STUDENT SUCCESS GUIDE
Student Resources to support your success at Three Rivers Community College.

KNOWLEDGE
SUCCESS
CAREER

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 Start of Classes
- Learn the College layout
- Attend the new student orientation
- Get your college ID number
- Activate your student email account
- Explore myCommNet and Blackboard
- Undecided major students explore career/degree options
- Complete Financial Aid application by 2/15 of each academic year

Prior to Completing 15 Credits
- Meet with your advisor
- Run your first degree works audit and review 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

Prior to Completing 30 Credits
- Visit potential transfer institutions
- Get involved in Community Service
- Check in with your advisor
- Apply to UConn Guaranteed Admission Program prior to completing 30 credits.
- Continue career exploration

Prior to Completing 45 Credits
- Run a degree works audit and review progress with your advisor
- Transfer students communicate with prospective institutions and learn deadlines
- Career students prepare resume, practice interview skills, and visit your advisor for next steps
- Apply for graduation by deadline
- Request recommendation letters for career or transfer needs

Prior to Completing 60+ Credits
- Meet with your advisor and verify that you have met all program requirements
- Add school codes of transfer institutions to FAFSA and apply by 2/15 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.commnet.edu
2. Enter your NetID (your Banner Student ID number followed by @student.commnet.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
- Run a Degree Works Audit
- 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
- **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

The Connecticut Community Colleges 24/7 Online Help Desk can help if you are having issues with many technologies including: Blackboard, myCommNet, Self-Service, office 365, Net ID, library services, web ex, and more.

The Online Help Desk is available 24/7/365. Call 860-723-0221
1. Sign in to your myCommNet account with your NetID and password.

   **Reminder:** Your NetID is your student ID # followed by: @student.commnet.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.”

5. Enter your NetID (example: 01234567@student.commnet.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.commnet.edu” link (below yellow information block).

7. Enter your NetID# and Password here.
   (Example Net ID: 01234567@student.commnet.edu)

   **Quick Tip:** You can go directly to the Office 365 page here: https://portal.microsoftonline.com
BLACKBOARD
Blackboard is an online platform/course tool accessed through myCommNet. It is the gateway to your course information. All students should make sure that they can navigate Blackboard prior to the start of classes.

CONNECT
TRCConnect is your online portal to events, activities, and organizations at Three Rivers. Log into TRCConnect at TRCConnect.threerivers.edu. Use your Student ID number (minus the @ sign) and your myCommNet password.

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.

DEGREE WORKS
Degree Works is a web-based tool accessible in myCommNet for students to use to monitor their progress toward degree completion. Degree Works allows students and advisors to plan future coursework by viewing outstanding course requirements. Students can also see how courses taken fit into other degree programs.

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. 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/ferpa or in the Student Handbook.

FIRST YEAR EXPERIENCE (FYE)
This refers to a course that is required for all first-time college students in many degree programs. The three credit course is called IDS K105 The First Year Experience and is best taken in the first or second semester. The intent of the First Year Experience course is to assist first time students in becoming strong learners, 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 usually condensed into a shorter time frame, meet more hours per week and move through the content at a faster pace. They are sometimes referred to as Late Start Classes.

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 five categories: English, Mathematics, Sciences, Social Sciences, and Fine Arts/ Humanities.
HOLDS
Holds are put on a student's record for many reasons including, academic or business issues. For example, a hold is used to let a student know about; missing admission items, a course requirement to be taken in a certain time period, mandatory advising for Financial Aid, or past due tuition. In most cases the hold blocks registration.

POS (PLAN OF STUDY/PROGRAM OF STUDY)
The list of courses and credits that are required to complete a particular degree or certificate for the current academic year. Students can track their progress on the POS form and/or by a Degree Works audit. Plans of Study can be found on each degree or certificate at www.threerivers.edu/degrees. See Degree Works on previous page.

REGISTRATION
The process during which students sign up for specific courses at specific time frames for 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 is 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. This number is used to sign into academic records and courses.

SYLLABUS
The course information provided by each course instructor during the first week of class. It is may be handed out in the classroom or downloaded from Blackboard. 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. It should be read before the end of the add/drop period.

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. If NoLo is indicated on the course schedule, the course text and materials are no cost or low cost (below $40.)

TITLE IX
Title IX is 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 and/or to receive support, please contact the Title IX Coordinator at 860-215-9208 or in Room A 113A.

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 official copies online 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 ID 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.
Financial Aid

Complete your FAFSA at www.studentaid.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 February 15th of each academic year for the next school year. When completing the FAFSA you will need to create an FSA-ID at www.studentaid.gov. You will also need to know the College Code: 009765.

- The 67% Rule: To remain in "good standing" with 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.

Free Community College!

