER CREDIT HOUR</th>
<th>Non-Credit</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>NP</td>
<td>No Pass</td>
</tr>
<tr>
<td>CR</td>
<td>Credit, No Grade</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- **GRADE** – Letter grade received for course
- **CREDIT HOUR** - A “CREDIT HOUR” is the unit of measuring educational CREDIT, 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 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)**
Grade Point Average (GPA) is an average of the grade point values you have earned for the credit courses you have taken while a student at Three Rivers College. In order to calculate your GPA, take the total amount of the grade point value you have been assigned for your grades and divide that by the number of credits.

**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></td>
<td>9.00</td>
</tr>
<tr>
<td>IST 100</td>
<td>C</td>
<td>3</td>
<td>x</td>
<td>6.00</td>
</tr>
<tr>
<td>PSYC 111</td>
<td>A</td>
<td>3</td>
<td>x</td>
<td>12.00</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>A</td>
<td>3</td>
<td>x</td>
<td>12.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong> 12</td>
<td></td>
<td><strong>Total</strong> 39.00</td>
<td></td>
</tr>
</tbody>
</table>

Take the Total Grade Point Value (39.00) and divide by the number of credits (12).
39.00 ÷ 12 = 3.25

In the example, the student’s Grade Point Average is 3.25.
**Academic Standing**
Cumulative grade point average (GPA) of 2.0 is required for graduation and is considered by Three Rivers as good academic standing. The following criteria are used to determine academic standing status:

<table>
<thead>
<tr>
<th>Total Hours Attempted</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>

- Cumulative grade point average (GPA) is defined as the total of all courses, including transfer credits and credits from Three Rivers.
- Academically suspended students can appeal to the Admissions, Credit, and Academic Standing Committee requesting permission to enroll for the next semester.
- Students who do not appeal academic suspension or who were denied a waiver of academic suspension will be eligible to enroll after sitting out one full semester (fall or spring).
- If the committee waives academic suspension, the student may be restricted to limited hours, specific courses or requested to meet with a counselor/advisor.

**TESTING Services**

**Phone:** 573-840-9664  **Hours:** Monday – Friday 8:00am to 5:00pm  
**Location:** Westover Administration Building, 1st Floor

**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 college catalog for a list of current CLEP-eligible subject tests and the maximum credit limit.
- All CLEP exam payments of $80 each must be made by test-takers online through the My Account portal at [clep.collegeboard.org/started](http://clep.collegeboard.org/started).
- The proctoring fee is $20. Once both payments are made, contact the testing office.

**Accuplacer Placement Test**
- You are able to 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 and IST: Executive, Legal, Medical, Medical Billing and Coding, and Microcomputer options.
- Students 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.
- Cost for the MoGEA test will be $49 for the entire test (entire test can only be taken once) with a separate $20 proctoring fee, for a total cost of $69.
- Re-testers must pay a $25 test fee (per subject) and a separate $20 proctoring fee (per test day).
- To register and pay for the MoGEA test go to www.mo.nesinc.com.
- The next step is to go to trcc.edu/testing to pay online the $20 proctoring fee.
- Registration is not complete until BOTH fees are paid. Seating is limited.

REGISTRAR

Phone: 573-840-9665  
Hours: Monday – Friday 8:00am to 5:00pm  
Location: Westover Administration Building, 1st Floor

RECORDS AND TRANSCRIPTS

Student academic records are considered private and are protected by FERPA and other institutional, state, and federal privacy regulation.
- Three Rivers does not accept telephone requests for transcripts.
- Same day processing fee can be paid at the Office of Student Accounts. Applications for same day processing are located in the Welcome Center.

Ordering Official Transcripts

For Current Students:
- Log on to myTRCC.
- Select the “Order My Official Transcript” link and follow the prompts.
- This method requires approximately two business days to complete.

For Any Student:

Online via the National Student Clearinghouse at www.getmytranscript.com.
You will need to provide the following information to request a transcript:
- The name and address of the recipient. This information should be limited to four lines maximum.
• A fax number if you are requesting a faxed transcript.

