

# College Terms and Definitions Sheet

## Academic Terms

TERM	DEFINITION	RESOURCES										
<b>Attendance Policy</b>	Regularity in attending classes is assumed. The instructor sets the attendance policies. It is the student's responsibility to consult the instructor about particular policies regarding missed class sessions and to give the instructor notice prior to any anticipated absence.	<a href="#">Class Attendance</a>										
<b>Catalog</b>	The university's degree requirements, academic programs, course information and academic policies, procedures and standards.	<a href="#">Catalog</a>										
<b>Catalog Year</b>	In reference to an academic year that determines graduation requirements. Students' catalog year is assigned based on their admission term (e.g. a fall 2020 new student's catalog year is 2020-21).	<a href="#">Full Catalog Year description</a>										
<b>Class Standing</b>	All undergraduates are classified as full- or part-time by credit totals: <table border="1" data-bbox="397 562 1200 751"> <thead> <tr> <th>CLASSIFICATION</th> <th>FALL/SPRING/SUMMER CREDITS</th> </tr> </thead> <tbody> <tr> <td>Full time</td> <td>12.0 or more</td> </tr> <tr> <td><math>\frac{3}{4}</math></td> <td>9.0 – 11.5</td> </tr> <tr> <td><math>\frac{1}{2}</math></td> <td>6.0 – 8.5</td> </tr> <tr> <td>Less than <math>\frac{1}{2}</math></td> <td>.5 – 5.5</td> </tr> </tbody> </table>	CLASSIFICATION	FALL/SPRING/SUMMER CREDITS	Full time	12.0 or more	$\frac{3}{4}$	9.0 – 11.5	$\frac{1}{2}$	6.0 – 8.5	Less than $\frac{1}{2}$	.5 – 5.5	<a href="#">Course Load Classifications</a>
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<b>College</b>	This can refer to the entire university but can also refer to an academic college. Stanislaus State has four academic colleges: <ul style="list-style-type: none"> <li>• College of the Arts, Humanities, and Social Sciences</li> <li>• College of Business Administration</li> <li>• College of Education, Kinesiology and Social Work</li> <li>• College of Science</li> </ul>	<a href="#">Colleges &amp; Departments</a>										
<b>Co-Requisite</b>	Two or more specific classes that must be taken during the same semester.											
<b>Core Classes</b>	Each major has a designated group of foundation courses that all students in the major will take, regardless of the major concentration they have selected.											
<b>Dean's List</b>	An honor reserved for students who earn a 3.5 or higher on 12 or more units in a semester.	<a href="#">Dean's List of Students</a>										
<b>Degree Requirements</b>	Requirements a student must complete in order to earn a degree (120 units are required to earn a bachelor's degree).	<a href="#">Degree Requirements</a>										
<b>Elective</b>	Courses in or out of the student's major to help them reach the 120 unit bachelor's degree requirement. Check with your advisor if you need electives.											
<b>FAFSA</b>	The Free Application for Federal Student Aid is used to apply for federal and state financial aid at Stanislaus State. You can apply electronically at the <a href="#">FAFSA website</a> .  The FAFSA needs to be completed every year to determine how much aid you qualify for each academic year.	<a href="#">Financial Aid Basics</a>										
<b>FERPA</b>	The Family Educational Rights and Privacy Act (FERPA) is a federal law which provides access for parents and students over the age of 18 (or attending a postsecondary institution) to their children's records. FERPA also protects privacy in those records by prohibiting their disclosure, or information contained in them, without written consent.	<a href="#">View Student Rights</a>										
<b>Finals Week</b>	The last week of the semester where final exams are taken. The class meeting time will differ from regular scheduled class times. Review your course syllabus.											
<b>General Education (GE)</b>	A series of courses required for a Bachelor's degree. Not all students will take the same GE courses.	<a href="#">General Education Information</a>										
<b>Lower Division</b>	Classes primarily designed for freshmen and sophomores with course numbering between 1000 – 2999.	<a href="#">Course Numbering</a>										
<b>Major</b>	A student's area of specialization in a specific subject (units vary by major).	<a href="#">Baccalaureate Academic Programs</a>										
<b>Office Hours</b>	Time(s) instructors schedule outside of class to meet with students. Office hours can be used to get to know your professor, ask questions, connect for information related to the subject (internships, research opportunities, career options). Office hours are usually a set time every week. You can find a professor's office hours on their syllabus.											

