

# INFORMATION



# LOCATIONS

## **Main Campus**

2080 Three Rivers Blvd.  
Poplar Bluff, MO 63901  
877-TRY-TRCC (877-879-8722)  
573-840-9600

## **External Locations**

### **Three Rivers - Dexter**

515A West Market  
Dexter, MO 63841  
573-614-1081

### **Three Rivers - Kennett**

1002 Great West Drive  
Kennett, MO 63857  
573-888-6381

### **Three Rivers - Sikeston**

1400 S. Main  
Sikeston, MO 63801  
573-472-5223

### **Cape College Center**

1050 S. Silver Springs Road  
Cape Girardeau, MO 63703  
573-332-0516

# CONTACT INFORMATION

## Departments/Services

|  |              |
|--|--------------|
| Academic & Career Outreach .....               | 573-840-9619 |
| Academic Instruction .....                     | 573-840-9621 |
| ACHIEVE .....                                  | 573-840-9650 |
| Accounting Services .....                      | 573-840-9105 |
| Advising Center .....                          | 573-840-9605 |
| Alumni Relations .....                         | 573-840-9077 |
| Athletics .....                                | 573-840-9611 |
| Bess Center Scheduling .....                   | 573-840-9611 |
| Blackboard .....                               | 573-840-9544 |
| Campus Safety .....                            | 573-840-9713 |
| Campus Safety cell .....                       | 573-718-0108 |
| Cape College Center .....                      | 573-332-0516 |
| Career Education & Workforce Development ..... | 573-840-9682 |
| Career Services.....                           | 573-840-9655 |
| Chief Financial Officer .....                  | 573-840-9105 |
| Classroom Scheduling .....                     | 573-840-9689 |
| The College Store .....                        | 573-840-9610 |
| Communications .....                           | 573-840-9660 |
| Continuing Education.....                      | 573-840-9619 |
| Curriculum & Assessment.....                   | 573-840-9689 |
| Custodians.....                                | 573-840-9644 |
| Dean of Instruction .....                      | 573-840-9689 |
| Development .....                              | 573-840-9077 |
| Disability Services.....                       | 573-840-9608 |
| Distance Learning Services.....                | 573-840-9544 |
| Dual Credit .....                              | 573-840-9619 |
| Educational Talent Search.....                 | 573-840-9532 |
| Endowment Trust .....                          | 573-840-9077 |
| Enrollment Services .....                      | 573-840-9666 |
| Financial Aid .....                            | 573-840-9606 |
| Fitness Center .....                           | 573-840-9437 |
| Food Services .....                            | 573-840-9437 |
| Honors Program.....                            | 573-840-9618 |
| Housing .....                                  | 573-840-9106 |
| Human Resources .....                          | 573-840-9695 |
| Institutional Effectiveness.....               | 573-840-9007 |
| International Student Services.....            | 573-840-9666 |
| Library .....                                  | 573-840-9654 |
| Log-in Help .....                              | 573-840-9605 |
| Main Switchboard.....                          | 573-840-9600 |
| Maintenance .....                              | 573-840-9649 |
| News Services .....                            | 573-840-9660 |
| Patrons of the Arts .....                      | 573-840-9527 |
| President's Office .....                       | 573-840-9698 |
| Purchasing.....                                | 573-840-9658 |
| Registration & Enrollment .....                | 573-840-9605 |
| Registrar .....                                | 573-840-9665 |
| Rivers Ridge Apartments.....                   | 573-840-9106 |

|                                     |              |
|-------------------------------------|--------------|
| Scholarships.....                   | 573-840-9606 |
| Shipping & Receiving .....          | 573-840-9658 |
| Student Accounts.....               | 573-840-9662 |
| Student Services .....              | 573-840-9669 |
| Technology & Computer Services..... | 573-840-9708 |
| Testing Services .....              | 573-840-9667 |
| Three Rivers – Dexter .....         | 573-614-1081 |
| Three Rivers – Kennett .....        | 573-888-6381 |
| Three Rivers – Sikeston.....        | 573-472-5223 |
| Tinnin Fine Arts Center .....       | 573-840-9648 |
| Transcripts .....                   | 573-840-9665 |
| Tutoring & Learning Center .....    | 573-840-9638 |
| Web Services .....                  | 573-840-9660 |
| Welcome Center.....                 | 573-840-9605 |
| Workforce Development .....         | 573-840-9682 |

### **Instructional Programs**

|                                      |              |
|--------------------------------------|--------------|
| Accounting .....                     | 573-840-9460 |
| Agriculture .....                    | 573-840-9684 |
| Allied Health .....                  | 573-840-9672 |
| Art .....                            | 573-840-9174 |
| Behavioral Health Support .....      | 573-840-9631 |
| Business .....                       | 573-840-9636 |
| Biology (Life Science) .....         | 573-840-9641 |
| Chemistry (Physical Science) .....   | 573-840-9642 |
| Computer Studies .....               | 573-840-9460 |
| Construction Trades .....            | 573-840-9682 |
| Criminal Justice .....               | 573-840-9101 |
| Early Childhood Development .....    | 573-840-9061 |
| EMS Program .....                    | 573-840-9672 |
| English.....                         | 573-840-9618 |
| Fire Science .....                   | 573-840-9656 |
| Forestry.....                        | 573-840-9684 |
| Foreign Language.....                | 573-840-9165 |
| Industrial Technology .....          | 573-840-9683 |
| Information Systems Technology ..... | 573-840-9460 |
| Law Enforcement Academy .....        | 573-840-9079 |
| Math .....                           | 573-840-9630 |
| Med Lab Tech .....                   | 573-840-9672 |
| Music .....                          | 573-840-9639 |
| Nursing.....                         | 573-840-9672 |
| Nursing-Sikeston.....                | 573-472-5223 |
| Paramedic.....                       | 573-840-9672 |
| Physics .....                        | 573-840-9640 |
| Psychology .....                     | 573-840-9715 |
| Social Sciences .....                | 573-840-9631 |
| Speech Communication .....           | 573-840-9122 |
| Teacher Education .....              | 573-840-9001 |
| Welding.....                         | 573-840-9682 |

# IMPORTANT DATES

Please check the College website [www.trcc.edu](http://www.trcc.edu) for the most current academic calendar.

## Summer 2021

|  |                              |
|--|------------------------------|
| Early registration opens for Summer/Fall 2021 for returning students .....   | March 22                     |
| Early registration opens for Summer/Fall 2021 for all students .....   | April 6                      |
| MEMORIAL DAY .....   | <b>College closed</b> May 31 |
| Summer textbook pickup begins .....  | June 3                       |
| Last day to register for "A" Session .....   | June 3                       |
| Summer "A" & Full Sessions begin ( <b>Limited change of schedule available through June 8</b> ) .....                | June 7                       |
| Last day for 100% credit for "A" and Full Sessions ( <b>No financial credit is available after this date</b> ) ..... | June 9                       |
| Last day to drop an "A" and Full Sessions course and not appear on transcript .....                                  | June 9                       |
| Last day to charge in The College Store .....  | June 9                       |
| No show process begins for "A" and Full Sessions .....   | June 15                      |
| Last day to drop an "A" Session class .....  | June 24                      |
| Last day to withdraw from "A" Session .....  | June 30                      |
| "A" Session ends/finals .....  | July 1                       |
| Last day to register for a "B" Session class .....   | July 1                       |
| INDEPENDENCE DAY HOLIDAY .....   | <b>College closed</b> July 5 |
| "A" Session grades .....   | Due by noon July 6           |
| "B" Session begins ( <b>Limited change of schedule available through July 7</b> ) .....                              | July 6                       |
| Last day for 100% credit for "B" Session ( <b>No financial credit is available after this date</b> ) .....           | July 8                       |
| Last day to drop a "B" Session course and not appear on transcript .....   | July 8                       |
| No show process begins for "B" Session .....   | July 13                      |
| Last day to drop a Full Session class .....  | July 22                      |
| Last day to drop a "B" Session class .....   | July 22                      |
| Last day to withdraw from "B" and Full Sessions .....  | July 28                      |
| "B" & Full Sessions end/finals .....   | July 29                      |
| Summer grades .....  | Due by noon August 2         |
| Rental textbook return for Summer .....  | August 2                     |

## Fall 2021

|  |  |
|--|--|
| Early Registration opens for Fall 2021 for returning students .....  | March 22                                     |
| Early Registration opens for Fall 2021 for all students .....  | Walk-in, online April 6                      |
| MEMORIAL DAY HOLIDAY .....   | <b>College closed</b> May 31                 |
| INDEPENDENCE HOLIDAY .....   | <b>College closed</b> July 5                 |
| Faculty/Staff Convocation .....  | <b>College closed</b> August 9               |
| Registration for Fall 2021 .....   | 8:00 a.m.-6:30 p.m. August 10-12             |
| with extended walk-in office hours .....   | 8:00 a.m.-5:00 p.m. August 13                |
| Textbook pick-up begins .....  | August 10                                    |
| Last day to register .....   | August 13                                    |
| First day of classes .....   | August 16                                    |
| Limited schedule changes available .....   | 8:00 a.m. – 6:30 p.m. August 16-19           |
| .....  | 8:00 a.m. – 5:00 p.m. August 20              |
| Last day for 100% credit for Full and "A" Sessions .....   | August 27                                    |
| Last day to withdraw from college or drop a Full and "A" Session course and not appear on transcript ..... | August 27                                    |
| Last day to charge textbooks in The College Store .....  | August 31                                    |
| LABOR DAY HOLIDAY .....  | <b>College closed</b> September 6            |
| No show process begins for Full and "A" Sessions .....   | September 7                                  |
| Last day to drop an "A" session course .....   | September 29                                 |
| Last day to withdraw from "A" session .....  | October 5                                    |
| "A" Session classes end/final exams .....  | October 6                                    |
| FALL BREAK .....   | <b>No classes/College closed</b> October 7-8 |
| "A" Session grades .....   | Due by noon October 11                       |

|   |                                       |
|---|---------------------------------------|
| "B" Session courses begin .....   | October 11                            |
| Last day for 100% credit "B" Session.....   | October 13                            |
| Last day to drop a "B" Session course and not appear on transcript .....                            | October 13                            |
| Winter/Spring 2022 registration opens for returning students .....                                  | October 18                            |
| No show process begins for "B" Session .....  | October 19                            |
| Winter/Spring 2022 registration opens to all students.....  | November 1                            |
| Last day to drop a Full Session course ( <b>Only withdrawals are allowed after this date</b> )..... | November 19                           |
| THANKSGIVING BREAK .....  | <b>No classes</b> .....November 24-26 |
|   | <b>College closed</b> .....           |
|   | November 25-26                        |
| Last day to drop a "B" session course .....   | November 29                           |
| Last day to withdraw from Full and "B" Sessions.....  | December 3                            |
| Full and "B" Session Classes End .....  | December 3                            |
| Final exams for Full and "B" Sessions.....  | December 4-9                          |
| Last day to return rental textbooks.....  | by 5:00 pm .....                      |
|   | December 9                            |
| Grades .....  | Due by noon .....                     |
|   | December 10                           |

## Winter 2022

|   |                             |
|---|-----------------------------|
| Early registration opens for Winter 2022 for returning students .....   | October 18                  |
| Early registration opens for Winter 2022 for all students.....  | November 1                  |
| Winter textbook pick-up begins .....  | December 9                  |
| Last day to register for Winter Session .....   | December 10                 |
| Winter Session begins ( <b>Limited change of schedule available through December 13</b> ).....                | December 13                 |
| Last day for 100% credit for Winter Session ( <b>No financial credit is available after this date</b> ) ..... | December 14                 |
| Last day to drop Winter Session course and not appear on transcript.....                                      | December 14                 |
| Last day to charge in The College Store .....   | December 15                 |
| No show process begins for Winter Session .....   | December 15                 |
| CHRISTMAS BREAK .....   | <b>College closed</b> ..... |
|   | December 20-24              |
|   | December 27-31              |
| Last day to drop/withdraw from Winter Session .....   | January 6                   |
| Winter Session ends/finals.....   | January 7                   |
| Winter Session grades.....  | Due by midnight .....       |
|   | January 8                   |
| Rental textbook return for Winter Session .....   | January 11                  |

## Spring 2022

|  |                             |
|--|-----------------------------|
| Early registration opens for Spring 2022 for returning students .....                                      | October 18                  |
| Early registration opens for Spring 2022 for all students.....   | November 1                  |
| Faculty/Staff Convocation .....  | College closed .....        |
|  | January 10                  |
| Registration for Spring 2022.....  | 8:00 a.m.-6:30 p.m. ....    |
|  | January 11-13               |
| with extended walk-in office hours .....   | 8:00 a.m.-5:00 p.m. ....    |
|  | January 14                  |
| Textbook pickup begins.....  | January 11                  |
| Last day to register .....   | January 14                  |
| MARTIN LUTHER KING DAY .....   | <b>College closed</b> ..... |
|  | January 17                  |
| First day of classes.....  | January 18                  |
| Limited schedule changes available .....   | 8:00 a.m.-6:30 p.m. ....    |
|  | January 18-20               |
|  | 8:00 a.m.-5:00 p.m. ....    |
|  | January 21                  |
| Last day for 100% credit for Full and "A" Sessions.....  | January 31                  |
| Last day to withdraw from college or drop a Full and "A" Sessions course and not appear on transcript..... | January 31                  |
| Last day to charge in The College Store .....  | February 1                  |
| No show process begins for Full and "A" Sessions.....  | February 8                  |
| Last day to drop an "A" Session course.....  | March 4                     |
| Last day to withdraw from "A" Session .....  | March 10                    |
| "A" Session classes end/final exams .....  | March 11                    |
| SPRING BREAK .....   | <b>No classes</b> .....     |
|  | March 14-18                 |
|  | <b>College closed</b> ..... |
|  | March 16-18                 |
| "A" Session grades .....   | Due by noon .....           |
|  | March 21                    |
| "B" Session courses begin .....  | March 21                    |



|  |                              |
|--|------------------------------|
| Summer/Fall 2022 registration opens for returning students .....                                     | March 21                     |
| Last day for 100% credit for "B" Session .....   | March 23                     |
| Last day to drop a "B" Session course and not appear on transcript .....                             | March 23                     |
| No show process begins for "B" Session .....   | March 28                     |
| Summer/Fall 2022 registration opens to all students .....  | April 4                      |
| EASTER BREAK .....   | <b>No classes</b> .....      |
|  | <b>College closed</b> .....  |
|  | April 14, 15, & 18           |
|  | April 15 & 18                |
| Last day to drop a Full Session course ( <b>Only withdrawals are allowed after this date</b> ) ..... | April 29                     |
| Last day to drop a "B" Session course .....  | May 6                        |
| Last day to withdraw from Full and "B" Sessions .....  | May 13                       |
| Full and "B" Session classes end .....   | May 13                       |
| Student Excellence Award Ceremony .....  | Tinnin Center 6:00 p.m. .... |
| Final exams for Full and "B" Sessions .....  | May 13-19                    |
| Last day to return rental textbooks .....  | by 5:00 p.m. ....            |
| Grades .....   | Due by noon .....            |
| Commencement .....   | May 20                       |