NOTE: All transcripts have a base fee of $6.00 per copy. Transcripts are generally available within 24 hours, with the exception of weekends and holidays. Transcript requests for immediate, same day processing have a fee of $15 per copy.

VERIFICATION OF ENROLLMENT

• Students periodically need enrollment verification for insurance, employment and other purposes.
• Verification of enrollment is available at no cost from the Registrar’s office.

GRADUATION

• Candidates for graduation from Three Rivers College must make formal application for the degree or certificate they intend to receive.
• All students completing the requirements will be awarded a degree.
• All candidates must apply for graduation using the online form prior to the registration of the final semester’s classes.
• The graduation application is found on the Academics link at [www.trcc.edu/academics/graduation](http://www.trcc.edu/academics/graduation)
• Graduating students will be allowed to complete up to 6 hours of needed credit the semester immediately following the semester in which they applied to graduate.

COMMENCEMENT CEREMONY

• Each spring, Three Rivers hosts a commencement ceremony for graduates from the prior Fall semester and the current Spring graduating class.
• Specific information is provided to candidates at the time of application. Students are encouraged to attend and to invite family and friends to join the celebration.
• Information about cap and gown pick-up will be sent via [myMAIL](https://mymail.trcc.edu) and will also be provided on the Three Rivers website.
• Applicants should check student email regularly for updates.
• 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 Office of the Registrar.

GRADUATING WITH HONORS

Honors designation for the commencement ceremony is determined using the Fall/Winter semester GPA. After the final semester when graduation requirements have been met, the Honors notation appears within the graduation marker on the transcript.

• 3.50-3.69 GPA will graduate Cum Laude, which means “with honor”
• 3.70-3.89 GPA will graduate Magna Cum Laude, meaning “with great honor”
• 3.90 – 4.00 GPA will graduate Summa Cum Laude, indicating “with highest honor”
**FINANCIAL AID**

Phone: 573-840-9606  
Hours: Monday – Friday 8:00am to 5:00pm  
Location: Westover Administration Building, 1st Floor

**APPLYING FOR FINANCIAL AID**

<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>
</tbody>
</table>
| Semesters student plans to attend | Fall 2016  
Spring 2017  
Summer 2017 | Fall 2017  
Spring 2018  
Summer 2018 | Fall 2018  
Spring 2019  
Summer 2019 |

Complete the FAFSA Online:

2. Complete the Free Application for Federal Student Aid (FAFSA) on line [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Make sure to select the correct FAFSA year (see table above). Remember no fee is charged to apply.
3. Watch carefully when listing social security numbers and birthdates. It is easy to transpose numbers when you are typing in a hurry.
4. Be sure to add Three Rivers College school code **004713** to your FAFSA under the “school selection” tab.
6. For more information on how to complete the FAFSA, you may contact your financial aid office or refer to the Federal Student Aid Website [https://studentaid.ed.gov/](https://studentaid.ed.gov/)

**Common Questions:**

**Q. How many people are in the home?**

- **Dependent Student (Students age 23 and under, not married, and who do not have children that they provide more than half the support)** - The student should include anyone living in the parents household that the parent is providing more than half the support including the student (even if the student does not live with the parents).
- **Independent Student (Students age 24 or over, married or have children they provide more than half the support)** - The student, spouse and children or other people (if they now live with you) whom you provide more than half the support.
- Consult the FAFSA, Federal Student Aid Website
Q. Who to list as my parent(s)
- Your legal parents (biological or adoptive) who are married to each other even if you do not live with your legal parents.
- Legal parents (biological or adoptive) who are not married to each other but live together.
- If your parent has re-married, answer the questions about that parent and your stepparent.
- If your parents are divorced, include only information for the parent that the student lived with most over the last 12 months.
- Consult the FAFSA, Federal Student Aid Website https://studentaid.ed.gov/sa/fafsa/filling-out/parent-info or your financial aid office for more information on who is considered a parent.

