GENERAL INFORMATION

Academic Calendar
Please check the college website www.trcc.edu for the most current academic calendar.

Accreditation
Three Rivers College is accredited by the Higher Learning Commission, a Commission of the North Central Association located at 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 800-621-7440.

This recognition and accreditation assures students that work satisfactorily completed at Three Rivers will be recognized at full value by other colleges, universities and professional schools. In addition, the Nursing program is accredited by the Accreditation Commission on Education in Nursing (ACEN) and the Poplar Buff program and the Sikeston LPN to RN Bridge program have conditional approval by the Missouri State Board of Nursing, the Medical Laboratory Technology program by the National Accrediting Agency for Clinical Laboratory Sciences, and Emergency Medical Services-Paramedic program by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professional. Three Rivers College is a Missouri Department of Health and Senior Services, Bureau of Emergency Medical Services accredited EMS training entity. The MHPC OTA 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 courses are approved by the Missouri State Board of Education, and the business programs are accredited by the Association of Collegiate Business Schools and Programs.

The College
Three Rivers College is a public, two-year institution established to provide equal educational opportunities to the residents of the Three Rivers Junior College District and neighboring areas in southeast Missouri. The district includes the school districts of 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. The Three Rivers Junior College District is one of 12 public junior college districts established under the Missouri Junior College Act of 1961, and as such, is entitled to levy a local tax and to receive state funds.

History
Three Rivers Community College was founded April 5, 1966, when citizens of the southeast Missouri counties of Butler, Carter, Ripley and Wayne, voted into existence the Three Rivers Junior College District. Since that time, the college has grown in enrollment, program offerings, and its ability to serve students throughout its 15 county service area, which, in addition to the four counties of the taxing district, also includes Bollinger, Cape Girardeau, Dunklin, Howell, Mississippi, New Madrid, Oregon, Pemiscot, Reynolds, Scott, and Stoddard.

The college opened in storefront facilities in downtown Poplar Bluff, Missouri, with 138 students in the summer of 1967. Today Three Rivers enrolls more than 4,000 students at locations throughout southeast Missouri including an 80-acre campus in Poplar Bluff; full-service locations in Cape Girardeau, Dexter, Kennett, Malden, Piedmont, Sikeston, and Willow Springs; as well as dozens of other locations, including Doniphan, Caruthersville, Portageville, New Madrid, and Van Buren. Programs include college transfer, career-technical, transitional, and continuing education.

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.

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.

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.

General Education Philosophy
Three Rivers College’s general education philosophy reflects the belief in a core of learning experiences common to first and second-year college students. The general education curriculum provides an established body of knowledge that allows students to become productive, contributing, informed members of society. The college’s mission recognizes its obligation to provide learning experiences that are specialized in order to meet the needs of the community. The career and technical programs are complemented by the established body of knowledge in the core curriculum necessary in the workplace, the community and in life.

Missouri Reverse Transfer
Three Rivers College participates in Missouri Reverse Transfer program. Missouri Reverse Transfer is a process which allows college students who have a minimum of 15 credit hours at Three Rivers to transfer credit from a Missouri four-year college or university in order to earn an associate degree.

Contact the Office of the Registrar for more information at 573-840-9665.

Locations
For the convenience of our students, Three Rivers College offers courses on campus, online, and at off-campus locations; flexible scheduling opportunities; and a variety of delivery formats.

Three Rivers offers classes at:
• Poplar Bluff Campus: An 80-acre campus with excellent facilities, convenient parking security.
• Sikeston Location: A three-story building on 70 acres to serve the higher education need of the Interstate 55 corridor.
• In-district locations in Doniphan, Piedmont and Van Buren.
• Full-service locations that offer on-site advising and registration, computer labs, College Store services and library services. Located in Sikeston, Kennett, Malden, Dexter, Cape Girardeau (CGPHE), and Willow Springs (South Central Education Consortium).
• High schools, career centers and other sites throughout southeast Missouri.

Assessment
Consistent with the Three Rivers College mission and purpose the college has implemented on-going assessment activities that provide the feedback needed to plan, improve quality, and allocate necessary resources to the various programs and services the college offers. This process is utilized to evaluate institutional effectiveness and determine how well the college is supporting its mission. The systematic and continuous process of assessment monitors learning and services over time to determine if the institution’s goals are met and the areas that need improvement are identified. The process involves the use of a variety of measurement tools that have been selected or created based on the college’s mission and specific learning outcomes. The purpose of the assessment process is to provide the feedback and data needed to do the following:

• Improve student learning and teaching effectiveness,
• Improve and revise curriculum,
• Improve the quality of programs and the process of program planning,
• Allocate necessary resources needed for effective planning and budgeting,
• Effectively assist students in making course and career selections, and
• Demonstrate accountability to internal and external constituencies.

The assessment process at the college is designed to support the mission through the process of measuring and evaluating institution, division, program, department, and course effectiveness. Assessment at these various levels allows the college to capitalize on strengths, identify areas where opportunities for enhancement exist, and implement changes
and improvements in order to maximize student academic achievement, personal development, and the quality of the academic programs and services offered by the college.

Three Rivers College accepts as its institutional responsibility the necessity to demonstrate that students are learning and are meeting the goals and expectations set forth at the course, program or department, division, and institutional level. The data generated through campus-wide assessment processes then becomes the basis for collaborative decision making at many levels within the institution. Providing evidence to all stakeholders that students are successfully achieving the academic goals that have been established is an important component of the assessment process.

