



# Three Rivers

COMMUNITY COLLEGE

Your College. Your Future.



## FRESHMAN SUCCESS GUIDE

Inside you'll find valuable information on student resources to support your successful transition to Three Rivers Community College life.



KNOWLEDGE



SUCCESS

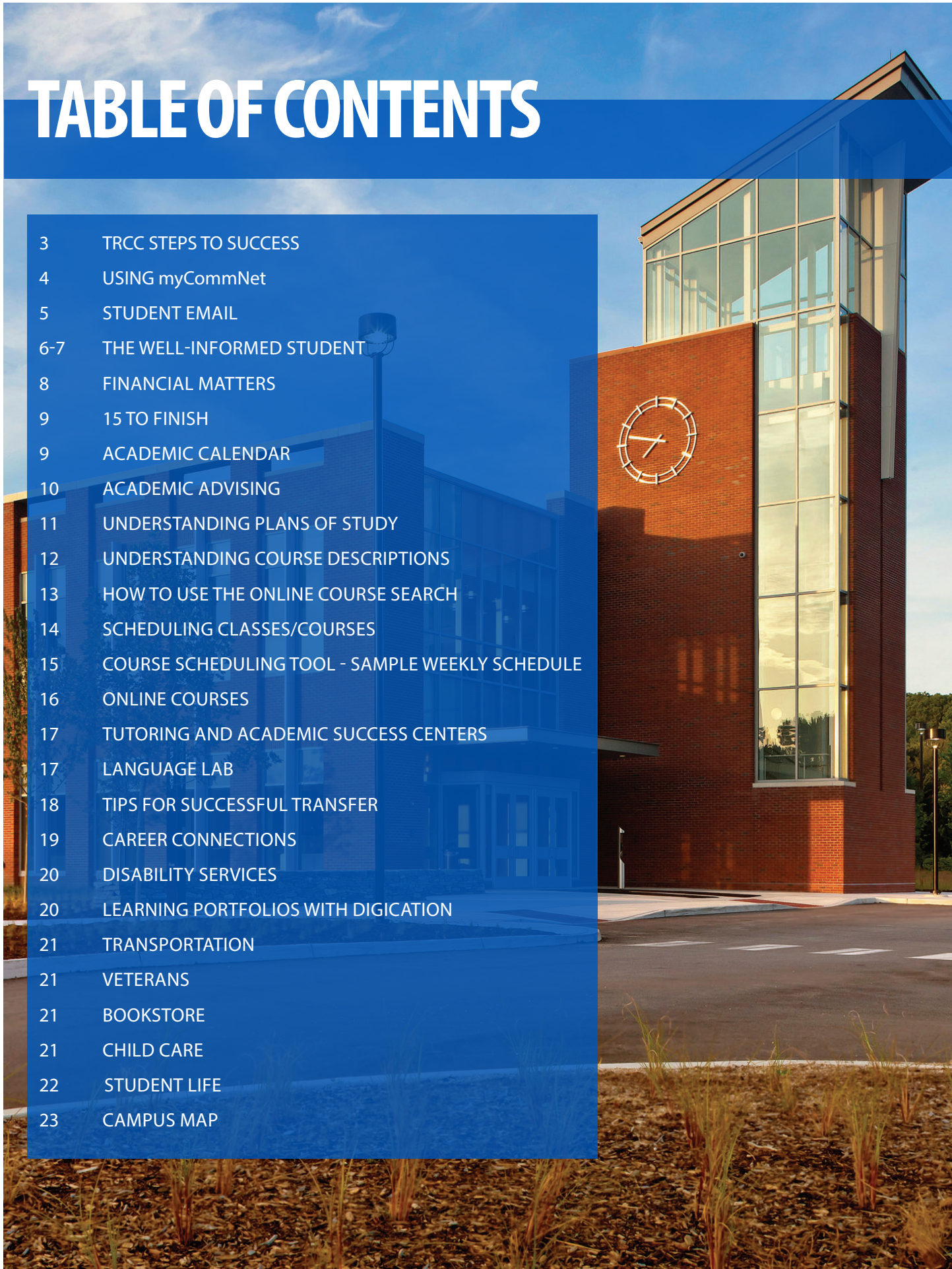


CAREER

[THREERIVERS.EDU](http://THREERIVERS.EDU)


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# TRCC STEPS TO SUCCESS


Use This Checklist To Stay On Track As You Begin Your College Journey With Us!




**Prior to the Start of Classes**



**Prior To Completing**



**Prior To Completing**



**Prior To Completing**

**Prior To Completing**

## Start

## 15 Credits

## 30 Credits

## 45 Credits

## 60+ Credits

- Learn the College layout
- Attend the new student orientation
- Get your college ID
- Activate your student email account
- Explore myCommNet and Blackboard
- Undecided major students explore career/ degree options
- Complete Financial Aid for each academic year by March 1

- Connect with your advisor
- Learn to use the Learning Resource Center (Library)
- Visit the TASC Center (Tutoring Center)
- Join a student club
- Take a First Year Experience Class
- Explore transfer and career options
- Apply for Dual Admissions at ECSU, CCSU, SCSU or WCSU

- Visit potential transfer institutions
- Participate in career assessment and job shadowing
- Get involved in Community Service
- Check in with advisor and/or program coordinator
- Apply to UConn Guaranteed Admissions Program

- Run a degree audit and review progress with your advisor
- Participate in an Internship or job shadow
- Transfer students communicate with prospective institutions and learn deadlines
- Career students prepare resume, practice interview skills, and check in with Career Counseling office
- Apply for graduation by deadline
- Request recommendation letters for career or transfer needs

- Verify that you have met all program requirements
- Add school codes of transfer institutions to FAFSA and apply by 3/1 of each year
- Request that your official transcripts be sent to your transfer institutions
- ENJOY your graduation!
- Join the TRCC Alumni Association



