

COLLEGE SUCCESS LAB

HIGHER EDUCATION LINGO GUIDE

A cademic Advising: A shared interactive responsibility between the student and professional campus advisor and/or faculty member in the exchange of information designed specifically to help students successfully pursue their educational and career goals.

Academic Advisor: A professional staff and/or faculty member of a college or university who provides advice and guidance to students on academic matters such as course selections, majors, career options, college adjustment, etc.

Academic Calendar: Contains all the important dates, deadlines, and holidays important to the academic life of the student and campus community.

Academic Dismissal: Occurs after a student has failed to comply with the college or university's standards for maintaining Good Academic Standing.

Academic Library: A library on a college or university campus that serves two complementary purposes – one, support the research needs of students and faculty, and two, support the institution's curriculum.

Academic Probation: When a student's academic performance falls below the institution's requirement for "good academic standing", said student is put on academic probation. Standards can differ from campus to campus.

Academic Year (AY): The student's enrollment period for which financial assistance/aid is awarded. The federal definition of academic year is July 1 through June 30.

ADD/DROP Period: A period of time directly after your initial registration for classes in which you may modify your class schedule by adding and/or dropping a course. Always check in with your academic advisor **before** you make your final decision.

Audit: To take a class to gain knowledge about a subject, but without receiving credit toward a degree. Audit rules differ from campus to campus. Check with the Registrar for specific policies.



B achelor's Degree: An undergraduate degree awarded by a college or university upon successful completion of a program of study, typically requiring at least four years (or the equivalent) of full-time study. Common degree types include Bachelor of Arts (B.A. or A.B.), which refers to the liberal arts, and Bachelor of Science (B.S.). A bachelor's degree is required before starting graduate studies.

Board of Trustees: An appointed board that oversees the administrative and policy affairs of a public or private organization such as a college or university.

Bursar's Office: An office is responsible for all student billing, payments, refunds, and financial aid disbursements.



Campus: The grounds and buildings where a college or university and their affiliates are located.

Campus Bookstore: Most campuses have book stores and/or online book purchase affiliations. Renting books is also a student option. Always check for availability in the campus library.

Campus Security: Police with comparable city police authority responsible for the public safety of students and the campus community.

Career Services: Helps students and alumni identify, prepare for, and enter into the workplace through career advising and job searching assistance.

Chancellor: Synonymous with the title of president, a chancellor is usually the executive leader of a university campus within a university system like the University of California.

Class Standing: Defines a student's progress towards earning their undergraduate degree. In general, most colleges and universities attribute class standing to the following parameters:

- Freshman standing: 0 29.99 credit hours completed
- Sophomore standing: 30 59.99 credit hours completed
- Junior standing: 60 89.99 credit hours completed
- Senior standing: At least 90 credit hours completed

Coed: Open to both men and women (often used to describe a school that admits both sexes and a dormitory that houses both genders).

College: A postsecondary institution that typically provides only an undergraduate education, but, in some cases, also graduate level degrees. "College" is often used interchangeably with "university" and "school." Separately, "college" can refer to an academic division of a university such as College of Business.

Commencement: A graduation ceremony where students officially receive their degrees typically held in May or June at the end of the academic year, though some colleges and universities also hold August and December ceremonies.

<u>Common Application:</u> A standard application form that is accepted by more than 700 U.S. colleges and universities for admissions will also be available to students considering transferring to another academic institution in 2018-2019 application cycle.

Community college: A public, two-year postsecondary institution, also known as a junior college, that offers certificates and associate degrees. Community colleges typically provide a transfer program, allowing students to transfer to a four-year school to complete their bachelor's degree, and a career program, which provides students with a vocational degree such as radiologic technologist, practical nurse, accountant, etc.

Computer Center/Information Technology: A campus center and/or information technology department that oversees all of the campuses' technology needs and practices.

Conditional admission: An acceptance to a college or university that is dependent on the student first completing coursework or meeting specific criteria before enrollment. For an international student, this can include a requirement to attain a certain level of Englishlanguage proficiency if the student's TOEFL score doesn't meet the minimum required.

Confidentiality: Each U.S. college and university strictly adheres to the *Family Educational Rights and Privacy Act of 1974 (FERPA)*. *FERPA* governs access to student personal and academic records and information. Release of any student record information to third parties requires formal consent of the student – that includes parents and guardians.