## Summer 2022

|  |                             |
|--|-----------------------------|
| Early registration opens for Summer/Fall 2022 for returning students .....   | March 21                    |
| Early registration opens for Summer/Fall 2022 for all students .....   | April 4                     |
| MEMORIAL DAY .....   | <b>College closed</b> ..... |
|  | May 30                      |
| Summer textbook pickup begins .....  | June 2                      |
| Last day to register for "A" Session .....   | June 2                      |
| Summer "A" & Full Sessions begin ( <b>Limited change of schedule available through June 7</b> ) .....                | June 6                      |
| Last day for 100% credit for "A" and Full Sessions ( <b>No financial credit is available after this date</b> ) ..... | June 8                      |
| Last day to drop an "A" and Full Sessions course and not appear on transcript .....                                  | June 8                      |
| Last day to charge in The College Store .....  | June 8                      |
| No show process begins for "A" and Full Sessions .....   | June 14                     |
| Last day to drop an "A" Session class .....  | June 23                     |
| Last day to withdraw from "A" Session .....  | June 29                     |
| "A" Session ends/finals .....  | June 30                     |
| Last day to register for a "B" Session class .....   | June 30                     |
| INDEPENDENCE DAY HOLIDAY .....   | <b>College closed</b> ..... |
|  | July 4                      |
| "A" Session grades .....   | Due by noon .....           |
|  | July 5                      |
| "B" Session begins ( <b>Limited change of schedule available through July 6</b> ) .....                              | July 5                      |
| Last day for 100% credit for "B" Session ( <b>No financial credit is available after this date</b> ) .....           | July 7                      |
| Last day to drop a "B" Session course and not appear on transcript .....   | July 7                      |
| No show process begins for "B" Session .....   | July 12                     |
| Last day to drop a Full Session class .....  | July 21                     |
| Last day to drop a "B" Session class .....   | July 21                     |
| Last day to withdraw from "B" and Full Sessions .....  | July 27                     |
| "B" & Full Sessions end/finals .....   | July 28                     |
| Summer grades .....  | Due by noon .....           |
|  | August 1                    |
| Rental textbook return for Summer .....  | August 1                    |

# ABOUT US

## The College

Three Rivers College is one of 12 public, two-year institutions established under the Missouri Junior College Act of 1961. The College serves a 15-county area of nearly 10,000 square miles which encompasses the Southeast Missouri counties of Bollinger, Butler, Cape Girardeau, Carter, Dunklin, Howell, Mississippi, New Madrid, Oregon, Pemiscot, Reynolds, Ripley, Scott, Stoddard, and Wayne.

The College taxing district is comprised of the following school districts: Poplar Bluff R-I, Neelyville R-IV, and Twin Rivers R-X in Butler County; Van Buren R-I and East Carter County R-II in Carter County; Doniphan R-I, Naylor R-II, Ripley County R-III, and Ripley County R-IV in Ripley County; and Clearwater R-I and Greenville R-II in Wayne County.

## College History

Three Rivers College was founded April 5, 1966, when citizens of the Southeast Missouri counties of Butler, Carter, Ripley, and Wayne voted into existence the College District. The College opened storefront facilities in downtown Poplar Bluff, Missouri, with 138 students in the summer of 1967. Today, Three Rivers enrolls thousands of students at locations throughout Southeast Missouri, including an 80-acre campus in Poplar Bluff; full-service locations in Cape Girardeau, Dexter, Kennett, and Sikeston; as well as many other locations, including Doniphan, Portageville, and Van Buren. Programs include college transfer, career-technical, transitional, and continuing education.

## Vision Statement

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.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Core Values

### Commitment to Learning

We provide exemplary learning opportunities and maintain the highest standards through continuous improvement.

### Hardworking

We are dedicated to working more diligently, smartly, creatively, and innovatively.

### Honesty and Integrity

We honor our commitment to the College mission as we hold ourselves to the highest ethical standards in all operations.

### Quality

We take decisive action to shape the future in order to fulfill our commitment to excellence.

### Respect

We value the worth of individuals from all backgrounds and treat coworkers and members of the community with courtesy and dignity.

# Strategic Plan 2021-2025

The Three Rivers College Strategic Planning Steering Committee developed the following strategic themes of ASPIRE 2025 to guide planning and direct resources to fulfill the mission. The focus areas of the strategic plan are Innovation, Institutional Sustainability, Instructional Excellence and Relevance, and Student Success. The planning process is systematically designed to create a dynamic continuous improvement cycle that aligns annual priorities for planning, allocating appropriate resources based on data-informed decision-making, implementing initiatives, and assessing the effectiveness of those initiatives to annually close the loop. Student success is at the heart of all planning at Three Rivers College. The Board of Trustees adopted the strategic plan by unanimous vote on January 15, 2020.

**Theme: Innovation**

**Initiative:** The College will continue to expand operational innovation through newly developed products, tools, and processes designed to enhance performance.

- Strategies:**
- Adopt the usage of the Strategic Planning Online (SPOL) Assessment Module in support of institutional planning and improvement.
  - Develop the appropriate infrastructure in support of fully online degree programs.
  - Enhance cybersecurity and data security.
  - Ensure appropriate oversight of fully online programming.
  - Fully utilize Office365 to improve operations.
  - Improve student retention processes.
  - Improve student support for online learning.
  - Maintain institutional support for Quality Matters.
  - Provide additional avenues for learning and communication through technology.
  - Upgrade outdated systems.

**Theme: Institutional Sustainability**

**Initiative:** The College will continue to improve the operational performance of all processes, systems, resource management, and facilities in order to provide the necessary support for students and employees to thrive.

- Strategies:**
- Actualize data-informed decision-making within all planning and budgeting practices.
  - Continue to improve community image and relationships.
  - Coordinate student recruitment efforts that shall include employees across the College.
  - Develop a plan to address future personnel needs.
  - Ensure appropriate employee staffing.
  - Expand the capacity to seek and manage relevant external funding sources and grant projects.
  - Increase employee knowledge and skills.
  - Institutionalize a positive student-focused culture.
  - Maintain compliance with all local, state, federal, and accreditation agencies while remaining transparent to all stakeholders.
  - Respond to change in anticipation of the developing needs of our community.
  - Systematically work to ensure an online presence that is consistent, accurate, current, and student focused.
  - Upgrade outdated facilities.

**Theme: Instructional Excellence and Relevance**

**Initiative:** The College will deliver instructional excellence throughout the curriculum with timely and relevant content for improved student learning and success.

- Strategies:**
- Build an inclusive environment in support of all adjunct instructors.
  - Design initiatives to ensure that students are competent in the technology needed to succeed in the curriculum.
  - Develop a student-focused culture to celebrate students' academic goals and achievements.
  - Enhance the academic assessment process through technology tools and innovation.
  - Ensure career programming that is relevant, viable, and provides skills for meaningful employment.
  - Ensure relevant academic programming that aligns with the needs and desires of our community.



- Improve student learning through maturing the use of student outcomes data.
- Maintain a high-quality online learning environment.
- Promote quality instruction in all learning modalities.
- Provide timely feedback to students.

Theme: **Student Success**

Initiative: The College will enhance the experience of every student by reducing barriers and creating an individual path to personal and academic success.

- Strategies:
- Align academic advising with university transfer programs for improved transfer rates.
  - Champion a student-focused culture based on the educational goals of each student.
  - Design a course scheduling process that ensures classes are available when students need them for on-time completion.
  - Ensure technological and computing literacy skills for all students.
  - Improve the individualized student experience for every student.
  - Mature the comprehensive advising process.

## Accreditation

Three Rivers College is accredited by the Higher Learning Commission, located at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, 800-621-7440.

This accreditation ensures that student work satisfactorily completed at Three Rivers will be recognized at full value by other colleges, universities, and professional schools.

The Associate of Applied Science (AAS) in Nursing program is accredited by the Accreditation Commission on Education in Nursing (ACEN). The AAS Nursing program in Poplar Bluff and the LPN-RN Bridge program in Sikeston are fully approved by the Missouri State Board of Nursing. The Practical Nursing program, located in Poplar Bluff and Sikeston, is fully approved by the Missouri State Board of Nursing.

The Medical Laboratory Technician program is accredited under the Missouri Health Professions Consortium MLT Program by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Three Rivers College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education

Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs, 727-210-2350. [www.caahep.org](http://www.caahep.org).

To contact CoAEMSP: 214-703-8445, [www.coaemsp.org](http://www.coaemsp.org)

Three Rivers College is a Missouri Department of Health and Senior Services, Bureau of Emergency Medical Services accredited EMS training entity.

The Occupational Therapy Assistant Program has been granted accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE), the accrediting body of the American Occupational Therapy Association (AOTA).

All pre-professional teacher education programs are approved by the Missouri State Board of Education.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

# ADMISSIONS

Three Rivers College is an open admission institution and accepts any person with a high school diploma or equivalent.

## Equal Opportunity

All persons who meet the general admission requirements will be treated in identical fashion regardless of race, color, gender, sexual orientation, religion, age, disability, or national origin. This right also applies to participation on an equal basis in respect to all the curricular or non-curricular activities of the College.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Steps to Be Admitted

1. Submit a completed application found on the College website at [www.trcc.edu/admissions/application.php](http://www.trcc.edu/admissions/application.php).
2. Submit official high school transcript(s) or GED/HiSET test results.
3. Submit official transcripts from all colleges attended.
4. Request ACT or SAT scores be sent to Three Rivers or contact the Welcome Center at 573-840-9605 to start the placement process.
5. To register, contact the Welcome Center at 573-840-9605 or contact the location nearest you.

*Pursuant to Missouri State Statute 174.130, Three Rivers College will not knowingly admit any aliens unlawfully present in the United States. Proof of legal residency may be required at the time of application.*

## Denial of Access

The College may deny admission or continued attendance if it reasonably appears that the student would not be competent to profit from the curriculum offerings of the College, or would, by the student's presence or conduct, create a threat or potential danger to the college community, or if such denial of access is considered to be in the best interest of the College. Denial of access decisions may be appealed. Contact the Dean of Student Services at 573-840-9669 for more information concerning appeals.

## Foreign High Schools

Students attending high school outside the U.S. must submit official records such as transcripts, diplomas, and/or standardized exam results equivalent to a U.S. high school diploma. High school records not issued in English must be accompanied by an official English translation.

## Home Schools, Non-Accredited High Schools, or Non-Accredited Correspondence Schools

If you attended a home school, non-accredited, or correspondence high school, you may attend if you are at least 16 years old, submit transcripts verifying completion of an academic program, and submit ACT scores or contact the Welcome Center at 573-840-9605 to begin the placement process.

## Limited Enrollment Programs

The Nursing, Practical Nursing, Paramedic, Occupational Therapy Assistant, and Medical Laboratory Technology Programs are limited in enrollment. Additional information and program applications for Nursing and Allied Health Programs are found on the College website: [www.trcc.edu/admissions/application.php](http://www.trcc.edu/admissions/application.php).

## Courses

You may enroll in courses only when prerequisites for the courses are met and provided space is available. Prerequisites are noted in the Course Description section of this catalog and on *myTRCC*.

## Honors Program

The Three Rivers College Honors Program offers enhanced and advanced study to those students who show exceptional academic achievement and motivation. The purpose of honors classes is to provide an innovative, creative approach to learning in an atmosphere conducive to meeting the challenge to higher levels of academic excellence.

The Honors Program seeks to bring together students with diverse academic and social interests to foster the exchange of ideas within the associate degree experience, while providing appropriate scholastic challenges as they pursue intellectual self-awareness. Honors courses are designed to promote intellectual curiosity, motivate students, and offer greater depth and more intensity.

For more information about the Honors Program or to inquire about membership, contact Mark Sanders, Associate Professor of Philosophy, at [msanders@trcc.edu](mailto:msanders@trcc.edu) or at 573-840-9618, ext. 8186.

## Dual Enrollment

Dual enrollment is the enrollment of high school students in college classes. These classes are taught by TRC instructors and may be located on the main campus, at off-campus sites,

or online. If you complete dual enrollment classes, you will receive college credit but may not receive high school credit.

You must follow the same procedures and have the same enrollment qualifications as regular TRC students. Placement scores may be required to enroll in some classes. If qualified, you may take both dual credit and dual enrollment classes during the same semester. If you are interested in this option, you should check with your high school counselor and the Dual Credit Coordinator at 573-840-9619.

## Dual Credit

Admission is granted to students attending accredited high schools who want to participate in the dual credit program. Dual credit is defined as college courses taught on the high school campus by academically qualified high school instructors. Students who complete these courses are awarded both high school and college credit. This program is open to students who qualify under the state guidelines, meeting GPA and test score requirements. In addition, placement scores may be required in order to enroll in some of the classes. Students interested in this option should check with their high school counselor and the Dual Credit Coordinator at 573-840-9619.