# USING MYCOMMNET

## Login Instructions

1. Go to [my.commmnet.edu](http://my.commmnet.edu)
2. Enter your NetID (your Banner Student ID number followed by @student.commmnet.edu. See example above Login button on the web page)
3. Enter your default password. Your default password is the first three characters of your birth month (with first letter capitalized), the "&" symbol and the last four digits of your Social Security number. Click on "Login."
4. You will be prompted to enter your old password. Your old password is your default password. Create and enter a new password (may not include your name)
5. Click "OK" and "Submit." You will see the message: "NetID password has been reset"
6. Click on "Proceed to myCommNet" and set up your new security question
7. Select question and enter your answer. Click on "Submit"
8. If you have not provided an email address, you will be prompted to provide a personal email address to be used for NetID Security purposes
9. Click on "Proceed to myCommNet"

**In myCommNet you can:**

- Look Up Your Student ID
- Reset Your NetID Password
- Change Your Address and/or Phone
- Register Online
- View/Print Your Class Schedule
- View/Print Enrollment Verification
- View/Print Final Grades/Transcripts Request an Official Transcript
- Complete Degree
- Evaluations
- Find Your Advisor
- Check Course Schedule and Seat Availability
- Find Textbook Information (on Course Schedule)
- Access Blackboard
- View Holds on Your Account
- Check your Financial Aid Status
- Access Email

**How to Access the WIFI Network:**

- **Network:** ConnSCU (NOT: ConnSCU Internet, ConnSCU Secured, nor ConnSCU Guests)
- **Username:** Your 8 digit Student ID Number (no @ sign)
- **Password:** Whatever your current password is for logging onto our network or onto Commnet/Blackboard/Email
- **If you have never logged in and your password is still set to default,** you will need to change your password via a networked computer before you can log into the WIFI

If you have a problem with your browser, computer settings or online tools, contact the Technical Help Desk at 860-215-9049



# STUDENT EMAIL

## How To Access Your Student Email

1. Sign in to your myCommNet account with your NetID and password.
 

Reminder: Your NetID is your student ID # followed by: @student.commmnet.edu
2. Click on your "Student" tab.
3. Your new email address is found under "Student Email Channel".
4. Click on "Student Email Login Page."
 

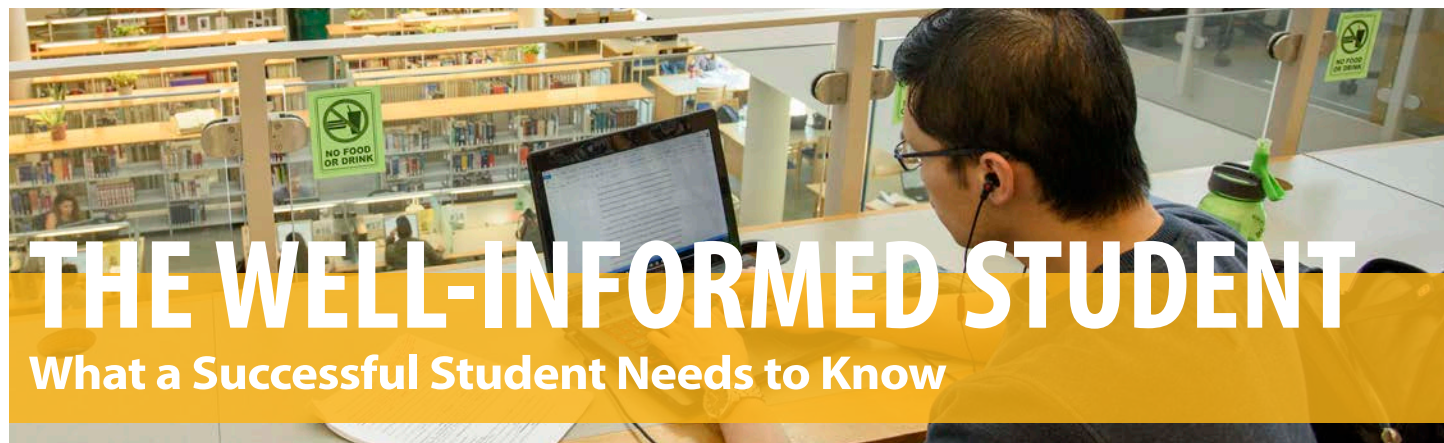
"Student Email Login" link below, use your NetID and password to login.
5. Enter your NetID (example: 01234567@student.commmnet.edu) as UserID on the Office365 "sign in" page.
 

a. No need to enter your Password on the Office365 page as this field will shade after entering NetID#.
6. Click on the BLUE "Sign in at student.commmnet.edu" link (below yellow information block).
7. Enter your NetID# and Password here. (Example Net ID: 01234567@student.commmnet.edu)

Quick Tip: You can go directly to the Office 365 page here: <https://portal.microsoftonline.com>

## ADVISING FAQs

1. Click on cog at top of the page (Settings).
2. Click "Mail" under "Your app settings".
3. Click "Forwarding" in left column.
4. Click "Start Forwarding".
5. Type in the personal email address to which you want your mail forwarded.
6. Click "Save".



# THE WELL-INFORMED STUDENT

## What a Successful Student Needs to Know

### ADVISING HOLD

During their first semester, all students have a hold placed on their account to ensure that they receive guidance from their assigned advisor before registering for their second semester courses.

### BLACKBOARD

Blackboard is an online platform/course tool accessed through myCommNet. It is the gateway to your course information as well as the college's Virtual Career Center (see below). All students should make sure that they can navigate Blackboard prior to the start of classes.

### COURSE CREDIT/CREDIT HOURS

Each course within a degree or academic certificate program is assigned course credits. These credits reflect the number of contact hours with the course instructor each week: for a 3 credit course, the faculty contact hours per week is approximately three hours. These are usually in classroom hours.