Q. When will my aid pay out each semester?
- Initial Pell Grant payments, for eligible students, can be expected approximately four to six weeks into the semester. Late applicants can expect payment in accordance with completion of their files.
- Pell payments are applied to the student’s account in order to pay institutional expenses incurred. If the Pell Grant exceeds the student’s account balance, the student will receive a refund for the credit balance.
- Keep in mind that not all types of aid pay at the same time. First time loan borrowers have a 30-day delay. If you have “B session” classes, additional aid will be paid after your attendance is verified in those classes (if the additional hours increase your eligibility for aid).

Q. What happens to my financial aid if I withdraw from courses?
- If you withdraw (or stop attending classes) at any time during the semester, you may be required to return some of the federal funds that were disbursed to you.
- Students who have been paid financial aid funding are required to earn these funds by attending classes through at least 60% of the semester.
- Return of Title IV calculation is performed when a student completely withdraws, drops, or otherwise fails to complete the period of enrollment. Last date of attendance will be used for Return of Title IV Calculation.
- Consult the financial aid office for more information.

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 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 https://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 FASFA Student Aid Report (SAR) at www.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.
- You may view missing documents on myTRCC – Communication – My Documents.

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 www.irsdataretrievaltool.com
- Additional documents may be requested as needed. It is the student’s responsibility to make sure the Financial Aid Office receives the items requested in a timely manner.

Where is my award letter?

- Award letters are available to view through your myTRCC account under the financial aid section. 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.

FEDERAL WORK STUDY

- 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, a student must have financial need, be enrolled in the current semester, and be in good academic standing. Completing the FAFSA is necessary to determine a student’s eligibility for FWS.
- For a list of current open positions visit our Federal Work Study page. Applications and available positions are available at the Financial Aid Office.
- For more information visit https://studentaid.ed.gov/sa/types/work-study.
A+ SCHOLARSHIP PROGRAM

- Three Rivers welcomes students who want to use earned 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, the A+ student must:
  - Submit a copy of the official A+ stamped high school transcript.
  - Complete and submit the FAFSA application each year.
  - Be enrolled in AND complete a minimum of 12 hours per semester 6 hours for 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 you received an A+ disbursement:

1. 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), and

2. 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, a student must complete the number of credits making the difference between the actual credits completed and the required 12 credits (for instance, 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’s degree
- You complete 105% of the number of credit hours required in your current program of study

For more information on the A+ program contact your financial aid office or Missouri
STUDENT LOANS

Three Rivers College offers Federal Direct Loans and Federal Direct Parent Plus loans. Student Loan information is available under the Financial Aid page under Student Loans.

Students must complete the following to receive student loans.

1. Complete and submit the FAFSA online at www.fafsa.ed.gov.
2. All borrowers must read, complete, and return the Student Loan Data Sheet which is available at the Financial Aid Office or other Three Rivers locations.
3. First-time borrowers must complete online Loan Entrance Counseling and Financial Awareness Counseling at www.studentloans.gov.
4. First-time borrowers and transfer students must sign a new Electronic Master Promissory Note (eMPN) at www.studentloans.gov.
5. Students are strongly encouraged to attend a Student Loan Counseling Workshop. Contact financialaid@trcc.edu for workshop times and location.

For more information on Student Loans contact your financial aid office or the Federal Student Aid Website https://studentaid.ed.gov/sa/types/loans.

Remember student loans must be repaid and information regarding repayment may be located on Federal Student Aid Website https://studentaid.ed.gov/sa/repay-loans

VETERAN’S INFORMATION & SERVICES

Upon request the Financial Aid Office will provide information concerning educational benefits available through the Veterans Administration. This office also completes enrollment certification for eligible veterans attending Three Rivers.

- Three Rivers offers in-district tuition rates to all United States Veteran’s and their immediate family (spouse and children) regardless of physical address.
- Veterans and their families should contact the Office of Financial Aid for further information at 573-840-9606.
- Information on education programs and to apply for Veteran’s Benefits visit U.S. Department of Veterans Affairs Website http://www.benefits.va.gov/gibill/index.asp or http://www.trcc.edu/financialaid/veterans.php

DISPLACED WORKERS

Three Rivers works closely with caseworkers to provide students with a training program geared toward their choice of career training. If further information is needed, please contact the Financial Aid Office.

