

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2210 Admission Requirements	Page 1 of 10
Primary Policy: SP 2210 Admission Requirements	
Associated Policies: SP 2140 Student Appeals; IP 6101 Academic Fresh Start; GAP 1320 Consumer Protection; GAP 1200 Equal Opportunity	
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2211 Admission of Students with Criminal Histories; HSR 5110 Communicable Diseases	
References: Missouri State Statute 174.130; 167.031 to 167.071; Missouri State Statute on Mandatory Testing (2013) 199.170 - 199.350; MO.HB.1606; Higher Learning Commission: Policy on Student Consumer Protection.	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-25-2013	Last Revision: 11-20-2019

Three Rivers College subscribes to an open access institution in order to provide full educational opportunities, and it establishes the following regulation for admissions that encourages the enrollment of all persons able to benefit from the education programs of the college. The Board of Trustees authorizes the College President to establish policy and regulations for admission which encourages the enrollment of all persons who can benefit from the educational programs of the college. The college strictly adheres to all local, state, accreditation and federal policy and rules that may apply to college admissions. The college commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, sexual orientation, disability, age, gender, or national origin.

Admission Requirements

All students must submit a completed application to the College. In compliance with the Higher Learning Commission, Student Protection Policy no College personnel may complete or sign an application for a student. The applicant's Social Security Number is required to receive select services from the college.

High School/GED/HiSET transcripts from a state or regional accredited institution are required for curricular students. Curricular students are degree or certificate seeking students who have been admitted to the college and are enrolled in college-level or transitional studies courses.

- Approved regional accrediting bodies are located on the US Department of Education website at www.ed.gov and www.chea.org.
- Homeschool students are defined by state statutes, which vary by state. Statutes for the State of Missouri are specifically listed under special requirements.

Students attending high school outside of the U.S. must submit official records such as

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2210 Admission Requirements	Page 2 of 10
Primary Policy: SP 2210 Admission Requirements	
Associated Policies: SP 2140 Student Appeals; IP 6101 Academic Fresh Start; GAP 1320 Consumer Protection; GAP 1200 Equal Opportunity	
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2211 Admission of Students with Criminal Histories; HSR 5110 Communicable Diseases	
References: Missouri State Statute 174.130; 167.031 to 167.071; Missouri State Statute on Mandatory Testing (2013) 199.170 - 199.350; MO.HB.1606; Higher Learning Commission: Policy on Student Consumer Protection.	
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transcripts, diplomas and/or standardized exam results equivalent to a U.S. high school diploma. High school records not issued in English must be accompanied by an official English translation.

Special Requirements

The College may require additional information for special student status as defined below:

- High school students 16 years of age or older who have completed “dual enrollment” requirements. Dual enrollment is a special program whereby high school and homeschool students may earn college course credit while still enrolled in high school.

- Students under 16 years of age who are enrolled in a gifted or accelerated learning program.
- Home-schooled students seeking a degree or certificate must provide a school transcript **“or”** provide evidence that a child is receiving regular instruction that the parent shall maintain as outlined in RSMo 167.031 to 167.071.
 - As used in sections 167.031 to 167.071, RSMo, a "home school" is a school, whether incorporated or unincorporated, that:
 - a) Has as its primary purpose the provision of private or religious-based instruction;
 - b) Enrolls pupils between the ages of seven years and the compulsory attendance age for the district, of which no more than four are unrelated by affinity or consanguinity in the third degree; and
 - c) Does not charge or receive consideration in the form of tuition, fees, or other remuneration in a genuine and fair exchange for provision of instruction.
 - Home-School Transcript requirements:
 - a) Home-schooling transcripts should include each course listed by academic year and graded (or listed as “in progress”). In addition, please list if each course is a half unit (half year) or full unit (full year).

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2210 Admission Requirements	Page 3 of 10
Primary Policy: SP 2210 Admission Requirements	
Associated Policies: SP 2140 Student Appeals; IP 6101 Academic Fresh Start; GAP 1320 Consumer Protection; GAP 1200 Equal Opportunity	
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2211 Admission of Students with Criminal Histories; HSR 5110 Communicable Diseases	
References: Missouri State Statute 174.130; 167.031 to 167.071; Missouri State Statute on Mandatory Testing (2013) 199.170 - 199.350; MO.HB.1606; Higher Learning Commission: Policy on Student Consumer Protection.	
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- b) If a course title does not clearly reflect the subject content, home- schooled educators should include a description of the course.
 - c) Transcripts must have a cumulative GPA.
 - d) Transcripts may be typed or handwritten; however, if you are using a transcript service, have the service send an official transcript.
 - e) The home-school educator should sign the official transcript.
 - f) Transcripts must include an estimated completion or graduation date. A final transcript must be submitted showing graduation date and successful completion of all coursework.

