

# Viking College Prep 101

## Big Bend Terminology

**Academic Advisor/ Counselor:** This person will help you select the correct courses, review the course requirements in the field you have selected to pursue and help you with any academic problems you may encounter. At some institutions academic advisement is conducted by faculty as part of their job duties. Other institutions may designate specific staff as academic counselors.

**Academic Early Warning (AEW):** Is a method of early communication to students from their instructors about academic behaviors that could impact their success in that class.

**Academic Warning:** A student with less than 11 cumulative graded credits and cumulative grade point average below 2.00 will be placed on academic warning status. A student in this category is required to meet with her/his assigned advisor prior to registering for future quarters.

**Academic Probation:** A student with less than 11 cumulative graded credits and a cumulative grade point average below 2.00 will be placed on academic warning status. A student in this category is required to meet with her/his assigned advisor prior to registering for futures quarters.

**Academic Suspension:** A probationary student will be placed on academic suspension when the student's number of cumulative graded credits at BBCC is greater than 23 credits and cumulative grade point average is below 2.00 and quarterly grade point average is below 2.00. A student in this category will be suspended from enrollment in classes for one quarter. A student who has preregistered for the following quarter will be withdrawn from classes and a refund will be processed for any tuition and fees paid for that quarter. A student returning after suspension is required to meet with her/his assigned advisor prior to registering for future quarters and must earn a 2.00 quarterly grade point average at the end of every quarter until her/his cumulative grade point average is above a 2.00.

**Application/ Acceptance/ Admission:** Application is the process by which a prospective student submits the required forms and credentials to his/her chosen institution. Application criteria may include one or more of the following: previous academic records, test scores, interviews, recommendations, and other information provided by the applicant. Depending on the application requirements of a particular school, the student can gain Acceptance to the institution if the decision to accept the application is positive. **Admission** is the status granted to an applicant who meets the prescribed entrance requirements of the institution. It must be noted that there is a wide variation nationwide in the Application/ Acceptance/ Admission policies of higher education institutions. Check the college catalog for specific requirements of the schools you are considering.

**Arranged Courses:** Are courses that are offered online or as a hybrid (face-to-face and online) model.

**Associate's Degree:** The Associate's Degree is granted upon completion of a program of at least two but less than four years of college work. Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs designed for transfer to a senior college. The Associate Degree requires completion of a minimum of 90 credit hours with a cumulative GPA of 2.0

**Associate of Applied Science Degree:** This degree is conferred upon students who successfully complete a program designed to lead the individual directly into employment in a specific career.

**Audit:** A student who does not want to receive credit in a course may, with approval of the instructor, audit the course as a "visitor." Changes from audit to credit are permitted after the 10<sup>th</sup> instructional day of the quarter with instructor approval. Changes from credit to audit are permitted up to the final date to drop a class. Changes may not be made after the last day to withdraw unless approved by the instructor.

**Bachelor's Degree:** This is the undergraduate degree offered by four-year colleges and universities. The Bachelor of Arts degree requires that a significant portion of the student's studies be dedicated to the arts- literature, music, etc. The Bachelor of Science degree requires that a significant portion of the studies be in the sciences, chemistry, biology, math, etc. So if you are looking to go to medical school; for example, getting a Bachelor of Science in Nursing is one path that you may want to take. The minimum credit hour requirement for a Bachelor's Degree is 180 credit hours (quarter school) or 120 credit hours (semester school).

**Bookstore:** All colleges have book stores. It will generally stock all the books and other materials required in all the courses offered at the institution as well as providing supplies and clothing.

**Business Office:** The Business office is responsible for all financial transactions of the institution.

**Catalog:** The course catalog is a resource that provides detailed information regarding college policy, procedures, degree requirements, course descriptions, and other essential information for students, faculty, and staff.

**Canvas:** Canvas is our learning- management system at Big Bend Community College. Instructors use Canvas to share class materials on the Internet, including course syllabi, assignments, and grades. Even instructors who are teaching face-to-face courses use Canvas for sharing class materials and sending messages.

**CLEP:** A College Level Examination Program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If the student scores high enough on the test, college credit can be awarded. There is a charge for each test taken.