### FAFSA

Free Application for Federal Student Aid: the form that students (and parents/guardians when applicable) must complete each year (prior to the start of the new academic year: Fall-Spring cycle) to determine their eligibility for financial aid. Students should complete the application as early in the year as possible. The form must be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application is free.

### FERPA

Family Educational Rights and Privacy Act: gives college students certain rights in respect to their education records and governs access to such records by persons other than the student. No matter the age or dependent status of the student, FERPA covers them as soon as they become an enrolled student. More information can be found on the Three Rivers website at [www.threerivers.edu/about/policies/ferpa/](http://www.threerivers.edu/about/policies/ferpa/) or in the Student Handbook.

### FIRST YEAR EXPERIENCE (FYE)

This refers to a course that is required for all first time students entering General Studies, Liberal Arts and Sciences, and selected other degrees. The intent of this course is to

assist students in learning, and to enhance academic and life skills that will help students be successful in college. A majority of colleges (two year and four year) have similar course requirements for their freshman students.

### FLEX COURSES/MODULAR COURSES

Courses that do not start at the standard semester start date or that end prior to the semester end. These courses are often 7-8 weeks in duration and due to the course content condensed into a shorter time frame, meet more hours per week and move through the content at a faster pace.

### 15 TO FINISH

An initiative that encourages students to consistently take a full time schedule of 15 credits per semester so that they can complete their associates degree in a 2 year time frame.

### FULL-TIME/PART-TIME STATUS

Students are considered full-time students if they are enrolled in a minimum of 12 credits or more. This usually equates to 4-5 classes per 15 week semester. Summer session full-time enrollment is 6-8 credits and Winter session full-time status is 3-4 credits. Students can switch between full-time and part-time status from semester to semester. Students do not need to be full-time to have access to Financial Aid.

### GENERAL EDUCATION REQUIREMENTS (GERS OR GEN EDS)

Courses in subject areas that are universal to every degree. They cover core competencies that are expected outcomes for every college student and generally fall within 5 categories: English, Mathematics, Sciences, Social Sciences and Fine Arts/Humanities.

### GPS OR GUIDED PATHWAYS STRUCTURED SCHEDULE

A pre-determined schedule that provides consistency of attendance hours from semester to semester in specific areas of interest. These structured schedules are designed for full time students and allow students to move through their course requirements in select degrees or interest areas knowing that their schedule will generally fall within the same days and time frames each semester.

### POS (PLAN OF STUDY/PROGRAM OF STUDY)

The list of the courses and credits that are required to complete a particular degree or certificate. Students can track their progress on the POS form and some forms lay out the course requirements in a semester by semester sequence to assist the student in long term planning.

Plans of Study can be found on the website [www.threerivers.edu](http://www.threerivers.edu) under the Academics > Degree or Certificates links.

### REGISTRATION

The process and period during which students sign up for the specific courses and specific time frames for their courses each semester. Sometimes referred to as "enrollment". Registration triggers financial obligation for the course(s).

### SEMESTER

The given time frame in which courses run. There are two primary semesters in the academic year: Fall and Spring. Each of these semesters runs for 15 weeks. There also are two shorter semesters: Summer and Winter. Please refer to "Term" below for more detailed information.

### STUDENT ID (BANNER ID OR NET ID)

The unique 8 digit identification number assigned to every student when they apply to any of the Connecticut Community Colleges. Students retain the same ID number for all of the community colleges throughout the State System even when transferring.

### SURGE

Online portal to access all student campus events, organizations and clubs at Three Rivers. Can be accessed at [surge.threerivers.edu](http://surge.threerivers.edu)

### SYLLABUS

The course information provided (usually as a handout) by each course instructor during the first week of class. Usually the course syllabus includes basic information such as how to contact the instructor, a course description, learning outcomes and a detailed listing of course expectations, assignments, due dates, test dates, attendance and grading policies. The contents and format of syllabi are determined by the individual instructor and are subject to change throughout the semester.

### TASC

Tutoring and Academic Support Center. Provides free on-site and online tutoring services to Three Rivers students. Services include a Writing Center, Mathematics lab, and a Language Arts lab among other support services. Located on the first floor of the C-wing adjacent to the library.

### TERM

Synonymous with "Semester" it is used on the course schedule to refer to a set period of time during which specific classes are offered. At Three Rivers there are 4 terms: Fall (runs from late August - December; it is the official starting semester of

an academic year), Winter (runs for 3 weeks in January), Spring (runs from end of January - May) and Summer (runs from late May - mid August with three separate sessions).

### TEXTBOOKS

The required books for each course can be found on the schedule of courses each semester. On the schedule there is a live "textbook information" link. This link gives you access to all the information that you would need to purchase new, used or rental books from Follett Bookstore (on campus) or through another venue. Of critical importance when ordering books is the ISBN number. This is the "fingerprint" of the specific book that you need and this number ensures that you get the correct edition of the book that you need.

### TITLE IX

Title IX of the Education Amendments of 1972 that prohibits sex-based discrimination of any kind in the educational programs or activities of federally-financed institutions, which includes Three Rivers Community College.

Three Rivers Community College will not tolerate any form of sex-based discrimination or sexual misconduct, which includes, but is not limited to, sexual harassment, intimate partner violence (domestic violence, dating partner violence), stalking, and sexual assault.

To report Sexual Misconduct or to receive support please contact the Title IX Coordinator at 860-215-9208 (Room E110) or the Student Advocate at 860-215-9260 (Room A113)

### TRANSCRIPT

The official academic record for each student that may only be obtained from the Registrar. Students can view and print an unofficial record in myCommNet or order officials to be sent to transfer colleges.

### UPASS

All students pay a mandatory transportation fee each semester. This pays for a UPASS which allows registered students, with their student i.d. card, to use public transportation (buses and commuter rail) without charge. Passes can be picked up at the start of each semester at the Cashiers Office.

