

# College Planning Terms

**Associates Degree** - the graduation document issued by San Diego City College for completing 60 units with a grade point average of at least 2.0 and including requirements in general education and your major field of study.

**Application** - the process of applying for admission in which you supply residence information and personal background information.

**Advisory** - a recommended course that although not required, will increase the chances of success in a chosen discipline or class.

**Assessment** - an information gathering system that measures your preparedness, then matches it to other college programs and services.

**Articulated Transfer** - the process by which SDCC establishes a transfer agreement with a four-year school by comparing and matching courses at the two institutions.

**Bachelor's Degree** - a college or university degree earned upon completion of four years of academic work (120 semester units or more) and the satisfaction of prescribed general education requirements, major courses, and basic college proficiency skills.

**Blue Book** - a pale blue booklet of blank lined sheets of writing paper that is commonly used for written, in-class exams. In almost all cases, students must provide their own blue book. These inexpensive booklets are available in two sizes and can be purchased in the campus bookstore.

**CSU Certification** - a process applicable only to California State University (CSU) system in which SDCC "certifies" that you have completed all or part of the SDCC lower division general education requirements to be honored at each of the 20 campuses in the CSU system. Certification must be initiated by the student.

**Co-requisite** - a requirement that a student must meet simultaneously with a chosen course, without which a student is unlikely to succeed in that chosen course.

**Curriculum** - all classes offered by a college or the classes specific to a particular department or subject.

**Education Plan** - a two to four semester plan which outlines a student's general education requirements for transfer and suggests a time line for completing these requirements that coordinates with the student's personal schedule and timeframe.

**Electives** - courses that are not required subjects but are taken for personal interest and/or for credit.

**General Education** - a specific group of required courses outside your major that are designed to give you a breadth of knowledge in the arts, sciences and humanities. They are required for an Associate and/or Bachelor's Degree and are usually taken during lower division studies.

**Good Standing** - a state in which a student is earning a certain minimal GPA set by the college or program and is not on probation or under disciplinary stricture. Currently this standard is a 3.25 for Honors.

**Grade Point Average** - a grade reporting system in which grades are converted from letters to numbers on a scale where A=4 points; B=3 points; C=2 points; D=1 point and F=0 points. Grades are numerically averaged to determine GPA.

**Honors Book Award** - a scholarship award in which the Honors Student recipient receives a credit account at the bookstore, for the purpose of buying books and school supplies, rather than a cash award.

**Honors Contract** - a signed agreement between student and professor to change a non-honors course to honors by completing additional assignments, tests, presentations, or other criteria outlined by the professor.

**Honors Coordinator** - professors at each campus who are designated to assist in coordinating all honors activities and promotion. Currently, City College has two campus coordinators: Herald Kane, Professor of Chemistry and Kelly Mayhew, Professor of English.

**Honors G.E. Core** - a group of the vertically-linked Honors courses taken by the same group of students over several consecutive semesters.

**Honors Liaison** - an administrative assistant for the honors program who has extensive knowledge about the program and its benefits.

**IGETC Certification** - a process applicable to California State University (CSU) and University of California (UC) systems in which SDCC "certifies" that you have completed all of the CSU or UC lower division general education requirements to be honored at each of the 20 campuses of the CSU system and the 9 campuses of the UC system, with some exceptions in the UC system. See a counselor for exceptions. The student must initiate certification.

**Lower Division** - refers to college work required in the first two years of college.

**Upper Division** - refers to the course work taken in the junior and senior years of college

**Major** - a series of course related to the student's main area of study

**Matriculation** - the process whereby a student is received into a college and helped to define and achieve his or her educational goal through the college's established resources and procedures.

**Non-Articulated Transfer** - the process of determining which SDCC courses are most likely to be accepted by a four-year school in the absence of an articulation agreement usually assisted by the Transfer/Counseling Center.

**Prerequisite** - a requirement for course completion that a student must meet prior to enrolling in a particular course - usually the completion of a more basic course.

**Probation** - a condition indicating scholastic difficulty that the student must improve before proceeding in a study program.

**Academic Probation** - occurs whenever a student's grade point average drops below a specific average. (2.0 for City College)

**Honors Probation** - occurs whenever a student's cumulative grade point average drops below 3.25, the minimum requirement for the Honors Program. A student whose GPA falls below this requirement must meet with an honors coordinator in order to continue with the program.

**Progress Probation** - occurs when a student has excessive withdrawals from classes attempted.

**Program Change** - the official process of adding or dropping a class from your course of study.

**Quarter** - a means of dividing the regular August to May school year in three parts - fall, winter and spring quarters.

**Registration/Enrollment** - the official process of enrolling in classes which must be repeated each semester and each session.

**Schedule of Classes** - a college publication issued prior to enrollment in the upcoming semester or summer session which lists each class, its meeting time, days of the week, units, instructor and room location, as well as its add code.

**Scholarships** - a financial grant provided to deserving students usually on the basis of academic achievement, major, financial need, background, special qualities, community involvement or some combination of these elements.

**Semester** - a means by which the San Diego Community College District divides the regular August to May school year into two parts - fall and spring semesters.

**Transcript** - a copy of a student's academic record at a school including courses taken, units/credits and grades received.

**Transfer Admission Guarantee (TAG)** - an agreement with UCSD that guarantees admission to City College students that meet certain requirements. Consult with a counselor for more information.

**Transfer Courses** - classes that are accepted toward admission to a four-year college or university. The Schedule of Classes and catalog designated these courses with a UC (University of California) or CSU (California State University) label. Consult with a counselor to determine if the transfer courses also meet UC and CSU general education and major preparation graduation requirements.

**Units/Class Hours** - a numerical value that reflects the amount of credit earned for completing a course and is closely related to the number of hours that the class meets per week (i.e. a three-unit course usually meets three hours per week).

**Withdrawal With (W) Grade** - process by which a student officially drops any or all classes before the "W" drop deadline.