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

2. **The Workforce Innovation Opportunity Act (WIOA)** Workforce Innovation and Opportunity Act (WIOA) came into effect July 22, 2014, replacing WIA (Workforce Investment Act of 1998). It 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. WIA replaced the Job Training Partnership Act (JTPA), enacted October 13, 1982.

**VOCATIONAL REHABILITATION**

Three Rivers provides educational experiences that assist individuals who have disabilities in living and working in a contemporary society.

- 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 [https://dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation](https://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**

In order to continue to receive federal financial aid, you must be making satisfactory academic progress. If you fail to complete the required credit hours or do not maintain the required cumulative GPA, you could lose federal funding.

To maintain academic eligibility for financial aid:

- Complete an eligible program in no more than 150% of the number of hours to finish the program.
- 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>
Financial Aid Warning

- The first time you fail to complete 67% of the total hours attempted or fail to meet the cumulative GPA requirement, you will be placed on Financial Aid Warning status.
- During the Warning status, a student may continue to receive federal financial aid; however, if satisfactory academic progress is not met in the subsequent semesters, federal aid will be suspended.
- You will be notified of a warning status via your student email account.

Financial Aid Suspension

- Financial Aid Suspension is a status assigned to a student who fails to make satisfactory academic progress during the warning semester or any subsequent semesters.
- Students will not be eligible for Federal Student Aid while on a suspended status.
- Students have the right to apply for a Suspension Override Request to the Financial Aid Committee.

Financial Aid Probation

- Financial Aid Probation status is assigned to students who have requested a Suspension Override Request of their financial aid suspension and had their financial aid eligibility reinstated based on approval of the Financial Aid Committee.
- Students on probation may continue to receive aid; however, if they fail to meet satisfactory progress in subsequent terms, federal aid will be suspended.
- A student may submit another Suspension Override Request for review to determine if federal financial aid eligibility may be reinstated; however, generally will be considered for extenuating circumstances only.
- TRC could require that a student on probation fulfill specific terms and conditions, such as taking reduced course load or enroll in specific courses.

FINANCIAL AID SUSPENSION OVERRIDE REQUESTS PROCESS:

1. Students with a suspended status will be notified at the end of each semester or as deemed necessary on an individual basis.
2. Students who are not eligible for Federal Student Aid may submit a Suspension Override Request Form along with all required documentation to the Office of Financial Aid either by postal mail, scanning and email to financialaid@trcc.edu, fax to 573-840-9604 or return to the location nearest you.
3. Your Suspension Override Request will not be reviewed until all requested documentation is provided.

Repeating Coursework
Students may be paid repeatedly for failed courses or students may receive federal funding for ONE repetition of a previously passed course. The Missouri A+ Scholarship will not pay for a course more than one time. Please check with the Financial Aid Office for further information.

**Consumer Information Disclosures**

Various state and federal laws requires Three Rivers College to disclose information to potential and currently enrolled students and prospective and current employees and the general public. Information for Consumer Information Disclosures may be obtained on the Three Rivers College Website at [http://www.trcc.edu/forms/consumerdisclosures.pdf](http://www.trcc.edu/forms/consumerdisclosures.pdf)
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. Learn more about our payment plan options through the Nelnet website.

- **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 refunds are distributed via the Raider One Card from BankMobile. 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 thru 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**

https://www.trcc.edu/studentaccounts/

**PAYMENT POLICIES**

Nelnet Business Solutions Payment Plan

Three Rivers has implemented the Nelnet tuition management system allowing students various payment options, including online payments.

**IMPORTANT!** If you have questions regarding your Nelnet agreement, please contact Nelnet directly or view your agreement online through My Nelnet Account. Call Nelnet at 800-609-8056 to make any changes to your address, phone, or banking information.