PACT - Pledge to Advance Connecticut

If you are starting college as a first-time college student, you might be eligible for free tuition through the PACT program. Learn more about the qualifications at threeivers.edu/pact. To qualify for the program, you must apply, register for classes and fill out the FAFSA by July 15 for the fall semester and by November 15 for the spring semester.

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:

- Three Rivers College Foundation - www.threeivers.edu/scholarships/
- www.ctdhe.org/edinfo/pdfs/FinancialAidResources.pdf

Don’t Know Your Financial Aid Status?

- Log in to my.commnet.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.

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.

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

* Extra fees may apply for lab courses or studio courses.

Tuition and Fees for each semester can be found online at www.threeivers.edu/tuition
The Academic Calendar can be found at 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 students can make changes to their schedule by adding, dropping or swapping courses. During the second week of the semester, courses can still be dropped with a $50 per class drop fee. Dropped courses do not appear on the student’s transcript. Students receive a partial tuition refund for dropped courses in the second week.

**Withdrawal**
After the add/drop period ends students may withdraw from a course until the end of the withdrawal period which is approximately 5 weeks before the end of a full semester. The exact withdrawal deadline dates are listed in the academic calendar for each session and semester. 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**
Students should be aware are: registration dates, audit and pass/fail option deadlines, as well as graduation application deadlines.
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 identify goals, select programs and courses that are most relevant to the student’s objectives; whether it be degree completion, career attainment or mobility, transfer, or self-enrichment.

What is Advising at TRCC?

- Advisors are your partners in achieving your educational and professional goals. Advisors support and empower you on your academic journey, so you can achieve both your academic and career goals.
- All students pursuing a credit certificate or degree program have assigned advisors.

Advising Facts

Who are Advisors?

Guided Pathways Advisors (similar to your high school counselors) assist with your plan of study, academic planning, course selection, career exploration, and reviewing options for employment, transfer, registration, and more!

Faculty Advisors are an essential resource that offers perspective and expertise in specific academic disciplines and collaborate with Guided Pathway Advisors.

When to reach out to Advising?

New students can begin working with an advisor once they have:

- Completed the enrollment application
- Submitted transcripts and immunizations
- Completed placement tests (if required)
- Initiated the financial aid process
- Received notification that you have been accepted.

Why reach out to advising?

- New students: registration, understanding college expectations
- Transfer Students: Credit equivalency
- CSCU Pathway Programs: timelines, school admission process
- Change in Major
- Career Exploration
- Navigating registration, degree works, plan of study
- Identifying Academic Supports & College Resources
- Program and course pre-requisite review

How to reach Advising?

Make an appointment by:

- Visiting www.threerivers.edu/appointments
- Emailing advising@trcc.commnet.edu
- Calling 860-250-9017
- Stopping by the first floor A Wing

You will also see us during advising days, orientation, and other campus events.
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. Part time students take less courses (credits) each semester and the time for degree completion is longer.

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 are designed to meet learning outcomes/competencies that are the hallmarks of a college educated student.

- **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 plan of study online or scroll down to the second page of the plan 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) or online.

- **POS Year:** Degree 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 degrees 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). Flex modules run within the semester and are accelerated over a smaller number of weeks starting after the semester begins and some times ending before the semester ends.
  - **Winter:** runs end of December through January (3 weeks)
  - **Spring:** runs end of January through May (15 weeks) and includes Flex modules
  - **Summer:** multiple sessions from late May through mid August
COURSE DESCRIPTION VOCABULARY

**Prerequisite:** a course that must be completed prior to enrolling in the course with the prerequisite.
E.g.: MAT* K137 or MAT* K137S with a "C" grade or higher is a prerequisite for MAT* K172

**Corequisite:** a course or lab that must be taken in the same semester or previous semester, as the course with the corequisite requirement. Note that "lab" corequisites must be taken in the same semester.
E.g.: Math 172 is a corequisite of PHY* K114.

**PHY* K114 - Mechanics**

4 CREDIT HOURS

Corequisite: MAT* K172.

**MAT* K172 - College Algebra**

3 CREDIT HOURS

Prerequisites: MAT* K137 or MAT* K137S with a "C" grade or better or appropriate placement through multiple-measures assessment process.

This course is a thorough and rigorous algebra course that strengthens the understanding of functions, their properties, multiple representations, and operations with functions. The function families studied include: polynomial, exponential, logarithmic, rational, and radical functions. Students will also learn linear and quadratic inequalities, absolute value equations and inequalities, linear and nonlinear systems.
To find available courses and times:

1. Go to my.commnet.edu
2. On the right under "Other Resources" and click on "Search for Course Offerings"
3. Term: select term (e.g. Spring Term 2018)
4. College: select "Three Rivers Community College"
5. Subject: select area of interest (i.e., Biology, Art, etc.)
6. Title: leave blank
7. (Open) (Closed): select "Open"
8. Course Level: select "Credit"
9. No Cost/Low Cost Course Materials (NoLo) Only; select Yes and search will be limited to NoLo
10. Instruction Type: select "All"
11. Start Time, End Time and Days: leave blank
12. Select "Get Courses"

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

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

Sec = Section code specific to each section of each course.

