

COLLIN GLOSSARY

A

AA: Abbreviation for Associate of Arts degree.

AAS: Abbreviation for Associate of Applied Science degree.

AAT: Abbreviation for Associate of Arts in Teaching degree.

AS: Abbreviation for Associate of Science degree.

Academic Advising: A process in which students interact with college staff/faculty advisors in decision-making, problem-solving, and long-range planning related to his or her academic goals.

Academic Advisor: A member of the college staff who assists students with information about Collin's various academic programs, degree requirements, and college transfer processes.

Add: To enroll in another course after original registration.

Advanced Placement: Credit which may be earned through attending certain advanced courses and passing standardized tests offered at high schools.

Assessment: A method to determine a student's preparation for college-level coursework.

Attempted Hours: The number of hours a student is enrolled in at the college, including college-level and developmental coursework.

Audit: To take a credit course without receiving a grade or credits; an audit fee is assessed at time of enrollment.

B

Bachelor's Degree An undergraduate academic degree awarded for a course or major that generally lasts for four years.

Behavioral Science: A science examining human activities in an attempt to understand human social behavior: includes subjects such as psychology and sociology.

Blue Book: Paper booklet available in the college bookstore that is used for essay tests.

C

Collin Official: A person employed by Collin County Community College District in an administrative, supervisory, academic, research, or support staff position; a person serving on a college governing body; or a person employed by or under contract to the college to perform a special task, such as an attorney or an auditor.

Call Number: A number used during online registration to register for a specific course and section.

Capstone: The capstone is a learning experience resulting in a consolidation of a student's educational experience and certifies mastery of entry-level workplace competencies. The capstone experience occurs during the last semester of the student's educational program.

Catalog: The book containing course descriptions, certificate and associate degree requirements, and general information.

Class Schedule: The publication that lists courses and sections for a specific semester, including: name of instructor; day, hour, place of class meeting; and detailed registration procedures.

CLEP (College Level Examination Program): A series of standardized tests for college credit.

Competency-based Education: An educational program designed to teach applied and/or job-related clusters of skills, knowledge, and attitudes that form the basis for the evaluation of the student.

Concurrent Enrollment: The status of students who are enrolled in a college course while they are still classified as high school students.

Continuing Education: A flexible program that offers courses, programs, and certificates geared toward professional development in areas such as, hands-on computer training, Internet applications, small business development, languages and continuing professional education and re-certification.

Cooperative Education: A method of instruction between a sponsoring company and the student that provides the student training and experience in the workplace. Students work toward reaching established learning objectives as outlined in a formal plan developed by institutional staff.

Core Curriculum: Courses that all students are required to successfully complete (in addition to other graduation requirements) before receiving an Associate of Arts, Associate of Science, Associate of Arts in Teaching, or an Associate of Applied Science degree.

Corequisite: Refers to courses that must be taken simultaneously during the same semester.

CougarWeb: A system that allows students to register, pay for courses, and obtain grades by using their student ID and personal identification number (PIN).

Course Load: The number of semester hours for which a student enrolls in a given term.

Credit (see Semester Hour): Units assigned to each course.

Credit by Exam: Exams offered through the college that allows a student to receive credit for specific courses.

Credit Hour: A unit of measurement that is used to fulfill the requirements for a college degree or certificate. Varies by course, but generally refers to the number of hours students will spend in a specific course each week. Upon successful completion of a course, the credit hours earned are applied to the student's academic transcript. Students need to earn a specific number of credit hours to complete their associate degree or certificate at Collin, to transfer to a college or university, and to complete their bachelor's degree at a college or university.

D

Dean/Director: The administrative head of a division or department.

Dean's List: Students who complete 12 or more quality credit hours during a regular (16-week) semester with a current 3.5 GPA or above qualify for the Dean's List.

Degree: Any of a wide range of status levels conferred by institutions of higher education as the result of successfully completing a program of study.

Degree Plan: The list of courses outlined which are required for a specific area of emphasis for the AA, AAS, AAT, or AS degrees are listed in Collin's catalog.

Doctorate Degree: An academic degree of the highest level.

Drop: Withdrawing from one or more courses while remaining enrolled in other courses in the college.

Dual Credit: A dual credit student is concurrently enrolled and receives both high school/home school and college credit for the same class. The credit awarded for meeting high school graduation requirements is determined by each high school independently.

E

Earned Hours: The number of credit hours a student successfully completes including college-level, developmental, non-traditional, and transfer work.

Electives: Courses that do not necessarily count toward a major, but are required for most college degrees. Consult an academic advisor before deciding upon electives.

Emerging Scholars: See Collin's catalog.

F

Fee: A charge, in addition to tuition charges, that the college requires for services and laboratories.

Field of Study: See Collin's catalog for listings.

Freshman: A student's classification until 30 quality credit hours are earned.

Full-Time: To be enrolled in 12 or more credit hours during a regular (16-week) semester, six or more credit hours in a five-week summer semester, or nine credit hours in a 10-week summer semester.

G

GPA (Grade Point Average): A calculation made each semester that summarizes grades and credit hours. GPA is calculated by dividing the total number of quality grade points by the total

number of quality credit hours attempted in a given semester. The cumulative GPA is based upon all college-level courses completed at Collin.

Grade Points: The value given to each letter grade to calculate the GPA.

