EIGHT Ways Parents, Guardians, and Family Members can support their First Year College Student

1. **Recognize** college is a transition for you and your student; encourage communication while honoring your student’s growing independence (please refer to the FERPA policy explained in the enclosed *College Terms* handout).

2. **Support** your student in making college a priority while setting realistic goals and expectations of her / himself in the context of her/ his daily commitments and life demands.

3. **Encourage** your student to further develop the skill of taking initiative by:
   - finding out their advisor and making an appointment to meet with him/ her;
   - asking questions of course instructors,
   - using the college’s academic and student support services proactively

4. **Encourage** your student to become self-sufficient by:
   - Logging on to the **TRCC website** [www.trcc.commnet.edu](http://www.trcc.commnet.edu) for information, forms, college events and programs, the college calendar, etc.
   - Logging on to **myCommNet** to view (and print) their personal course schedules, unofficial transcripts, financial aid eligibility and award amounts, course grades, etc.
   - Using supplemental resources provided by instructors on course websites

5. **Encourage** your student to engage in the full college experience, expand interests, and develop leadership and life skills by:
   - joining a student club or organization or student government
   - attending special academic lectures, events, and presentations
   - attending student services workshops on transferring, career exploration, test-taking strategies, time management tools, etc.
6. **Encourage** your student to become familiar with and follow important college policies such as: 1) the *Academic Integrity* policy (which includes plagiarism and proper citing of sources- especially important in our digital age); 2) the *Student Code of Conduct and Discipline* policy; 3) the *Conduct and Ethics for Use of Computer Resources*, etc. **Note:** All college policies may be readily found in the online and hard copies of the TRCC College Catalog and the TRCC Student Handbook for 2010-2011.

7. **Encourage** your student to connect with her/ his academic coursework by:
   - exploring and further defining her/ his educational, work, and life goals through resources available in the Career Development Center
   - accessing college resources (faculty, advisors, and student services staff to discuss and explore interests and goals, and to identify courses and related college activities, workshops and opportunities to facilitate achieving these goals)
   - participating in the Service Learning program

8. **Support and sustain** your student’s acclimation to college by:
   - Expressing interest and asking about what they are learning and experiencing
   - Engaging in their educational experience through attending events, performances, demonstrations, special programs, etc. with them
THREE RIVERS COMMUNITY COLLEGE

What’s New at Three Rivers

❖ **Book rental available** through the college bookstore

❖ **Course textbook information** for each course now posted on course schedule

❖ **Facebook and Twitter** - additional ways to be connected and up-to-date with information and events at Three Rivers

❖ **Financial aid** is now available for summer courses; students must check with the Financial Aid office for more information and eligibility

❖ **First Year Experience course** – new degree requirement for General Studies and Liberal Arts and Sciences beginning with the fall semester of 2010

❖ **Late Start** - new course schedule option that allows students to enroll in a course or courses that start and finish during the last half (seven weeks) of the fall and spring semesters

❖ **Oasis Center** – located in E-121, this is a place for Veterans to gather, socialize, study and learn about additional resources

❖ **Welcome Center** - information center for Student Services located on the 1st floor of the A-Wing

❖ **Winter term** - a new three week intensive course schedule option
Helpful Information

- Students do NOT need to be enrolled full-time in order to receive financial aid.

- Not all insurance carriers require students to be enrolled full-time in order to continue to be covered under a parent or guardian insurance plan; please check with your insurance carrier if your student selects to enroll in less than 12 credits in a given semester.

- Students can withdraw from a course up until 2-3 weeks before the end of the fall or spring semester; course withdrawal dates for summer and winter terms are different; for all course withdrawal dates please have your student refer to the college calendar posted on the TRCC website.

- Refund policy- course fees are non-refundable; course tuition is fully refundable ONLY up until the first day of classes for a given semester or term; a partial refund is available ONLY during the add/drop period for each semester or term.

- Students continuing for the next semester may register for courses for the next semester and pay only administrative course fees up until July (for the fall semester) and December (for the spring semester). For the exact date on which tuition is due for a particular semester or term, please refer to the College calendar on the TRCC website.

