

**Three Rivers Community College
Admissions Office
Non-Degree to Degree Change Form**

| | | | | | |
|---------------------------------|------|--------|----------------------|--------|------------|
| Circle Current Semester: | Fall | Spring | Winter | Summer | Year _____ |
| Name: _____ | | | | | |
| Student ID: @ _____ | | | Date of Birth: _____ | | |
| _____ | | _____ | _____ | _____ | _____ |
| Address | | City | State | Zip | |

Student Instructions

If you are undecided about which degree/certificate program to designate you should meet with an advisor prior to submitting this form.

NOTE: Your degree status will not change until all of the following requirements have been met:

- 1. Submit a copy of your high school diploma, high school transcript with graduation date, or GED certificate.**
- 2. Submit Evidence of Immunization** - Connecticut State Law requires all full-time or matriculating students born after 1956, and enrolled in post-secondary school to provide proof of adequate immunization against measles, mumps, rubella, and all applicants born after 1979, varicella (chicken pox); two doses of each immunization are required.
- 3. Course Placement** - Multiple Measures for Course Placement in English and Math
 - Prior College or University Students who have earned math and/or English credits may fulfill the course placement requirement when they provide unofficial transcripts of prior coursework to an academic advisor.
 - SAT and/or ACT Measure for Course Placement can be fulfilled through the use of the following: English Course Placement (if taken):
 - SAT Critical Reading or SAT Writing scores
 - ACT English test scores
 - Math Course Placement (if taken):
 - SAT Math score of 500 or higher
 - ACT Math score of 18 or higher

You must submit a copy of your SAT and/or ACT scores to the Admissions office.

 - High School Transcript - With the assistance of an academic advisor, students may be able to use their high school transcript to make decisions about course placement.
 - Course Placement Assessment - With the assistance of an academic advisor you may be required to complete one or more of the following assessments:
 - Writeplacer
 - Math Diagnostic
 - Keytrain

If you have questions regarding the above requirements, please call the Admissions Office at (860) 383-5260.

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|---|--|
| Program Requested _____ | ___ Degree ___ Cert |
| Program Option or Advising Track _____ | (i.e.; Pre-nursing, transfer, etc.) |
| Signature: _____ | Date: _____ |

Office Use Only

- | | | | |
|---------------------------------------|------------|---------|-----------|
| 1) Evidence of high school completion | ___yes | ___no | |
| 2) Computerized Placement Test | ___yes | ___no | ___waived |
| 3) Evidence of immunization confirmed | ___yes | ___no | |
| 4) Change entered on Banner | ___initial | ___date | |