**Academic Advisor:** A professional staff member in Enrollment Services that will help you with first semester course selection and provide general information and referrals to other college resources.

**Academic Calendar:** How a college divides a year for classes and grading. Calendars usually run from August to May or September to June, with an additional summer calendar.

**Academic Skills Advancement (ASA):** “College preparatory” courses that assist students in preparing for college-level courses needed for a degree. These classes do not count towards a degree, but help students build skills necessary for successful completion of college-level classes.

**Academic Standards:** Standards, such as a certain grade point average, that students must maintain in order to remain in good standing with the college.

**Academic Year:** Each institution’s annual schedule. Academic years are usually divided into quarters, semesters or trimesters. See Calendar.

**Accredited:** Colleges and schools must meet requirements in academic programs, facilities, teaching, etc. to be certified by accrediting agencies. Usually, colleges must be accredited for their students to receive financial aid.

**Advanced Credit:** Some colleges offer tests for advanced college credit. Students who receive a high score on these tests can earn credit in specific subject areas and may skip to higher-level courses.

**Advanced Placement (AP):** College-level courses (designed by the College Board) offered in high school. Students may take an AP test at the completion of these courses. Students with high scores on these tests can be placed in upper-level college courses and may receive college credit for beginning-level courses.

**Admissions Advisor:** A professional staff member in Enrollment Services who will aid you with the admissions process.

**Alumni:** People who have graduated from a college.

**Apprenticeship:** Training programs that combine on-the-job training and course work. The result is certified skills in specific trades. Apprentices are usually paid for their training.

**Articulation:** Agreements made between colleges or schools that involve transfer courses.

**Articulation Agreement:** An agreement between two schools that allows course credit at one school to be accepted or transferred and applied toward a degree or certificate at another school.

**Assessment Test:** A test that measures reading, writing, math and algebra skills and is part of the admissions process.

**Associate of Applied Science:** A degree that requires 60 to 80 credit hours of coursework and incorporates more technical courses.

**Associate of Science:** A degree that requires 60 to 80 credit hours of coursework and incorporates more general education courses. This is the most transferable degree.

**Audit:** Audit status indicates enrollment in a course for which no grade or credit is awarded. All prerequisites must be met to enroll.

**Baccalaureate or Bachelor’s Degree:** The degree granted by a college or university after students have satisfactorily completed a four-or five-year, full-time program of required courses or its part-time equivalent. Students usually receive a Bachelor’s of Arts or Bachelor’s of Science degree.

**Bulletin or College Catalog:** A book that contains information about Ivy Tech Community College of Indiana and lists the instructional programs available. Course descriptions, prerequisites and co-requisites for each course can also be located in this text.
**Bursar/Business Office:** The person or office in charge of money at a college. Students pay the bursar for tuition.

**Career Advisor:** Professional staff member in the Career Services Office who provides information about career choices and other employment and college-related materials.

**Career Development Certificate:** Certification that requires 15 to 20 credit hours of coursework.

**Career Plan:** A set of steps to be followed over a period of time to get a desired job.

**Catalog:** A college’s book of general information about classes, faculty, costs and admission and degree requirements.

**Certificate:** A document granted by colleges after completion of study for a specific occupation. Certificates usually require a six-month to one-year, full-time program of required courses, or its part-time equivalent.

**Chair:** The highest administrator of an academic department; usually a professor.

**Chancellor:** Chief administrator of a college campus; called a “president” at some schools.

**Commencement:** Graduation ceremony to recognize students who have completed degree requirements.

**Core Classes:** Classes that all students in a major program or college are required to take.

**Co-requisite:** A class that must be taken in the same semester with another class.

**Course Schedule:** Newsprint edition provided each semester listing courses with their times and dates for upcoming semesters.

**Credit Hours:** Generally, the number of hours you spend in class each week. For example, if you have a math class that meets Mondays and Wednesdays from 1-2:30 p.m., that is the equivalent to 3 hours spent in that one class per week. That particular math class would be worth 3 credit hours.