**Frequently Asked Questions about NELNET**

1. **When and will the funds be withdrawn from my bank account?**
   Payments generally are deducted within the first 7 days of the month. If a payment date falls on a weekend or banking holiday, the payment will be attempted the following business day.

2. **How will I be notified of my payment information?**
   Once your agreement is posted to the Nelnet system, you will receive a confirmation notification of your payment amount by e-mail or letter. Payments will be processed until the total balance is paid in full. The notification has important information you must have
to log on to My Nelnet Account.

3. **Can I pay by phone with Nelnet?**
   In accordance with the Terms & Conditions of your Nelnet agreement, payments are processed electronically. Nelnet does not accept payments by phone.

4. **What is the Nelnet Access Code?**
   To help protect your privacy, Nelnet asks the person responsible for the payments to create an access code. If you should call into Nelnet inquiring about your Nelnet agreement or inquire online through My Nelnet Account, you will be required to verify your Nelnet Access Code. If you do not create an access code on your Nelnet agreement, one will be randomly assigned to you. Your Nelnet Access Code will be identified on your Nelnet Confirmation Notification. Please remember to keep a copy of your confirmation notification.

**BANKING/ATM MACHINES**

**ATM**
- Student Refund Card is accepted at any Allpoint ATM machine without charge.

**Southern Bank**
- Bess Student Center
- Operating hours Monday through Friday, 9:00 a.m. to 12:00 p.m.

**DISABILITY SERVICES**

**Phone:** 573-840-9608  **Hours:** MWF 9:00 a. to 5:00 pm & TTH 8:00 am to 5:00 pm  
**Location:** Westover Administration Building, 1st Floor

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.

**Available Services**
Services are based on student need. Examples include:

- Entry advising
- Enrollment assistance
- Alternate media (audio books, etc.)
- Assistive Technology
- Special Seating in Classes
- Extended time on tests
- Note taking
- Quiet Testing Environment
The Career Services Office is available to all Three Rivers College students, graduates, and alumni. Career Services provides many career-based services to help with career development and employment needs. Transfer and articulation information for students planning on transferring after graduation is also provided by Career Services.

**Available Services**

Examples include:

- Career Exploration/Assessment and Planning
- Job Search Assistance
- Cover Letter/Resume Writing
- Interviewing Skills Assistance
- Online Job Board
- Job postings from Local Employers
- Career and Job Fairs
- Transfer/Articulation Information
- Credit for Prior Learning

**STUDENT ORGANIZATIONS**

A variety of student organizations are available at Three Rivers. Activities are designed to assist students to develop 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
- Project Candlelight
- Rocky's Rowdy Raiders
- Sigma Kappa Delta
- Skills USA
- SLAC
- 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. You can see a complete listing of campus organizations on our website.
OTHER SERVICES

ACHIEVE PROGRAM

Phone: 573-840-9650  Office Location: 2nd Floor of the Academic Resource Common (ARC)

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:

- Career assessment
- Career counseling
- Study skills seminars
- Academic coaches
- Face to face and group tutoring
- Community outreach
- Computer lab assistance
- Transfer assistance
- Campus visits
- Financial Aid assistance
- Professional development training
- Resume writing

ACADEMIC RESOURCE COMMONS (ARC)/LIBRARY

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

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

TUTORING AND LEARNING CENTER

Professional and student tutors offer assistance in a variety of subject areas.

Tutoring and Learning Center Hours:

<table>
<thead>
<tr>
<th>Spring/Fall Semesters</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday - Thursday</strong></td>
<td><strong>Monday-Thursday</strong></td>
</tr>
<tr>
<td>7:30 a.m. - 7:30 p.m.</td>
<td>7:00 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td><strong>Friday-Sunday</strong></td>
</tr>
<tr>
<td>8:00 a.m. - 5:00 p.m.</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Saturday &amp; Sunday</strong></td>
<td></td>
</tr>
<tr>
<td>Closed</td>
<td></td>
</tr>
</tbody>
</table>

Location: 2nd Floor of ARC (Academic Resource Commons)
For more information, call 573-840-9638 or email us at lbliss@trcc.edu.
FOOD SERVICES

- The 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, the student should report it to the Student Financial Services office in the Westover Administration Building (Building A) or the front desk at external locations.

