

Glossary of College Terminology

Academic Advisor/Counselor - This person will help you select the correct courses, review the course requirements in the field you have selected to pursue and help you with any academic problems you may encounter. At some institutions, academic advisement is conducted by faculty as part of their job duties. Other institutions may designate specific staff as academic counselors.

Academic Probation - All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Any student not maintaining satisfactory progress toward his/her educational objectives will be placed on probation for a semester.

Academic Renewal - Removal from a student's academic record for the purpose of computing the grade-point-average, previously recorded substandard academic performance which is not reflective of the student's demonstrated ability. See a Counselor.

Academic Suspension - A student on Academic Probation may be placed on Academic Suspension if he/she fails to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specified time period - usually one semester. Specific requirements may be placed on the student's re-entry into college.

Advanced Standing Credit - These are credit hours that an institution accepts toward a degree from courses that the student has earned elsewhere. Such credit may be given for work done at another higher education institution, by examination or "testing out," or by military service.

Advisory - A course or preparation that is recommended but not required to enroll in a particular course or program.

Alumni - people who have graduated from the institution.

ACT and SAT - These letters are acronyms for the American College Test and the Scholastic Aptitude Test. Both tests are designed to measure a student's level of knowledge in basic areas such as math, science, English and social studies. Colleges may require the results of either the ACT or SAT before granting admission.

Application/Acceptance/Admission - **Application** is the process by which a prospective student submits the required forms and credentials to his/her chosen institution. Application criteria may include one or more of the following: previous academic records, test scores, interviews, recommendations, and other information provided by the applicant. Depending on the application requirements of a particular school, the student can gain **Acceptance** to the institution if the decision to accept the application is positive.

Admission is the status granted to an applicant who meets the prescribed entrance requirements of the institution. It must be noted that there is a wide variation nationwide in the

Application/Acceptance/Admission policies of higher education institutions. Check the college catalog for specific requirements of the schools you are considering.

Associate Degree - The Associate Degree is granted upon completion of a program of at least two, but less than four years of college work. Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs designed for transfer to a senior college. The Associate Degree requires completion of a minimum of 60 credit hours, exclusive of physical education activity courses or military science courses, with a cumulative GPA of 2.0 (a "C" average).

Associate of Applied Science Degree - This degree is conferred upon students who successfully complete a program designed to lead the individual directly into employment in a specific career. The Applied Science degree has the same requirements as those stated above for the Associate Degree.

Audit - A student who does not want to receive credit in a course may, with approval of the instructor, audit the course as a "visitor." A student who audits a course usually cannot ask or petition the institution at a later date to obtain college credit for the audited course.

Bachelor's Degree - This is the undergraduate degree offered by four-year colleges and universities. The Bachelor of Arts degree requires that a portion of the student's studies be dedicated to the arts - literature, language, music, etc. The Bachelor of Science degree requires that a portion of the studies be in the sciences - chemistry, biology, math, etc. The minimum credit hour requirement for a Bachelor's Degree is 120 hours.

Bookstore - All colleges have bookstores. It will generally stock all the books and other materials required in all the courses offered at the institution as well as providing basic sundries and clothing items.

Business Office - The Business Office is responsible for all financial transactions of the institution. It may also be called the Bursar's Office on some campuses.

Career Education Certificate – A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study of generally 16 to 45 units.

Career Program - A group of courses planned to lead to competency in a particular field of study and to either a Career Education Certificate or an A.A. Degree.

Catalog- College catalogs provide all types of information parents and students need to know about a school. It lists, for example: the institution's history and philosophy, policies and procedures, its accreditation status, courses of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc.

CLEP - The College Level Examination Program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If the student scores high enough on the test, college credit can be awarded. There is a charge for each test taken. Information concerning an individual institution's policies toward CLEP Tests can be found in the institution's catalog.

College - A College is an institution of higher education that grants degrees and certificates. The term is also used to designate the organizational units of a university such as the College of Education or the College of Engineering.

Commuter - A commuter is a student who lives off-campus and drives to class, or commutes.