Grade Report: Students can obtain their grades on the CougarWeb using their student ID and personal identification number (PIN).

H

Hours Attempted: The number of hours a student is enrolled at a university, including college-level and developmental coursework, transfer credits, course credits earned by examination, Tech Prep, and courses dropped after the official census date.

L

Lab: A teaching component that occurs inside and/or outside the classroom to enhance the learning experience.

Lab Sciences: Science courses utilizing scientific principles for experimentation and research.

Learning Community: Blends two or more courses around a common interdisciplinary theme to form one integrated class where students and faculty develop into a community of learners.

M

Major: A student's area of specialization.

Marketable Skills Achievement Awards: See Collin's catalog.

Master's Degree: An academic degree usually awarded for completion of a postgraduate (or graduate) course of one to three years in duration. Admission to a master's program normally requires holding a bachelor's degree, and progressing to a doctoral program often requires a master's degree.

Matriculate: To go through the process of admission to a college and enroll.

N

Non-advanced Course: A course offered on the freshman (1000 series) and sophomore (2000 series) levels.

Non-credit Course: A course for which no credit can be earned.

O

Orientation: A session held to acquaint new students with all areas of the college or with the requirements of a specific course.

Overload: Course loads of more credit hours than students are normally permitted to schedule in a given semester. These overloads require approval of the college registrar.

P

PIN (Personal Identification Number): Used to access student accounts in CourgarWeb. PINs are available from the Admissions and Records Office.

Part-time: To be enrolled in less than 12 credit hours in a regular (16-week) semester, less than six credit hours in a five-week summer semester, or less than nine credit hours in a 10-week summer semester.

Permanent Record: Cumulative record of students' courses, grades, credits, classification, address, social security number, etc.

Prerequisite: A required course that must be taken before enrollment in a subsequent course. A prerequisite may also be a high school course, an appropriate assessment score, or permission from an instructor.

President's List: Students who complete 12 or more quality credit hours during a regular (16-week) semester with a current 4.0 GPA or above qualify for the President's List.

Probation: A way to warn a student that his/her grades are below a certain standard. Probation may also be applied for disciplinary reasons.

Q

Quality Hours: College-level credit hours a student completes at Collin, excluding developmental, non-traditional, and transfer work. These hours are used in calculating a student's college grade point average.

R

Registration: Enrollment prior to the beginning of a semester, including selection of classes and payment of fees and tuition. Registration Guides are located at www.ccccd.edu.

S

Schedule of Classes: Available on the college website prior to each semester listing courses, sections, instructors, days, times, and meeting places. Detailed registration procedures are available in semester Registration Guides.

Section: A number used during registration to differentiate between days, times, room numbers, and professors of the same course.

Semester: A term denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (fall and spring) that last approximately 16 weeks. There are three summer semesters: Summer I and II lasts five weeks, and Summer III lasts 10 weeks. Mini semesters (winter and May) are designed for highly-motivated students who can devote time to an intense, fast-paced program of study, which usually is held within a three-week period of time.

Semester Hour: A semester hour is a unit of credit related to the number of class hours one has in a subject a week over the course of a semester. For example, a three-credit course would meet three times a week for an hour, or for one and ½ hours two times a week.

Service-Learning: Academically-based volunteer service. See Collin's catalog for more information.

Session: Courses that are offered with start and end dates that vary from the "regular" semester. Typically, a session is shorter than a regular semester.

Sophomore: The classification used for students who have earned 30 or more quality credit hours.

Special Populations Students: Individuals with disabilities, educationally and economically disadvantaged individuals, individuals of limited English proficiency, individuals who participate in programs designed to eliminate sex bias, and individuals in correctional institutions.

Suspension: Dismissal of a student because his/her grades have fallen below a certain standard. Suspension may also be applied for disciplinary reasons.

Syllabus: An outline, usually presented on the first day of class, covering course topics and assignments, required textbooks, attendance, and grading policies.

T

TSI (Texas Success Initiative): The state-mandated testing component designed to ensure that all students attending public institutions of higher education in Texas have the reading, mathematics, and writing skills necessary to perform college-level work.

Tech Prep: An educational process that helps prepare high school students for emerging technologically advanced careers. Students may earn college credit while attending high school and transfer those Tech Prep credits into specified Associate of Applied Science degree or certificate programs at Collin.

Terminal Degree: The generally accepted highest academic degree in a field of study. While an academic (or research) doctorate is considered the terminal degree in most academic fields of study, professions may consider specific professional degrees as the terminal degree, and some fields have, through custom, terminal degrees which are not doctorates. The AAS degree is considered a terminal degree.

Transcript: The official record of all coursework at a particular institution.

Transfer Agreement: A formal agreement between two institutions of higher education that provides the framework for the acceptance of specific courses and/or programs by the receiving college or university.

Transfer Courses: Courses designed to transfer to other colleges and universities. Because a course will transfer does not mean that it will apply to a specific major or degree plan at a college or university. Please consult an academic advisor.

W

WECM (Workforce Education Course Manual): A procedures and guidelines manual of the Texas Higher Education Coordinating Board for state-funded technical education programs in public community and technical colleges. Collin College workforce course offerings are designated with a (W) in the college course descriptions.

Withdrawal: To withdraw from one or more courses in a particular semester after the census date.