Core requirements: Mandatory courses that students are required to complete in order to earn an undergraduate or graduate degree.

Course: A regularly scheduled class on a particular subject. Each college or university offers degree programs that consist of a specific number of required and elective courses.

Course load: The number of courses or credits a student can take during a specific term.

Course Withdrawal: Unlike the "Add/Drop Period", Course Withdrawal does provide students with an option of withdrawing from a course later on in the semester. Most students elect to do so after mid-terms. *However*, there may be financial as well as academic

consequences in doing so. *Always* discuss your concerns with your academic advisor before you select the option.

Credit Hour (Credits): Units that a school uses to indicate that a student has completed and passed courses that are required for a degree. Each school defines the total number and types of credits necessary for degree completion, with every course being assigned a value in terms of "credits," "credit hours," or "units."

Culture shock: Feelings of uncertainty, confusion, or anxiety that can occur when adjusting to a new educational experience or a new country and culture that may be very different from your own.

Curriculum: A program of study made up of a set of courses offered by a school, college, and/or university.

1

Dean: The head of a division of at a college or university, usually accessible to students by appointment.

Deferral: A "deferral" refers to a student's act of postponing enrollment for one year, if the school agrees.

Deferred admission: The institutional postponement of a student's application for early decision or early action. Said student's application will be considered along with the rest of the regular applicant group.

Degree: A diploma or title awarded to students by a college or university after successful completion of a program of study.

Degree Audit: An academic advising tool used by academic advisors and students to track a student's academic progress in completing <u>all</u> graduation requirements including major, minor, and elective courses.

Department: A division of a school, made up of faculty and support staff that gives instruction in a particular field of study such as the history department.

Disability Services: Assist students with documented disabilities to achieve their educational goals by providing reasonable accommodations and support services according to the Americans with Disabilities Act (ADA).

Discipline: An area of academic study such as English, math, French, geography etc.

Dissertation: An in-depth, formal writing requirement on an original topic of research that is typically submitted in the final stages before earning a doctorate (Ph.D.).

Doctorate (*Ph.D.*): Doctorate of Philosophy (Ph.D.): The highest academic degree awarded by a college or university upon successful completion of an advanced program of study, typically requiring at least three years of graduate study beyond the master's degree (which may have been earned at a different university). Ph.D. candidates must demonstrate their mastery of a subject through oral and written exams and original, scholarly research presented in a dissertation.

Dormitories (dorms): Student housing provided by a college or university, also known as "residence halls," which typically includes rooms, bathrooms, common areas, and possibly a kitchen and/or cafeteria.

Double major: A program of study that allows a student to complete the course requirements for two majors at the same time.

Dual degree: Program of study that allows a student to receive two degrees from the same college or university.

1

Electives: Courses that students can choose to take for credit toward a degree, but are not required.

ESL (**English** as a **Second Language**): A course or program of study used to teach English to non-native English speakers.

Enroll: To register or enter a school, college, university or a course as a participant.

Exempt: Not required to do something that other students may be required to do. For example, a college or university may require all students to take a freshman English course, but some students may be exempt based on their high scores on a college entrance exam, placement test, or their previous coursework.

Extracurricular activities: Optional activities such as sports and student clubs that students can participate in outside of academic classes.



Raculty: A school's teaching and administrative staff who is responsible for designing and teaching programs of study.

FAFSA (Free Application for Federal Student Aid): Application used by U.S. citizens and permanent residents to apply for financial aid from U.S. federal and state governments. International students are not eligible for U.S. government aid, but schools may ask international students to submit a FAFSA to determine financial need. (Note: A social security number is required to complete the FAFSA.)

Fees: Monies charged by colleges and universities, in addition to their tuition, to cover costs of campus services such as healthcare, athletics, and computer technology.

Fellowship: An amount of money awarded by a college or university, usually to graduate students and generally based on academic achievement.

Final Exams: A test given to students at the end of a course of study or training.

Financial aid: Types of state, federal, and private funds offered to a student to help pay tuition, fees, and other educational expenses. This can include loans, grants, scholarships, assistantships, fellowships, and work-study jobs.

First-Generation: The first person in a family to attend either a 2yr or 4yr college or university.