**Curriculum:** Specific course of study necessary to obtain a certificate or degree.

**Dean:** The highest officer of a division, college or school, such as Dean of the School of Education. Deans usually report directly to a provost, vice chancellor, chancellor or the president of a college.

**Drop/Add Form:** Form needed to withdraw from or change courses after fees have been paid. The form must be turned into the Registrar’s Office to avoid receiving an “F” for the course.

**Dual Credit:** A process by which secondary students earn high school and college credits for courses while in high school.

**Diploma:** An official document awarded by colleges and high schools to students when they complete required courses of study.

**Distance Education:** Classes taught over satellite or local television, by video tape or CD ROM, through the Internet and by correspondence. Some may be regularly scheduled; others may be taken when most convenient for the student’s schedule.

**Dual or Concurrent Enrollment/ Dual Credit:** Some colleges enroll high-achieving high school students in college courses that may fulfill both high school and college graduation requirements. Students must gain permission from the high school principal or guidance counselor and admission to a college. College students may also dual enroll in two degree programs.
**Elective:** An optional, instead of required class. Some electives fulfill general education requirements outside of a major.

**Enroll:** To become a student at a university by registering for courses and paying tuition and fees. See Registration, Matriculate.

**Exemption:** A course requirement that is fulfilled by passing an exam in the subject.

**Expected Family Contribution (EFC):** Analysis on how much money a family can contribute toward education expenses.

**Extracurricular Activities:** Non-required activities that occur outside the classroom.

**Faculty:** The teachers, professors and instructors who teach at schools.

**FAFSA:** See Free Application for Federal Student Aid.

**Federal Pell Grant:** A federal financial aid grant program which is not paid back. Students apply by filling out the FAFSA.

**Federal PLUS (Parent Loans for Undergraduate Students) and/or Federal Direct PLUS:** Financial aid to parents, processed through a bank, other lending agency, college or university to help pay for college. These loans must be repaid with interest. Repayment begins 60 days after the loan is issued to the parent(s).

**Federal Subsidized Stafford Loan and Direct Ford Loan:** Student financial aid processed through a bank and/or college. A student must be enrolled in a college degree program at least part time to receive a Stafford Loan. Loans must be paid back with interest after a student leaves college. Students apply by filling out a FAFSA.

**Federal Supplemental Educational Opportunity Grant (SEOG):** Federal grant for students with exceptional need. Students apply by filling out a FAFSA.

**Federal Unsubsidized Stafford/Direct Unsubsidized Ford Loan:** Similar to a subsidized Stafford Loan, except interest is paid by the student during college.

**Fee:** Money charged by a college for services provided to a student. Fees are often charged for lab materials, computer use and recreational facilities.

**Financial Aid:** Federal, state, college and private programs that help students pay for college costs. Financial aid may come in the form of grants, scholarships, loans or work-study programs.

**Financial Aid Counselor:** A college staff member who helps students and parents fill out financial aid forms and processes financial aid money.

**Financial Need:** Difference between the cost of attending college and the Expected Family Contribution. A student’s (or family’s) financial need determines how much financial aid will be awarded.

**Free Application for Federal Student Aid (FAFSA):** The required application for federal, state and institutional financial aid. Indiana students must file the FAFSA between January 1 and March 10 of the year the student plans to attend college to meet the priority deadline.

**Full-Time Status:** Twelve (12) credit hours or more per semester.

**General Education (Gen Ed):** Courses that may include math, English, science, social sciences and humanities which are required for a degree.

**Gift Aid:** Financial aid that is not repaid, such as grants and scholarships.

**Graduate:** A person who receives a certificate, degree or diploma from a school.
Grant: Financial aid based on student need; it is not repaid.

Grade Point Average (GPA): A number between 0 and 4 computed by multiplying credit hours by grades and then dividing the total hour completed. A=4, B=3, C=2, D=1, F=0.