**College:** A College is an institution of higher education that grants degrees and certificates. The term is also used to designate the organizational units of a university such as the College of Education or College of Engineering.

**College Bound Scholarship (CBS):** The College Bound Scholarship program is an early commitment of state financial aid to eligible students who sign up in middle school and fulfill the scholarship pledge.

**Concurrent Enrollment:** Is defined as credit hours earned when a high school student is taking a college course for both high school and college credit, during the high school day, on the high school campus, taught by a qualified high school instructor.

**Courses Numbers:** All courses are identified by numbers usually containing 3 or 4 digit; for example, Freshmen English might be 101. A course number beginning with a "0" indicates that it does not carry credit hours applicable to a degree.

**Credit Hours:** Courses taken in college are measured in terms of credit hours. To earn one credit hour, a student must attend class for one classroom hour (usually 60 minutes) per week for the whole quarter (usually 11 weeks). Classes are usually offered in 1-5 credit hour increments.

**Curriculum:** A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

**Degree Audit:** An online advising tool that allows you to view degree and certificate requirements and track your completed coursework towards completion of chosen degree or certificate program. To use Degree Audit, you will need your student ID and PIN.

**Degree Requirements:** Those requirements prescribed by other institutions for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major, and/or minor areas of study.

**Degrees:** Degrees are regards for the successful completion of a prescribed program of study. There are three basic types of degrees: Associate- obtainable at two-year community or junior college, Baccalaureate or Bachelor's- offered by four-year colleges and universities, and Graduate- Obtained after the bachelor's degree, i.e., Masters or Doctorate.

**Department:** A department is the basic organizational unit in a higher education institution, and is responsible for the academic functions in a field of study. It may also be used in the broader sense to indicate an administrative or service unit of an institution.

**Direct Transfer Agreement (DTA):** The Direct Transfer Agreement or DTA, is an agreement between Washington State's community colleges and baccalaureate colleges and universities. It is for the benefit of Washington Community college students who are transferring their courses and credits to their intended four-year Washington institution.

**Disability Support Services (DSS):** The DSS office at Big Bend Community College provides voluntary and confidential support services for students with documented disabilities in one or more of the following categories: Deaf/Hearing, Speech/ Language, Blind/ Visual, Neurological/ Nervous System, Psychological/ Emotional, Mobility, Learning, Chronic/ Acute Health, and Temporary/ other.

**Drop and Add:** Students are generally permitted to drop courses from their class schedules and/or add other courses. Colleges allow varying lengths of time for students to add and drop classes. The college catalog or class schedule should note the correct procedures. Students usually need written approval from designated college officials to initiate dropping or adding a class.

**Enrollment-** This is the procedure by which students choose classes each quarter. It also includes the assessment and collection of fees. Pre-enrollment is the method by which students select courses well in advance of the official enrollment date of the next term.

**Expected Family Contribution (EFC):** Is a term used in the college financial aid process in the United States to determine an applicant's eligibility for need-based federal student aid, and in many cases, state and institutional aid. It is an estimate of the parents' and/or student's ability to contribute to post-secondary education expenses.

**Extra-Curricular Activities:** These are non-classroom activities that can contribute to a well-rounded education. They can include such activities as athletics, clubs, student government, recreational and social organizations and events.

**Faculty:** The faculty is composed of all persons who teach classes for colleges.

**FASFA:** Free Application for Federal Student Aid. The almost universal application for financial aid, including loans, grants, college work-study and other federal and state programs. It is often required before a student can be considered for scholarships also.

**Fees:** Fees are additional charges not included in the tuition. Fees may be charged to cover cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs, and publications.

**Final Exams (Finals):** These are usually given during the last week of classes each quarter. The type of final administered in a course is left to the discretion of the instructor. Final exams are given on specified dates that may be different than the regular class time, and are usually listed in each quarter's class schedule.

**Financial Aid:** Aid is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Awards from these programs may be combined in an “award package” to meet the cost of education. The types and amounts of aid awarded are determined by financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

**Full-Time Enrollment/ Part-Time Enrollment:** A full-time student is enrolled in 12 or more credit hours in a quarter. A part-time student is enrolled in less than 12 credit hours in a quarter.