Fraternity: A student organization, typically for men, formed for social, academic, community service, or professional purposes. A fraternity is part of a college or university's Greek system. Some fraternities such as those with an academic or community service focus, may be coed.

Freshman: A student in their first year of college or university who has completed at least 29 academic credits.

Full-time student: A student who is enrolled at a college or university and is taking at least the minimum number of credits required by the school for a full course load.



GMAT (Graduate Management Admission Test): A standardized graduate business school entrance exam, like the SATs, administered by the nonprofit Graduate Management Admission Council, which measures verbal, quantitative, and analytical writing skills. Some business schools accept either the GMAT or GRE.

Good Academic Standing: When a student's overall grade point average is 2.0 or better, that student is in *good academic standing*.

Grade: A score or letter mark indicating a student's academic performance on an exam, paper, or in a college course.

GPA (*Grade point average*): A student's overall academic performance, which is calculated as a numerical average of grades earned in all courses. The GPA is determined after each term, typically on a 4.0 scale, and upon graduation, students receive an overall GPA for their studies.

Graduate school: The division of a college or university, or an independent postsecondary institution, which administers graduate studies and awards master's degrees, doctorates, or graduate certificates.

Graduate student / graduate studies: A student who already holds an undergraduate degree and is pursuing advanced studies at a graduate school, leading to a master's, doctorate, or graduate certificate.

Grant: A type of financial aid that consists of an amount of free money given to a student, often by the federal or a state government, a company, a school, or a charity. A grant does not have to be repaid. "Grant" is often used interchangeably with "scholarship."

GRE (*Graduate Record Examination*): A standardized graduate school entrance exam administered by the nonprofit Educational Testing Service (ETS), which measures verbal, quantitative, and analytical writing skills. The exam is generally required by graduate schools, which uses it to assess applicants of master's and Ph.D. programs. Some business schools accept either the GMAT or GRE; law schools generally require the LSAT; and medical schools typically require the MCAT.

Greek life / Greek system: A college or university's collection of fraternities and sororities on campus, whose names originate from letters in the ancient Greek alphabet.



Health Services: Offers confidential primary medical care, mental health care, preventive services, and health promotions to the campus student population.

Honors Program: Engages a selected cohort of academically **talented** and diverse students in a rigorous, interdisciplinary, and student-driven approach to academics.

Humanities: Academic courses focused on human life and ideas, including history, philosophy, foreign languages, religion, art, music, and literature.



Independent study: An academic course that allows students to earn credit for work done outside of the normal classroom setting. The reading or research assignment is usually designed by the students themselves, with the help of a faculty member, who monitors the progress.

Institute: An organization created for a specific purpose, usually for research, that may be located on a college or university's campus.

International student adviser: A school official who assists international students, scholars, and faculty with matters including orientation, visas, income taxes, insurance, and academic and government rules, among other areas.

Internship: An experience that allows students to work in a professional environment to gain training and skills. Internships may be paid or unpaid and can be of varying lengths during or after the academic year.

Ivy League: An association of eight private universities located in the northeastern United States, originally formed as an athletic conference. Today, the term is associated with universities that are considered highly competitive and prestigious. The Ivy League consists of the highly ranked Brown University, Columbia University, Cornell University, Dartmouth College, Harvard University, Princeton University, University of Pennsylvania, and Yale University.



Junior: An undergraduate student in the third year of college or university who generally has completed between 61-90 academic credits.

Junior college: A two-year postsecondary institution that offers the associate degree. (See "community college.")



Legacy student: An individual whose parents graduated from the same college or university, usually given preference in the admissions process.

Letter of recommendation: A letter written by a student's teacher, advisor, coach, or mentor that assesses his or her qualifications and skills. Colleges, universities, and graduate schools generally require recommendation letters as part of the application process.

Liberal Arts: Academic studies of subjects in the humanities, social sciences, and the sciences, with a focus on general knowledge, in contrast to a professional or technical

emphasis. "Liberal arts" is often used interchangeably with "liberal arts and sciences" or "arts and sciences."

Liberal arts college: A postsecondary institution that emphasizes an undergraduate education in liberal arts. The majority of liberal arts colleges has small student bodies, do not offer graduate studies, and focus on faculty teaching rather than research.

Loan: A type of financial aid that consists of an amount of money that is given to someone for a period of time, with an agreement that it will be repaid later. International students are generally not eligible for U.S. federal government loans and will typically require an American cosigner to apply for a private bank loan.