Textbook: Click on the link to see required materials and costs.

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

Inst Method = Instructional method, class formats such as traditional (on-campus), ONL (online), and more.

Location = where a class takes place

REM = Remaining seats available
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 for full time course load of 15 Credits

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.

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<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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<td>12 pm-2 pm</td>
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<td>Homework/ Academic Activities</td>
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<td>2 pm-4 pm</td>
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<td>Public Speaking</td>
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<td>4 pm-6 pm</td>
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<td>Math Tutor 5:00-6:00</td>
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<td>10 pm-midnight</td>
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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.

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</table>
Time Commitment and Scheduling
Online courses require as much time each week as traditional on-campus courses. Generally, this means that for every hour of class time, you will need to spend 2-3 outside of class on homework, etc., to be successful. A 3-credit course will require a minimum of 6-9 hours of work in addition to class time.

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 four types of online courses:
- **ONLN** = an ONLINE course: a course is conducted entirely online. There are no specific class meeting times.
- **HYBR** = a HYBRID course is a course that combines online and on-campus meetings at a scheduled time.
- **LRON** = Live/Remote and Online Courses are similar to traditional classes except that instead of being in a classroom on-campus, you join your professor and classmates online during the regular scheduled class time via a program similar to Zoom. These classes are fully synchronous.
- **OLCR** = an Online course with a Campus Requirement is a course conducted mostly online with one or more sessions of the course 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.

More information on instructional methods can be found at www.threerivers.edu/instructional-methods.
TASC PROVIDES FREE ACADEMIC SUPPORT

TASC is the location for all your tutoring needs and more. It includes our Tutoring Center, Writing Center, Math Computer Lab, "Ask TASC," and the Language Arts Lab.

Online tutoring is available! "Ask TASC" consists of a discussion board, chat room, and a link to the Writing Center. All currently enrolled students can access "Ask TASC" by logging into "Blackboard" 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.

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@threerivers.edu.

Contact Information
Location: Room C117
Phone: 860-215-9082
Email: tasc@threerivers.edu
Webpage: www.trcc.commnet.edu/tasc

LANGUAGE ARTS LAB
The Language Arts Lab is a space used for language teaching and learning. Tutoring, group work, and assistance are provided for any students studying a foreign language. The lab provides 28 computer work stations using specialized software, and a flexible room setting for collaborative learning.

Contact Information
Location: Room D117
Email: marrieta@threerivers.edu

LEARNING PORTFOLIOS WITH DIGICATION
Students are encouraged to maintain a learning portfolio using the College template in the Digication ePortfolio platform.

Access Digication via the Learning Resources item on the main navigation bar on the college website 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.
TRANSFERRING TO A 4-YEAR UNIVERSITY IS EASY WITH A THREE RIVERS DEGREE

Three Rivers Community College offers many opportunities for students to transfer into bachelor’s level degree programs. These options include CSCU Pathway Degrees and guaranteed admission programs with over 20 public and private colleges and universities in Connecticut, Rhode Island, and Wisconsin.

• **Smooth Transition:** The transfer options provide our students with the benefit of a smooth transition from their program of study at Three Rivers to their bachelor’s degree at their transfer institution of choice. This is a result of the collaboration between Three Rivers and the many four year colleges and universities that are eager to welcome Three Rivers graduates.

• **Personalized Advising:** With the guidance of a Guided Pathway Advisor, Three Rivers students may explore and apply to the transfer program available for their intended career path as early as their first semester.

• **Affordability:** Enrolling at Three Rivers and taking advantage of our transfer opportunities can help you achieve your educational goals while saving you thousands of tuition dollars.

**Tips for Transfer**

• 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).

• **CSCU Pathway Degree Programs:** Pathway Degrees provide a direct pathway for transfer to: Central CSU, Southern CSU, Eastern CSU, Western CSU, and Charter Oak State College (where you can save over 50% off tuition). Students do not lose credit 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 Please visit www.threerivers.edu/transfer for details.