- As evidence that a child is receiving regular instruction, the parent shall, except as otherwise provided in this subsection, maintain the following records:
 - a) A plan book, diary, or other written record indicating subjects taught and activities engaged in; and
 - b) A portfolio of samples of the child's academic work; and
 - c) A record of evaluations of the child's academic progress; or
 - d) Other written, or credible evidence equivalent to subparagraphs a., b. and c.; and
 - e) Offer at least one thousand hours of instruction, at least six hundred hours of which will be in reading, language arts, mathematics, social studies and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least four hundred of the six hundred hours shall occur at the regular home school location.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2210 Admission Requirements	Page 4 of 10
Primary Policy: SP 2210 Admission Requirements	
Associated Policies: SP 2140 Student Appeals; IP 6101 Academic Fresh Start; GAP 1320 Consumer Protection; GAP 1200 Equal Opportunity	
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2211 Admission of Students with Criminal Histories; HSR 5110 Communicable Diseases	
References: Missouri State Statute 174.130; 167.031 to 167.071; Missouri State Statute on Mandatory Testing (2013) 199.170 - 199.350; MO.HB.1606; Higher Learning Commission: Policy on Student Consumer Protection.	
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Tuberculosis Screening, Treatment, and Prevention

All new and returning students must answer the Tuberculosis Screening questionnaire included with the general college admissions application. The College must require this information as defined below:

Pursuant to Missouri State Statute 199.290, all institutions of higher education in Missouri shall implement a targeted testing program on their campuses for all on-campus students and faculty upon matriculation. If an institution does not have a student health center or similar facility, such person identified by the targeted testing program to be at high risk for latent tuberculosis infection or for developing tuberculosis disease shall be referred to a local public health agency for a course of action consistent with sections 199.170 to 199.350. Any new student applicant refusing to answer the questionnaire will not be admitted to the college. Refer to College Regulations, HSR 5110 Communicable Diseases and SR 2740 Student Rights and Responsibilities.

Initial ID Verification

Prior to enrolling in the first semester of courses at Three Rivers College, students must provide a valid photo ID at orientation or the initial registration appointment, in person or virtually:

- University/College issued Photo ID
- Official HS school-produced student identification card from the school currently attending
- Government issued driver's license or non-driver card
- Government issued photo work badges
- Government issued passport
- Government issued military or national identification card (Consulate, Permanent Resident Card, Immigrant Visa Card, Employment Authorization Card)
- Prison Photo ID (released with 45 days)

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2210 Admission Requirements	Page 5 of 10
Primary Policy: SP 2210 Admission Requirements	
Associated Policies: SP 2140 Student Appeals; IP 6101 Academic Fresh Start; GAP 1320 Consumer Protection; GAP 1200 Equal Opportunity	
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2211 Admission of Students with Criminal Histories; HSR 5110 Communicable Diseases	
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- Tribal Photo ID (no photocopies accepted)
- On-file photo in the student database - "Ellucian Colleague"

Students who complete the initial registration/orientation process will have their photo taken for input into the student database. Valid photo ID is required to have your picture taken for the student database.

Students unable to provide valid photo identification at the initial stage must have their identity validated by the Dean of Student Services.

Students may enroll in courses only when identity has been verified, prerequisites for the courses are met, and space is available in the courses.

Subsequent ID Validation

Proof of ID may be requested to register or receive information and/or services.

Admission to Specific Programs

Because of the necessity to limit the number of students who enroll in select academic programs, students applying to these programs will be accepted according to the approved selection process as outlined in each program's section. Students should check with their advisor to determine which programs are limited admission.

Accessibility to Prospective Students

The College complies with Missouri House Bill 1606 regarding accessibility to prospective students of all program information through the College Scorecard disclosure that includes the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study found on the [Consumer Information Page](#).

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2210 Admission Requirements	Page 6 of 10
Primary Policy: SP 2210 Admission Requirements	
Associated Policies: SP 2140 Student Appeals; IP 6101 Academic Fresh Start; GAP 1320 Consumer Protection; GAP 1200 Equal Opportunity	
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2211 Admission of Students with Criminal Histories; HSR 5110 Communicable Diseases	
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Curricular Students

Curricular students are degree or certificate seeking students who have been admitted to the college and are enrolled in college-level or transitional studies courses.

Non-Curricular Students

Non-curricular students are those who have been admitted to the College but are not seeking a degree or certificate. Non-curricular students are not eligible to receive federal financial aid. Non-curricular students are classified according to the following student goals or conditions:

- Upgrading employment skills for present job.
- Developing skills for new job.
- Career exploration - The College will provide counseling to help students make decisions concerning career goals. Students are expected to declare other educational goals prior to completing 30 credit hours of course work.
- Personal satisfaction and general knowledge.
- Visiting - Visiting students are those who, while enrolled at a community college, maintain primary enrollment with other post-secondary institutions.
- Non-degree transfer – Non-degree transfer students are those enrolled at the college with the intent to transfer to other post-secondary institutions prior to completing graduation requirements.
- General or curricular requirement pending (with college approval only) -This classification includes students who have not met all general or specific admission requirements as stated in the college catalog. Students should be enrolled in this category for one semester only.
- Dual Credit/Dual Enrollment – Students currently enrolled in high school or home school who have not completed the requirements of secondary school graduation.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2210 Admission Requirements	Page 7 of 10
Primary Policy: SP 2210 Admission Requirements	
Associated Policies: SP 2140 Student Appeals; IP 6101 Academic Fresh Start; GAP 1320 Consumer Protection; GAP 1200 Equal Opportunity	
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2211 Admission of Students with Criminal Histories; HSR 5110 Communicable Diseases	
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Initial Approval: 09-25-2013	Last Revision: 11-20-2019

- Auditing a course (with college approval only) - Under this classification, students enroll in courses without taking exams or receiving credit. Audits are permitted only if there are a sufficient number of students taking the class for credit.