LSAT (*Law School Admission Test*): A standardized law school entrance exam administered by the nonprofit Law School Admission Council, which measures reading comprehension, analytical reasoning, and logical reasoning skills. There is also a writing section; although it is not scored, it is sent to each law school to which an undergraduate /graduate student applies.

1

Major: The academic subject area that a student chooses to focus on during his or her undergraduate studies. Students typically must officially choose their major by the end of their sophomore year, allowing them to take a number of courses in the chosen area during their junior and senior years.

Master's: A graduate degree awarded by a college or university upon successful completion of an advanced program of study, typically requiring one or two years of full-time study beyond the bachelor's degree. Common degree types include Master of Arts (M.A.), which refers to the liberal arts; Master of Science (M.S.); and master of business administration (M.B.A.).

Matriculate: To enroll in a program of study at a college or university, with the intention of earning a degree.

MBA: A master's degree in business administration.

MCAT (Medical College Admission Test): A standardized U.S. medical school entrance exam administered by the nonprofit Association of American Medical Colleges, which measures verbal reasoning and writing skills and physical and biological sciences knowledge.

Merit aid / merit scholarships: A type of financial aid awarded by a college or university to students who have demonstrated special academic ability or talents, regardless of their financial need. Most merit aid has specific requirements if students want to continue to receive it such as maintaining a certain GPA.

Midterm exam: An exam given after half of the academic term has passed and that covers all material studied in a particular course until that point. Not all courses have midterm exams.

Minor: An academic subject area that a student chooses to have a secondary focus on during their undergraduate studies. Unlike a major, a minor is typically not required, but it allows a student to take a few additional courses in a subject different from his or her major.



Tational Student Exchange Program(NSE): For students who cannot afford and/or are uncomfortable about participating in study abroad exchange programs, the National Student Exchange program is a terrific opportunity. A consortium of nearly 170 accredited, baccalaureate-granting colleges and universities in the United States, Canada, Guam, Puerto Rico and the U.S. Virgin Islands, NSE offers a wide array of study opportunities and learning experiences at diverse university settings.

Need-based financial aid: Financial aid awarded to students due to their documented financial inability to pay the full cost of attending a specific college or university.

Net price calculator: An online tool that allows students and families to calculate a personalized estimate of the cost of a specific college or university, after taking into account any scholarships or need-based financial aid that an applicant would receive. Each higher education institution in the United States is required by law to post a net price calculator on its respective website.

Non-matriculated: Enrolled in a college or university's courses, in most instances as a special student, but not officially accepted into a program of study leading to a degree.

Non-resident: A student who does not meet a state's residence requirements. A college or university may have different tuition costs and admissions policies for residents versus non-residents. In most cases, international students are considered non-residents. A "non-resident alien" is a person who is not a U.S. citizen and is in the country on a temporary basis.

Notarized: Certified as authentic by a public official, lawyer, or bank. Colleges and universities often require international students to submit notarized documents such as the Affidavit of Support or high school transcripts.



Open admissions: A college or university's policy of accepting all students who have completed high school, regardless of their grades or test scores, until all spaces are filled. Most community colleges have an open admissions policy, including for international students.

Orientation: A college or university's official process of welcoming new, accepted students to campus and providing them with information and policies before classes begin, usually in a half/full-day events, or, in some cases, up to a week of activities. Many colleges and graduate schools offer a separate orientation just for international students to cover topics such as how to follow immigration and visa regulations, set up a U.S. bank account, and handle culture shock.



Part-time student: A student who is officially enrolled at a college or university, but is not taking the minimum number of credits required to carry a full course load.

Pass-fail: A grading system in which students receive either a "pass" or "fail" grade, rather than a specific score or letter grade. Certain college or university courses can be taken passfail. Pass-fail policy does differ from institution to institution.

Ph.D.: A doctor of philosophy degree. (See "doctorate.")

Plagiarism: The use of another person's words or ideas as your own, without acknowledging that person. Colleges and universities have different policies and punishments for students caught plagiarizing, which tends to occur with research papers and other written assignments.

Placement test: An exam to determine a student's skill level in academic subjects such as in English and math in order for students to register for the correct course. A placement exam is usually given in a student's first year of attendance.