### VIRTUAL CAREER CENTER

Online portal to career resources at Three Rivers. Students log in via myCommNet>Blackboard>My Organizations>Virtual Career Office

### Scholarships:

Above and beyond Federal Financial Aid, there are multiple funding sources available to students. Please contact our Financial Aid Office or check out the following websites:

- <http://www.ctdhe.org/edinfo/pdfs/FinancialAidResources.pdf>
- <http://www.threerivers.edu/admissions/how-to-enroll/financial-aid-scholarships/scholarships/>

# FINANCIAL MATTERS

## Financial Aid – (Be in the know from the first day you go)

- Complete your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application is free and opens up federal, state and college grant monies. To receive the maximum amount of aid that is available to you, you should apply by **May 1st** of each academic year for the next school year. When completing the FAFSA you will need to create as FSA-ID at [fsaid.ed.gov](http://fsaid.ed.gov). You will also need to know the College Code: 009765.
- The **67% Rule**: To remain in "good standing" with your financial aid you need to successfully complete 67% of your courses with a passing grade each semester. A grade of F, W (meaning course withdrawal), "I" (meaning you have taken an incomplete) all count as unsuccessful course completion and may result in financial aid probation or suspension for the next semester and beyond. Please check with the Financial Aid Office to determine actual status.
- Check with the financial aid office BEFORE you **drop** or **withdraw** from a course to see what impact it will have on your financial aid in the future.

## How Much Will College Cost?

Costs are based on the number of credits in which you enroll.

**Did you know that it costs the same to take 15-17 credits as it does to take 12\*? In effect you can take one course for free each semester as a full time student! Discuss this option when you meet with your advisor to select your courses.**

\* extra fees may apply for lab courses or studio courses.

## Don't Know Your Financial Aid Status?

- Log in to [my.comnet.edu](http://my.comnet.edu)
- Click on Banner Student & Faculty Self-Service
- Click on "Financial Aid"
- Select and Click your choice of Financial Aid information to view

For those students who may not qualify for FAFSA monies, **there are payment plans** if you are taking 6 credits or more. Please check with the cashiers office.

### Additional Fees: Please see Cashiers Office with questions

Clinical Program Fee - Level 1	\$475.00	Advanced Manufacturing Fee	\$475.00
Clinical Program Fee - Level 2	\$350.00	Supplemental Course Fee – Level 1	\$100.00
CT-CCNP Student Assessment Fee (Semesters 1-3)	\$82.00	Supplemental Course Fee – Level 2	\$200.00
Final Semester	\$262.00	Supplemental Course Fee – Level 3	\$300.00
		Material Fee	\$50.00

For Out-of-State Tuition and Fees, check online at [threerivers.edu/tuition](http://threerivers.edu/tuition)

**Tuition and Fees for each semester can be found online:  
[www.threerivers.edu/tuition](http://www.threerivers.edu/tuition)**

# 15 TO FINISH

Take 15 Credits a Semester!

15 to Finish is a research-based initiative to support the successful completion of your degree in the most time efficient, economical fashion with the highest rate of success. Students enroll full time in 15 credits per semester and complete degree requirements within 2 years.

Please meet with an advisor to determine whether "15 to Finish" is the right choice for you!

## Facts backing the success of 15 to Finish

- Students who enroll in 15 credits in their first semester are more likely to graduate than those students who enroll with only 12 credits.\*
- Students who start slow don't pick up the pace later.\*
- Students who average 15+ credits across their first year end the year with higher GPAs and higher retention rates than their full-time peers who take fewer credits.\*\*
- Students at all levels of academic achievement benefit from taking 15+ credits.\*\*
- Low-income students also benefit from taking 15+ credits.\*\*

\*Study- Community College Research Center, Columbia University

\*\*EAB Student Success Collaborative

**TAKE 15 CREDITS A SEMESTER.  
Pay less tuition.  
Graduate in 2 years.  
Earn more money sooner.**

# ACADEMIC CALENDAR

The Academic Calendar can be found at [www.threerivers.edu/academic-calendar](http://www.threerivers.edu/academic-calendar).

Students should familiarize themselves with key dates and deadlines. For example; of critical importance during each semester are:

## Add/Drop Period

During the first week of the semester registered students can make changes to their schedule by adding, dropping or swapping courses. Dropped courses do not appear on the student's record (transcript). During the second week of the semester, courses can be dropped. Students only receive a partial tuition refund for dropped classes.

## Withdrawal

After the add/drop period ends and prior to the last week of classes, students may withdraw from a course. A withdrawal is shown as a "W" on transcripts and there is no refund for a withdrawal. Because of its potential impact on financial aid eligibility and towards progress towards degree completion, students are strongly advised to meet with an advisor before withdrawing.

Other key dates that students of which students should be aware are: **registration dates, audit and pass/fail option deadlines, as well as graduation application deadlines.**



# ACADEMIC ADVISING

## The Key to Student Success

### The Importance of Advising

The advising process entails a dialogue between the student and advisor that ensures that a student stays on track throughout their academic journey at Three Rivers and beyond. Advisors and students work together to select programs and courses that are most relevant to the student's goals; whether it be degree completion, career attainment or mobility, transfer, or self-enrichment. Students entering their second semester and Readmit Students have an "advising hold" placed on their account preventing registration until they have met with their advisor.

## ADVISING FAQs

### Who is my Advisor?

An advisor is a professional member of the college community who has expertise in your chosen area of study. Most often this is a full-time faculty member in the department under which your declared program of study falls (i.e. a Criminal Justice Instructor if you are in a Criminal Justice program of study). Advisors and counselors from the Student Services Division may also be advisors for either specific cohorts of students (Veterans or Transfer Compact) or for more generalized programs of study (General Studies or Liberal Arts and Sciences), as well as students who are undecided about their program of study.

