

GLOSSARY OF COLLEGE TERMINOLOGY

Academic Load

The total number of credit hours taken in a term. Twelve credit hours is considered a full-time load.

Academic Advisor

A designated staff member who has received training to provide students with academic information that will direct them to the appropriate classes to achieve their educational goals and enhance their academic success.

Admission

Acceptance into a college after the student has filed a completed Student Information Form with the Admissions, Records and Registration Office and has been admitted according to admissions criteria. Students who have been admitted are eligible to register for courses.

AGEC

The Arizona General Education Curriculum (AGEC) is a general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCDC AGEC transfers as a block without loss of credit. The AGEC-A and AGEC-B require a minimum of 35 credit hours, and the AGEC-S requires a minimum of 36 credit hours.

Alumnus/Alumna

A graduate of a college or university. (Plural: alumni/alumnae)

Associate Degree

Degree awarded by community colleges after a student completes a specified number of course requirements and credit hours, generally a minimum of 60 semester credits. May be an Associate in Arts (AA), Associate in Business (ABUS), or Associate in Science (AS) designed primarily for transfer to complete a baccalaureate degree; an Associate in Applied Science (AAS), designed primarily to enhance workplace skills and knowledge; or an Associate in General Studies (AGS), designed to fulfill students' goals of higher education.

Audit

An option for class registration in which the student pays to attend class but does not want to receive credit. Students sometimes choose to audit courses in which they do not wish to complete required assignments.

Bachelor's Degree

A degree awarded by a four-year college or university. Generally requires completion of 120 semester credits. Also referred to as a baccalaureate degree (e.g., BA or BS).

Class Number

A unique, five-digit code used to identify each class section of each course offered. Class Numbers are listed in the Class Schedule.

Class Period

Time spent in class and/or lab each week. One period is equivalent to 50 minutes per week.

Class Schedule

An online college publication that lists all courses offered during a semester, including dates and times of class meetings, names of

instructors, buildings and rooms, credit hours, and other important registration information.

Co-curricular Activities

Out of the classroom activities that are structured to support learning through connection to the curriculum.

Commencement

A ceremony that celebrates graduating students who are completing degrees and certificates. It is also known as a graduation ceremony.

Continued Probation

A student on academic probation is placed on continued probation if they do not raise their cumulative grade point average (GPA) to the required minimum standard. Enrollment is limited to six (6) credit hours for a period of one semester.

Continuous Enrollment

The process of registering for and completing courses during consecutive semesters, excluding summer sessions. Determines catalog year for graduation.

Corequisite

Specified conditions, requirements, or courses that must be completed during the same semester as another course.

Counselor

A person professionally trained in counseling who helps students with educational, career, or personal concerns as well as goal setting and decision making.

Course

A specific subject studied within a limited period of time, such as a semester, and taught by a faculty member. Also called course offering or class.

Course Fee

A charge for services, supplies, and/or materials for a course, in addition to tuition and fees.

Course Number

A three-digit code that identifies a specific course and indicates its level and sequence (e.g., 101 in ENG101 First-Year Composition).

Course Prefix

A three-letter code that identifies the subject area of a course (e.g., ENG in ENG101 First-Year Composition indicating a course in English).

Course Title

The name of a specific course that indicates subject and content (e.g., First-Year Composition, title for English 101).

Credit Hour

The numerical unit of college credits earned for the satisfactory completion of a specific course. Also referred to as semester hours or units (e.g., 3 credit hours). It is expected that students will spend 2 to 3 hours, minimally, outside of the classroom/laboratory performing course related work such as readings, research, homework assignments, practica, studio work, and other academic work for every hour of instruction spent in the classroom/laboratory.

Curriculum

A planned sequence of courses for an academic or occupational goal. Also referred to as a program of study.

Division

Syllabus

One or more pages of course requirements that instructors give to students on the first day of class. The syllabus includes detailed information about a course, such as grading standards and practices, attendance requirements, and a list of required texts, materials and technologies.

Transcript

An official record of a student's college coursework that is maintained by the college registrar. Courses taken, grades, GPA, and graduation information are included on a transcript.

Transfer Credit

Course credit that is accepted from or by another college or university.

Tuition and Fees

The cost per semester credit unit that students must pay for their college courses. Tuition and fees are determined by the Maricopa County Community College Governing Board.

Tutoring

Additional learning assistance provided by tutors to students in individual or group sessions. Tutoring is centralized in the Learning Center.

Withdrawal

Officially dropping any or all courses during a semester.