Freshman

A student is classified as a freshman until 30 credits of study in a designated curriculum are completed.

Sophomore

A student is considered a sophomore after 30 or more credits of course work in a curriculum are completed. Transferred credits are included providing they apply toward the requirements of the student's curriculum.

Full-Time Student

A full-time student is one enrolled in 12 or more credit hours in a designated financial aid term.

Part-Time Student

A part-time student is one enrolled in less than 12 credit hours in a designated financial aid term.

Unclassified Students

Students with advanced degrees may register for Three Rivers College classes and will be unclassified students. Three Rivers graduates enrolling in transfer courses will be unclassified students.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2210 Admission Requirements	Page 8 of 10
Primary Policy: SP 2210 Admission Requirements	
Associated Policies: SP 2140 Student Appeals; IP 6101 Academic Fresh Start; GAP 1320 Consumer Protection; GAP 1200 Equal Opportunity	
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2211 Admission of Students with Criminal Histories; HSR 5110 Communicable Diseases	
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Transfer Students

An official transcript from each college attended is expected to be on file in the Office of the Registrar. If a student plans to register for a course that requires a prerequisite, they must show evidence of successfully completing the prerequisite before enrolling in the course. Prerequisite and transfer credit are not guaranteed until all official transcripts are available for review. Students who wish to receive financial aid should submit official transcripts from all institutions attended.

International Students

In addition to meeting all admission requirements listed in this catalog, the following items are required for all non-immigrant international students seeking I-20 admission (An international student checklist may be obtained in the Advising Center):

- Be eligible for an F-1 Visa.
- Submit Affidavit of Support.
- Submit acceptable results of the TOEFL (Test of English as a Foreign Language) to establish proficiency in the English language.
- Submit Admissions Application.
- Proof of insurance.

* F-1 Visa is not required for International student from Canada.

A TOEFL test score of at least 500 on the paper-based test or 61 on the internet-based test is considered acceptable. Further information regarding international students can be obtained from the Advising Center.

International students who wish to transfer to Three Rivers College from other institutions of higher education must be students in good standing with a grade point average of at least 2.0 at the time of transfer. All international students will be charged out-of-state tuition.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2210 Admission Requirements	Page 9 of 10
Primary Policy: SP 2210 Admission Requirements	
Associated Policies: SP 2140 Student Appeals; IP 6101 Academic Fresh Start; GAP 1320 Consumer Protection; GAP 1200 Equal Opportunity	
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2211 Admission of Students with Criminal Histories; HSR 5110 Communicable Diseases	
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Denial of Access to Three Rivers College

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

The College may restrict or deny admission to a prospective student, or continued attendance to an enrolled student, whose record of behavior indicates that his or her admission would disrupt the orderly process of the college's programs, would interfere with the rights and privileges of other students, creates a threat or potential danger to the college community, is statutorily barred from the college, or if such denial of access is considered to be in the best interest of the college. Refer to SR 2211 Admission of Students with Criminal Histories.

The College may restrict or deny admission to a prospective student, or continued attendance to an enrolled student, if it reasonably appears that the student would not be competent to profit from the curriculum offerings of the college as evidenced by a score on the TABE Reading exam of 5.9 or less. Students denied admission or continued admission shall be referred to Adult Basic Education services in the community.

Denial of access decisions may be appealed as outlined in SR 2140 Student Appeals.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2210 Admission Requirements	Page 10 of 10
Primary Policy: SP 2210 Admission Requirements	
Associated Policies: SP 2140 Student Appeals; IP 6101 Academic Fresh Start; GAP 1320 Consumer Protection; GAP 1200 Equal Opportunity	
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2211 Admission of Students with Criminal Histories; HSR 5110 Communicable Diseases	
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DOCUMENT HISTORY:

- 09-25-2013:** Initial approval of regulation SR 2210 Admission Requirements.
- 04-15-2015:** Legal References added to template and on page (3) our admissions process requires mandatory Tuberculosis Screening for all new students per Missouri State Statute 174.130; 167.031 to 167.071; 199.290; 199.350; 199.170.
- 09-16-2015:** Revision of position title Dean of Student Services to Chief Student Services Officer.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 06-21-2017:** Added student classifications and wording changes for clarity.
- 12-05-2017:** Revision for clarification of admission procedure.
- 11-28-2018:** Revision to change name of Enrollment Services Office to Advising Center and to remove redundancy in the process.
- 11-20-2019** Inclusion of information regarding compliance with Missouri House Bill 1606; the Higher Learning Commission: Policy on Student Consumer Protection and the non-discrimination Policy and statement to reinforce the College's commitment equal opportunity.