STUDENT GUIDE

College Career Pathways

Three Rivers
COMMUNITY COLLEGE

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WELCOME

Welcome to Three Rivers Community College! We are excited that you have chosen to get a head start on your college career by enrolling in a College Career Pathways course. This guide will help you gain a clear understanding of the processes and responsibilities involved.

MISSION

Three Rivers is an accessible, affordable, and culturally diverse community college that meets varied educational needs by creating an environment that stimulates learning.

To accomplish its mission, Three Rivers:

- Offers post-secondary educational opportunities;
- Encourages lifelong learning;
- Provides a well-rounded and rewarding educational experience with an emphasis on critical thinking, effective communication, and the College's institutional values;
- Fosters an appreciation of the natural and social sciences, humanities, technology and the arts;
- Helps students achieve their goals;
- Serves as a community resource for people and institutions within its service area;
- Delivers its services efficiently and measurably; and
- Contributes to economic development of this region and the state.

PROGRAM OVERVIEW

The College Career Pathways (CCP) program is a concurrent, or dual, enrollment program administered by Three Rivers Community College (TRCC). Students gain exposure to the academic challenges of college while in their familiar high school environment, earning college credit and a college transcript when they successfully complete the course. Concurrent enrollment supports the collaboration between high school teachers and college faculty, thus encouraging the alignment of secondary and postsecondary curriculum.

CCP Instructors

CCP courses are taught during the regular high school day by qualified high school teachers who have been certified as adjunct instructors for TRCC by corresponding academic departments.

CCP Courses

CCP courses taught by high school instructors are as rigorous as the TRCC on-campus counterpart. TRCC and each high school collaborate to ensure the content, assignments, and assessments of CCP courses are the same as courses offered on the TRCC campus.

CCP Students

When enrolled in a CCP course, you become a TRCC student. As such, you will have access to all college supports including the Donald R. Welter Library, the Tutoring Center, and the Fitness Center. Please review the TRCC Student Handbook for specific policies that affect all students enrolled at TRCC.

BENEFITS

The CCP program allows credits you earn in high school to be applied toward your college education, as well as toward your high school diploma. Upon graduating from high school, these credits can be applied toward a program of study at Three Rivers Community College or you can request to have your transcript sent to another college or university.

The College Career Pathways Advantage:

College graduates earn 50% more than high school graduates

80% of 21st century jobs will require at least an associate degree (2 years)

- **Free** College Credits in High School
- Save money on college tuition
- Graduate from college early
- Reduce your course load while in college
- An opportunity for career exploration; you can try a greater variety of courses
- Graduate high school with a college transcript - a plus when applying to college or for a job
- Immediate acceptance to Three Rivers Community College
- Demonstrate to college admissions officials that you are capable to succeeding in college-level courses
- Preparation for highly skilled, high paying jobs; College Career Pathways focuses on math, science, communications, and career related skills necessary to become prepared for continued education and the competitive job market

ACADEMIC INTEGRITY

The effective operation of any organization is dependent on the honesty and goodwill of its members. In an organization devoted to the pursuit of knowledge, acting with integrity is essential to effective teaching and learning. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. To emphasize the importance of academic integrity, Three Rivers Community College adheres to the following policy in addition to the Student Discipline Policy, sections 2:10 and 3:1-10, as provided by the Board of Trustees of Connecticut Community Colleges. Since collaboration is central to the learning community, Three Rivers wishes to emphasize that this policy is not intended to discourage collaboration when appropriate, approved, and disclosed.

General Definition of Academic Dishonesty
Academic Dishonesty shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records of laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

> *Plagiarism* is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.

Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

Click **here** for the complete Three Rivers Community College Student Code of Conduct.

Click **here** for the complete Three Rivers Community College Student Handbook.

Click **here** for the Three Rivers Community College catalog, which details the rights and responsibilities of TRCC students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. *The rights reside **with the student (not the parent), regardless of age**, once he or she enrolls at an institution of higher education.*

If a student wants to give permission to talk to a third party (i.e. parent, high school instructor, school guidance counselor), they must file a disclosure document. A disclosure is a signed and dated document provided by the student to authorize release of personally identifiable information (other than directory information). The release must specify the records to be disclosed, the purpose of the disclosure and to whom the information can be given to.