- Payment plans are available for students (and families/parents) using self-pay for course tuition and fees; for more information contact the Cashier’s office.

- Pre-college level courses in English and math (the skills building courses students are placed into based on placement test scores) are covered by financial aid for eligible financial aid recipients. These courses do not count toward degrees or certificates; however successful completion (a grade of “C” or better) is required for students to move into college level courses in English and math.
THREE RIVERS COMMUNITY COLLEGE

Abbreviations
(commonly used at Three Rivers)

A & P - Anatomy and Physiology

CCSU - Central Connecticut State University (New Britain, CT)

CRN - Course reference number

ECSU - Eastern Connecticut State University (Willimantic, CT)

FAFSA - Free Application for Federal Student Aid

FERPA - Family Education Rights and Privacy Act

FYE - First Year Experience

ISBN - International Standard Book Number

POS - Plan of Study

TASC - Tutoring and Academic Success Centers

TRCC - Three Rivers Community College, 574 New London Turnpike, Norwich, CT 06360

UCONN - University of Connecticut (Storrs, CT)

Please note: for further definitions and information about these abbreviations, please see ‘College Terms-Demystified’
College Terms de-mystified

- **A & P** - the name of the course Anatomy and Physiology, a two semester course required for nursing, dental hygiene, veterinary assistant and most health related programs/degrees.

- **Add/Drop Period** - during the first two weeks of the semester, students can change their classes during this time. After the first week, professor permission is needed to add a class.

- **Banner ID** – see ‘Student ID’

- **Course credits** – based on the number of contact hours with the course instructor each week; for a 3 credit course, the faculty contact hours per week is approximately 3 hours

  **What is a full-time versus part-time course load?**
  - full time status at TRCC is 12 or more credits (4 or more courses) per semester;
  - 6-8 credits during the summer term, and 3-4 credits during the winter term
  - part-time status is less than 12 credits (1-3 courses) per semester; 3-4 credits in the Summer term

- **Co-requisite** - a course or course/s a student is required to take at the same time as a specific course

- **Course Locations** - some courses are also offered in East Lyme (ELYME), in Groton (GTEC), at the Sub Base (BASE) or On Line (ONLN)

- **Course Schedule “Class Day” abbreviations** -
  - “R” means Thursday, “S” is Saturday,
  - “MW” is Monday and Wednesday
  - “TR” is Tuesday and Thursday
  - “MWF” is Mon, Wed, and Fri.
  - ONLN is online
  - OLCR is online with an on-campus requirement
  - HYBR means the course is conducted both online and on-campus, about 50% of each

- **Course Withdrawal** - students can withdraw from courses after the add/drop period and receive a “W” on their transcript. Students should always speak with their course instructor before making the decision to withdraw from a course and the Financial Aid office if they are receiving financial aid.

- **CRN** - Course reference number - the five digit number that is unique to each course and needed to register for a course and purchase or rent textbooks from the bookstore

- **FAFSA** - Free Application for Federal Student Aid – the form students (and parents/guardians when applicable) must complete each year (prior to the start of the new academic year in the fall semester) to determine eligibility for financial aid. Must be completed online at [www.fafsa.org](http://www.fafsa.org)
- **FERPA** - Family Educational Rights and Privacy Act; the Family Educational Rights and Privacy Act (FERPA) affords college students certain rights with respect to their education records and governs access to such records by persons other than the student. For complete information about FERPA, please refer to the TRCC College Catalog or the TRCC website under Student Services heading, then Registration, then FERPA-Student Rights regarding records in the left-hand column.

- **FYE** - First Year Experience – the title of a course required for all new first time students entering college in General Studies or Liberal Arts and Sciences degree programs. The course has been developed to assist students in learning and enhancing academic and life skills that will help students be successful in college. A majority of two and four year public and private colleges provide or require this kind of course for first year students.

- **General Education Courses**- courses in a variety of academic disciplines that are required for completion of a given degree

- **General Studies**- the plan of study typically recommended for students who are unsure of their future career or educational path when enrolling their first semester OR who are planning to transfer to a four year institution to complete certain majors.

