

# 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

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 (Moodle, KCC email, Class Schedule, *financial aid* information, and links to resources).

## Bruin Standard (General Education)

A pattern of *courses* which students complete within a *degree*, regardless of their *program of study*, to ensure that they have a broad educational experience. Also known as a "general education requirement."

## Catalog

An online resource of all academic policies and procedures, college and *degree* requirements, faculty, and *course* descriptions.

## Catalog Year

The year during which the graduation requirements of a specific edition of the *Catalog* apply. Most *programs of study* allow students to utilize the Catalog Year that matches the *Academic Year* students first entered KCC (if it is within 5 years).

## Certificate

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

## **Commencement**

A formal ceremony occurring in the Spring *semester* in which *departments* award *degrees* to graduating students within that particular *Academic Year*.

## **Course**

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

## **Course Load**

The total number of *credit hours* taken in a *semester*. Students *registered* for at least 12 hours are considered full-time (anything less is considered part-time).

## **Course Number**

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

## **Course Title**

The name of a specific *course* that indicates subject and content. Freshman Composition I is the course title of 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. A class' cost is also based on the amount of credit hours it contains.

## **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 Arts and Communication.

## **Drop**

The process of adjusting a student's schedule by dropping and *courses* within the designated time frame located on the class schedule. Dropped *courses* are eligible for a complete *tuition* refund (unlike withdrawn classes; see "*Withdrawal*" below for more information).

## **Electives**

*Courses* selected at a student's discretion.

## **Financial Aid**

An office which provides information on scholarships, grants, loans, and Federal work study.

## **General Education**

See *Bruin Standard*.

## 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 Enrollment Center

A convenient service for students which 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 unique seven-digit number generated for students upon admission to the College. This number begins with k and at least one zero.

## Late-Add

The process of *registering* for a class after midnight of the day a class begins. Students may request a late-add from the instructor of the *course* they wish to register for or its corresponding academic *department*. Late-add requests may be denied.

## Lecture

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

## 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 *Syllabus* in which you are enrolled.

## Placement Testing

KCC typically requires placement testing to ensure proper placement into *courses*. The following placement tests are accepted if the scores are within 5 years of *registration*: Accuplacer Next Generation, Accuplacer ESL, ACT, SAT, PSAT, ALEKS, and Compass.

## 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 combination of *courses* that meets the requirements for a *degree* in a particular field of study.

## Registrar's Office

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

## Registration

The act of adding and signing up for classes. This can be done in the *Bruin Portal*, or through the *Registrar's Office*. Students have until midnight the day a class starts to register (registering beyond this requires a *late-add*).

## Selective Admission

A process of ranking and granting a limited number of students entrance to certain *programs of study*, such as Nursing or Allied Health programs. It is strongly encouraged for students who intend to study a selective admission program to meet with their *academic advisor* regularly.

## Semester

Semester is used to identify the formally designated period during which classes are scheduled. Fall and spring semesters last around 16 weeks, while the summer semester is about 10 weeks. Some *courses* are condensed and may start later in the semester or end prior to the semester's official end date.

## Sequence

A series of *courses* within the same subject area, with each previous course serving as a *prerequisite* for next. Generally, these courses are taken in numerical order. An example of a sequence is MATH 141, 142, 241 (Calculus).

## 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 coursework maintained by the *Registrar's Office*.

## Transfer Guide

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.

## Tuition

The price of coursework based on the total *credit hours* taken. In addition to tuition, there are additional fees students must pay to enroll in classes, such as lab fees.

## Withdrawal

A withdrawal is when you *drop* one or more of your *courses* of enrollment for the current term within the designated timeframe, but after the drop date. A grade of "W" will be placed on your academic *transcript*, and students are still expected to pay for the course.