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<b>Mid-Terms</b>	Exams that take place in the middle of the semester.									
<b>Minor</b>	A student's secondary area of specialization (not required and units vary by minor)	<a href="#">Academic Programs</a>								
<b>Satisfactory Academic Progress</b>	A review of student Satisfactory Academic Progress (SAP) toward an eligible degree or certificate is required by federal, state, and institutional rules as one condition for financial aid eligibility. Students who fail the standards are not making satisfactory academic progress and are not eligible for financial aid funding unless the student submits an appeal and the appeal is approved.	<a href="#">SAP Information and Requirements</a>								
<b>Syllabus</b>	The professor's plan for the course which includes course learning outcomes, expectations, required readings, assignments and exams.									
<b>Student Classification</b>	Class level: <table border="1" style="margin-left: 40px;"> <tr> <td>Freshman</td> <td>0-29.9 acceptable completed semester units</td> </tr> <tr> <td>Sophomore</td> <td>30-59.9 acceptable completed semester units</td> </tr> <tr> <td>Junior</td> <td>60-89.9 acceptable completed semester units</td> </tr> <tr> <td>Senior</td> <td>90 or more acceptable completed semester units</td> </tr> </table>	Freshman	0-29.9 acceptable completed semester units	Sophomore	30-59.9 acceptable completed semester units	Junior	60-89.9 acceptable completed semester units	Senior	90 or more acceptable completed semester units	<a href="#">Student Classification</a>
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<b>Term</b>	A specific academic year and semester (e.g. Fall 2008 or Summer 2019).									
<b>Transfer Credit</b>	Courses students take at other institutions that count toward degree requirements at Stan State. A maximum of 70 units can be transferred.	<a href="#">Transfer Credit Information</a>								
<b>Upper Division</b>	Upper-division courses designed primarily for juniors and seniors numbered 3000 - 4999. Upper division general education courses <b>cannot</b> be taken until a student has completed 60 units. Some freshmen and sophomores can take upper division major courses only under unusual circumstances approved by both the instructor and major advisor.	<a href="#">Course Numbering</a>								

## Grading & Registration Terms

TERM	DEFINITION	RESOURCES
<b>Census Date</b>	The twentieth day of instruction for Fall and Spring semesters--this is the last date that any registration requests can be made.	<a href="#">Academic Calendar</a>
<b>Course Number</b>	A 5-digit reference number used to identify specific sections of a class.	
<b>Drop</b>	In reference to "dropping a class": disenrolling from a class section and stopping participation. This can be done from your student portal during established time periods.	<a href="#">See class schedule for registration dates &amp; deadlines</a>
<b>Enrollment</b>	Registration into one or more class sections.	
<b>First Pass/Second Pass</b>	These are the dates that are assigned and emailed to you by the Enrollment Services office to register/enroll for courses the following semester. The date and time is specific to each student and they cannot enroll until their assigned time. <ul style="list-style-type: none"> <li>- 1<sup>st</sup> Pass (specific dates noted in your email): Students can enroll for a maximum of 12 units. Waitlists are not available.</li> <li>- 2<sup>nd</sup> Pass (specific dates noted in your email): Students can enroll for additional units (up to 18) and can add themselves to a waitlist.</li> </ul>	
<b>Grading Options</b>	Students may be graded on a Credit/No Credit (CR/NC) basis or for a letter grade. Students may elect to change their grading. Consult with your advisor for classes that must be taken for letter grade (i.e. major requirements).	<a href="#">Information on Grading Procedures</a>
<b>Hold</b>	A restricted status placed on a student's account that may prohibit the student from certain actions such as registration into classes, receiving transcripts, etc.	