Students who are new to the college are assigned an advisor in their major prior to the end of the Add/Drop Period. A student who changes their program of study is normally assigned a new advisor from the new program area when the program change request form is processed.

### Why do I need to contact my Advisor?

Your advisor plays an important role in helping you set and achieve your academic goals.

### Your advisor:

- will ensure that you enroll in the most appropriate courses for your degree plan and career choice
- has specific knowledge about career opportunities and academic expectations in their fields.
- will explain key time lines and student responsibilities in navigating through the college system. will help you set short and long term goals and determine how best to reach them.
- will help you understand your strengths and potential roadblocks to their success.
- will refer you to resources that will support your success.

### How do I contact my Advisor?

You will find your assigned advisor in your myCommNet account (see page 4). You may also find out who your advisor is by contacting the Welcome Center. Advisor phone numbers, office numbers, email addresses and office hours can be found at [threeivers.edu/directory](http://threeivers.edu/directory).

### Our Counselors:

- provide confidential, free, limited personal counseling

### Our Advisors:

- make appropriate referrals to a variety of personal support services. (Resources are also available at [www.trcc.comnet.edu/student-services/communityresources](http://www.trcc.comnet.edu/student-services/communityresources))
- connect students with disabilities with support services
- help students transfer to 4-year colleges and universities

### The Advising and Counseling Center

Room A119 • Phone: 860-215-9017

The Center is available to assist you in reaching your academic, personal, and career goals. It provides specialized support beyond routine academic advising.



# UNDERSTANDING PLANS OF STUDY

## (POS)

### Plans of Study (Degrees/Majors)

Each degree and/or certificate program at the college has a specific list of required courses and options (electives), and a specific number of credits that must be obtained in order to complete the program. You can find the plans of study on [www.trcc.comnet.edu/programs](http://www.trcc.comnet.edu/programs) and then by clicking on your program. You can use the **Degree Works** tool on myCommNet to ensure that you remain on track as you progress towards the completion of your degree.

Students who start in one program may change to another program during the course of their studies at TRCC. A program of study change form must be completed at that time. You may explore how the courses that you have already taken will fit into another degree by utilizing the "what if" function of the **Degree Works** in myCommNet.

### UNDERSTANDING PLANS OF STUDY (POS)

The majority of students declare a major (aka, degree program, field of study, program of study) at the time of application to the college. Most degree programs are comprised of 60+ credits (20+ courses).

For a **full time** student (taking 15 plus credits or approximately 5 courses per semester) time to degree completion is approximately 2 years.

Students may also choose lesser credit/shorter term certificate programs. Students may enroll in two degrees or a degree and certificate program simultaneously.

### POS VOCABULARY:

- **General Education Requirements:** Core education courses in the areas of English, Math, Social Sciences, Natural Sciences and Arts and Humanities designed to meet learning outcomes/competencies that are the hallmarks of a college educated student. The 7 categories of learning outcomes are: Quantitative Reasoning, Critical Thinking, Global Awareness, Information Literacy, Communication, Technical Literacy and Responsible Citizenship. An example of this "pairing": Math 146 meets the General Education requirement for Math and the Learning Outcome of Quantitative Reasoning.
- **Electives:** courses that are required for degree completion but allow for some choice in their selection. Electives may be "open" meaning you can choose from any course at the college that meets the credit criteria or "restricted" meaning that you must choose from a narrower selection of courses within specific content categories. To find out the elective options for your degree program click on the relevant link on your POS plan online or scroll down to the second page of the POS for a listing of options.
- **Credits:** Each course in a POS has a number of credits assigned to it. This credit number correlates to the number of hours of seat time (in class time) that the course will meet per week per semester. A 3 credit course will meet in class for 3 hours per week. These hours may be in one seating (class meets only once per week) or split between two days per week (class meets an hour and a half each day).
- **POS Year:** Program of Study requirements may change from year to year. The term in which you are admitted to the college (or the term in which you switch to or add a new program of study) determines the POS year that you will be following. You follow the requirements of your POS admit year even if the requirements for that program change in subsequent years.
- **IDS First Year Experience (FYE) or Equivalent:** Many POS require a freshman experience course. This is a foundational course that prepares students for success at the college. Check with an advisor for current "equivalent" courses.
- **Semester (Term):** refers to a set period of time during which courses are offered. At Three Rivers there are 4 distinct semesters/terms:
  - Fall: runs late August through December (15 weeks)
  - Winter: runs end of December through January (3 weeks)
  - Spring: runs end of January through May (15 weeks)
  - Summer: multiple sessions from late May through mid August



# UNDERSTANDING COURSE DESCRIPTIONS HOW TO USE ONLINE COURSE SEARCH

## COURSE DESCRIPTION VOCABULARY

**Prerequisite:** a course requirement that must be met prior to enrolling in the course with the pre-requisite. *Ex.: Math 137 is a prerequisite for CHE 111.*

**Co-requisite:** a course or lab that must be taken in the same semester or previous semester, as the course with the co-requisite requirement. *\* Ex.: Math 186 is a co-requisite of CHE 121, \* "lab" co-requisites must be taken in the same semester.*

**SAMPLE COURSE DESCRIPTION**

**CJS\* K253 - INTERPERSONAL DYNAMICS FOR CRIMINAL JUSTICE PROFESSIONAL**

---

3 CREDIT HOURS  
*Prerequisite: CJS\* K101.*  
*Corequisite: Any 200-level CJS course or POL\* K212.*

This course is designed to introduce the student to the major theories about interpersonal processes and their relevance to the problems within the criminal justice system. The course content flows from understanding the theories to techniques of interpersonal communication. Emphasis is placed on facilitating effective communication, sensitivity, decision-making and action planning in a multicultural society.