- **ISBN**- International Standard Book Number; the unique identification number for each book (the “social security” number for books); needed for ordering or renting books online

- **January term**- see ‘Term’; used interchangeably with ‘winter term’

- **Liberal Arts and Sciences**- the plan of study typically recommended for students who are planning to major in a liberal arts and sciences academic discipline (such as English, psychology, biology, physics, mathematics, etc.) when they transfer to a four year institution to complete their Bachelor’s degree.

- **myCommNet**- the online student self-service system for accessing personal college related information such as grades, course schedules, financial aid eligibility and awards, payment records, etc.

- **MyMathLab** – a supplemental computer software used mostly in pre-college level courses that allows students to practice mathematical concepts and problem-solving from any computer with an internet browser.

- **Plan of Study (POS)** - the list of courses required to complete a particular degree or certificate at TRCC; available at [www.trcc.commmnet.edu](http://www.trcc.commmnet.edu); click on ‘Academics’ heading, then ‘Associate Degrees’ or Certificates in right hand column

- **Pre-requisite**: a course or course/s or requirement a student is required to successfully complete before registering for a specific course

- **Registration**- process and period during which students register for the next semester’s or term’s courses
“Rule of Thumb” – general “formula” used with students in helping them gauge the number of courses/credits to take in a given semester given the “rest of their life such as work, family demands, etc.” Includes the number of in-class and out-of-class hours typically needed to be successful in college courses. For example: a 3-credit course requires 3 hours in class each week and 2-3 hours of outside-of-class work PER CREDIT each week or a total of 9-12 hours per week for a 3-credit course.

Self-paced math- an online course option for completing pre-college level math courses for students who are self-directed and prefer working individually on the computer at their own pace

Semester- each semester runs for approximately 15 weeks; there are 2 semesters in an academic year (see Term)

Student ID- also referred to as ‘Banner ID’ and ‘Net ID’; the unique eight digit identification number assigned to each student

Summer session- (see Term)

Syllabus – the course information typically provided by each course instructor in the first few days of the course. The course syllabus typically includes the course title, instructor’s name and contact information, and some or all of the following: a description of the course, learning outcomes, an outline or detailed listing of course expectations, assignments, due dates and test dates. The contents of course syllabi are determined by the individual instructor and the information contained within is subject to change throughout the semester or term.

TASC - Tutoring and Academic Support Centers; includes tutoring services, the Writing Center and much more; located in C-Wing, 1st floor.

Term – the word used on the course schedule to refer to a set period of time during which courses are offered. At TRCC, there are four terms in the academic year as follows:
  ➢ Fall term- also called ‘fall semester’; runs from late August – December; starts off the academic year
  ➢ Winter term- also known as ‘January term’; typically runs during January
  ➢ Spring term- also known as ‘spring semester’; runs from the end of January - May
  ➢ Summer term- also known as ‘summer session’; runs from late May – mid-August

Transcript – the official academic record for each student that can only be obtained from the Registrar’s office. An unofficial transcript or record of courses may be printed by students using myCommNet.
## Helpful & Important Websites

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<thead>
<tr>
<th>Website</th>
<th>Description</th>
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<tbody>
<tr>
<td><a href="http://www.trcc.commnet.edu">www.trcc.commnet.edu</a></td>
<td>Three Rivers Community College website</td>
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<tr>
<td><a href="http://www.fafsa.org">www.fafsa.org</a></td>
<td>Website for students to complete the FAFSA form required for financial aid eligibility and awards; application must be completed and submitted prior to the fall semester of each academic year</td>
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<tr>
<td><a href="http://www.efollett.com">www.efollett.com</a></td>
<td>TRCC bookstore website</td>
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<tr>
<td><a href="http://www.rent-a-text.com">www.rent-a-text.com</a></td>
<td>Website with information about the new book rental service provided by the bookstore.</td>
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<td><a href="http://www.ctdol.state.ct.us/fbo/scholarships.htm">http://www.ctdol.state.ct.us/fbo/scholarships.htm</a></td>
<td>The Connecticut Department of Labor website with all kinds of scholarship information in a searchable database.</td>
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<td><a href="http://www.Finaid.com">www.Finaid.com</a></td>
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