A College Career Pathways Disclosure can be found **here**.

APPLY FOR ADMISSION

Students interested in taking a Three Rivers course at their high school for college credit should complete a program application no later than April 1st. Once we process your application, you will receive a letter of acceptance and a Three Rivers Community College student identification card and number. Your identification number is unique to you and will be used to register you for classes. Please keep this number in a safe place.

Only students new to the CCP program need to complete an application.

Please note: Most correspondence will be sent to the email address you provide on the Application.

A College Career Pathways application can be found **here**.

COURSE SPECIFIC PRE-REQUISITES

Many CCP courses have specific placement standards, prerequisites, and/or co-requisites. Pre-requisites are important because they ensure students have the skills to be successful in a college course.

Students who do not meet one or more of the requirements are required to obtain written permission from the course instructor.

A list of all CCP courses and their placement requirements can be found **here**.

Please Note: Not all courses are offered at all high schools.

COURSE DESCRIPTIONS

Visit the Three Rivers Community College **website** for course descriptions.

COURSE REQUIREMENTS / SYLLABUS

Your high school instructor will provide you with a syllabus on the first day of class. Be sure to read it carefully. It outlines the expectations of the course, including learning objectives, methods of evaluation, and grading policy. It may also include a course calendar to help you manage your time effectively.

STUDENT REGISTRATION

During your first week of class at your high school, your instructor will ask you to complete a Three Rivers Community College / College Career Pathways Registration form.
- Complete the form in its entirety. Please write legibly or use the online fillable PDF.
- Please be sure to include your Student ID#.
- Pay special attention that the TRCC course designation (name AND number) are correct.

A Registration Form can be found **here**.

myCommNet

TRCC students can access college information via Self-Service Banner in the **myCommNet portal**. The self service area leads to the course schedule, registration status, holds, grades, academic history, charges & payments, & financial aid information. Students will need their NetID and password to sign on.

GRADE REQUIREMENTS

The grades you earn in credit-bearing dual enrollment courses are listed on your permanent Three Rivers Community College transcript and will affect your grade-point average (GPA). Your GPA may affect your plans for college, such as applications for financial aid or your athletic eligibility.

In order to transfer CCP credits to other colleges or universities, you must attain a "C" or higher. However, some colleges or universities require a "B" or better for transfer credits.

Letter	Percentage
A	100 - 93
A-	92 - 90
B+	89 - 87
B	86 - 83
B-	82 - 80
C+	79 - 77
C	76 - 73

Therefore, it is important for you to <u>invest the time and effort</u> to earn the highest grade possible.

DROP / WITHDRAWAL POLICY

TRCC is committed to helping you achieve your academic goals; however, we realize that sometimes circumstances may occur that prevent you from successfully completing your coursework as planned. Students may remove themselves from a CCP course without academic consequences. The course will not show on your TRCC transcript and does not count as attempted credit. It may still show on your high school transcript. Students who want to drop a course must complete a CCP Drop / Withdrawal Form, available **here**.

COURSE & PROGRAM EVALUATIONS

Course evaluations will be offered to students at the end of each course. Your instructor should allow class time to complete these evaluations. Your responses are completely anonymous. The evaluation reports are not returned to the instructor until after grades for the course have been submitted.

The CCP program also conducts an annual survey of CCP students one year out of high school and four years out of high school. These brief evaluations, while voluntary, provide us with important information and help us to build a better program for students. We would appreciate your participation in completing these brief, but important, surveys.