Automobiles
The use of cars on campus is considered a privilege extended by the college. Students who abuse the privilege may have it revoked. A current decal attesting to the registration of the car must be obtained from the Office of Student Financial Services and must be properly affixed and visible on the windshield of each car operated on campus. All automobiles should carry adequate liability and property damage insurance. Detailed instructions on the use of automobiles are provided when the decal is purchased. Unauthorized vehicles on the campus are subject to being impounded by the local police.

Children on Campus
It is the goal of the college to provide a safe and effective learning environment for all students and a safe and effective workplace for all faculty and staff. Any action which interferes with this goal will not be permitted. At no time may a child who is not a currently enrolled Three Rivers College student be left unattended on campus, including in 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. Parents, legal guardians or responsible adults of children considered disruptive or unsupervised will be asked to remove the children from the campus immediately.

Inclement Weather Procedure
In the event the college must close or classes be cancelled due to inclement weather, a notice will be placed on the college website and all local radio and TV stations will be notified. Additionally, the college implemented a system which notifies via text message. All students who do not opt out of the system will receive notification via text. Students are reminded to use their own judgment, as adults, concerning the safety of traveling to classes.

Sexual Misconduct Statement
Three Rivers College is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The college considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of college policy, is unacceptable, and will not be tolerated. Sexual harassment, whether verbal, physical, visual or digital is a form of prohibited sex discrimination. The current policy may be found on the college website. The specific definitions of sexual harassment and sexual violence, options for reporting instances of sexual misconduct, and available resources may be found in the Student Handbook and on the website.

Emergency Plan
The college has posted emergency plans throughout its facilities and also on the Three Rivers' website, www.trcc.edu/forms/police/emergencyactionplan.pdf Further information concerning emergency plans and procedures is included in the Student Services section of this publication.

Academic Integrity
The college experience is founded on the concepts of honesty and integrity. Dishonesty, cheating, stealing, plagiarism, or knowingly furnishing false information to the college are regarded as particularly serious offenses. Within the respective curricular divisions of Three Rivers, faculty members handle cases of dishonesty in their classes by levying certain penalties. However, in flagrant cases, the penalty may be dismissal from the college after proper due process proceedings.

Student Rights/Responsibilities
Each Three Rivers College student’s conduct should be in such a manner as to uphold the good name of the college and fellow students by full recognition of responsibilities under the law and the moral and social standards of the community, state and nation. Students are responsible for knowledge of college rules and regulations as set forth on the college website www.trcc.edu/forms/policiesregs/sr2610.pdf.

Drug and Alcohol Free Statement
Three Rivers prohibits the unlawful possession, use, distribution and sale of alcohol and illicit drugs by students and employees on college-owned or -controlled property and at events sponsored by the college. In observance of state law, no person under the age of twenty-one (21) may purchase or attempt to purchase, or have in his or her possession, any alcoholic or intoxicating beverage on the college premises or at college sponsored events. Three Rivers complies with all laws related to underage drinking, and any violation of the state’s underage drinking laws will be referred to the appropriate authorities. Further, the Standards of Conduct for both students and employees, regardless of age, prohibit the possession of alcohol and illicit drugs and/or
being present on college-owned or -controlled property while under the influence of such.

Infectious and Contagious Diseases
Students of the college who may become infected with any type of contagious disease, such as AIDS, H1N1, SARS, Hepatitis, among others, will not be excluded from enrollment or employment, or restricted in their 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, and makes 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.

Additionally, 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.

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 more than 9,600 books, journals, graphic novels and DVDs, computer stations for individual or group work, and a range of electronic devices including e-book readers, video cameras, digital voice recorders and laptops. Millions of other items can be borrowed through the library's MOBIUS membership or interlibrary loan. Additionally, the library provides access to millions of journal articles 24/7 through databases.

Tours of the library and individual assistance with research are provided to students and faculty upon request. There are online tutorials available as well at www.trcc.edu/arc

Myrtle Rutland Library allows Three Rivers College students, faculty, staff, and community members to borrow material. All borrowers must present a valid Three Rivers College or Missouri State issued picture ID card in order to check out materials.

It is the policy of Three Rivers to adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.). The College does not approve of any use or duplication of copyrighted materials not provided for by the copyright law, fair use guidelines, license agreement or permission of copyright holder.

For more information call 573-840-9654, text 573-298-6105, or visit www.trcc.edu/arc.

Computer Resource Center
Computers for student use are available in the Academic Resource Commons. Staff members are on duty to provide assistance at all times. Printers for student use on campus are available only at the Computer Center; there is a charge of 10 cents per page. Computers are also available at the Tutoring & Learning Center.

Tutoring & 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 second floor of the ARC (Academic Resource Commons). For more information, call 573-840-9638 or email tlc@trcc.edu.

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

University Center
The University Center is a partnership between Three Rivers College and the universities that provide bachelor’s degree completion programs at the college. The completion programs offered by Central Methodist University, Hannibal-LaGrange University, and Southeast Missouri State University allow area residents to complete a bachelor’s degree close to home.

Students can take freshman and sophomore level courses at Three Rivers, complete an associate degree then they can complete a bachelor's degree in one of several degree programs through the university partners. For a complete list of Bachelor Completion programs visit http://www.trcc.edu/academics/bachelors.php

The University Center is located on the second floor of the Westover Administrative/Classroom Building.