THE COLLEGE STORE

Website:  http://collegestore.trcc.edu
E-mail:   collegestore@trcc.edu
Phone:   573-840-9610
Hours:   8:00 a.m. to 5:00 p.m. Monday-Friday
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 our 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: http://collegestore.trcc.edu

Textbook Pick-up

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester 2016</td>
<td>August 9th – August 29th</td>
</tr>
<tr>
<td>Winter Session 2017</td>
<td>December 8th – December 14th</td>
</tr>
<tr>
<td>Spring Semester 2017</td>
<td>January 10th – January 31st</td>
</tr>
<tr>
<td>Summer Session 2017</td>
<td>May 25th – June 1st</td>
</tr>
</tbody>
</table>

- When you purchase anything or checkout a rental book from the College Store, you agree to our Complete Return Policy, which you must read and is available on our 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 it was rented.

- If you do not return your rental book by the deadline your rental converts to a new book purchase, plus a $25.00 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 e-mail the College Store for more information at: collegestore.trcc.edu.

**MEAL PLAN CARD**

**Purchase:** Purchase at The College Store with your excess Pell and loan financial aid funds, cash, credit card, or check.

**Accepted:** Select merchants off campus 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.

**Amounts:** $300, $400, $500, $600, $700, $800, $900, $1000, $1100, and $1200.

**Reloads:** You can add addition 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

**Refund:** 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**

Computer resources at Three Rivers College are available to all currently enrolled students, faculty and staff, and others who have been authorized by the college to be used in a responsible, ethical, and equitable manner. It is important that all users of the computing resources conduct their computing activities in this manner because their computing practices can adversely affect the work of the college and other users.

**EMERGENCY MESSAGES**

**TELEPHONE**

- Telephone messages will be delivered to students only in cases of emergencies and only assuming the student can be located.
- 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, if you have an emergency.
INCLEMENT WEATHER PROCEDURES

Three Rivers College notifies students of college closings through a variety of methods such as: student email, text messaging, college website, Facebook, and robocall. The college also notifies local and regional radio and television stations about closings due to inclement weather:

- Cape Girardeau  KFVS-TV, KZIM, KEZS, KLSC, KSIM, KMAL, KOGO, KGKS, KGIS, KGM, KRYX, KAPE, KREZ
- Carterville  WILS-TV
- Dexter  KDEX, Showmetimes.com, YHC-TV
- Doniphan  KDFN, KYEC, KOEA, KCBW
- Farmington  KTJJ, KREI, KIFF
- Jonesboro, AR  KAIT-TV
- Kennett  KBOA, KTMO, KNNT, KFEB
- Piedmont  KPWB, KDKN
- Poplar Bluff  KJEZ – FM, KKLR, KLID, KWOC – AM, KOKS, KAHR, KKPL, KXOQ
- Sikeston  KLSC, KSIM, KMAL
- Thayer  KAMS, KALM
- Willow Springs  KKDY, KSPQ, KWPM, KUKU, KUPH

FITNESS CENTER

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

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 public computing area located on the 1st floor of the Academic Resource Common (ARC).

RIVERS RIDGE APARTMENTS – 573-840-9106 EMAIL:HOUSING@TRCC.EDU

- Rivers Ridge Apartments is an apartment style complex with 184 resident beds.
- Professional staff members and para-professional student staff (Resident Assistants) live in the housing complex and work to create a community environment conducive to meeting a student’s education 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, www.trcc.edu, and in the Rivers Ridge Apartment Resident Handbook.
STUDENT SAFETY, HEALTH & 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 obligates himself or herself to accept and observe the rules, policies, and regulations of the college.
- In cases of expulsion, disciplinary action taken by the college against the student will become a part of the permanent record of that student.

*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.*

**Student Code of Conduct (SR2610)**

Listed below are the responsibilities that students of Three Rivers College accept as part of the learning community. The primary expectations of TRC students are integrity and civility. Each student 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.