## Course Placement

Proper course placement is vital to success in college courses. To ensure that you select the best place to start, Three Rivers uses a guided self-placement process.

The guided self-placement process for English, math, and reading allows you to rate your level of comfort with math problems, English concepts, and reading passages. Once you have completed the questionnaire, you will receive feedback from an advisor on what courses would best fit your needs. This process takes into account your capabilities, history, and life experiences while considering career goals, program options, and career expectations.

After you have filled out your application, simply take the guided self-placement questionnaire at <https://www.trcc.edu/testing/guided-self-placement.php>.

If you have recently taken the ACT or ACCUPLACER, these scores can also be used to place you in the right English, math, and reading courses to ensure the best chance for success.

The following chart identifies the ACT and ACCUPLACER subtest scores used for placement in these courses.

| Course   | ACT*  | ACCUPLACER                              |
|--|---|---|
| MATH 02-Transitional Math  | 17 or below                                     | 200 to 279 (A)<br>200 to 210 (AAF)      |
| ENGR 106-Technical Math I  | 9 to 17   | 263 to 300 (A)<br>200 to 210 (AAF)      |
| MATH 153-Intermediate Algebra<br>MATH 161-Mathematical Reasoning & Modeling<br>MATH 162-Math for the Elem Teachers                 | 18 to 21  | 211 to 236 (AAF)                        |
| MATH 163-College Algebra for Calculus  | 22 or above                                     | 237 to 262 (AAF)                        |
| MATH 164-Trigonometry  | 26 or above                                     | 263 to 275 (AAF)                        |
| MATH 171-Analytic Geometry & Calculus  | 28 or above                                     | 276 to 300 (AAF)                        |
| ENGL 02-Transitional College Writing<br>ENGL 08 – Advanced Transitional College Writing  | 15 or below (ENGL)<br>16 to 17 (ENGL)           | 2 or below (WP)<br>3 to 4 (WP)          |
| READ 01-Transitional College Reading I<br>READ 02-Transitional College Reading II  | 14 or below (READ)<br>15 to 17 (READ)           | 200 to 230 (RS)<br>231 to 240 (RS)      |
| ENGL 111-College Writing   | 18 or above (ENGL)<br>and<br>18 or above (READ) | 5 to 8 (WP)<br>and<br>241 or above (RS) |
| (A) = Arithmetic, (AAF) = Advanced Algebra & Functions, (WP) = WritePlacer (essay), (T) = Trigonometry, (RS) = Reading Skills Test |   |   |
| *ACT placement scores are based on sub-scores in the applicable subject area, not the composite score.                             |   |   |

# STUDENT CLASSIFICATIONS

Students are classified as follows:

## Full-Time Student

You are a full-time student if you are enrolled in 12 or more credits for Fall and Spring semester or 6 hours for Summer term.

## Part-Time Student

You are a part-time student if you are enrolled in less than 12 credits for Fall and Spring semesters or less than 6 hours for Summer term.

## Curricular Student

You are a curricular student if you are seeking a degree or certificate.

## Non-Curricular Student

You are a non-curricular student if you are not seeking a degree or certificate. Non-curricular students are not eligible for federal financial aid and are classified as follows:

- Upgrading employment skills for present job.
- Developing skills for new job.
- Career exploration - The College will provide counseling to help students make decisions concerning career goals. Students are expected to declare other educational goals prior to completing 30 credit hours of course work.
- Personal satisfaction and general knowledge.
- Visiting - Visiting students are those who, while enrolled at a community college, maintain primary enrollment with other post-secondary institutions.
- Non-degree transfer - Non-degree transfer students are those enrolled at the College with the intent to transfer to other post-secondary institutions prior to completing graduation requirements.
- High school - High school students who are dual enrolled and home-schooled students under the age of 18.
- Dual Credit/Dual Enrollment - Students currently enrolled in high school or home school who have not completed the requirements of secondary school graduation.
- Auditing a course (with College approval only) – See page 19 for more details. Under this classification, students enroll in courses without taking exams or receiving credit. Audits are permitted only if there is a sufficient number of students taking the class for credit.

**Freshmen** have fewer than 30 semester hours of credit.

**Sophomores** have earned 30 or more semester hours of credit.

## Transfer Student

You are a transfer student if you have attended another post-secondary institution before enrolling at TRC.

## Continuing Student

You are a continuing student when you have not had a break in enrollment (excluding summer session) at TRC.

## Returning Student

You are a returning student if you previously earned at least one hour of credit at TRC. If you have not been enrolled at TRC for a semester or more (excluding summer session), you may reactivate your files by updating your admission information. If you have attended another accredited institution since leaving TRC, you must submit official transcripts.

## Concurrently Enrolled Student

You are a concurrently enrolled student if you are enrolled at TRC and another college during the same semester.

## International Student

If you are a non-immigrant international student seeking I-20 admission, the following items are required in addition to the regular admission requirements (An international student checklist may be obtained in the Advising Center):

1. Be eligible for an F-1 visa.
2. Submit Affidavit of Support.
3. Submit a TOEFL (Test of English as a Foreign Language) of at least 500 on the paper-based test or 173 on the computer-based test.
4. Submit Admissions Application.
5. Proof of insurance.

If you are transferring from another college, you must be in good standing with a grade point average of at least 2.0 at the time of transfer. All international students will be charged out-of-district tuition. Students with a valid permanent residence cards will be billed according to residency. Educational records from institutions outside the United States must be evaluated as described in the section on records.

Further information regarding international students can be obtained from the Advising Center at 573-840-9666.

*Pursuant to Missouri State Statute 174.130, Three Rivers College will not knowingly admit any aliens unlawfully present in the United States. Proof of legal residency may be required at the time of application.*

## Unclassified Student

If you have an advanced degree, you may register for Three Rivers' classes and will be unclassified. Three Rivers graduates enrolling in transfer courses will be unclassified students.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.





# REGISTRATION

## Steps to Register

- Complete the Application for Admission using the online form on our website at [www.trcc.edu/admissions/application.php](http://www.trcc.edu/admissions/application.php).
- Complete your Free Application for Federal Student Aid (FASFA).
- Complete the guided self-placement questionnaire.
- Submit high school and previous college transcripts.
- Visit with an advisor to:
  - Review pathway/program requirements in the College catalog and read course descriptions.
  - Determine if a prerequisite or corequisite is necessary. See definition in Academic Information and Rules section of College catalog.
  - Discuss academic plans and select courses.
  - Plan a tentative schedule that considers work and family obligations.
  - Have your advisor approve your schedule.
- Register for courses.
  - To register online, visit [www.trcc.edu](http://www.trcc.edu) and click *myTRCC* to create a schedule, choose class times and locations, register, and pay for classes. If you are a new student, you will work with your initial advisor.
- Consider your payment options. Once you are registered for courses, a bill is generated. If you do not secure payment in the form of financial aid or scholarship prior to classes starting, you will be required to pay for the tuition, books, fees, etc. on your own. Please see Fees and Charges for payment options. For more information go to [www.trcc.edu/financialaid/tuition.php](http://www.trcc.edu/financialaid/tuition.php).

## Last Day to Register for Classes

The last day to register for classes can be found on the academic calendar and in the important dates section of this catalog. After the last day to register, you may only make limited schedule changes during the first week of classes with instructor permission. You will need to contact your advisor for schedule changes.

## Course Schedule

The course schedule is located on Three Rivers' website at [www.trcc.edu](http://www.trcc.edu); go to Links then select "Search for Classes". No username or password is required to view the schedule.

## How to Access *myTRCC* – The Student Self-Service Website

The student portal (*myTRCC*) is a convenient way for you to access your personal, academic, and financial information online. Through *myTRCC*, you can search the course catalog and semester course offerings, register and pay for classes, check your program progress, and access your schedule, grades, unofficial transcript, financial aid, account information, and multiple documents and forms.

The *myTRCC* system operates in an encrypted and secure environment. You must use your *myTRCC* username and password to access your personal information. It is important to not share your password with anyone. It is recommended you create a long password that you do not use elsewhere. *myTRCC* is accessed on the homepage of the website at [www.trcc.edu](http://www.trcc.edu). Go to <https://trcc.edu/loginhelp/> to learn how to login.

## New Students

New Three Rivers students must verify their identity in person on the Poplar Bluff campus or at one of the College's external locations, virtually, or via the phone prior to registration. New Three Rivers students gain access to *myTRCC* twenty-four hours after application for admission.

## Current and Returning Students

You **MUST** meet with your advisor to select the correct courses that apply to your degree plan. Faculty advisors will assist you in planning courses to be taken in current and future semesters. Once your courses are approved, you may register through *myTRCC*.

## Auditing a Course

Auditing a course is when you wish to enroll in a course to learn the material but not earn credit. If you are auditing a course, you will not be required to take examinations but will be expected to attend and participate in the learning process of the course. You may not change from an audit status to a credit status or a credit status to an audit status after the normal drop/add period. Auditing is only permitted if there is a sufficient number of students taking the class for credit.

## Dropping a Course

Talk to your instructor before making the decision to drop 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.

A course is dropped by completing a Withdrawal/Drop form at the Welcome Center, any external location, or on myTRCC. Failure to complete the proper procedure for dropping a class may result in a grade of "F" for the course.

- You will receive a 100% credit of tuition and fees if you drop a class prior to the last day of the 100% credit period. No credits or refunds will be made after the published deadline. Specific dates can be found on the College website at <http://www.trcc.edu/studentaccounts/tuitionfees.php>.
- Specific deadlines for dropping courses are provided in the full academic calendar found on the College website at <http://www.trcc.edu/academics/>.
- All rental textbooks must be returned at the time you drop a course(s).
- You are responsible for paying all remaining unpaid charges including tuition, fees, College Store charges, and housing balances.

## Withdrawal from College

A withdrawal from college is when you drop all courses taken during a semester. You are strongly encouraged to speak with your advisor and the Office of Financial Aid prior to withdrawing from the College. You may withdraw from the College up to and including the last day of class.

Prior to the last date to drop a course, you can withdraw online through myTRCC. After this date, you must contact the Welcome Center to withdraw.

- You will receive a 100% credit of tuition and fees if you withdraw from college prior to the last day of the 100% credit period. No credits or refunds will be made after the published deadline. Specific dates can be found on the College website at <http://www.trcc.edu/studentaccounts/tuitionfees.php>.
- Specific deadlines for withdrawing are provided in the full academic calendar found on the College website at <http://www.trcc.edu/academics/>.
- All rental textbooks must be returned at the time you withdraw from College.
- You are responsible for paying all remaining unpaid charges including tuition, fees, College Store charges, and housing balances.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Class Attendance

To be successful, you must attend class as scheduled. If for some reason you are unable to attend class, it is your responsibility to notify your instructor and arrange to make up missed work, if allowed. Being absent from class can reduce your final course grade and result in your removal from the course.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

# ADVANCED PLACEMENT

Advanced placement may be obtained through the use of standardized tests, Credit for Prior Learning, specific articulation agreements between the College and area high schools, and transferring coursework from other colleges. A maximum total of 30 credit hours of alternative credit may be used toward completion requirements; up to 50% of a program.

## College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) provides an opportunity to demonstrate acquired knowledge equivalent to college-level courses. A score at the 50th percentile or higher is required to receive credit for a CLEP subject examination. Students seeking information about the CLEP examinations may contact Three Rivers Testing Services at 573-840-9667. Scores will be submitted to the Office of the Registrar.

| CLEP Subject Examinations                                  | Three Rivers Course Equivalent                    | Hours |
|--|---|-------|
| American Government  | GOVT 121: National & State Government             | 3     |
| American Literature  | ENGL 241/242: American Literature to & since 1870 | 6     |
| Biology  | BIOL 101: General Biology                         | 5     |
| Calculus   | MATH 171: Analytical Geometry & Calculus I        | 5     |
| Chemistry*   | CHEM 121: General Chemistry I                     | 5     |
| College Algebra  | MATH 163: College Algebra for Calculus            | 3     |
| College Composition  | ENGL 111: College Writing                         | 3     |
| English Literature   | ENGL 231/232: English Lit to & since 1798         | 6     |
| Financial Accounting                                       | ACCT 211: Principles of Accounting I              | 3     |
| History of the United States I: Early Colonization to 1877 | HIST 111: American History to 1877                | 3     |
| History of the United States II: 1865 to Present           | HIST 112: American History since 1877             | 3     |
| Introductory Business Law                                  | BLAW 221: Legal & Ethical Environment of Business | 3     |
| Introductory Psychology                                    | PSYC 111: General Psychology                      | 3     |
| Introductory Sociology                                     | SOCI 111: General Sociology                       | 3     |
| Pre-Calculus   | MATH 164: Trigonometry                            | 3     |
| Principles of Macroeconomics                               | ECON 211: Principles of Macroeconomics            | 3     |
| Principles of Management                                   | BUAD 120: Introduction to Business                | 3     |
| Principles of Marketing                                    | MKTG 115: Principles of Marketing                 | 3     |
| Principles of Microeconomics                               | ECON 212: Principles of Microeconomics            | 3     |
| Spanish Language: Level 1                                  | SPAN 101/102: Elementary Spanish I & II           | 6     |
| Western Civilization I: Ancient Near East to 1648          | HIST 121: World Civ. to the Renaissance           | 3     |
| Western Civilization II: 1648 to Present                   | HIST 122: World Civ. since the Renaissance        | 3     |

\* not available to nursing students

## Advanced Placement (AP) Credit

High school graduates participating in the College Board Advanced Placement Program and passing the final examination with a score of 3 or higher may receive credit for those subjects. For additional information, contact the Office of the Registrar at 573-840-9665.

| Advanced Placement Course             | Minimum Score Required | Three Rivers Course Equivalent            | Hours |
|---------------------------------------|------------------------|---|-------|
| Art History                           | 3                      | ARTS 123: History and Appreciation of Art | 3     |
| Biology                               | 3                      | BIOL 101: General Biology                 | 5     |
| Calculus AB                           | 3                      | MATH 171: Analytic Geometry & Calculus I  | 5     |
| Calculus BC                           | 3                      | MATH 271: Analytic Geometry & Calculus II | 5     |
| Chemistry                             | 3                      | CHEM 121: General Chemistry I             | 5     |
| English Language and Composition      | 3                      | ENGL 111: College Writing                 | 3     |
| English Literature and Composition    | 3                      | ENGL 112: Advanced College Writing        | 3     |
| Psychology                            | 3                      | PSYC 111: General Psychology              | 3     |
| United States Government and Politics | 3                      | GOVT 121: National and State Government   | 3     |
| United States History                 | 3                      | HIST 111: American History to 1877        | 3     |

AP tests received, but not shown in the table, will be evaluated on a case-by-case basis by faculty knowledgeable in the specific course to determine if an AP score of 4 or 5 warrants granting additional credits/or courses to the student.