To find available courses and times:

- Go to my.commnet.edu
- On the right under "Other Resources" and click on "Search for Course Offerings"
- Term: select term (eg. Spring Term 2018)
- College: select "Three Rivers Community College"
- Subject: select area of interest (i.e., Biology, Art, etc.)
- Title: leave blank
- Level: select "Credit"
- Instruction Type: select "All"
- Start Time, End Time and Days: leave blank
- Select "Get Courses"

NOTE: The column heading "Rem" indicates the number of seats available.

- Select the Term  
(eg. Summer Term 2018)
- Select "Open"
- Select "Credit"
- Press "Get Courses"

**You can then view the course list in order by course subject.**

Sts	CRN	Subj	Crse	Sec	Textbook	Cred	Title	Inst Meth	Day(s)	Time	Cap	Act	Rem	Instructor	Date	Location
A	11634	ASL*	K101	T1	textbook info 3.00		American Sign Language I	TRAD	MW	03:30 pm-04:45 pm	30	4	26	Paula Bell	01/19-05/16	KTRCC D224
A	11997	ASL*	K101	T2	textbook info 3.00		American Sign Language I	TRAD	R	05:00 pm-07:45 pm	30	4	26	Alison B O'Connor	01/19-05/16	KTRCC D212
A	11635	ASL*	K102	T1	textbook info 3.00		American Sign Language II	TRAD	W	06:30 pm-09:15 pm	30	8	22	Patricia D. Clark	01/19-05/16	KTRCC E223

**CRN = Course registration number, a 5-digit number unique to each course. You need this number to complete online registration.**

**Sec - Section**  
**DL= Online**  
**B = Sub Base**

**Textbook - Click on the link to learn required materials and costs**

**Location**  
TRCC = On campus  
Base = Sub Base  
Online = Online

**REM = Seats available**

VIEW COURSE DESCRIPTIONS AT: [WWW.THREERIVERS.EDU/COURSEDESCRIPTIONS](http://WWW.THREERIVERS.EDU/COURSEDESCRIPTIONS)



**Things to consider when selecting and scheduling classes:**

- Financial commitment: (costs of full or part-time attendance, outside funder requirements, transportation, book costs, etc.)
- Work/life/school balance: (Work or family schedule? Calculate that for every hour of in class time you will have two to three hours of additional out of class assignments).
- Transportation: (do you rely on others for transportation? Do you need to consolidate classes into limited days? Want courses spread out over the week? Do you need to consider the bus schedule?)
- Learning style: (hands-on interactive learner? Organized and self- directed? Able to sit and focus for longer lengths of time? Need time to re-group, study or prep between classes?)
- Campus resource time: Built in time to access resources on campus or get involved in campus activities.

**COURSE SCHEDULING TOOL SAMPLE WEEKLY SCHEDULE**

**Full Time Course Load of 15 Credits**  
(As a full time student during the day)

**NOTE:** a credit translates to 1 hour of class time per week (a 3 credit course = 3 in-class hours/week)

**For every hour of class time, you will need to spend 2-3 hours outside of class on homework, etc., to be successful.**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6 am-8 am							
8 am-10 am							
10 am-12 pm	Math 10:30-12:10		Math 10:30-12:10				
12 pm-2 pm	English 1:30-2:45		English 1:30-2:45				Homework/ Academic Activities
2 pm-4 pm	Art 3:00-4:45		Art 3:00-4:45		Public Speaking 2-4:45		↓
4 pm-6 pm			Math Tutoring 4-5				↓
6 pm-8 pm	Homework/ Academic Activities	Homework/ Academic Activities	Homework/ Academic Activities	First Year Experience 6-8:45			↓
8 pm-10 pm	↓	↓	↓			Homework/ Academic Activities	
10 pm- midnight							

**Use this form to develop your class schedule. Each row is 60 minutes so when blocking out time most classes will require more than one row. Make sure you list all days that the class meets. For example, TR classes meet both Tuesday and Thursday.**

Friday	Thursday	Wednesday	Tuesday	Monday	Time
					8:00
					9:00
					10:00
					11:00
					12:00
					1:00
					2:00
					3:00
					4:00
					5:00
					6:00





# ONLINE COURSES

(Distance Learning)

## ARE YOU READY FOR ONLINE COURSES?



### Characteristics of Successful Online Learners

- self-motivated
- technology savvy
- self disciplined
- practice strong time management skills
- communicate clearly and effectively
- well organized
- flexible
- responsible
- work independently
- problem solvers
- follow directions

## WHAT YOU NEED TO KNOW

### Time commitment and Scheduling

Online courses require as much time each week as traditional on-campus courses (generally this means a minimum of 9-12 hours per week including class time and out of class assignments for a 3 credit course).

However online courses provide the flexibility of being able to set one's own schedule. They also allow you to work from home or from any setting in which you have consistent access to reliable technology

### There are three types of online courses:

1. ONLN = an ONLINE course: a course conducted entirely online.
2. HYBR = a HYBRID course: a course in which about 50% of the course is conducted on campus in a traditional classroom and about 50% of the course is conducted online.

3. OLCR = an OLCR course: a course in which most of the course is conducted online and one or more sessions of the course are conducted on-campus; typically students will not know the exact dates of the on-campus class sessions until they receive the course syllabus at the beginning of the semester.

### Tuitions and Fees:

Students registering for Online (Distance Learning) courses will be charged tuition and fees based on their residency.

### Questions?

If you have any questions, email TR-distancelearning@threeivers.edu.