LIBRARY

The Donald R. Welter Library supports the research needs of students, faculty, staff and the community, providing access to print and electronic books, CDs and DVD's, periodicals and online research databases. Materials not available at the Donald R. Welter Library may be requested through interlibrary loan. Individual and group instruction on the use of library resources is available. Other resources in the library include computers, self-service photocopiers, a scanner, wireless internet access and group study rooms. Laptops are also available for in-house use only. Books may be borrowed for 30 days and renewed in person or over the phone. CD's and DVD's may be borrowed for one week. Instructor reserve materials may be borrowed for 2 hours for use within the library. Everyone borrowing library

materials is responsible for returning the materials in good condition. If library materials are lost or damaged, students will be charged for the replacement of the item plus a $10 replacement fee. If overdue items are not returned after 2 notices, a block will be placed on the student's account. Please return your Library materials by the due date. There is a daily fine for all overdue items. Refer to the library's **web page** for more information as well as access to the library's catalog, electronic databases, web resources, instructional materials and online request forms.

TUTORING AND ACADEMIC SUCCESS CENTERS (TASC)

TASC provides free academic support to TRCC students. Adaptive Technology services and equipment are available for special needs students. Additionally, handouts, books, CDs & DVDs are available for loan. Visit TASC's **website** for information about hours and online workshops.

Tutoring Center
The Tutoring Center provides free one-to-one and group tutoring for most courses and is available by appointment or walk-in; appointments are suggested and can be made in person or by phone. The tutor schedule is posted on our website. Send questions to: *TASC@threerivers.edu*

Writing Center
Writing reviews are available on a walk-in basis, by appointment, or by e-mail. The website hosts a collection of academic & professional writing resources. Services are intended to help students learn to improve their writing & to edit and revise their own work successfully. Send questions or paper submissions to: *TRWritingCenter@threerivers.edu*

Mathematics Lab
Students can improve their math skills alone or with a tutor. A variety of text-specific and general mathematics software are available in the lab; CAD and computer programming software is available for tutoring purposes.

Language Arts Lab
The Language Arts Lab has specialized software and other resources for both ESL/ELL students and for those learning foreign languages.

Online tutoring is also available! "Ask TASC" consists of three components: the Ask TASC discussion board, chat room, and a link to the Writing Center. All currently enrolled students can access Ask TASC by logging into "Blackboard Learn" and selecting "Ask TASC" from their course list.

TRANSFERRING YOUR CREDITS

Upon successful completion of your CCP course, your grade and your credits will be recorded on a Three Rivers Community College transcript. If you choose to enroll in a degree or certificate program at TRCC after high school graduation, you will not need to transfer your credits. If, however, you are applying to another college or university, you will be required to have your Three Rivers Community College official transcript sent to them. It is up to that institution to evaluate your transcript and determine whether they will accept the transfer credits.

Click **here** for a current list of transfer equivalencies for several Connecticut colleges and universities.

TRANSCRIPTS

You can request an official transcript online; no charge.

Steps to Request Official or View/Print Unofficial Transcripts

1. Go to https://my.commnet.edu

2. Login using your Net ID and password

3. Click on Banner Self Service link in the upper right

4. Click "Student Records"

5. Either:

    a. Click "Unofficial Transcript"

        i. Select level (TRCC Credit)

        ii. Submit View/Print

    b. "Request Official Transcript" and follow instructions

If you prefer you may submit a transcript request form, available on the TRCC website by clicking Register. Written requests should include your full name, former names if applicable, address, date of birth, signature, social security number or student ID number, date of graduation or last term of attendance and address of the transcript recipient. Official transcripts bearing the College seal will be sent to the designated recipient; unofficial transcripts will be sent to the student. Allow five to seven business days for processing.

PARTNER HIGH SCHOOLS

Bacon Academy, Colchester

East Lyme High School

Fitch Senior High School, Groton

Grasso Technical High School, Groton

Griswold High School

H. H. Ellis Technical High School, Danielson

Lyman Memorial High School, Lebanon

Lyme-Old Lyme High School

Montville High School

New London High School

Norwich Free Academy

Norwich Technical High School

Science & Technology Magnet (STMHS) High School of Southeastern Connecticut, New London

Stonington High School

Three Rivers Middle College

Magnet High School

Waterford High School

Windham Technical High School

Please Note: Not all courses are offered at all high schools.