Concurrent Enrollment - A student can enroll and attend two educational institutions at the same time provided that certain criteria are met. For example: In Oklahoma, a high school senior can concurrently enroll in high school and in college provided he/she meets established criteria. A college student can concurrently enroll at two higher education institutions provided that certain criteria are met. Permission for concurrent enrollments are generally made in advance.

Continuing Student: A student registering for classes who was active in the college during one of the two immediately preceding regular semesters. A student registering for the fall semester is a continuing student if he or she was active in the college during the previous spring or fall semester.

Co-requisite - A requirement that must be satisfied at the same time a particular course is taken.

Course - A particular portion of a subject selected for study. A course is identified by a subject title and a course number, for example, Accounting 1.

Course Numbers - All courses are identified by numbers usually containing 3 or 4 digits, for example Freshman English might be 113.

Course Title - A phrase descriptive of the course content, for example, the title of Accounting I is "Introductory Accounting I."

Credit by Examination - Course or unit credit granted for demonstrated proficiency through testing.

Credit Hours - Courses taken in college are measured in terms of credit hours. To earn one credit hour, a student must attend a class for one classroom hour (usually 50 minutes) per week for the whole semester (usually 16 weeks). Classes are offered in 1 - 5 credit hour increments, and sometimes larger amounts.

Curriculum - A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

Degree Requirements - Those requirements prescribed by other institutions for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major, and/or minor areas of study.

Degrees - Degrees are rewards for the successful completion of a prescribed program of study. There are three basic types of degrees: **Associate** - obtainable at a two-year community or junior college, **Baccalaureate or Bachelor's** - offered by four-year colleges and universities, and **Graduate** - Obtained after the bachelor's degree, i.e., Masters or Doctorate.

Department - A department is the basic organizational unit in a higher education institution, and is responsible for the academic functions in a field of study. It may also be used in the broader sense to indicate an administrative or service unit of an institution.

Dismissal - A student on academic or progress probation may be dismissed from the college. Any students who is dismissed may petition for reinstatement, but if denied, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for re-admittance at the end of the period of time. See Counseling and Admissions.

Division - A division could be several different things: an administrative unit of an institution, usually consisting of more than one department... a unit of an institution based on the year-level of students - i.e.,

lower and upper division... or a branch of the institution, instructional or not - i.e., the Division of Student Affairs.

Drop and Add - Students are generally permitted to drop courses from their class schedules and/or add other courses. Colleges allow varying lengths of time for students to add and drop classes. The college catalog or class schedule should note the correct procedures. Students usually need written approval from designated college officials to initiate dropping or adding a class. A small fee is often required.

Electives - Courses which a student may choose without the restriction of a particular major program-curriculum.

Enrollment - This is the procedure by which students choose classes each semester. It also includes the assessment and collection of fees. Pre-enrollment is the method by which students select courses well in advance of the official enrollment date of the next term.

Extra-Curricular Activities - These are non-classroom activities that can contribute to a well-rounded education. They can include such activities as athletics, clubs, student government, recreational and social organizations and events.

Faculty - The faculty is composed of all persons who teach classes for colleges.

FAFSA -Free Application for Federal Student Aid. The almost universal application for financial aid, including loans, grants, college work-study and other federal and state programs. It is often required before a student can be considered for scholarships also.

Fees - Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs, and publications.

Final Exams (Finals) - These exams are usually given during the last week of classes each semester. The type of final administered in a course is left to the discretion of the instructor. Final exams are given on specified dates that may be different than the regular class time, and are usually listed in each semester's class schedule.

Financial Aid - Aid is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Awards from these programs may be combined in an "award package" to meet the cost of education. The types and amounts of aid awarded are determined by financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

Fraternities/Sororities (also called the Greek System) - Fraternities (for men) and sororities (for women) are social organizations that are active in various activities. Through a process of mutual selection, called Rush (which takes place during a specified period of time), students may be offered the opportunity to "pledge" a certain fraternity or sorority. Not all colleges have these organizations.