## Credit for Prior Learning

Credit is awarded on a case-by-case basis, depending on the student's potential for Credit for Prior Learning (CPL) and the alignment with the intended major. To be considered for CPL, you must be enrolled and have completed a minimum of 1 credit hour that is transcribed to your student record. Please review the Guide for Alternative Credit, available on the College website for additional information or details at [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php).

For any Credit for Prior Learning questions contact Career Services at 573-840-9655.

## Military Experience Evaluation

Current and former members of the U.S. Armed Forces, U.S. Reserves, and National Guard who have successfully completed basic training may be granted two hours of college credit for physical education. Veterans need to request an official military transcript be sent to TRC through the joint services transcript service at [www.jst.doded.mil](http://www.jst.doded.mil) or The Community College at the Air Force (for Air Force only) at [www.airuniversity.af.mil](http://www.airuniversity.af.mil). Military training/education will be evaluated for possible credit from the joint services transcript.

To have training/experience evaluated for Credit for Prior Learning you must complete the application for Alternative College Credit and submit to Career Services.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Credit Transfer from Other Colleges

Three Rivers awards college credit for college-level courses completed at colleges and universities accredited by the following accrediting agencies: Middle States Commission on Higher Education, New England Association of Schools and Colleges, Higher Learning Commission, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges, and Council on Occupational Education. Credit earned at other institutions will be evaluated on a case-by-case basis.

If you have completed college/university coursework at an institution outside of the U.S., you must have your transcripts/diplomas evaluated by AACRAO ([www.ies.aacrao.org](http://www.ies.aacrao.org)), members of NACES ([www.naces.org](http://www.naces.org)), or other professional credential evaluation companies. You should obtain “course by course” evaluations. You are responsible for paying any fees associated with the credential evaluation process. If you are coming from a foreign institution accredited by a U.S. regional accreditor, you do not need to have your credentials evaluated.

Similar transfer courses are equated to TRC courses. Non-equivalent transfer courses may be counted as electives. You must request that an official transcript from each institution attended be sent directly to the TRC Office of the Registrar. Only official transcripts will be evaluated. You should provide all credentials for evaluation at least two weeks before

registering to guarantee transfer credits will be evaluated before selecting classes.

Only courses that will count toward a degree at TRC will be transcribed. All courses transferred to TRC will calculate in the cumulative GPA. Repeated courses from an incoming transcript will be treated the same way as repeated courses taken at Three Rivers College with regard to GPA calculations. Students may view their transcripts from other institutions but may not obtain a hard copy once they are submitted to TRC to become part of the permanent record.

Three Rivers College adheres to the guidelines set forth in the Credit Transfer Guideline for Student Transfer and Articulation among Missouri Colleges and Universities, approved by Missouri Coordinating Board for Higher Education. Under these guidelines, students who transfer from Missouri public colleges and universities and Missouri private institutions adhering to these guidelines will be considered as having met the Three Rivers College general education requirements if they complete the Missouri CORE 42 block of general education.

Questions regarding transfer of credit policy, regulations, and procedures should be directed to the Office of the Registrar at 573-840-9665.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

# COST AND FINANCIAL ASSISTANCE

Many types of federal and state institutional financial aid programs are available to help you pay for college. The Office of Financial Aid can be contacted at 573-840-9606 or [financialaid@trcc.edu](mailto:financialaid@trcc.edu) and is located on the 1<sup>st</sup> floor of the Westover Administrative Building room 103.

## Financial Aid

To be considered for financial assistance, most students must first submit a Free Application for Federal Student Aid (FAFSA) each award year. To complete the FAFSA, follow the steps below:

1. Apply for FSA ID at <https://fsaid.ed.gov>.
2. Complete the Free Application for Federal Student Aid (FAFSA) [www.fafsa.gov](http://www.fafsa.gov). Remember no fee is charged to apply.
3. Make sure to select the correct FAFSA year. Summer semester at Three Rivers College is treated as a trailer semester to the academic year. Students starting in summer will need to submit a FAFSA for the current year, as well as the next year.
4. Be sure to add Three Rivers College school code **004713**.
5. Link taxes using the FAFSA's IRS Data Retrieval Tool (dependent students will also need to link parent tax information). Instructions for linking taxes are available on IRS Website: [www.irsdataretrievaltool.com/irs-data-retrieval-tool-step-by-step-instructions](http://www.irsdataretrievaltool.com/irs-data-retrieval-tool-step-by-step-instructions).
6. Please contact the Office of Financial Aid or external locations for assistance with completion of the FAFSA, or visit [www.trcc.edu/financialaid/aid](http://www.trcc.edu/financialaid/aid).

## Financial Assistance Programs

- **Grants** - awarded based on financial need and generally do not have to be repaid as long as you remain in school and complete the semester satisfactorily.
- **Federal Work-Study** - awarded based on financial need and does not have to be repaid. You must apply for this assistance separately.
- **Loans** - must be repaid with interest.
- **State Aid** - awarded based on financial need or merit and generally does not have to be repaid as long as you remain in classes and satisfactorily complete the semester.
- **Scholarships** - awarded based on financial need, merit, or as a selective process and generally do not have to be repaid as long as you remain in school and complete the semester satisfactorily.

- **Veterans Benefits** - eligibility is determined by the U.S. Department of Veterans Administration (DVA) and generally do not have to be repaid as long as you remain in school and complete the semester satisfactorily.
- **Vocational Rehabilitation** - eligibility is determined by Vocational Rehabilitation and generally does not have to be repaid if courses are completed satisfactorily.
- **Outsourced Agencies** - eligibility is determined by agency and generally do not have to be repaid.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Federal Pell Grants

Federal Pell Grants are normally awarded if you have demonstrated financial need and have not earned a bachelor's or professional degree. The U.S. Department of Education determines eligibility by reviewing the FAFSA information, which produces an Expected Family Contribution (EFC) as calculated through the FAFSA and indicated on the Student Aid Report (SAR).

The Pell Grant amount you receive is based on your financial need, the cost of attendance, whether you are attending full-time or part-time, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at the same time. Your Lifetime Pell Limit is restricted to 600 percent (for example 12 semesters of full-time attendance) at all colleges. For more information on Pell Grants, visit the Federal Student Aid Website, [www.studentaid.ed.gov/sa/types/grants-scholarships/pell](http://www.studentaid.ed.gov/sa/types/grants-scholarships/pell) or visit [www.trcc.edu/financialaid/](http://www.trcc.edu/financialaid/).

## Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG grants are normally awarded to students with the lowest Expected Family Contribution as calculated through the FAFSA. Due to limited funding, not every eligible student will receive FSEOG. The annual award typically ranges from \$200-\$600 at Three Rivers.

For more information on FSEOG grants, visit the Federal Student Aid Website, [www.studentaid.ed.gov/sa/types/grants-scholarships/fseog](http://www.studentaid.ed.gov/sa/types/grants-scholarships/fseog).

## Federal Work-Study Program (FWS)

The Federal Work-Study (FWS) Program provides campus employment for qualified students and financial need is calculated through the FAFSA. Due to limited funding, not

every eligible student can participate in the work-study program. College work-study award amounts vary based on student eligibility and the work assignment. Federal Work-Study participants are paid on a biweekly basis. 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.

Go to [www.trcc.edu/financialaid/workstudy.php](http://www.trcc.edu/financialaid/workstudy.php) to view current positions. Applications are available at the Office of Financial Aid. Additional information regarding the Federal Work-Study program can be found at [www.studentaid.ed.gov/sa/types/work-study](http://www.studentaid.ed.gov/sa/types/work-study).

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## 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.** For additional information on student loans, contact the Office of Financial Aid or go to [www.trcc.edu/financialaid/loan.php](http://www.trcc.edu/financialaid/loan.php) for instructions on how to apply. Go to [www.studentaid.ed.gov/sa/types/loans](http://www.studentaid.ed.gov/sa/types/loans) for additional information. Information regarding repayment is available at [www.studentaid.ed.gov/sa/repay-loans](http://www.studentaid.ed.gov/sa/repay-loans). FAFSA submission is required.

## Missouri A+ Scholarship

You are eligible to use the A+ Scholarship Program to cover the cost of tuition and common fees for eligible classes if you successfully complete Missouri's A+ Schools Program. The A+ award is reduced by the amount of available non-loan, federal financial assistance, such as the federal Pell Grant. FAFSA submission is required.

Go to <http://dhe.mo.gov/ppc/grants/aplusscholarship.php> or [www.trcc.edu/financialaid/aplus.php](http://www.trcc.edu/financialaid/aplus.php) for additional information.

## Access Missouri

Access Missouri is a need-based program for Missouri residents. Eligibility is determined by your expected family contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA). Award amounts are determined by the State of Missouri. The Access Missouri Award will be reduced by the amount of A+ funding received. Go to <http://dhe.mo.gov/ppc/grants/accessmo.php> for additional information.

## Fast Track

The Fast Track Workforce Incentive Grant is a new financial aid program for adults beginning with the 2019-20 academic

year. The grant addresses workforce needs by helping adults pursue a certificate, degree, or industry-recognized credential in an area designated as high need. For more information please visit <http://trcc.edu/financialaid/aplus.php>. FAFSA submission is required.

## Bright Flight

Missouri Bright Flight is a merit-based program that encourages top-ranked high school seniors to attend approved Missouri post-secondary schools. Go to <http://dhe.mo.gov/ppc/grants/brightflight.php> for current information and criteria.

For information on other state grants and scholarships go to <http://dhe.mo.gov/ppc/grants>.

## Scholarships

You will be considered for eligible scholarships as part of the admissions process.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Institutional Scholarships

Institutional scholarships are offered based on academic, service, and performance. Specific eligibility criteria and enrollment stipulations may apply based on the scholarship award.

For more information on scholarships, contact the Office of Financial Aid or go to [trcc.edu/forms/financialaid/institutionalscholarships.pdf](http://trcc.edu/forms/financialaid/institutionalscholarships.pdf).

## Private/Endowment Scholarships

Private/Endowment Scholarships are awarded based on the criteria established by the donor. Scholarship information is available through the Office of Financial Aid or the Three Rivers College website, [www.trcc.edu/financialaid/scholarships.php](http://www.trcc.edu/financialaid/scholarships.php).

## Outside Aid Reporting Requirement

If you receive outside funding while attending TRC, including but not limited to scholarships or grants, you must report the source and amount of such outside assistance. Federal regulations require the College to adjust a student's aid award so as not to exceed the student's need.

## 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 educational benefits, as well as federal and state tuition assistance. Monthly benefit rates are set by Department of Defense 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.

For residency status information for active military, veterans, and their spouse or widows/widowers and any children, please visit <https://trcc.edu/forms/policiesregs/SP2215.pdf>.

Go to [www.benefits.va.gov/gibill/index.asp](http://www.benefits.va.gov/gibill/index.asp) or [www.trcc.edu/financialaid/veterans.php](http://www.trcc.edu/financialaid/veterans.php) for additional information.

## 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. Counseling and academic support services are provided to vocational rehabilitation students while at Three Rivers.

Go to [www.dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation](http://www.dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation) 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.

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 or who meet income eligibility criteria.

## Verification

Students who complete the FAFSA are randomly selected by the U.S. Department of Education (DOE) to complete an audit process called verification. If additional information is needed, the Office of Financial Aid will notify you via your email account. You can see what additional documents are needed through your myTRCC account.

For additional information go to [www.trcc.edu/financialaid/fafsaverification.php](http://www.trcc.edu/financialaid/fafsaverification.php).

## Financial Aid Offer

You can view your financial aid offer through your myTRCC account. The Office of Financial Aid will consider the financial aid offers accepted unless notified in writing by you.