Post-doctorate: Academic studies or research for those who have completed a doctorate. A "postdoc" can refer both to a person who is pursuing a post-doctorate and to the post-doctorate itself.

Post-secondary institution: Any education beyond high school such as at a college, university, institutes, or trade schools.

Prerequisite: A required course that must be completed before a student is allowed to enroll in a more advanced one.

Priority date: The date by which an application must be received in order to be given full consideration. This can apply to admissions, financial aid, and on-campus housing. After the

priority date passes, applications may be considered on a case-by-case or first-come-first-served basis.

Private school: A postsecondary institution controlled by a private individual(s) or a nongovernmental agency. A private institution is usually not supported primarily by public funds and its programs are not operated by publicly elected or appointed officials. Stanford University, for example, is a private school/university.

Probation: A status or period of time in which students with very low GPAs, or whose academic work is unsatisfactory according to school academic standards, in which they must improve their performance. If they are unable to do so, they may be dismissed from the school. Students may also face "disciplinary probation" for non-academic reasons such as behavioral problems in the dorms and/or plagiarism.

Professional school: A higher education institution for students who have already received their undergraduate degree to gain training in specific professions such as law, medicine, and pharmacy.

Provost: The senior academic officer of a college or university who typically oversees all academic policies and curriculum-related matters.

Public school: A postsecondary institution that is supported mainly by public funds and whose programs are operated by publicly elected or appointed officials. The University of California-Berkeley, for example, is a public /university school.



Quarter semesters: Periods of study that divide the academic year into four equal semesters of approximately 12 weeks each, typically including the summer. Institutions such as Northeastern University operate primarily on the quarter system.



Reading Week or Period: Usually a week or a period of days following the official end of classes for students to study and prepare for their final exams.

Readmission: Students who are academically dismissed and wish to return to their former campus must apply for readmission. Readmission is not an "automatic" process and acceptance is often conditional.

Reference Librarian: A librarian on a college or university campus whose primary role is to provide teaching and learning support services to students and the campus community.

© 2017 Mélange Information Services, Inc., www.melangeinfo.com

Registrar: The college or university official who is responsible for registering students and keeping their academic records, such as transcripts.

Registration: The process in which students choose and enroll in courses to be taken during the fall, spring, winter and/or summer sessions.

RA (**Resident assistant**): A student leader who works in campus dormitories and supervises issues and activities related to dorm life. RAs often receive free housing in the dorm in return for their services.

Room and board: Housing and meals. "Room and board" is typically one of the costs that colleges and universities will list in their annual estimated cost of attendance, in addition to tuition, fees, and textbooks and supplies. If students choose to live in dormitories, they may be required to buy into a meal plan to use on-campus dining facilities.



Scholarship: A type of financial aid that consists of an amount of free money given to a student by a school, individual, organization, company, charity, or federal or state government. "Scholarship" is often used interchangeably with "grant

School: Any educational institution, including those that provide elementary, secondary, and postsecondary education. In the latter case, "school" is often used interchangeably with "college" and "university."

Semesters: Periods of study that divide the academic year into two equal segments of approximately 15 to 18 weeks each. Some schools also offer a shorter winter and summer semester, beyond the traditional academic year.

Seminar: A course offered to a small group of students who are typically more advanced and who meet with a professor to discuss specialized topics.

Senior: A student in the fourth year of college or university who has completed at least 89 academic credits.

SEVIS (Student and Exchange Visitor Information System): A computerized U.S. government database used to track international students and scholars in the United States. Once an international student is accepted by a U.S. college or university, the school is required to mail the student a Form I-20, which is a paper record of the student's information in SEVIS. An international student must pay a SEVIS fee and use the payment receipt and I-20 to apply for a visa.

Social Security number: A nine-digit number issued by the U.S. government to people who are authorized to work in the United States and collect certain government benefits. Many colleges and universities use the Social Security number as the student identification number. International students who are in the United States and are authorized to work either on or off campus must apply for and obtain a Social Security number, which is then used to report their wages to the government.

Sophomore: A student in the second year of college or university who has completed at least 30 academic credits.

Sorority: A student organization for women formed for social, academic, community service, or professional purposes. A sorority is part of a college or university's Greek system. *Special Student Status:* A special student has usually a non-degree status while pursuing specific academic coursework at a given institution. It is an opportunity for potential students to demonstrate their ability to successfully pursue college-level work.

