SUMMER and FALL 2010
REGISTRATION DATES
Summer Classes Start May 24, June 7, 21, July 8 & 19
Fall Classes Start August 26 and October 19

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***Web Registration at [http://my.commnet.edu](http://my.commnet.edu) April 5th - August 25th
(Must have attended in Fall 2008 or later AND have 6 completed credits recorded at TRCC)

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n-Person Registration  April 5th - August 25th
Monday, Tuesday, Thursday, & Friday: 9:00am - 4:00pm
Wednesdays (when classes are in session) 9:00am - 6:00pm
and
Extended Evening Hours on the following dates:
- May 12 Wednesday  9:00 am - 6:30 pm
- May 19 Wednesday  9:00 am - 6:30 pm
- May 26 Wednesday  9:00 am - 6:30 pm
- August 11 Wednesday  9:00 am - 6:30 pm
- August 18 Wednesday  9:00 am - 6:30 pm
- August 23 Monday   9:00 am - 6:30 pm

Continuing Students can also drop off, mail-in or FAX registration forms. If you have less than 6 credits completed at TRCC you need to include an advisor's signature or a signed plan of study. Please allow 24 - 48 hours for processing time. A copy of your registration and payment receipt will be mailed to you. **It is your responsibility to confirm your registration at:** [http://my.commnet.edu](http://my.commnet.edu)

New, Readmit and Transfer Students can start registering on April 12th and may not be able to complete the registration process in one day.

**TUITION AND FEES**

Fall fees must be paid at the time of registration but tuition isn't due until July 14.
Summer tuition and fees are due at time of registration.

*For more tuition and fees information, click [Tuition and Fees](#) Note: fees are not refundable.*
SUBASE OFFICE Only

(Restricted to Students with Military ID)
Advisors on site on the following dates between 10am and 3pm:
April 20 Tuesday  June 15 Tuesday  August 12 Thursday
May 18 Tuesday  July 13 Tuesday  August 19 Thursday

SENIOR CITIZEN REGISTRATION
August 25 Wednesday  1:00 pm - 3:00pm
Students 62 years of age and over must present their driver's license or other proof of age to qualify for tuition and fee waivers.

Late In-Person Registration
August 26, 30 and 31st  9:00am - 6:30 pm

PASSWORD RESET OR LOOK UP NETID
Students can reset their Net ID Password or Look up their Net ID online at [www.commnet.edu/netid/password.aspx](http://www.commnet.edu/netid/password.aspx) If the password reset doesn’t work because of missing information such as SSN or DOB or because the answer to the security question is not known, students can contact the Registrar’s office. The Registrar’s Office cannot release student ID numbers and/or reset net id passwords via telephone or email. If a student cannot reset their password online, they must choose an option below.

**In-Person Resets:**
The easiest and quickest way to reset your password is to come in person so you can show photo identification. Password resets will not be done by phone or email to protect the student’s privacy.

**Fax Requests:**
If you cannot come to campus, you can fax your request to 860-886-6670 and include the information listed below in your request.

- Name, DOB, address, and the last 4 digits of SSN
- Include a readable copy of your photo identification (must be enlarged and lightened to be readable)
- Telephone number and signature must be on the request

[Click here for request form](#)

Please allow 24 to 48 hours for processing time. *You will not be notified when your password is reset due to the high volume of request for password resets.*

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**Graduation Information**

Three Rivers awards the Associate in Applied Science (AAS), Associate in Arts (AA) and the Associate in Science (AS) degrees and certificates to qualified candidates as authorized by the General Assembly of the State of Connecticut.

*Graduation is not automatic, you must apply.* Three Rivers accepts applications and certifies student eligibility for graduation three times each year following the fall and spring semesters and at the end of the summer session.

**Graduation Application Deadlines and Procedure**

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<td>Spring (May)</td>
<td>Apply by November 15</td>
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(Summer completers who wish to attend the May ceremony must also apply by November 15th)

Summer (August) Graduation Apply by April 15
Fall (December) Graduation Apply by June 15

Procedure:

1. Meet with your academic advisor for your preliminary graduation audit. The audit is the final update of your Plan of Study. Your advisor will be checking that every course and requirement has been completed and that you are registering for the outstanding requirements in your last semester.