## Maintaining Financial Aid and Enrollment

While everyone achieves at different levels, satisfactory academic progress (SAP) is a requirement of continued attendance and financial aid eligibility. Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information on SR 2760 Financial Aid Satisfactory Academic Progress.

| <p>To maintain federal satisfactory academic progress (SAP) for <b>financial aid</b> you must:</p> <ul style="list-style-type: none"> <li>• Complete an eligible program in no more than 150% of the published length of the program.</li> <li>• Successfully complete 67% of attempted credit hours.</li> <li>• Maintain the required cumulative grade point average (GPA) listed below based on total hours attempted:</li> </ul> <table border="1" data-bbox="868 1591 1177 1753"> <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> <p><i>*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.</i></p> | Total Hours    | GPA Required*: | 0 - 15 | 1.50 | 16 - 30 | 1.70 | 31 - 44 | 1.90 | 45+ | 2.00 | <p>To maintain academic eligibility for <b>Academics</b> you must:</p> <ul style="list-style-type: none"> <li>• Maintain the required cumulative grade point average (GPA) listed below based on total hours attempted:</li> </ul> <table border="1" data-bbox="1201 1459 1502 1621"> <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> <p><i>*Transitional courses will NOT be calculated in GPA. Credit hours for transitional courses will be calculated in the completed credit hours.</i></p> | Total Hours | GPA Required*: | 0 - 15 | 1.50 | 16 - 30 | 1.70 | 31 - 44 | 1.90 | 45+ | 2.00 |
|--|----------------|----------------|--------|------|---------|------|---------|------|-----|------|--|-------------|----------------|--------|------|---------|------|---------|------|-----|------|
| Total Hours  | GPA Required*: |                |        |      |         |      |         |      |     |      |  |             |                |        |      |         |      |         |      |     |      |
| 0 - 15   | 1.50           |                |        |      |         |      |         |      |     |      |  |             |                |        |      |         |      |         |      |     |      |
| 16 - 30  | 1.70           |                |        |      |         |      |         |      |     |      |  |             |                |        |      |         |      |         |      |     |      |
| 31 - 44  | 1.90           |                |        |      |         |      |         |      |     |      |  |             |                |        |      |         |      |         |      |     |      |
| 45+  | 2.00           |                |        |      |         |      |         |      |     |      |  |             |                |        |      |         |      |         |      |     |      |
| Total Hours  | GPA Required*: |                |        |      |         |      |         |      |     |      |  |             |                |        |      |         |      |         |      |     |      |
| 0 - 15   | 1.50           |                |        |      |         |      |         |      |     |      |  |             |                |        |      |         |      |         |      |     |      |
| 16 - 30  | 1.70           |                |        |      |         |      |         |      |     |      |  |             |                |        |      |         |      |         |      |     |      |
| 31 - 44  | 1.90           |                |        |      |         |      |         |      |     |      |  |             |                |        |      |         |      |         |      |     |      |
| 45+  | 2.00           |                |        |      |         |      |         |      |     |      |  |             |                |        |      |         |      |         |      |     |      |



## Academic and Financial Aid Warning and Suspension

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 educational 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.

Failure to meet satisfactory academic progress while on warning status will result in an Academic and/or Financial Aid suspension. 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.

## Academic and Financial Aid Suspension Override Request

You have the right to request an override of your suspension by completing the Suspension Override Request form. Suspension overrides will generally be considered only for extenuating circumstances. Decisions are based upon 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 Title IV funding. If you are granted an override, you will be required to meet with an advisor to evaluate your educational 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 [www.trcc.edu/forms/financialaid/suspensionoverride.pdf](http://www.trcc.edu/forms/financialaid/suspensionoverride.pdf).

## Academic and 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.

## Dropping Classes

Dropping classes can affect financial aid eligibility, prevent meeting satisfactory academic progress requirements, and result in a bill owed to the College. Before dropping courses, contact the Office of Financial Aid.

## Return of Federal Student Aid (Title IV) (Owing Money Back)

Return of Title IV calculation is performed when you completely withdraw, drop, or otherwise fail to complete the semester or term.

You are expected to earn federal financial aid by attending classes through at least 60 percent of their enrollment. If you quit attending or withdraw from all courses, but have already received their federal financial aid disbursement for the semester, you could owe money back to the federal financial program. If you are enrolled in module(s), you are no longer considered withdrawn if any of the following apply:

- Completes all requirements for graduation before completing the days scheduled to complete in the period;
- Successfully completes one or more modules that includes 49% or more of the number of days excluding scheduled breaks of five or more consecutive days and all days between modules;
- Coursework equal to or greater than half time attendance (6 hours).

(Early implementation effective June 1, 2021.)

Failure to meet these guidelines will result in being required to repay all or a portion of your financial aid. This policy applies to the following federal financial aid programs:

- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Direct Parent PLUS Loans
- Iraq & Afghanistan Service Grant

Go to [www.trcc.edu/forms/policiesregs/SR2750.pdf](http://www.trcc.edu/forms/policiesregs/SR2750.pdf) for more information.

## Student Disclosure Information

You are responsible for obtaining, completing, and filing the proper financial aid application (e.g., FAFSA) each year, by the deadline. You have the right to seek and receive full information and counsel from the Director of Financial Aid in regard to any financial aid matter. You must report any of the following changes to the Office of the Registrar:

- Withdrawal from college.
- Transfer to another college.

- Name change.
- Address change or parents' address change.

If student loans have been received, Exit Counseling must be arranged with the Office of Financial Aid when you graduate, withdraw, or drop below half-time status. Failure to complete Exit Counseling will result in a hold placed on your record.

## Financial Aid Code of Conduct

Any Three Rivers College officer, employee, or agent who has responsibilities with respect to student educational loans must comply with the Code of Conduct as outlined at [www.nasfaa.org/code\\_of\\_conduct](http://www.nasfaa.org/code_of_conduct).

## Consumer Information

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, financial aid code of conduct, and the Family Educational Rights and Privacy Act at Three Rivers College can be found at [www.trcc.edu/forms/consumerdisclosures.pdf](http://www.trcc.edu/forms/consumerdisclosures.pdf). Paper copies are available upon request.

Pursuant to Missouri HB 1606 (2018), information regarding the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study at Three Rivers College can be found at the following URL: <https://scorecard.mo.gov/scorecard/>. Search using School/Program "Three Rivers College" and choose the degree or credential type of interest.

## 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](http://studentaid.ed.gov/sa/eligibility/criminal-convictions).

## Residency of Students

Three Rivers College uses your residence to determine the appropriate tuition rate.

Persons residing within the public school districts of Clearwater R-1, Doniphan R-1, East Carter R-II, Greenville R-II, Naylor R-II, Neelyville R-IV, Poplar Bluff R-I, Ripley County R-III, Ripley County R-IV, Twin Rivers R-X, and Van Buren R-I pay local property taxes and are charged in-district tuition. Persons residing elsewhere in Missouri and any other state are charged out-of-district tuition.

In determining the residence of an individual, there should be sufficient proof of domicile within the College District for a period of 12 months. There must be sufficient proof of intent to make the College District a permanent home for an indefinite period with continuous residence in the College District during periods not enrolled as a student.

If a question arises concerning the residency status of the student, it shall be the responsibility of the student to prove residency within the College District. The student can petition the Office of the Registrar for a change of residency. The student needs to submit a completed Residency Evaluation form with the supporting evidence to the Office of the Registrar. Any change in the student's residency status will not be retroactive.

The following documents can be used as supporting evidence:

- Ownership of home within the College District.
- Payment of personal/property taxes within the College District.
- Reside within the College District upon marriage to a resident and maintenance of common domicile within the College District.
- Proof of address within the College District for 12 months:
  - Driver's license showing current address within the College District.
  - Voter Registration within the College District.
  - Lease/Rental agreement.
  - Utility bills.

The Residency Evaluation form along with all supporting documentation must be submitted to the Office of the Registrar no later than the following deadlines:

- Fall semester – September 1
- Spring semester – February 1
- Summer semester – June 1

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

# TUITION & FEES PER SEMESTER

## Tuition and Fees

Three Rivers College District Residents:  
Base Tuition, **\$101** per credit hour

Out-of-District:  
Base Tuition, **\$142** per credit hour

Tiered Tuition:  
Tier One: Base Tuition Rate  
Tier Two: Base Tuition Plus \$4 per credit hour  
Tier Three: Base Tuition Plus \$81 per credit hour  
Tier Four: Base Tuition Plus \$205 per credit hour  
Tier Five: Base Tuition Plus \$691 per credit hour

### Tier 1 Tuition Eligible Courses

|      |      |      |      |      |      |
|------|------|------|------|------|------|
| ACAD | CHEM | GLBL | HNRS | PHYS | SPAN |
| ALHE | CPST | GNST | HPER | PSYC | SWRK |
| ARTS | ECON | GEOG | MATH | READ | THEA |
| BHS  | ENGL | GOVT | MCOM | SCOM |      |
| BIOL | GIS  | HIST | PHIL | SOCI |      |

### Tier 2 Tuition Eligible Courses

|      |      |      |      |      |      |
|------|------|------|------|------|------|
| ACCT | BUAD | ECD  | FIRE | MAFT | MUSP |
| ADJU | BUED | EDUC | FRST | MEDR | WELD |
| AGRI | CIVL | ELEC | GRDT | MKTG |      |
| BLAW | CRJC | EMDS | HVAC | MST  |      |
| BMGT | CRJU | ENGR | IST  | MUSC |      |

**Tier 3** Courses are Practical Nursing, PNRS

**Tier 4** Courses are Nursing, NURS

**Tier 5** Courses are Transportation, TRNS

**Common Fee:** \$51 per credit hour

**Resource Fee:** \$24 per credit hours

**Transcript Fee:** \$10/\$20 priority

Senior citizens (age 65 and older) may audit college courses on a space-available basis with a tuition waiver, other fees will still apply.

Tuition and fees subject to change.

For more information on figuring your bill go to  
[www.trcc.edu/studentaccounts/tuitionfees.php](http://www.trcc.edu/studentaccounts/tuitionfees.php).

## Rivers Ridge Apartments

Pricing for residency in the on-campus Rivers Ridge Apartments:

- Fall semester—\$1,720
- Spring semester—\$1,720
- Summer term—\$948

## Payment Information

You will receive a copy of your charges when registering. Charges can be retrieved at any time on your *myTRCC* account. Be sure to check *myTRCC* each time your schedule changes. Payment due dates can be found at [www.trcc.edu/studentaccounts/tuitionfees.php](http://www.trcc.edu/studentaccounts/tuitionfees.php).

## Payment Options

The following are options for paying tuition:

1. Approved financial aid.
2. Full payment can be made with a credit/debit card through *myTRCC* under the Financial Information menu, at the Office of Student Accounts, at any College location, or via mail. When making payment by mail, please use a check or money order made payable to Three Rivers College. Be sure to include your full name and Three Rivers ID number on all checks and money orders. If you do not know your Three Rivers ID number, please call the Office of Student Accounts, 573-840-9662. Checks returned by the bank are charged a returned check fee. Both the check and the fee must be paid within 10 days or your registration may be canceled. Cash should NOT be sent by mail.
3. Contact Student Accounts to set up a payment plan for your balance, 573-840-9662.

## Who Needs to Enroll in a Payment Plan?

If you are not paying in full or do not have enough financial aid to cover your entire bill, you must contact Student Accounts to set up a payment plan each semester.

If you have questions, please contact the Office of Student Accounts at 573-840-9662 or email [studentaccounts@trcc.edu](mailto:studentaccounts@trcc.edu).

## Failure to Pay

Failure to pay may result in the withholding of college services, submission to debt collection, and submission to the Missouri Debt Offset Program.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Refunds

Refunds will be sent directly to the student's personal banking account. For information on how to enter your bank account information for refunds please go to <https://trcc.edu/studentaccounts>.

If you do not wish to enter your bank account information through myTRCC, you will receive a paper check in the mail to the address on file. Paper checks take 14-days due to processing and mailing time.

## Resource Fee/Course Materials

The Resource Fee includes all required course materials and is designed to provide students flat rate pricing of \$24 per credit hour for all required course materials during a student's entire college career at Three Rivers College. The Resource Fee allows students immediate access to every required digital and physical course material on the first day

of class, including textbooks, online access to eBooks and courseware through Blackboard, lab kits, lab manuals, course packs, required course supplies, and any other items listed as required for their courses. It is designed to provide students all-inclusive convenience to all items required for all courses.

Most physical course materials are recycled and will need to be returned to The College Store by the last day of finals of the semester which they were rented, or within a week of dropping a course or dropping out of Three Rivers College. If you fail to return a physical course material item, you will be charged the replacement cost and a \$25 fine per item. Check with The College Store regarding which physical course materials are required to be returned.

You will need your printed class schedule and a picture ID to pick up all physical course materials from The College Store; physical course materials will be Scan-&-Go, and digital course materials will be acquired through Blackboard. You can also order physical course materials on The College Store website: <http://collegestore.trcc.edu>.





# RECORDS

## 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, to request amendment to your records, to restrict your name from certain reports, to file appropriate FERPA complaints with the U.S. Department of Education, and to 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 number, email address, date of birth, photo, 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 certificate(s) awarded (including dates), awards received, and most previous educational institution attended.

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, simply complete a Request to Restrict Directory Information form, available on the website or in the Office of the Registrar. The request will remain in place until revoked in writing.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Transcripts

The College transcript is your official record. The Office of the Registrar is charged with the responsibility of posting, storing, and sending copies of transcripts to other institutions and agencies when authorized. You may order a copy of your transcript through the National Student Clearinghouse at [www.getmytranscript.com](http://www.getmytranscript.com).

Only you can request your academic and other educational records. The fee for each transcript is \$10. Fees are due at the time of the request via credit or debit card.

For additional information go to [trcc.edu/academics/records.php](http://trcc.edu/academics/records.php).

## Transferring to Other Colleges

Admission requirements vary among receiving colleges and universities. Courses taken for credit at Three Rivers will be accepted in transfer by other colleges, provided grades are satisfactory and courses taken are appropriate to the degree sought. To assure a smooth transfer to a four-year institution, you should consult an academic advisor early regarding transferability of credit earned at Three Rivers. The Associate of Arts, the Associate of Science, and the Associate of Arts in Teaching degrees are designed to transfer to a four-year institution. The Associate of Applied Science Degree is designed to prepare you to enter the workforce after graduation.

Although acceptance of credit is at the discretion of the transfer school, Three Rivers has articulation agreements facilitating transfer. Generally, college transfer program courses will satisfy various department, general education, elective, and degree requirements at receiving schools. Career and technical program courses may not transfer because they are designed for employment preparation rather than transfer.

## Name and Address Changes

All name and address changes should be reported as soon as possible through myTRCC or with the Office of the Registrar.

## Verification of Enrollment

You may request enrollment verification from the Office of the Registrar. Please allow two or three days for processing.