Standardized tests: Exams such as the SAT, ACT, and GRE measure knowledge and skills and are designed to be consistent in how they are administered and scored. Standardized tests are intended to help admissions officials compare students who come from different backgrounds.

Student Affairs/Student Activities: Depending on the size of the campus, Student Affairs/Student Activities is either a department or division of services and support for **student** success at institutions of higher education.

Student Fees: Support a variety of non-instructional student service activities such as counseling and mental health services, academic advising, tutorial assistance, cultural and recreation programs, and capital improvements.

Student Handbook: Most colleges and universities have student handbooks listing all academic policies and regulations that govern your performance as a student both on and off-campus.

Student I.D.: A student I.D. is your access pass to utilizing all campus services, functions, and activities. Most campuses either have a Student I.D. or Student Activities office that provide student I.D. services.

Study Abroad: A college or university operated program that allows students to earn academic credit while living in a foreign country and attending a foreign university. Students can spend either a semester and/or a year studying abroad. Shorter programs are also available.

Subsidized Loans: The Federal Government pays the interest for Direct Subsidized Loans while the student is in college or while the loan is in deferment. Interest begins accruing for Direct Unsubsidized Loans as soon as the loan is taken out.

Syllabus: A summary of what your professors will cover in each of their courses of study including deadlines, classroom and attendance policies, grading expectations, etc.



T^A (*Teaching assistant*): A graduate student who assists a professor with teaching an undergraduate course, usually within his or her field, as part of an assistantship.

Tenure: A status offered to high-level faculty members at a college or university that allows them to stay permanently in their positions, after demonstrating a strong record of teaching and published research.

Term: Periods of study, which can include semesters, quarters, trimesters, winter or summer sessions.

Thesis: A formal piece of writing on a specific subject, which may be required to earn a bachelor's or master's degree.

TOEFL (**Test of English as a Foreign Language**): A standardized exam administered by the nonprofit Educational Testing Service (ETS), which measures English-language proficiency in reading, listening, speaking, and writing. Many U.S. colleges and universities require non-native English speakers to take the TOEFL and submit their scores as part of the admissions process.

Transcript: An official record of a student's coursework and grades at a high school, college, or university. A high school transcript is usually one of the required components of the college application process.

Transfer credit: Credit granted toward a degree on the basis of studies completed at another college or university. For instance, students who transfer from a community college to a four-year college may transfer credit earned at their previous institution.

Trimesters: Periods of study that divide the academic year into three equal segments of approximately 10 to 12 weeks each.

Tuition: An amount of money charged by a school per term, per course, or per credit, in exchange for instruction and training. Tuition generally does not include the cost of textbooks, room and board, and other fees.



Indergraduate student / undergraduate studies: A student enrolled in a two-year or four-year study program at a college or university after graduation from high school, leading to an associate or bachelor's degree.

University: A post-secondary institution that typically offers both undergraduate and graduate degree programs. "University" is often used interchangeably with "college" and "school".

University President: The chief executive officer of a college or university system.



Vice Chancellor for Student Affairs: Supervises various campus programs for students and serves as a liaison between college administrators and student organizations such as a **student** council.

Visa: An official mark or stamp in a passport that allows someone to enter a country for a particular amount of time. Common visa types for international students and scholars in the United States include the F-1 (student visa) and J-1 (exchange visitor visa). To apply for a U.S. visa, student applicants must first receive a Form I-20 from the college or university they plan to attend, which is created by the U.S. government's SEVIS database.



Wait List: To be waitlisted means that the institution has yet to decide whether or not there is a place for you among the freshmen or transfer class. In other words, your application has been placed in the 2nd tier consideration pool. Once the first tier has decided to accept their offers of admission, then the institution will reconsider your application if they still have vacancies for the entering class.

Withdrawal-University or College: To formally stop participating in a course or attending a university or college. Before doing either, it is very wise to check in with your academic advisor first to discuss the financial and academic consequences of your decision.

Work-study: A financial aid program funded by the U.S. federal government that allows undergraduate or graduate students to work part time on campus or with approved off-campus employers. To participate in work-study, students must complete the <u>FAFSA</u>. In general, international students are not eligible for federal work-study positions. However, they may participate in student work programs supported by private institutional funding.