Full-Time Enrollment/Part-Time Enrollment - A full-time student is enrolled in 12 or more credit hours in a semester (full-time status for a Summer term is usually 6 credit hours). A part-time student is enrolled in less than 12 credit hours in a semester (less than 6 in a Summer term).

General Education/Breath Requirements - A group of courses selected from several disciplines which are required for graduation. Consult college catalog or see a counselor.

Honor Roll - Students are placed on honor rolls for GPAs above certain specified levels. Criteria for President's, Dean's, or other honor rolls vary at different institutions. In most cases, students must be enrolled full-time to be eligible.

Humanities Courses - Humanities courses are classes covering subjects such as literature, philosophy, and the fine arts. Most undergraduate degrees require a certain number of humanities credit hours.

I.G.E.T.C. (Inter-segmental General Education Transfer Curriculum) – A pattern of course work that when completed prior to transfer can fulfill lower division General Education requirements at both the University of California (UC) and the California State Universities (CSU0 campuses).

Incomplete - The administrative symbol "I" is recorded on the student's permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within one year after the end of the semester or the "I" reverts to a letter grade determined by the instructor. Courses in which the student has received an Incomplete ("I") may not be repeated unless the "I" is removed and has been replaced by a grade of "D" or "F." This does not apply to courses which are repeatable for additional credit. See your instructor.

In Progress - An "IP" is recorded on the student's permanent record at the end of the first semester of the course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

Junior/Community College - A Junior/Community College is a two-year institution of higher education. Course offerings generally include a transfer curriculum with credits transferable toward a bachelor's degree a four-year college, and an occupational or technical curriculum with courses of study designed to prepare students for employment in two years.

Lecture/Laboratory/Discussion Classes - In **Lecture classes**, students attend class on a regular basis and the instructor lectures on class material. **Laboratory classes** require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture. **Discussion classes** offer students the opportunity to talk about material being taught, ask questions, and discuss material with their classmates. Discussion classes are often taught by Masters or Doctoral students, and are becoming more common on college campuses.

Letter Grades/Grade Point Averages (GPA) – Most colleges use both letter grades and GPAs in determining students' grades. Grades at most colleges are figured using the following method: As are worth 4 points Bs are worth 3 points Cs are worth 2 points Ds are worth 1 point Fs are worth 0 points To figure a GPA, simply multiply the number of hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of credit hours. The result is the grade point average.

Lower Division - Courses at the freshman and sophomore level of college.

Matriculation - A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. The college agrees to provide an admissions process; and orientation to college programs, services and procedures; pre-enrollment assessment and counseling; advisement/counseling for course selection; a suitable curriculum or program of courses; continuous follow-up on student progress; and a program of institutional research and

evaluation. The student will agree to an expression of at least a broad educational intent at entrance and willingness to declare a specific educational objective within a reasonable period of enrollment, diligence in class attendance and completion of assigned coursework, completion of coursework and maintenance of progress toward an educational goal according to standards established by the college and the State of California.

Major/Minor - A **major** is a student's chosen field of study. It usually requires the successful completion of a specified number of credit hours. A **minor** is designated as a specific number of credit hours in a secondary field of study.

Mid-Term Exams (Midterms) - During the middle of each semester, instructors may give mid-term exams that test students on the material covered during the first half of the semester. Some classes have only two tests, a midterm and a final.

Non-Credit Courses - These are classes or courses that do not meet the requirements for a certificate of a degree at a given institution. Non-credit courses may serve one of several purposes: to explore new fields of study, increase proficiency in a particular profession, develop potential or enrich life experiences through cultural and/or recreational studies.

Open-Door Institution - Open-door institutions are usually public two-year junior/community colleges. The term open-door refers to an admission policy that states that anyone who is 18 years of age or older, whether or not a high school graduate, can be admitted to that college.

Pass/Fail Courses - Pass/fail courses do not earn letter grades or grade points for students. If a student passes a pass/fail course, he/she receives a "P" (pass) or "CR" (credit) on the transcript and the credit hours. If the student does not pass the course, they will receive a "NP" (not pass) or a "NC" (no credit) on the transcript and no credit hours. The evaluation for the pass/fail course is not figured into the student's GPA.