# SUPPORT SERVICES

## Academic Resource Commons (ARC)

### Library Services

Rutland Library is the information hub at Three Rivers College. The library provides access to a physical collection of over 18,000 books, DVDs, audiobooks, and journals. The library collection at the Sikeston location numbers nearly 1,700 books, DVDs, and journals. Students, faculty, and staff have access to 250,000 ebooks through the online catalog. Computer stations are provided at both locations for individual or group work; laptops are available for checkout at the Poplar Bluff location. Study rooms are also available at both locations. Millions of other items can be borrowed through the library's MOBIUS academic consortium or interlibrary loan. Additionally, the library provides access to journal articles and research documents through 62 online databases that can be accessed 24/7 at [www.trcc.edu/arc](http://www.trcc.edu/arc).

Tours of the library, class lectures, and individual assistance with research needs are provided upon request. Online tutorials are available through the library's website listed above. Rutland Library circulates items to students, faculty, staff, and the general public with a valid Three Rivers College or Missouri state-issued picture ID card.

Three Rivers adheres to the provisions of the U.S. Copyright Law, (Title 17, U.S. Code, Sec. 101, et seq.) The College does not approve any use or duplication of copyrighted materials not allowed by either the copyright law itself, fair use guidelines, license agreements, or permission from the copyright holder.

For more information, contact the Rutland Library at 573-840-9654, text 573-298-6105, or visit [www.trcc.edu/arc](http://www.trcc.edu/arc).

## Computer Resource Center

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 after twenty-four hours of making application for admission. 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 [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php).

Computers for your use are available in the Academic Resource Commons, the Tutoring & Learning Center on the Poplar Bluff campus, and at external locations. Staff members are on duty to provide assistance at all times during posted hours of operation. Printing is available at a cost of 10 cents per page.

## Tutoring and Learning Center

Professional tutors offer assistance in a variety of subject areas including math, English, accounting, sciences, computer applications, and ACAD.

The Tutoring and Learning Center is located on the 2<sup>nd</sup> floor of the Academic Resource Commons (ARC). For more information, call 573-840-9638 or email [tlc@trcc.edu](mailto:tlc@trcc.edu).

Tutoring is also offered at our Dexter, Kennett, and Sikeston locations. Distance tutoring is available through Blackboard or by calling 573-840-9638 during regular office hours.

## Advising

You will be assigned a faculty advisor and a staff advisor who will assist in developing your educational goal(s), financial aid processes, and selecting specific courses each semester. If you change your program or intended transfer pathway, you will be assigned the appropriate faculty advisor. Your staff advisor will remain the same until graduation. If you wish to change your advisor, you may request the advisor change at the Welcome Center. Advisors also assist you in exploring educational and occupational opportunities, establishing goals, identifying strengths and interests, and resolving concerns and difficulties. Faculty advisors' office locations can be found in the faculty/staff directory at [www.trcc.edu](http://www.trcc.edu). Staff advisors can be found in the Advising Center located on the 1<sup>st</sup> floor of the Westover Administrative/Classroom Building or the front office of any full-service external location. You can also contact the Advising Center by calling 573-840-9605.

To help in planning your education, an online planning system is available through *myTRCC*. The Student Planning system will be used by you and your advisor(s) to map out your semester by semester plan and keep you on track. You must have advisor approval prior to registering each semester.

## Career Services

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

Assessments, job opportunities via online occupational resources, successful interviewing techniques, resume and cover letter development, and college transfer information are all available. Software programs are available that help you with many career exploration and employment services.



You can use the online job board that includes career advice documents and a resume builder.

To take the first step toward career readiness, visit the Career Services Office located on the 1<sup>st</sup> floor of the Westover Administrative/Classroom Building, call 573-840-9655, or email [careers@trcc.edu](mailto:careers@trcc.edu) to make an appointment with a career advisor. Visit the Career Services page of the College website, [www.trcc.edu/student-services/careerservices](http://www.trcc.edu/student-services/careerservices), to register for available free software programs.

## Disability Services

Disability Services provide and coordinate 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, and scribes. You are encouraged to help determine the most reasonable and appropriate accommodations needed to obtain your educational goals.

If you have a disability, contact the Coordinator of Disability Services before registering at 573-840-9608 or visit the Disability Services office located on the 1<sup>st</sup> floor of the Westover Administrative/Classroom Building. 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.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Parking

Free parking is provided to you as a student of the College. All vehicle(s) information must be provided at time of registration. It is your responsibility to update any vehicle changes.

Go to [www.trcc.edu/campus-safety/parking.php](http://www.trcc.edu/campus-safety/parking.php) for more information.

## Courtside Café

The Courtside Café, located in the Bess Student Center, is open Monday through Friday for breakfast and lunch during the Fall and Spring semesters. The lunch menu includes daily specials, salads, and sandwiches. The Café accepts cash, Visa/MasterCard, and Meal Plan and Reward Cards. You can get meals to go or eat in the seating area, which includes

booths, tables, couches, and a big screen TV. Call ahead for to-go orders at 573-840-9549 or extension 3655 on campus.

## Campus Safety and Security

The campus is patrolled by POST-certified law enforcement officers. For all locations, dial 9-1-1 in case of an emergency.

The Annual Security & Fire Safety Report can be viewed at <http://www.trcc.edu/campus-safety/>.

## Testing Services

Testing Services is located on the 1<sup>st</sup> floor of the Westover Administrative/Classroom Building and may be reached at 573-840-9667 and [www.trcc.edu/testing](http://www.trcc.edu/testing). The services provided include the following:

## HiSET (High School Equivalency Test)

A computer-based test administered at certified test centers across the state. Subject areas include English with an essay (typed), math, science, social studies, and reading. The entire exam must be completed within a 12-month period. There is no waiting period between dates. Test time is between 5 and 7 hours for the entire test (5 subtests). A valid Missouri photo ID is required to take the test and a 24-hour deadline prior to test date to register. For more information, practice tests, and to register, schedule, and pay for the exams, go to [www.hiset.ets.org](http://www.hiset.ets.org).

## Health Sciences Entrance Exams

HESI A2 (RN), TEAS (Medical Technology, Practical Nursing, and Paramedic), and HESI (LPN-RN Bridge) entrance exams are offered throughout the year on specific dates. A minimum score is required to be eligible for a program in the health fields. Application deadlines vary for each program. A test fee and Three Rivers proctoring fee are required to complete the registration for these exams.

## MoGEA

The MoGEA test was adopted by the State Board of Education for all candidates pursuing the Associate of Arts in Teaching (AAT) degree and requires students to demonstrate basic general education competencies before they are admitted to an educator preparation program. The student must register at [www.mo.nesinc.com](http://www.mo.nesinc.com), pay the test fee, and schedule the exam at the above website. Due to limited seating, early registration is strongly encouraged.

## Certification Testing

Three Rivers is an authorized testing center for professional and technology certification tests through ASE, Pearson Vue, Scantron, and NOCTI. Fees and testing times are dependent on the type of certification test.

## Proctoring Services

By arrangement, Three Rivers provides proctoring for course exams through distance education courses for various universities and remote ACCUPLACER test for a fee of \$20 per exam.

## The College Store

The College Store is located in the Bess Student Center on the campus of Three Rivers College in Poplar Bluff.

Website: [www.bookstore.trcc.edu](http://www.bookstore.trcc.edu)  
Email: [collegestore@trcc.edu](mailto:collegestore@trcc.edu)  
Phone: 573-840-9610  
Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday  
Summer Hours: 7:00 a.m. to 6:00 p.m. Monday-Thursday

You will need your printed class schedule and your College ID or other form of photo ID to pick up your textbooks. The external locations at Sikeston, Dexter, and Kennett stock textbooks for courses taught at those locations, as well as for online students in the surrounding areas. If you are taking a class online, visit The College Store website for your suggested pick up location. You can also order textbooks online during the textbook pickup period at The College Store website above.

## Meal Plan Card

You can purchase a Meal Plan Card at The College Store with your financial aid, cash, credit card, or check. The card can be used to purchase groceries, gas, and meals at numerous merchants in Poplar Bluff, Sikeston, Dexter, and Kennett. For more information go to <http://bookstore.trcc.edu/home.aspx>.

## Fitness Center

The Ben and Martha Bidewell Fitness Center, located in the Bess Student Center, offers 2,250 square feet of exercise space. You must be enrolled in an appropriate physical education course (for college credit or continuing education), and sign a waiver, to use the facility.

## University Center

The University Center, located in Suite 204 of the Westover Administration Building, is a partnership between Three Rivers College and the universities that provide bachelor's degree completion programs at the College. The programs offered by Central Methodist University, Hannibal-LaGrange University, and Southeast Missouri State University allow you to complete a bachelor's degree close to home.

You can take freshman and sophomore level courses at Three Rivers, earn an associate degree, and then complete a bachelor's degree in one of several degree programs through the university partners.

The University partners offer bachelor programs in Business Administration, Early Childhood, Elementary, Middle School and Secondary Education, as well as Social Services, Agriculture, Biology, and RN-BSN. A complete listing of the degree completion programs offered through the University Center can be found on our website at [www.trcc.edu/academics/uc.php](http://www.trcc.edu/academics/uc.php).

For more information on what the University Center has to offer, call 573-840-9712, or email [universitycenter@trcc.edu](mailto:universitycenter@trcc.edu). For a complete list of all degree completion programs and articulation agreements check the bachelor completion page on our website. [www.trcc.edu/academics/bachelors.php](http://www.trcc.edu/academics/bachelors.php).

## TRiO Programs

TRiO Programs are funded under Title IV of the federal Higher Education Act of 1965 and are designed to help students overcome class, social, and cultural barriers to higher education by providing information, advising, academic instruction, tutoring, assistance applying for financial aid, encouragement, and support.

Two TRiO programs at Three Rivers are the Educational Talent Search (ETS) and Student Support Services (ACHIEVE).

## Educational Talent Search (ETS)

Educational Talent Search (ETS) is a TRiO program that provides education outreach and is funded through the U.S. Department of Education. Educational Talent Search is designed to motivate and support students in grades 6-12 who have the potential to succeed in college.

The Educational Talent Search program:

- Provides academic, career, and financial aid counseling to its participants.
- Encourages students to graduate from high school.
- Encourages students to continue on to the postsecondary school of their choice.

Three Rivers' ETS has many activities for participants throughout the school year including monthly in-school workshops, college campus tours, and cultural enrichment trips. As students advance toward high school graduation, the focus is centered on preparing them to apply, enroll, and become successful in their postsecondary careers. Services provided by the program include goal setting, character building activities, and many more.

The Three Rivers College ETS Program works with the following districts: Campbell, Dexter R-XI, Doniphan R-1, East Carter County R-II, Greenville R-II, Naylor R-2, Neelyville R-4, Poplar Bluff R-1, Southern Reynolds County R-II, and Twin Rivers.

Educational Talent Search can be reached at 573-840-9532.

## ACHIEVE

ACHIEVE is committed to helping eligible students be successful in college, graduate, and complete a college degree. This is accomplished by providing direct, individualized support services to enhance each participant's college success.

### Who Can Participate?

ACHIEVE is funded through the U.S. Department of Education and provides free services to eligible students. Eligibility is based on one or more of the following factors:

- **Low Income:** Taxable income that does not exceed levels set by the federal government regulation and/or
- **First Generation Student:** Neither parent graduated from a four-year college or university; or
- **Disabled:** Learning disability or physical disabilities (All disabilities must be documented.)

The ACHIEVE Office can be reached at 573-840-9650 and is located on the 2nd floor of the Academic Resource Commons or on our website [www.trcc.edu/achieve](http://www.trcc.edu/achieve).

## Complaint Resolution

We are dedicated to providing fair and impartial resolution of your complaints as a student. It is our practice to resolve

student complaints at the lowest possible level through informal action by either using the [Student Complaint Portal](#) or by contacting Student Services. When a complaint is not resolved at this level, you will be given the option to file an appeal with the Chief Student Services Officer. Please refer to College regulation [SR 2140 Student Appeals](#) for details.

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. Please refer to College regulation [SR 2130 Student Grievance](#) for details.

If a concern cannot be resolved to your satisfaction through the College's Student Appeals process or, if applicable, the College's Grievance process, you may seek additional assistance by filing a complaint with the [Missouri Department of Higher Education](#) or the [Higher Learning Commission](#).

## Lost and Found

Items found should be taken to the Welcome Center at the Poplar Bluff campus or to the front desk at external locations to await owner identification.

# STUDENT LIFE

## Activities

College activities are designed to assist you in developing culturally, socially, and educationally. The College schedules a variety of events throughout the year. Students will be admitted for free to many College events and all home varsity games upon presentation of student ID cards.

## Housing

Rivers Ridge Apartments, Three Rivers' student housing complex, is comprised of 46 four-bedroom apartments. All apartment units have private bedrooms, two full bathrooms, a living room area, and a full-service kitchen with stove, refrigerator, and dishwasher. Rivers Ridge has upgraded the housing package to include water, gas, trash, and sewer service, high-speed Internet, electric, and basic cable television.

Rivers Ridge has many amenities including a volleyball court, pavilion with picnic tables and BBQ grills, clubhouse with a big screen TV, study room with computers, laundry room, and snack machines. The housing staff plans many exciting activities throughout the year to provide students with opportunities to live in a community environment conducive to meeting student residents' education and personal goals. For more information, call 573-840-9106 or go to [www.trcc.edu/campuslife/housing.php](http://www.trcc.edu/campuslife/housing.php).

## Athletics

Three Rivers is the "Home of the Raiders." Intercollegiate sports for men include basketball, baseball, cheer, and rodeo. Women's varsity sports include basketball, softball, cheer, and rodeo. The College has achieved national and statewide recognition for each sport and many student athletes continue their athletic careers at four-year colleges and universities. Three Rivers has had more than 125 Academic All-Americans.

Raiders athletics have a triple focus of academic success, character development, and athletic success.

## Rocky Raider (Mascot)

Three Rivers is proud of its mascot, Rocky Raider. Rocky is an integral part of our athletic and College culture and can frequently be seen participating in College activities on and off campus. Be sure to look for Rocky at athletic events, fundraisers, summer camps, and parades.