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 charged with violating the rules, regulations, and/or procedures of the college, disposition of the case will be according to the due process which is found in **SR 2620**.
STUDENT COMPLAINT PROCESS

If a student believes he or she has not been fairly treated by a college employee, or has a concern about performance, action, or inaction of a member of the staff or faculty that affects the student, the student should initiate one of the following:

- **Academic Matters** –
  1. The student should first discuss the problem with his or her instructor.
  2. If the matter is not resolved by this discussion, the student should bring the complaint, in writing, to the appropriate department chairperson.
  3. If the student is still not satisfied, the student may request the instructional dean to rule on the complaint.
  4. If the instructional dean deems it necessary, a faculty panel may be convened to resolve the issue.

- **Non-Academic Matters** –
  1. The student should first address his or her concern to the staff member directly.
  2. If the student is not satisfied, the matter should be brought to the attention of the staff member’s supervisor.
  3. If the student is still not satisfied, he or she should discuss the matter with the Dean of Students.
  4. Should the matter still be unresolved, the Dean of Students will appoint a committee to resolve the matter.

STUDENT APPEALS

- The college is dedicated to providing fair and impartial resolution of student complaints. It is the practice of Three Rivers Community College and its Board of Trustees to resolve complaints at the lowest level possible. When complaints rise to the level that the resolution will require formal action, each student will be given the option to file an appeal.
- Students who wish to appeal outcomes should contact the Office of Student Services.

STUDENT GRIEVANCE

- If the complaint cannot be solved in an informal manner, the student may submit a written signed grievance.
- Students who wish to file a grievance should review the Student Grievance Regulation (SR2130).

PARKING

1. All vehicles operated on main campus must be registered through Student Financial Services.
2. Each car parked on 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 located at the top of the hill.
surrounding the Administration building, ARC, and Porter building or designated by signage, are reserved for use by college employees, handicapped, and visitors. Visitor parking passes can be obtained from the Welcome Center.

5. The Dean of Students has oversight of parking regulations, and all appeals must be made to that office.

6. Fines for parking violations are as follows:
   - Student parked in visitor or Faculty/Staff parking ........................................ $25
   - Unauthorized parking while college is closed ............................................... $25
   - Entering area restricted from vehicle travel ............................................... $25
   - Failure to obey traffic control signs ......................................................... $50
   - Vehicle unsafe or disruptive operation ..................................................... $50
   - Unauthorized use, counterfeit, altering, defacing permit ........................... $50
   - Parking on/over line ...................................................................................... $25
   - Parking by a yellow curb, line, crossed out area ....................................... $25
   - Parking in driveway, sidewalk, lawn, loading zones, fire lanes, no parking ... $50
   - Parking in handicapped or cross out section next to handicapped parking .... $50
   - Parking in visitor without registering ....................................................... $25
   - Obstructing the flow of traffic, blocked road or intersection ...................... $50
   - Littering ........................................................................................................... $50

7. All fines shall be paid in Student Financial Services; grades and other records will be held until all fines are paid.

8. If a student borrows an unregistered vehicle for a day, a temporary parking permit must be obtained from Student Financial Services 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.

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.
**ALCOHOL & ILLEGAL DRUGS**

The 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 [GAR 1206 Alcohol/Drug-free Work/Learning Place](#) for additional information.

**TITLE IX – DISCRIMINATION, SEXUAL HARRASSMENT, 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
- Stalking
- Retaliation for reporting acts of discrimination listed above

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

**Report Complaints to:**

**Ann Matthews,**  
Dean of Student Services  
Westover Administration Building  
PH: 573-840-9669  
amatthews@trcc.edu

**Kristina McDaniel,**  
Human Resource Director  
Westover Administration Building  
PH: 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](#).

Further explanation of Three Rivers College Harassment Policy can be found under [General Administration Policy GAP1240 Harassment](#).

Further explanation of Three Rivers College Student Code of Conduct Regulation can be found under [Student Regulation SR2620 Student Code of Conduct](#).