**Honor Roll:** Students are placed on honor rolls for GPAs above certain specified level. Criteria for President’s, Dean’s or other honor rolls vary at different institutions. In most cases, students must be enrolled full-time to be eligible.

**Humanities Courses:** Humanities courses are classes covering subjects such as literature, philosophy, foreign languages, and fine arts. Most undergraduate degrees require a certain number of humanities credit hours.

**Community College:** Community College is a two- year institution of higher education. Course offerings generally include a transfer curriculum with credits transferable toward a bachelor’s degree at a four-year college and an occupational or technical curriculum with courses of study designed to prepare students for employment in two years.

**Education Plan:** An education plan, is a step-by-step guide based on requirements to meet your academic goals and how soon you would like to complete them. Planning ahead will ensure you take your courses in the right sequence to enroll in the courses you need, when you need them.

**Lecture/ Laboratory/ Discussion Classes:** In lecture classes, students attend class on a regular basis and the instructor lectures on class material. Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture. Discussion classes offer students the opportunity to talk about material being taught, ask questions, and discuss material with their classmates. Discussion classes are often taught by Masters or Doctoral Students and are becoming more common on college campuses.

**Global PIN:** A Global PIN allows students to access their student records online and to register for classes. Global PINS will be their date of birth (MMDDYY).

**Grade Point Average (GPA)/ Letter Grade:** Most colleges use both letter grades and GPAs in determining students’ grades. Grades at most colleges are figured using the following method: As are worth 4 points, Bs are worth 3 points, Cs are worth 2 points, Ds are worth 1 point, and Fs are worth 0 points. To figure out a GPA, simply multiply the number of hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of credit hours. The result is the grade point average. Student must earn a quarterly GPA of 2.00 or better to receive financial aid funding. They must have a minimum

2.00 cumulative college level GPA at the end of their sixth quarter of attendance. Students who fail to meet this requirement will be placed on Financial Aid Warning or Suspension.

**Major/ Minor:** A major is a student's chosen field of study. It usually requires the successful completion of a specified number of credit hours. A minor is designated as a specific number of credit hours in a secondary field of study.

**Maximum Timeframe:** Students can receive financial aid funding for cumulative attempted credits up to 125% of the credits required to complete the degree/certificate program.

**Mid- Term Exams (Midterms):** During the middle of each quarter, instructors may give midterm exams that test students on the material covered during the first half of the semester. Some classes have only two tests, a midterm and a final.

**Non-Credit Courses:** These are classes or courses that do not meet the requirements for a certificate of a degree at a given institution. Non-credit courses may serve one of several purposes: to explore new fields of study, increase proficiency in a particular profession, develop potential or enrich life experiences through cultural and or/ recreational studies.

**Faculty Office Hours:** In college, your instructors will provide you with a set of regularly scheduled times when they are available to meet with you outside of class to discuss questions that you might have about the course or assignments.

**Open- Door institution:** Open-door institutions are usually public two-year community colleges. The term open-door refers to an admissions policy that states that anyone who is 18 years of age or older, whether or not a high school graduate, can be admitted to that college.

**Pace of Progression:** Pace of progression is a measure of a student's successful progression through an eligible program. All aid recipients must complete a minimum of 67% of all attempted credits. Attempted credits are based on enrollment level on the 4<sup>th</sup> class day of each quarter. All attempted credits are evaluated to determine completed credits including those with "I", "F", "N", "W", or "0.0. grades and repeated courses. Credits transferred to BBCC count both as attempted and completed credits. The pace is calculated by dividing the number of credits successfully completed by the total of attempted credits. Students who fail to meet these requirements will be placed on Financial Aid Warning or Suspension.

**Pass/Fail Courses:** Pass/Fail courses do not earn letter grades or grade points for students. If a student passes a pass/fail course, he/she receives a "P" (pass) on the transcript and the credit hours. If the student does not pass the course, they will receive an "F" (fail) on the transcript and no credit hours. The evaluation for the pass/fail course is not figured into the student's GPA.

**Prerequisite Courses:** A prerequisite course is a course taken in preparation for another course. For example Accounting I is a prerequisite for Accounting II.