Learn more about distance learning at [www.trcc.commnet.edu/student-resources](http://www.trcc.commnet.edu/student-resources)



# TASC @ TRCC

Tutoring And Academic Success Center

Room C117

860-215-9082

[www.trcc.commnet.edu/tasc](http://www.trcc.commnet.edu/tasc)

### TASC Hours

Mon – Thurs: 8:00 am – 8:00 pm

Friday: 8:00 am – 4:00 pm

## TASC PROVIDES FREE ACADEMIC SUPPORT TO TRCC STUDENTS.

### Online tutoring is also available!

"Ask TASC" consists of 3 components: the "Ask TASC" discussion board, chat room, and a link to the Writing Center. All currently enrolled students can access "Ask TASC" by logging into "Blackboard Vista" and selecting "Ask TASC" from their course list. Visit TASC's website for information about online workshops.

### Tutoring Center

The Tutoring Center provides free one-on-one and group tutoring for most courses and is available by appointment or walk-in; appointments are suggested and can be made in person, by phone or requested online. The complete tutor schedule is posted on our website. Send questions to: [tasc@threeivers.edu](mailto:tasc@threeivers.edu).

### Mathematics Lab

Students can improve their math skills at the Mathematics computer lab alone or with a tutor. A variety of text-specific and general mathematics software are available in the lab. CAD and computer programming software packages are available for tutoring purposes.

### Writing Center

Writing reviews are available on a walk-in basis, by appointment, or by email. The website hosts a collection of academic and professional writing resources. Services are intended to help students learn to improve their writing and to edit and revise their own work successfully.

Send questions or paper submissions to: [TRWritingCenter@threeivers.edu](mailto:TRWritingCenter@threeivers.edu).

Located in Room D117, the Language Lab provides specialized software and assistance for those students learning Spanish. For more information, contact Professor Celeste Arrieta, Foreign Language Curriculum Leader, at [marrieta@threeivers.edu](mailto:marrieta@threeivers.edu).

# LANGUAGE LAB



# TIPS FOR SUCCESSFUL TRANSFER

## Transfer Equivalencies

These web pages show how our courses will transfer to the following colleges:

### Central Connecticut State University

[https://webapps.ccsu.edu/CTAB/CCSU\\_TransCourses.aspx](https://webapps.ccsu.edu/CTAB/CCSU_TransCourses.aspx)

Select "Three Rivers CC"

Enter a subject code, course number and click "search".

### Eastern Connecticut State University

[https://ssb-prod.ec.easternct.edu/PROD/bysktrreq.p\\_ask\\_parms\\_to?displayMode=S](https://ssb-prod.ec.easternct.edu/PROD/bysktrreq.p_ask_parms_to?displayMode=S)

Select "Three Rivers CC"

Enter a subject code, course number, LAC requirement, and click "submit"

### Southern Connecticut State University

[https://ssb-prod.ec.southernct.edu/PROD/scsu\\_transfer.p\\_student\\_request](https://ssb-prod.ec.southernct.edu/PROD/scsu_transfer.p_student_request)

Select "Three Rivers CC" and appropriate semester

### University of Connecticut

<http://admissions.uconn.edu/apply/transfer/transfer-credit/equivalencies>

Select "Three Rivers CC" and subject

### Western Connecticut State University

<https://webapp.wcsu.edu/transfer/institutions;jsessionid=1116E5752E163E7BA1>

Select "Three Rivers CC"

Click "Request Information"

## College Transfer Search Web Sites

These are some sites to assist you in exploring college transfer opportunities based on a variety of criteria that you select to include major, location, finances, etc.

CT State Colleges and Universities -

<http://www.ct.edu/transfer/about>

Peterson's Guide - [petersons.com](http://petersons.com)

College Navigator -

[nces.ed.gov/collegenavigator](http://nces.ed.gov/collegenavigator)

College Board -

[bigfuture.collegeboard.org/find-colleges](http://bigfuture.collegeboard.org/find-colleges)



- Prepare for transfer early. Meet with your advisor to discuss transfer options.
- Review the educational requirements for your anticipated career: know your track.
- Visit potential transfer institutions during your first year.
- Understand course requirements and expectations of your transfer college.
- Students graduating from any associates degree program at TRCC with a 2.0 GPA or higher are guaranteed admissions to any of the regional Connecticut State Universities: Central CSU, Southern CSU, Eastern CSU Western CSU and Charter Oak State College (with the exception of selective admissions majors).
- Check out our dual admissions programs. Some programs require you to apply for dual admission before you earn 15 college level credits. Please talk to an advisor for more information.
- CSU Transfer Ticket Program: Transfer Tickets are degree programs that transfer to CT State Universities and Charter Oak and ensure that students do not lose or require extra credits in order to complete their bachelor's degree in the same discipline. Upon transfer, CT Community College graduates are guaranteed full Junior status. Transfer Tickets are available for a variety of majors. Select programs may have additional admissions requirements. Please visit [www.ct.edu/transfer](http://www.ct.edu/transfer) for details.



# CAREER CONNECTIONS

Our new Virtual Career Office grants online access to all of your career service needs. Below you will find three different software programs included in the site.

The Career Center also puts on multiple career events each semester and brings job recruiters on campus to connect with students.



## College Central Network

Showcase your talents to over one million registered employers! Create, upload and update your resume, portfolio, cover letter and more. Submit documents to recruiters seeking qualified job candidates.

### How to Log on to College Central:

- go to: [www.collegecentral.com/threerivers](http://www.collegecentral.com/threerivers)
- click on the student option
- Use your Three Rivers Student ID # with the @ to create an account
- Fill out the registration information to access the job database

## Focus 2 Career

Check your career planning readiness

Review your academic strengths

See majors and occupations that match your interests and values

Locate job descriptions, education, and salary information

### How to access Focus 2 Career:

- at [www.Focus2Career.com/Portal/Login.cfm?SID=1426](http://www.Focus2Career.com/Portal/Login.cfm?SID=1426)
- Click register and enter access code "careerexploration"
- Create a user name and password and select your current school status



## Optimal Interview

Optimal Interview provides interview services to enhance your interviewing skills. This interactive website allows you to use pre-recorded interview questions that will assist and coach you with experienced answers.