Identification Card (ID): Card issued to identify a student. IDs are often required for borrowing library books or for admission to college-sponsored activities.

Institution: In the education field, this is usually a school, college or university.

Instructor: A nontenured teacher at a college.

Internship: Experience gained by students working at jobs on or off campus. Students get practical experience in their area of study.

Liberal Arts: A school or course of study which focuses on developing students’ general knowledge and reasoning ability instead of specific career training; the result is often considered to be a well-rounded, general education in the arts and sciences.

Loan: Financial aid that must be repaid, with interest, after a student leaves college.

Major: Program of study that consists of sequential courses needed for a specific degree or certification.

Mentor: A person who gives advice, guidance and help.

Office Hours: In education, hours set aside by an instructor to meet with students.

On-the-job Training: Training provided for employees while they are learning a job; the employee creates a product or provides a service while being trained.

Open Admission Policy (Open Door Policy): Admission policy in which anyone with a high school diploma or its equivalent can take classes.

Orientation: Programs to help new students and parents get to know a college. Orientation usually takes place before or at the beginning of the academic year.

Part-Time Status: Eleven (11) or fewer credit hours per semester.

Prerequisite: A course, authorization or skill level a student must have before moving on to a more advanced course.

Probation: Academic status of students whose GPA falls below a minimum level (this varies from school to school).

Professor: A teacher at a college

Program: Set of required courses for a degree in a major area of study.

Program Advisor: A faculty member in your program of study who can help you with course selection, registration, and provide program-specific information.

Program Chairperson: A faculty member who is in charge of a specific area of study and often assists students in registering for courses in their particular program.

Refund: Funds returned after a student has withdrawn from a course. See the course schedule for more information.
Registrar: Person (or office) in a college who manages class schedules and academic records.

Registration: Officially enrolling in classes for the upcoming grading period.

Scholarship: Financial aid awarded for academic and other achievements (music, athletics, etc.). Scholarships are gift aid and do not have to be paid back.

Semester: There are three semesters in one year: Fall, Spring and Summer.

Student Aid Report (SAR): Summary of information that details a family’s Expected Family Contribution (EFC) and financial aid eligibility. Families receive this after filling out a FAFSA.

Student Body: All students who attend a particular school.

Student Loan: See Federal Stafford Loan.

Subsidized Loan: Loan based on financial need in which borrower does not pay all the interest. Usually, interest is not charged until repayment begins.

Support Services: Services provided by most colleges to help students in areas such as academics, veterans affairs, adult and special needs.

Specialty Core Requirements: Courses needed to obtain a specialty certificate in a program.

Syllabus: A listing of important course information, for example, assignments and an instructor’s office hours.

Technical Certificate: Requires 30 to 52 credit hours of coursework.

Transcript: A listing of courses a student has taken, giving grades and dates. This can be obtained in the Registrar’s Office.

Transfer Program: College program that prepares students to complete a degree at another college. Junior, community and technical colleges often have transfer programs to prepare students to continue their education at colleges and universities offering bachelor’s degrees. Transfer programs often award associate’s degrees.

Transfer Student: A student who changes from one school to another. Grades and credits from the first school may or may not be counted at the second. Schools may not accept all the credits earned at another school.

Tuition: The charge for class instruction per credit hour. Most courses are three (3) credit hours. Book costs are not included in the tuition cost.

Tutor: Experienced adults or students who help others study a specific subject.

Undergraduate: A college student working on a bachelor’s or associate’s degree or certificate.

Unsubsidized Loan: Loan in which borrower is charged interest immediately.

Waiver: An exemption from normal procedures or requirements. For example, to receive a “class waiver” means not having to take a class.

Withdrawal: To officially terminate the attendance of a class by submitting a Drop/Add form in the Registrar’s Office.

Work-Study: A form of financial aid in which students earn money by working part time at their college. Students apply for work-study by filling out the FAFSA. See Free Application for Federal Student Aid.