**Registrar:** The registrar of an institution is responsible for the maintenance of all academic records and may include such duties as: maintenance of class enrollments, providing statistical information on student enrollment, certification of athletic eligibility and student eligibility for honor rolls, certification of eligibility of veterans, and administering probation and retention policies and verification of the completion of degree requirements for graduation.

**Registration Access Time:** Is an appointment time when students are able to register according to the number of total credits they have earned. Continuously enrolled students are issued registration access times based on the total number of credits earned. Current students may find their access time at the BBCC Student Kiosk at [www.bigbend.edu](http://www.bigbend.edu). Former student will need to contact the Admissions/Registration Office for a registration appointment.

**Satisfactory Academic Progress (SAP):** Is used to define successful completion of coursework to maintain eligibility for student financial aid.

**Schedule of Classes:** Colleges publish and distribute a Class Schedule each quarter, during the previous quarter. With the help of counseling advisors and/ or faculty members, students make up their own individual class schedules for each quarter they are enrolled. Courses are designated in the Class-Schedule by course department, course number, time, and days the courses meet, the room number and building number, and the instructor's name. A class schedule is also simply a list of classes a student is taking, which includes course name and number, time and location of the class, and possibly instructor.

**State Need Grant (SNG):** The State Need Grant program provides need-based financial aid to income –eligible students pursuing postsecondary education. Eligible students have a household income that is less than 70 percent of the state's median household income.

**Student Identification Card (SID):** A student I.D. is usually required in college. It is similar to a driver's license and generally includes a photograph of the student, student number (SID number), the student's name, the name of the college and possibly the semester enrolled. The card is often required for admittance to functions sponsored by the college.

**Student Success Center:** The student success center is committed to serving students by providing resources that will help them achieve their educational goals at Big Bend Community College. The Student Success Center offers the following services to our students: Book and laptop checkout, Computer Lab, group and individual study sessions, tutoring, peer mentoring, university connections, and workshops and access to campus resources.

**Trio Student Support Services:** The TRIO-SSS Program is designed to assist and encourage students to aspire to achieve their goals and successfully complete their degree program. The program is committed to assisting students with a smooth transition to the next step in their education or career, and mapping out the pathway for a successful future. The TRIO-SSS Team assist students in overcoming the challenges and barriers of higher education, while giving students the support they need to accomplish their goals.

**Supplement Instruction:** The Supplemental Instruction (SI) program provides peer-facilitated group study sessions led by qualified, trained, and teacher recommended SI leaders who attend classes with students and encourage them to practice and discuss course concepts in sessions. Sessions are open to ALL students who want to improve their understanding of the material, as well as improve their grades.

**Syllabus:** An outline of the important information about a course. Written by the professor or instructor, it usually includes important dates, assignments, expectations, and policies specific to that course. Some are quite lengthy.

**Textbooks:** Books required of students enrolled in college classes. Instructors notify students which books they must purchase (and sometimes additional, optional textbooks) at the beginning of each quarter. Students can purchase new or used textbooks, or rent textbooks.

**Transcript:** The transcript is a permanent academic record of a student at college. It may show courses taken, grades received, academic status and honors received. Transcripts are not released by the college if the student owes any money to the college.

**Transfer of Credits:** Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply towards graduation requirements.

**Tuition:** Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper or graduate division), and whether the institution is publicly or privately financed.

**Tutor:** A tutor is a person, generally another student, who has completed and or demonstrated proficiency in a course or subject, and is able to provide instruction to another student. Tutors usually help students better understand course material and make better grades.

**Undergraduate:** An undergraduate is a student who is pursuing either a one-, two-, or four-year degree.

**University:** A university is composed of undergraduate, graduate, and professional colleges and offers degrees in each.

**Washington Application for State Financial Aid (WASFA):** The Washington Application for State Financial Aid or WASFA is a free application for non-citizens to apply for student financial aid in Washington State. Upon Successful completion of a WASFA, the college(s) you choose will use the information you provide to determine your eligibility to receive Washington State Financial aid, including State Need Grant, the College Bound Scholarship, or State Work Study

**Withdrawal:** Students may withdraw from courses during a quarter, but there are established procedures for doing so. The college catalog and/or Class Schedule generally specifies the procedures. Written approval from a university official must be secured, and some fees must be paid.

**Work-Study:** Provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.