

## Glossary of Kellogg Community College Terms

**Academic Calendar**—An official list of dates for semesters, examination periods, holidays, periods classes are not in session, and commencement.

**Academic Year**—The part of the year that includes the fall, spring, and summer semesters.

**Academic Advisor**—A college-based staff member who meets with students each semester to discuss and create an academic plan designed to meet students' educational and career goals, review College resources and programs, review curricular choices and monitor progress toward achieving educational goals.

**Academic Evaluation**-A tool used by an Academic Advisor that lists a student's course history as it pertains to the requirements for a student to earn a specific degree or certificate.

**Advanced Placement (AP) Credit**—First-year students admitted to KCC may receive AP credit on the basis of performance on one or more of the Advanced Placement Examinations offered by the College Entrance Examination Board.

**Bruin Portal**-A gateway to a suite of commonly used services for students (KRIS, KCC email, My Classes, KCC news and events, and links to resources.

**Catalog**—A resource of all academic policies and procedures, college and degree requirements, faculty, and course descriptions.

**Catalog Year**—The year during which the regulations of a specific edition of the Catalog apply.

**Closed Course**—A course that is filled to capacity and has no available spaces.

**Commencement**—A formal ceremony occurring in the Spring semester in which departments award degrees to graduating students.

**Course** —A specific subject studied within a limited period of time. Courses may utilize lecture, discussion, laboratory, on-line, or other similar teaching formats to facilitate learning.

**Course Load**—The total number of credit hours taken in a semester. For example, the average course load for a semester is 12 credit hours. Students registered for at least 12 hours are considered full-time.

**Course Number** —The three-digit number that identifies a specific course, such as 151 in English 151.

**Credit Hours**—The unit of credit is the semester credit hour. One semester credit hour represents an amount of instruction that reasonably approximates both 50 minutes per week of classroom-based direct instruction and a minimum of two hours per week of student work outside the classroom over a fall or spring semester.

**Certificate**- Official recognition for the completion of skills and knowledge against specified performance standards in a specific area or discipline and that could lead to an Associate degree.

**Degree** —Official recognition for completion of a program of study. KCC offers Associate degrees.

**Department**—A unit within a college representing a discipline. For example, the Department of English.

**Drop/Add** –The process of adjusting a student’s schedule by dropping and/or adding courses within the designated time frame located on the class schedule.

**Electives** —Courses selected at a student’s discretion.

**Financial Aid**-An office with the college which provide information on scholarships, grants, loans, and Federal work study.

**General Education Requirement**—One of the requirements for an Associate’s degree. It is a pattern of courses which students complete, regardless of their program of study, to ensure that they have a broad educational experience.

**Grade Point Average (GPA)**—A measure of academic performance. The GPA is obtained by dividing the number of grade points by the hours of work attempted.

**Hub** – Express Student Services streamlines the most common enrollment, registration, financial aid, and payment services at one location.

**Incomplete** —Under extraordinary circumstances and only at the discretion of the instructor, a grade of “I” (Incomplete) may be assigned to a student who has satisfactorily completed a majority of the coursework.

**KCC ID** –The first part of a student’s KCC email address received once attendance at KCC is confirmed. Unique seven -digit number generated for students upon admission to the College. This number begins with k and at least one zero..

**KRIS**-Kellogg Registration Information System, including registration, financial, and grade information.

**Lecture** —Teaching method in which the professor presents information to the students who take notes, ask questions, and have dialogue with the professor.

**Placement Testing**-KCC requires placement testing to ensure proper placement into courses. Placement testing available are: Compass, ACT, Computer Literacy, CLEP, and DSST.

**Prerequisite**—One or more courses that must be completed or other knowledge, skills, or standards that must be demonstrated before a student is permitted to take certain courses. Prerequisites (if any) for a course are listed in the Catalog

**Program of Study**—A program of courses that meets the requirements for a degree in a particular field of study.

**Nelnet/FACTS Payment Plan**-Tuition payment plans break down your tuition balance into affordable monthly payments. You must sign up for a payment plan within 24 hours of registering for your courses. Failure to do so within 24 hours of registration will result in all courses being dropped. You must sign up for a payment plan each semester in which you are enrolled.

**Records and Registration**—The office that plans and oversees registration, academic record maintenance, transcript preparation, graduation, degree audit report system, curricular records, and college catalogs.

**Registration**—The act of signing up for classes in the KCC Web Portal.

**Semester**—Semester is used to identify the formally designated period during which classes are scheduled.

**Sequence** —A series of courses within the same subject area. Generally, these courses are taken in numerical order. An example of a sequence is MATH 141, 142, 241 (Calculus).

**Subject** —The name of a specific course that indicates subject and content. Freshman Composition I is the course title of English 151.

**Syllabus**—A course outline provided by the instructor that delineates course requirements, grading criteria, course content, faculty expectations, deadlines, examination dates, grading policies, class attendance requirements, and other relevant course information.

**Transcript** —The official record of a student’s course work maintained by Records and Registration.

**Transfer Guides**- A guide of courses, including both general education and courses in the program of study, taken at KCC which is applicable to a program at another university or college.

**Withdrawal**—Withdrawal means that you are dropping one or more of your courses of enrollment for the current term within the designated time frame after the add/drop date. A grade of “W” will be placed on your academic transcript.