## Cheerleading

Men and women are recruited during spring to cheer for all men's and women's home basketball games. Cheerleaders practice during the summer and attend collegiate cheer camp. They participate in cheer clinics, local parades, pep rallies, raffles, and various fundraisers.

## Men's Baseball

The Raiders baseball team has won multiple Region 16 titles with their best finish of 3<sup>rd</sup> place in the 1973 National Tournament. The baseball team has sent 90% of their eligible student athletes on to four-year institutions. There have been 61 Raider alumni play professional baseball with 4 of those players reaching the Major League level. The Raiders have had 7 NJCAA All Americans, and 47 NJCAA Academic All-Americans and have been consistent in having success in the Region 16 tournament.

## Men's Basketball

The men's basketball team has brought special honor and recognition to the College. The Raiders have competed in the NJCAA tournament 17 times since 1971. The Raiders were National Champions in 1979 and 1992 and finished second in 1994 and 2010. Coach Gene Bess led the Raiders from 1970 until 2020 and is the all-time winningest collegiate basketball coach at any level. Coach Bess was inducted into the Missouri Sports Hall of Fame with the honor of "Legendary" status.

## Women's Basketball

The women's basketball team has been to the NJCAA National Basketball Tournament 4 times and tied for 4<sup>th</sup> in the nation during 2021. Local athletes have been a major part of the structure of the team since its inception. The academic standards and graduation rate are very high, and there have been 19 Academic All-Americans. Scholarships are awarded on a merit basis.

## Women's Softball

The softball team participates in the NJCAA Region 16. In the 2020-2021 school year the team won the College's second regional championship and earned their second trip to the NJCAA World Series finishing 7<sup>th</sup> in the nation. The softball program has enjoyed great success on the field and in the classroom. There have been 60 student athletes named All-American since the inaugural 1988-1989 season. Scholarships are awarded on a merit basis.



## Raider Rodeo

The Three Rivers College Rodeo team was established in 2011 and is a member of the National Intercollegiate Rodeo Association (NIRA). Three Rivers has sent several rodeo team members to the College National Finals in Casper, WY. In 2016 the College purchased a 108-acre farm for the home of the rodeo team and a live experiment station for the Agriculture department. In 2020, the Three Rivers College hosted rodeo won the NIRA Ozark Region Rodeo of the Year award.

## Campus Organizations

A variety of student organizations are available at Three Rivers. Activities are designed to assist you in developing culturally, socially, and educationally. Visit [www.trcc.edu/campuslife/organizations.php](http://www.trcc.edu/campuslife/organizations.php) for more information on campus organizations.





# HEALTH AND SAFETY

## Children on Campus

In order to maintain a safe and effective learning environment, unattended children are not allowed on campus, including a campus building, on campus grounds, or in a vehicle. Children must be under the direct supervision of a parent, legal guardian, or responsible adult at all times while on campus.

## Drug Abuse/Prevention

The unlawful possession, use, or distribution of drugs and alcohol on College property is not allowed. Health risks associated with the use of illicit drugs and the abuse of alcohol range from temporary disorientation to permanent organ damage or death. Information concerning treatment programs is available from Student Services.

The College will impose sanctions on students and employees, up to and including expulsion from college or termination of employment, and referral for prosecution for violations of the College standards of conduct. Legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and the abuse of alcohol extend up to seven years in prison and/or a \$10,000 fine for a Class A Felony.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Emergency Health Services

The Dean of Student Services should be notified if you need emergency health care. If you are seriously injured or become ill on campus, call 9-1-1 immediately. Whether or not it is an emergency, an incident report should be filed in all cases of injury and emergency with the School Resource Officer, 573-718-0108.

## Emergency Phone Messages

In the event of an emergency, you will be contacted in class if at all possible. The caller will be asked the nature of the emergency in order for the College to determine if the call warrants a student being removed from class.

## Emergency Plan

The College has posted emergency plans throughout its facilities and also on the Three Rivers website at [www.trcc.edu/forms/police/emergencyactionplan.pdf](http://www.trcc.edu/forms/police/emergencyactionplan.pdf).

## Emergency Procedures

In case of fire or upon the sounding of the audible evacuation warning, students and faculty should evacuate the buildings by way of the nearest exit or as instructed on the posted evacuation routes on each floor/room and immediately proceed to the designated assembly area.

In the event of severe weather or the sounding of the audible tornado warning, students and faculty should move to the innermost portion of the building on the lowest level away from windows. If time allows, the FEMA Safe Room is located within the Robert W. Plaster Free Enterprise Center.

In the event of violence occurring on campus or upon the sounding of the “lockdown” alarm, students and faculty should secure and shelter in place until notified by police or the sounding of an all clear notice.

For a complete listing of emergency procedures, please visit [www.trcc.edu/forms/police/emergencyactionplan.pdf](http://www.trcc.edu/forms/police/emergencyactionplan.pdf).

## Firearms

The possession of firearms and weapons is prohibited on all College premises and from College activities.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Food and Drink

Students are asked to observe the signs that indicate where food and drinks are allowed on campus.

## Immunizations

The Missouri Department of Health has recommended that all incoming freshmen receive the measles vaccine. If you are planning to live in the Rivers Ridge Student Housing Complex, you must have received the meningococcal vaccine. Please contact the Department of Health in your county for more information.

## Infectious and Contagious Diseases

If you become infected with any type of contagious disease, such as AIDS, H1N1, SARS, hepatitis, COVID-19, among others, you will not be excluded from enrollment or employment or restricted in your access to College services or facilities unless otherwise medically indicated or required by law.

The College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act,

making every effort to ensure that persons with disabilities admitted to the College as students are afforded all of the rights and privileges provided to them by this act. Persons who know or suspect that they are infected are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of others.

Those who know they are infected are urged to share that information with the appropriate administrator so the College can respond appropriately to their needs. Such information will be disclosed to responsible College officials only on a strictly limited need-to-know basis unless the individual consents in writing to other releases of the information. The College will respond on an individual, case-by-case basis to shared information. The College's response will take into consideration the expressed desires and opinions of the person who is infected, the recommendations of the individual's physician, and the College's commitment to the protection, to the extent possible, of both the public health and the individual's rights. The response will include recommendations for reasonable accommodations and/or restrictions.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Title IX

It is the policy of the College that you attend the College in a hostile free environment, Three Rivers College is obligated under Title IX to educate our students regarding Title IX, and to provide remedies that allow for an immediate response. It is the intention of the College to seek an immediate resolution through a Title IX process. For more information, see SR 2120 Title IX for Students at [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php).

Go to [www.trcc.edu/consumerinformation/titleix.php](http://www.trcc.edu/consumerinformation/titleix.php) for more information.

## Disruption in Normal Operation

In the event the College must close or classes be cancelled due to inclement weather or an emergency, a notice will be placed on the College website and local radio and TV stations will be notified. Additionally, the College offers a service that delivers notification via text message. You are part of the alert messaging system. If you do not want to be part of the alert messaging system, reply to the text. Always use your own best judgment, as adults, concerning the safety of traveling to classes.

Go to <http://trcc.edu/forms/policiesregs/GAP1107.pdf> for more information.

## Posting/Distributing Materials on Campus

Students and organizations may post/distribute materials on campus after obtaining content and design approval from the Communications Department. External postings must get approval of content and design through the Dean of Student Services.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Smoking

Smoking is only allowed in designated/marked areas that are listed on the campus map.

# ACADEMIC INFORMATION

## Semester Length

Each Fall and Spring semester is approximately 16 weeks in length. The Summer session consists of three separate and distinct sessions, two of which are four weeks in length and one of which is eight weeks in length. Winter session is a four-week online term.

## Course Types

### Traditional/Web-Enhanced

Traditional/Web-Enhanced courses are delivered in a “traditional” face-to-face classroom setting. This course type has a web component for accessing course materials such as syllabi, notes, PowerPoints, videos, etc. No replacement for face-to-face course time occurs.

### Hybrid

Hybrid courses combines traditional face-to-face classroom time with online components for accessing or uploading coursework. A course with 1%-79% of the face-to-face component replaced with an online component is considered a “hybrid” course.

### Interactive Television (ITV)

Interactive Television (ITV) courses are delivered through television transmission. The broadcasts occur in real-time from one location and is synchronized with multiple classrooms across the service region to provide instruction at a specifically scheduled course time.

### Online

Online courses have 80% or more of the content delivered online. An online course may have limited or no face-to-face classroom meetings; however, testing and other required meetings may occur in a traditional face-to-face setting.

## Prerequisites and Corequisites

A prerequisite is a course you must successfully complete before enrolling in another course. A corequisite is a course you must enroll in at the same time as another course unless you have already completed the corequisite. Prerequisites and corequisites are listed in the course descriptions section.

## Credit Hour

A credit hour is the unit of measure for college coursework. One credit hour is earned by attending a non-laboratory class for 50 minutes a week per semester. For laboratory, clinical,

and internship courses, one credit hour/semester hour is granted for two or three hours of coursework per week.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Academic Load

The normal academic load in a Fall or Spring semester is 15 to 16 semester credit hours, exclusive of physical education and musical groups. If you have considerable responsibilities in addition to your college work, a reduced course load might be best. If you wish to take more than 21 credit hours during a Fall or Spring semester, permission must be granted by the appropriate department chairperson. For students with less than a 3.0 GPA, additional permission of the Chief Academic Officer is needed.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Grading System

The grades A, B, C, D, F, and P are used to evaluate the quality of your work and are defined as follows:

| Grade | Quality of Work | Points per Credit |
|-------|-----------------|-------------------|
| A     | Excellent       | 4                 |
| B     | Above Average   | 3                 |
| C     | Average         | 2                 |
| D     | Below Average   | 1                 |
| F     | Failing         | 0                 |
| P     | Pass            |                   |

There are certain noncredit marks issued by instructors as follows:

| Noncredit Grade | Explanation |
|-----------------|-------------|
| W               | Withdrawn   |
| AUD             | Audit       |
| I               | Incomplete  |
| NP              | No Pass     |

## Grade Point Average

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, P, NP, or I grades.

The courses accepted by Three Rivers from other institutions are included in the cumulative grade point average.

## Change of Grade

A grade that has been transcribed can be changed only if there has been an error on the part of the instructor, a clerical error, or after a successful student appeal.

## Repeating Courses

You may take (repeat) a course multiple times. Courses that have been repeated will be noted on your transcript and only the highest grade will be calculated in your GPA. Financial aid limits payments for repeated courses.

## Reporting Grades

At the close of the semester, your grades will be available on the *myTRCC* online student system, provided that all financial obligations to the College have been met and all admission requirements are on file in the student's record.

## Incomplete Grades

If you are unable to complete the work of a course because of extenuating circumstances, you should speak to your instructor about an incomplete grade. Seventy-five percent (75%) of the coursework must be completed with a passing grade and the instructor must give permission for an incomplete grade to be issued. You have a maximum of one regular semester (Fall or Spring) to complete the necessary work to the satisfaction of the instructor or the incomplete grade will be changed to an "F" grade.

## Academic Honors

### Dean's List

If you were enrolled for 12 or more graded credit hours and earned a semester GPA of 3.5 or better, you will be listed on the Dean's List for that semester.

### Graduation Honors

If you complete your program with the following overall grade point averages, you will graduate with the following distinction:

- 3.5 – 3.69 will graduate with Cum Laude
- 3.7 – 3.89 will graduate with Magna Cum Laude
- 3.9 – 4.0 will graduate with Summa Cum Laude

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.

## Academic Fresh Start

If you have not attended an institution of higher learning for at least three (3) years, you may be enrolled in the Academic Fresh Start program upon re-enrollment. Academic Fresh Start shall be granted when the following conditions are met:

- Complete a minimum of twelve (12) hours of coursework for which a letter grade is earned over two (2) consecutive semesters.
- Achieve satisfactory academic progress standards as measured by the GPA of the twelve (12) credit hours of coursework enrolled in after entering the Academic Fresh Start Program.

Upon the granting of Academic Fresh Start, your permanent record will note the date a Fresh Start was made, and your grade point average and credit totals will be based only on work beginning with that date and work successfully completed previously. Academic Fresh Start will be granted only once. If you do not successfully complete the process described above, you will not be granted an academic fresh start.

Academic Fresh Start is a Three Rivers procedure and may not be recognized by another college upon transfer.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Program/Transfer Pathway Selection

You can choose from many programs to either prepare to transfer to a four-year college or to seek employment. To select a program, simply mark your choice on the application or speak to your advisor.

## Change of Program/Transfer Pathway

To change transfer pathways/programs, complete the online Change of Transfer Pathway/Program form found at <https://trcc.edu/academics/changeofpathwayorprogram.php>

## General Conduct

As a member of the learning community at Three Rivers, you are expected to conduct yourself with integrity, honesty, and observe the rules and regulations of the College. The College code of conduct and associated disciplinary procedures are available from the Office of the Dean of Student Services, and at [www.trcc.edu/forms/policiesregs/SR2610.pdf](http://www.trcc.edu/forms/policiesregs/SR2610.pdf).

## Academic Honesty

You are expected to fulfill your academic responsibilities in an honest and forthright manner. Examples of prohibited behavior include but are not limited to:

- Plagiarizing another's work (such as using another's phrasing, concepts, or line of reasoning as your own)

without giving proper credit to the author or creator); submitting course assignments that are not your own;

- Submitting the same paper in different classes without prior approval from both instructors;
- Cheating (the use of any unauthorized means to gain academic advantage on assignments, laboratory reports, or examinations);
- Acquiring or using test materials without faculty knowledge;
- Accessing any information, resource, and/or means of communication during an exam or assignment without specific authorization from the professor;
- Failing to follow class policy;
- Obtaining academic benefits through computer fraud or unauthorized access; engaging in academic fraud alone or with others;
- Using material downloaded off Internet without proper citation; illicitly attempting to influence grading; and
- Failing to abide by test-taking procedures.

## Late for Class

If the instructor does not appear within 10 minutes after the time scheduled for the beginning of class, please contact the Dean of Instruction at 573-840-9621, who will notify you if the class is to be dismissed.