Petition - A petition is both the process and the form a student fills out to request consideration of special circumstances. For example, if a student is denied admission, they may petition for admission based on extenuating circumstances.

Placement Tests - Tests given prior to admission which are used to recommend students to the appropriate class level.

Prerequisite/Prerequisite Courses - A **prerequisite** is a requirement that must be satisfied before enrolling in a particular course-usually a previous course or equivalent skills level. A **prerequisite course** is a course taken in preparation for another course. For example, Accounting 1 is a prerequisite for Accounting 2.

Private/Public Institutions - Private and public institutions differ primarily in terms of their source of financial support. Public institutions receive funding from the state or other governmental entities and are administered by public boards. Private institutions rely on income from private donations, or from religious or other organizations and student tuition. Private institutions are governed by a board of trustees.

Progress Probation - After enrolling in 12 units a student whose total units for which a W, NC, or I has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units (beginning Fall 1981) for which a W, NC, or I has been assigned

equals 50 percent or more for three consecutive semesters is subject to dismissal from the college. See a counselor for advisement.

RD - Report Delayed. This temporary administrative symbol is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Registrar - The registrar of an institution is responsible for the maintenance of all academic records and may include such duties as: maintenance of class enrollments, providing statistical information on student enrollment, certification of athletic eligibility and student eligibility for honor rolls, certification of the eligibility of veterans, administering probation and retention policies and verification of the completion of degree requirements for graduation.

Schedule of Classes- Colleges publish and distribute a Class Schedule book for each semester, during the previous semester. With the help of academic advisors and/or faculty members, students make up their own individual class schedules for each semester they are enrolled. Courses are designated in the Class Schedule by course department, course number, time and days the course meets, the room number and building name, and the instructor's name. A class schedule is also simply a list of classes a student is taking, which includes course name and number, time and location of the class, and possibly the instructor.

Student Identification Card (I.D.) - A student ID is usually required in college. It is similar to a driver's license and generally includes a photograph of the student, a student number (often the social security number), the student's name, the name of the college and the semester enrolled. The IDs require validation each semester. The card is often required for admittance to functions sponsored by the college or for identification when cashing checks or for other purposes.

Subject - A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Zoology.

Subject Deficiency - Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

Syllabus-An outline of the important information about a course. Written by the professor or instructor, it usually includes important dates, assignments, expectations and policies specific to that course. Some are quite lengthy.

Transcript - The transcript is a permanent academic record of a student at college. It may show courses taken, grades received, academic status and honors received. Transcripts are not released by the college if the student owes any money to the college.

Transfer - Changing from one collegiate institution to another after having met the requirements for admission to the second institution. See Career/Transfer Center.

Transfer of Credits - Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply toward graduation requirements.

Transferable Units - College units earned through satisfactory completion of courses which have been articulated with four-year institutions.

Tuition - Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper or graduate division), and whether the institution is publicly or privately financed.

Tutors - A tutor is a person, generally another student, who has completed and/or demonstrated proficiency in a course or subject, and is able to provide instruction to another student. Tutors usually help students better understand course material and make better grades.

Undergraduate- An undergraduate is a student who is pursuing either a one-, two-, or four-year degree.

Unit - A number that indicates the amount of college credit given for a course. (60 units are required for the Associates Degree.)

Units Attempted - Total number of units in the courses for which a student received a grade of A, B, C, D, or F.

Units Completed - Total number of units in the courses for which a student earned credit.

Units Enrolled - Total number of units in which the student is enrolled at any point during the semester, determined by the total number of units for all courses appearing on the student's transcript.

Verification - A procedure to verify student's enrollment done after at least two weeks of each semester. See Admissions Office for official stamp.

University - A university is composed of undergraduate, graduate, and professional colleges and offers degrees in each.

W. - An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but before the last day to drop.

Withdrawal - Students may withdraw from courses during a semester, but there are established procedures for doing so. The college catalog and/or Class Schedule generally specify the procedures.