**Additional information can be found at www.threerivers.edu/transfer**

**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.

- **Peterson’s Guide** - petersons.com
- **College Navigator** - nces.ed.gov/collegenavigator
- **College Board** - bigfuture.collegeboard.org/find-colleges
Students have access to free online career exploration tools and online job boards. Below you will find information on how to access these resources.

careerplacement@threerivers.edu

**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.

**College Central Network**

**How to Log on to College Central:**
- go to: 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
- Click register and enter access code "career exploration"
- 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 trcc.optimalresume.com
- Click on New User
- Enter "optimal1"
- Create a student/user account
OTHER RESOURCES

ACADEMIC ACCOMMODATIONS
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 wish to put academic adjustments in place at TRCC, you will start the process by completing a disability self-disclosure form available online at www.threerivers.edu/accommodations.

After you submit the self-disclosure form, you will receive an email or letter with the name and contact information of a college disability service advisor. If you require academic adjustments, you would 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.

STUDENT VETERANS OF AMERICA 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 (860-215-9064) or email (Registrar@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 www.trcc.commnet.edu/veterans
OTHER SERVICES

TRANSPORTATION
The Transportation and Resources information Bulletin Board is located adjacent to the Registrar’s window in the A-Wing, first floor.

Three Rivers Community College is serviced by SEAT (Southeastern CT Area Transportation) bus service. 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) wrtd.org (look for Willimantic-Norwich Rt. 32 bus)
- ECTC (Eastern CT Transportation Consortium) ectcinc.com   860-859-5792
- CT Rides CTrides.com    860-502-5335
- Rideshare rideshare.com    860-692-1260

BOOKSTORE
The College Bookstore is located in A101 off of the main lobby.

Bookstore hours and important dates are posted online at 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.

CAFE TERTIA
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. 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. during the Fall and Spring semesters.

FOOD PANTRY
Three Rivers hosts the Full Plate Food Pantry in Room D111-E for all students in need. Non-perishable food items, snack and single-serving lunch items, as well as toiletries are available. Hours vary so please check the door. Personnel in the Student Services Wing (A 113) can access the pantry during off hours as needed.

TIMELY CARE
TimelyCare is a telehealth program for students that provides access to free, 24/7/365 medical and mental virtual health care from anywhere in the United States. It supports students’ emotional and mental health via an app to interface with medical and mental virtual health care from wherever they are located on or off campus.

Top Quality Care
- Medical: 24/7
- TalkNow 24/7
- Scheduled Counseling
- Health Coaching

More info at timely.md/schools/index.html?school=ctstate&

Scan me

Top Quality Care
- Medical: 24/7
- TalkNow 24/7
- Scheduled Counseling
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In addition to purchasing your textbooks at the TRCC bookstore, you may also purchase textbooks online at efollett.com.
STUDENT LIFE

**TRCConnect** [trcconnect.threerivers.edu](http://trcconnect.threerivers.edu)

TRCConnect is your online portal to events, activities, and organizations at Three Rivers. Log into TRCConnect at trcconnect.threerivers.edu. Use your Student ID number (minus the @ sign) and your myCommNet password.

**Student Organizations**

**Room F207 • 860-215-9073**

All of our organizations share an open office space including six computer workstations, mailboxes and club storage. As a member of a student club, you’re welcome to drop in and do homework, make flyers, or conduct any other club business. It’s also an ideal place to stop in if you want more information about one of our clubs. From architects to vets, wrestling to anime, there is something for everyone.

**Student Government**

**Room F209 • 860-215-9072**

The Student Government Association (SGA) is the governing body of students, represents the interests of the student body, and works to improve the College community. Student Government also chairs CAB, an organization for students who are interested in planning campus events. Students interested in joining SGA can attend a weekly meeting on Thursdays at 4 p.m. via Microsoft Teams by contacting a Student Government representative in Room F209 or by emailing TR-StudentGovernment@TRCC.commnet.edu.

**STUDENT CLUBS**

- Active Minds
- Alpha Omega Christian Club (AOCC)
- American Institute of Architecture Students (AIAS)
- Anime Club
- Art Club
- Baseball Club
- Business Club
- Campus Activity Board
- Exercise Science Club
- Future Educators’ Club
- Math Club
- Phi Theta Kappa (PTK)
- Quill and Brush Literary Magazine
- Students Advocating Gender Equality (S.A.G.E.)
- Sexual Identity and Gender Minority Advocates (SIGMA)
- Student Nurses Association (SNA)
- Students Performing Arts Group (SPAG)
- Student Veterans of America at Three Rivers
- Table Top Games
- Three Rivers Aquatic Activists (TRAA)
- Three Rivers United Environmentalists (TRUE)
- Trailblazers
- Video Game Club

Don’t see an organization you’re interested in? Start one!

Find a faculty or staff advisor, get together a group of ten currently enrolled students, and write a Constitution with a list of proposed activities. Once this is completed, the Student Government will consider the application and determine to charter the organization. Only recognized student clubs may use the college’s name and facilities and request funds.