## Military Active Duty

If you are called to active duty status during a semester, present a copy of the active duty orders to the Dean of Student Services office on the 1st floor of the Westover Administration Building. If you have not completed 75% of the coursework, you will be withdrawn with 100% tuition and

fees credited. If you have completed 75% or more of the coursework, a grade will be issued based on the work completed, or you will be given an incomplete grade and allowed to finish the coursework.

If you are called to duty for a period of two weeks or less, you should notify both your instructor and the Dean of Student Services. Your absence will be considered excused, and you will be allowed to make up any missed work.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information.

## Electronic Devices

Electronic devices, including, but not limited to, laptop/netbook computers, cellular devices, e-readers, and MP3 players will be turned off within the learning environment. Exceptions include the use of such devices for medical emergencies or contacts that must be maintained due to work requirements. In such cases you must advise the instructor, and the device must be in "silent mode." The instructor may make adjustments to this regulation for specific usage in their unique learning environments. The usage of such electronic devices in relation to approved ADA accommodations is exempt from this regulation.

Go to [www.trcc.edu/about/collegepolicy.php](http://www.trcc.edu/about/collegepolicy.php) for more information

## Photo and Video

The College takes photos and video throughout the year that often include students in classrooms, study areas, residence halls, athletic events, and so forth. By enrolling, you consent to the use of these photographs and video publications, both printed and electronic, for publicity.



# DEGREES, CERTIFICATES, AND GRADUATION REQUIREMENTS

## Degrees and Certificates

The Associate of Arts (AA), the Associate of Science (AS), the Associate of Arts in Teaching (AAT) and their related certificates are designed to prepare you for transfer to a four-year institution. The Associate of Applied Science (AAS) and certificates are designed to prepare you for employment.

The requirements shown in this catalog are in effect from the first semester of enrollment and for five years after. To graduate, you may use any catalog in effect during a year in which you were enrolled that is no older than five years.

If you have already earned a degree, you can qualify for a second degree by taking a minimum of 15 hours at Three Rivers beyond the first degree and meeting all of the degree requirements of the second degree. You may only be awarded one AA degree, but you can be awarded an AAT or multiple AS and AAS degrees.

## Outcomes Assessment

Three Rivers is committed to maintaining the quality of its educational programs. Three Rivers regularly assesses student achievement, both in general academic skills and abilities and within selected majors. Anyone completing certificates, AA, AS, AAT, and/or AAS degree requirements participates in outcomes assessment. The AA and AS are assessed using the college-wide outcomes assessment process. The AAT and AAS are assessed using both the college-wide outcomes assessment process and a programmatic assessment process. Certificates that are part of a larger degree are assessed as part of the degree and certificates that are not part of a degree are assessed using the programmatic assessment process.

The College-wide outcomes are as follows:

- **Communication Fluency**  
The student will effectively communicate ideas that are clear and coherent.
- **Critical Thinking**  
The student will analyze evidence and assumptions to formulate informed judgements and solutions.
- **Cultural Awareness**  
The student will identify and analyze one's own culture, the culture of others, and examine the relationship among different cultures.

- **Information Literacy**  
The student will access and use information from multiple sources while evaluating their accuracy and credibility.

## Graduation Upon Program Completion

Once you have completed the requirements for a program, the credential will automatically be awarded. You are encouraged to complete the application for graduation at [www.trcc.edu/academics/graduation.php](http://www.trcc.edu/academics/graduation.php). Diplomas/Certificates will be issued following the Fall, Spring, and Summer semester in which you complete the graduation requirements.

## Graduation Ceremony

The graduation ceremony (Commencement) is held at the end of the Spring semester. The ceremony is designed as a celebration of your success, and you are highly encouraged to attend commencement and celebrate with your fellow learners.

## Graduation Requirements

### Associate of Arts Degree

The Associate of Arts (AA) is for transfer to a four-year institution. You will select a transfer pathway with the help of faculty and professional staff advisors. The graduation requirements for the Associate of Arts degree are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Complete the following coursework:
  - 60 credit hours total minimum.
  - 42 credit hours minimum of general education (MOTRANSFER).
  - 15-20 credit hours of elective courses.
  - 2 hours of lifetime wellness or physical education activity courses.
  - 1 credit hour capstone course.
- No more than 9 credit hours of career courses (non-transfer) may be used as electives.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

## Associate of Arts in Teaching Degree

The Associate of Arts in Teaching degree (AAT) is a Missouri specific, statewide, specialized degree intended for transfer to approved teacher education programs at Missouri four-year colleges. The graduation requirements for the Associate of Arts in Teaching degree are as follows:

- Have a cumulative grade point average of 2.75 or higher.
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Complete all the courses that appear in the transfer pathway outline. Three Rivers College offers the following pathways to the AAT: elementary education, middle school education, secondary education, and music education.
- Pass the MoGEA.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

## Associate of Science Degree

The Associate of Science (AS) is a degree intended for transfer to a four-year occupational program. The AS degree pathways are designed to provide a seamless transfer of a selection of electives to a specific university. The graduation requirements for the Associate of Science degree are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Successfully complete all the courses in the selected transfer pathway.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

## Associate of Applied Science Degree

The Associate of Applied Science degree is designed to prepare you for employment after graduation. The requirements for the degree are as follows:

- Complete the required AAS general education requirements.
- Complete the programmatic requirements.
- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the program of study.
- Pass the Missouri Higher Education Civics Achievement Examination.
- Meet all financial obligations to the College.

## Certificate in General Academic Studies

The Certificate in General Academic Studies is a highly individualized curriculum that will allow you to broaden your education in an area of your choosing. The requirements for this certificate are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 semester hours of credit at Three Rivers College.
- Acquire 62 credit hours or more.
- Complete the following:
  - 6 hours of college writing.
  - 3 hours of American history (HIST 111 or 112 required).
  - 6 hours of art, music, or literature (credit for music groups will not meet this requirement).
  - 3 hours of social science (PSYC 111 or SOCI 111).
- Meet all financial obligations to the College.

## One-Year Certificate

Three Rivers offers curricula leading to one-year certificates upon completion of required courses. The requirements for the certificate are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the prescribed certificate.
- Meet all financial obligations to the College.

The Department of Education requires colleges to disclose information for financial aid eligible programs of study that prepare students for gainful employment in a recognized occupation. For additional information, please visit [www.trcc.edu/financialaid/ge.php](http://www.trcc.edu/financialaid/ge.php) or contact the Office of Financial Aid.

## Short-Term Certificate

Three Rivers offers short-term certificates upon completion of required courses. The requirements for the short-term certificates are as follows:

- Have a cumulative grade point average of 2.0 or higher.
- Complete at least 15 credit hours at Three Rivers College.
- Complete all courses in the prescribed certificate.
- Meet all financial obligations to the College.

# ACADEMICS



Three Rivers College offers Missouri's CORE 42 standard transfer curriculum. These General Education courses are guaranteed to transfer to all public (and participating independent) colleges and universities in Missouri.

## Missouri Higher Education Core Curriculum Transfer Act

The Missouri Department of Higher Education has recommended a set of core curriculum of at least 42 credit hours. All public and some private colleges and universities have adopted the Core Transfer Curriculum, commonly known as the CORE 42.

The CORE 42 is a statewide general education core that ensures all students complete a common core of college level courses across five knowledge areas.

For additional information please see the [Missouri Higher Education Core Transfer curriculum guide](https://dhewd.mo.gov/documents/CORE42April17.pdf).  
<https://dhewd.mo.gov/documents/CORE42April17.pdf>

## CORE 42 MOTR Guarantee

The Missouri Department of Higher Education (MDHE) has identified a common set of general education courses, commonly known as CORE 42. CORE 42 courses are guaranteed to transfer to any Missouri public college or university to satisfy general education requirements.

The CORE 42 offers several courses across five knowledge areas. The knowledge areas are: Communications (Oral and Written), Humanities and Fine Arts, Mathematical Sciences, Natural Sciences, and Social & Behavioral Sciences. The state designates these courses with a Missouri Transfer (MOTR) course number. This designation guarantees the one-to-one transfer of these courses to all Missouri public institutions of higher education.

Courses that do not have the CORE 42 designation may still transfer. However, Three Rivers College encourages students to check the transfer equivalency website of the institution to which they plan to transfer in order to be sure.

## CORE 42 Transfer Guidelines

### Types of Transfer

- Students who complete the Associate of Arts degree at a Missouri community college and transfer to a Missouri public university shall have completed all lower-division general education requirements at the receiving institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all general education courses transferred. The receiving institution cannot require the student take additional lower-division general education courses. A student may, however, have to take additional lower-division courses to fulfill program or institutional requirements.
- Students who complete the CORE 42 at any public institution shall be considered as having completed all lower-division general education requirements at a receiving institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. The receiving institution cannot require the student take any additional lower-division general education courses. A student may, however, have to take additional lower-division courses to fulfill program or institutional requirements.
- Students who do not complete either the Associate of Arts or the CORE 42 shall receive credit at a receiving institution for each MOTR course completed at a sending institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the CORE 42 at the receiving institution.

For more information go to  
<https://dhewd.mo.gov/core42.php>.

Questions regarding Core42 should be directed to the Office of the Registrar at 573-840-9665.

## Core Curriculum Transfer (CORE 42) General Education (Gen Ed) Program

A minimum of 42 general education (Gen Ed) hours must be selected according to the following guidelines. The Three Rivers College CORE 42 block of general education (Gen Ed) credit is consistent with the statewide general education transfer curriculum and is part of the Associate of Arts degree. Students must select course offerings from each general education component indicated below and meet the minimum hours required in each component.

### I. Written and Oral Communication (total hours: 9)

1. ENGL 111 College Writing
2. ENGL 112 Advanced College Writing (*ENGL 111 prerequisite with C or better*)
3. SCOM 110 Public Speaking

### II. Fine Arts and Humanities (total hours: 9) Required to be from two different disciplines

#### A. Fine Arts: (One course from the following)

1. ARTS 123 History and Appreciation of Art
2. MUSC 123 History and Appreciation of Music
3. MUSC 141 Theory I, Harmony (*Intended Music majors only*)
4. THEA 120 History and Appreciation of Theatre
5. THEA 122 History and Appreciation of Film

#### B. Humanities: (Two courses from the following)

1. ENGL 210 Introduction to Literature
2. ENGL 221 World Literature to 1600
3. ENGL 222 World Literature since 1600
4. ENGL 231 English Literature to 1798
5. ENGL 232 English Literature since 1798
6. ENGL 241 American Literature to 1870
7. ENGL 242 American Literature since 1870
8. MUSC 221 Music Literature I
9. MUSC 222 Music Literature II
10. PHIL 200 Introduction to Philosophy
11. PHIL 233 Ethics
12. PHIL 243 Religions of the World
13. SPAN 101 Elementary Spanish I
14. SPAN 102 Elementary Spanish II



### III. Life and Physical Sciences (minimum total hours: 7)

Two courses required, one from life sciences and one from physical sciences; one of the two courses must have a laboratory component.

#### Life Science

1. BIOL 100 Survey of Biological Principles
2. BIOL 101 General Biology\*
3. BIOL 102 Environmental Science\*
4. BIOL 110 Human Biology
5. BIOL 190 Biology for Majors\*
6. BIOL 231 Anatomy and Physiology I\*
7. BIOL 232 Anatomy and Physiology II\*

#### Physical Science

1. CHEM 111 Introductory Chemistry\*
2. CHEM 121 General Chemistry I\*
3. PHYS 100 Survey of Physics
4. PHYS 101 Physical Science \*
5. PHYS 211 General Physics I\*

\*Laboratory Component

### IV. Mathematics (total hours: 3) (One course from the following)

1. MATH 161 Mathematical Reasoning and Modeling
2. MATH 163 College Algebra for Calculus

### V. Social and Behavioral Sciences (total hours: 9)

#### A. Take two courses from the following:

1. GOVT 121 National and State Government
2. HIST 111 American History to 1877 - *OR* -  
HIST 112 American History since 1877

#### B. Social Sciences: (One course from the following)

1. ECON 211 Principles of Macroeconomics
2. ECON 212 Principles of Microeconomics
3. GOVT 233 International Relations
4. HIST 111 American History to 1877
5. HIST 112 American History since 1877
6. HIST 121 World Civilization to the Renaissance
7. HIST 122 World Civilization since the Renaissance
8. PSYC 111 General Psychology
9. PSYC 243 Human Development Across the Life Span
10. SOCI 111 General Sociology

### VI. Other (2-5 additional hours from courses listed above)

Intended Music majors may take one hour from the following:

1. MUSC 1011 Three Rivers Symphonic Band
2. MUSC 1021 Three Rivers Jazz and Pep Band
3. MUSC 1031 Three Rivers Chorus

# Associate of Applied Science Degree General Education (Gen Ed) Program

The AAS Degree programs are designed to prepare a student for immediate entry into the job market upon completion of their selected programs. It is not intended as a transfer degree into a four-year program and contains courses that are not intended for transfer.

Students must complete at least 15 credits hours of the degree at Three Rivers College.

Specific general education courses may be listed along with core requirements in the Programs of Study. The College perceives education not only as preparation to earn a living, but as a way of life, responsible to both the individual and the college community. For this reason, approximately 25% of each program leading to an Associate of Applied Science degree is comprised of CORE 42 general education courses.

Students must select course offerings from each general education component indicated below and meet the minimum hours required in each component.

## **I. Communication (total hours: 3)**

1. ENGL 111 College Writing

## **II. Social Science (total hours: 3)**

1. GOVT 121 National and State Government

## **III. Mathematics (total hours: 3)**

### **A. Mathematics**

1. MATH 161 Mathematical Reasoning and Modeling
2. MATH 163 College Algebra for Calculus

## **IV. General Education Elective (total hours: 6)**

Select a minimum of six hours of general education courses from the list on page 45 as outlined in the AAS program matrix for your program.