To access Optimal Interview:

- Go to <https://trcc.optimalresume.com>
- Click on New User
- Enter "optimal1"
- Create a student/user account

# SERVICES

## DISABILITY SERVICES

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 ensure that no otherwise qualified person with a disability is denied access to, benefits of, or is subject to discrimination solely on the basis of disability.

TRCC does not have a special education program. However students with disabilities are welcome to meet with a disability service provider to discuss possible academic adjustments.

If you have a disability and wish to do so, you can disclose your disability by completing a disability self-disclosure form available online at: <https://www.trcc.commnet.edu/wp-content/uploads/2018/04/updateddisclosure2016.pdf>.

You can also obtain this form by calling 860-215-9017, or by stopping by the Welcome Center in the A-wing.

After you submit the self-disclosure form, you will receive a letter with the name and the contact information of a college disability service advisor. If you require academic adjustments, you should then meet with your disability service advisor, share documentation of the disability, and discuss possible academic adjustments.

Adjustments are only provided **after** you have submitted the required documents from your disability service provider.

**We recommend that you begin this process several months before your first semester at Three Rivers.**

## LEARNING PORTFOLIOS WITH DIGICATION

**All students are required to maintain a learning portfolio using the College template in the Digication ePortfolio platform.**

Students who use it to their advantage can reflect better on what and how they learn and can show evidence of what they learned.

Students can access Digication via the Learning Resources item on the main navigation bar on the college web site or from the My ePortfolio link in any Blackboard course.

The learning portfolio can contain text, video, images, audio, links, files, etc. and is not limited by size. Students can choose which parts of the portfolio they share. Tabs and modules can be created by students with ease.

Because it is so flexible, students can use their portfolios throughout their lives. The portfolio can continue to be maintained after students graduate from Three Rivers.

Multiple portfolios can be created and each can have private, public or TRCC only views.

## FOOD/DINING RESOURCES

### Cafeteria

A full-service cafeteria is housed in the F Wing. Grab-and-Go items, sandwiches made to order, salads, and daily entrees are available at affordable prices. Cafeteria hours are Monday through Thursday 8:30 a.m. to 8:00 p.m. and Fridays from 8:30 a.m. to 1:30 p.m.

### Food Pantry

Three Rivers hosts the Full Plate Food Pantry in Room D111-E that is accessible to all students in need. Non-perishable food items, snack and single serving lunch items, as well as toiletries and personal care items are available in the Pantry. Hours vary so please check the door for current days and times. Personnel in the Student Services Wing (A 113) can access the pantry during off hours as needed. Additionally the United Way Gemma Moran Mobile Food Pantry visits the campus on the 4th Tuesday of each month from 5-6 p.m. This pantry provides a greater variety of items including perishable fruits and vegetables.

## VETERAN STUDENTS AT THREE RIVERS

Three Rivers Community College welcomes our veterans and active duty students from all branches of the service.

We recognize the contributions that you made in the service, and the contributions that you make to our campus life, both in and out of the classroom. We are also aware that you may have special concerns and/or requirements as you embark on your campus journey. Three Rivers Community College is proud of its designation as a military friendly school and we are constantly seeking to update and improve our services for veteran students.

If you are using veteran benefits to finance your college education you must check with our veterans certifying officer in the registers office or via phone (860-215-9235) or email ([tdebarros@threerivers.edu](mailto:tdebarros@threerivers.edu)). This will ensure a smooth certifying process.

A number of resources are available on our campus:

- Veteran Oasis Center - Room F203
- Veteran Club (contact Student Programs in Room F211)
- Veterans Certifying Officer - Room A115
- Veterans information and additional resources are at <https://www.trcc.commnet.edu/student-services/veterans-resources/>

## BOOKSTORE

The College Bookstore is located in A101 off the main lobby. Bookstore hours and important dates are posted online at [threerivers.edu/bookstore](http://threerivers.edu/bookstore). Refer to the website prior to your visit or contact the bookstore directly for additional information at 860-887-6842.

Books may be purchased new, used or may be rented. The bookstore offers a price-matching program for Amazon and B&N.

In addition to purchasing your textbooks at the TRCC bookstore, you may also purchase textbooks online at [efollett.com](http://efollett.com).

## TRANSPORTATION

The Transportation and Resources information Bulletin Board is located adjacent to the Registrar's window in the A-Wing.

Three Rivers Community College is serviced by SEAT (Southeastern CT Area Transportation) bus service. [seatbus.com](http://seatbus.com) or call 860-886-2631

**Bus transportation is free with your UPASS and Student ID.** UPASSes are available for pick up at the Cashier's office located on the 1st floor of the Student Services A-Wing.

Additional transportation services include:

- WRTD (Windham Regional Transit District) [wrttd.org](http://wrttd.org) (look for Willimantic-Norwich Rt. 32 bus)
- ECTC (Eastern CT Transportation Consortium) [ectcinc.com](http://ectcinc.com) 860-859-5792
- CT Rides [CTrides.com](http://CTrides.com) 860-502-5335
- Rideshare [rideshare.com](http://rideshare.com) 860-692-1260

## CHILD CARE

On campus child care is provided by Little Learners Children's Center. This State of CT licensed program is open Monday through Friday from 7:00 am to 6:00 p.m., and serves infants, toddlers, and preschoolers, as well as providing before and after school programming for school age children. The Center is located in E-102. More information on rates and scheduling options may be obtained by calling 860-572-4411 or 860-215-9033 or online at [littlelearnerscc.com](http://littlelearnerscc.com).





# Three Rivers

COMMUNITY COLLEGE

Your College. Your Future.

574 New London Turnpike  
Norwich, CT 06360  
[threerivers.edu](http://threerivers.edu) • 860-215-9016