2. Fill out the graduation application. Attach the preliminary graduation audit. Submit the completed application to the Registrar's Office. Applications are available at the Registrar's Office or online. [Click here for application]

3. The registrar's office will conduct the final graduation audit and notify you of any missing courses.

All graduates are invited to attend the annual commencement ceremony held in the spring.

GRADUATION HONORS POLICY

Highest Honors

3.9 to 4.0 grade point average - Summa Cum Laude or

3.7 to 3.89 grade point average - Magna Cum Laude or

High Honors

3.4 to 3.69 grade point average - Cum Laude or Honors

PLEASE NOTE: An incomplete grade* for any class during the semester will make a student ineligible for honors at time of graduation

*An incomplete (I) is a temporary grade assigned by a faculty member at the end of a semester when the student has agreed to complete missing coursework or assignments. Extenuating circumstances such as illness are required for such a postponement of a final grade, and the student must complete the work by the 10th week of the next regular semester or the Incomplete grade will automatically convert to an "F".

Students who do not qualify for graduation in the semester for which they apply will be required to reapply. A second graduation fee will not be required when reapplication
occurs in the same academic year or from spring semester to summer session of the same calendar year.

**Academic Policy**

Students (including non-degree) are required to be placement tested if they have not already done so. Exceptions: any student who has successfully completed a college level English and/or Mathematics course with a grade of "C" or higher, will be waived from English and/or Mathematics placement testing. Non degree students registering for a course that does not have a pre-requisite will also be waived from placement testing.

All students (including non-degree) are required to have an advisor or counselor's signature on their Registration Card or Plan of Study in order to register until they have earned 6 credits at TRCC.

All non-degree students who register for 12 or more credits in a semester are required to provide proof of Measles/Rubella immunization before they register for classes.

Students who have not yet earned 6 credits at TRCC are required to have an instructor, advisor or counselor's signature on their Add Card before the add will be processed.

For more academic information [click here](#).

**Prerequisite Courses**

Students can not register for a course without having credit for the prerequisite courses on their record. If the prerequisite was taken at another school, students can show a copy of their grade report at the time of registration. Unofficial grade reports are not kept on file.

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**Refund/Withdrawal Policy**

**Withdrawal**

Course withdrawals are accepted up until the week before classes end. Specific dates are posted in the [academic calendar](#) and withdrawal forms are available online or at the Registrar’s office. [Click here for the form](#) The withdrawal does not have to be signed by the instructor but it is strongly recommended that you speak with your instructor before withdrawing. If you are receiving financial aid you must contact their office for approval before withdrawing. If necessary, you can withdraw over the phone by calling the Registrar’s Office at 860-892-5756.
Confirm that your withdrawal from a course has been processed by checking online at http://my.commnet.edu.

Refund Policy

- College fees are due upon registration and are non-refundable.
- Students will receive a full refund of tuition and fees if the College cancels a course.
- Students will receive 100% refund of tuition if the course is dropped online or notice of withdrawal is received by the Registrar BEFORE the published first day of classes for that semester. Refer to the academic calendar on our web page for the specific date. The Registrar’s Office can be notified in person or by mail, e-mail (registrar@trcc.commnet.edu) or fax (860-886-6670). Students should retain a confirmation receipt for their records.
- In fall and spring semesters, students will receive a 50% refund of tuition when notice is received by the Registrar’s office within the first two weeks (fourteen days) of the semester. Refer to the academic calendar on our web page for the specific date.
- Students receiving Financial Aid or Veteran’s Benefits must contact those offices prior to withdrawing from classes.

NOTE: Exceptions to the refund policy are considered for serious medical conditions documented by a physician, and for reassigned military personnel providing copies of orders signed by their commanding officer. Refund requests must be directed to the Registrar’s Office with appropriate documentation attached.

**Note: Refunds are not granted for withdrawals**

*Students receiving Financial Aid or Veteran's Benefits must contact those offices prior to withdrawing from classes.*

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