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## Grading & Registration Terms continued

TERM	DEFINITION	RESOURCES
<b>Late Add</b>	Registration into a class after the last day to add (census date). A Petition for Exception to University-Wide Requirements (fee applies) must also be submitted.	<a href="#">See class schedule for registration dates &amp; deadlines.</a>
<b>Matriculation</b>	A word for when a student is enrolled or registered at a university.	
<b>Permission Number</b>	A unique number given to students to enable registration into a closed or restricted class through the Student Center.	
<b>Pre-Requisite</b>	A class that must be completed before registering for a different class (i.e. the pre-requisite class fulfills a requirement for registration in another class such students wanting to enroll in ZOO 2235 – Human Physiology, must first take and pass ZOO 2250 – Human Anatomy with a C- or better).	
<b>Waitlist</b>	A roster, or list, of students interested in registering for a class section that has already met maximum capacity. The student must contact the instructor for available space and obtain a permission number to enroll in the course.	

## People Terms

TERM	DEFINITION	RESOURCES
<b>Academic Advisor</b>	Your EOP advisor who will help you navigate the college experience, general education courses, graduation requirements, university policies as well as personal and academic challenges.	<a href="#">EOP Advisors</a>
<b>Major Advisor</b>	A faculty member from your major that will help you make decisions regarding major classes and academic goals.	
<b>Peer Mentor</b>	Peer Mentors will help students build college success skills as well as identify campus resources and activities that support their academic, career and personal success.	<a href="#">Peer Mentors</a>
<b>Dean</b>	The person responsible for the activities in their specified college.	
<b>Department Chair</b>	The person responsible for the activities in their specified major department.	
<b>Faculty</b>	Terms for individuals who teach college courses: <ul style="list-style-type: none"> <li>- Professor: generally a PhD who is a well-known expert in their field of study</li> <li>- Instructor: the individual hired to teach a specific course</li> <li>- Teaching Assistant (TA): an upper-class or graduate student who assists the instructor with the course</li> </ul>	

## Class Format Terms

TERM	DEFINITION
<b>Asynchronous Online Class</b>	Students are not required to meet together at the same time. You will see “TBA” in your class schedule. Class instruction materials, such as recorded lectures, tests, and assignments, can be accessed at any time via the web. Students may be given a timeframe during which they need to submit
<b>Asynchronous / Synchronous Online Class</b>	Online class meetings will be a combination of some “TBA” and some synchronous meetings that may utilize the designated course day and time listed on the schedule. Check your syllabus for details!
<b>Discussion</b>	The instructor will lecture, provide opportunities for class discussion and group work is possible.
<b>Hybrid Online – Synchronous</b>	In-person class meetings will be on campus at the room, day, and time listed and online class meetings will be at the day and time listed. This only applies to class sections that have been approved for face-to-face instruction as part of Stan State’s limited approved On-Campus Course Exceptions initiative for this term.
<b>Hybrid Online – Asynchronous</b>	In-person class meetings will be on campus at the room, day, and time listed for the lecture. Online class meetings will be at no determined day and time. This applies to class sections that have been approved for face-to-face instruction as part of Stan State’s limited approved On-Campus Course Exceptions initiative for this term.

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## Class Format Terms continued

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<b>Laboratory</b>	Labs are common in science and some mathematics courses. Students use what they've learned in class to complete an assignment, such as creating a computer program or doing a physics experiment.
<b>Lecture</b>	This is typically a large class and the professor talks for the entire class while students take notes. A related discussion class might also be required.
<b>Seminar</b>	Seminars are more personal, and students participate more in presentations and discussions. Major related seminar courses may focus on special topics such as career or research skills.
<b>Synchronous Online Class</b>	A class that has a set meeting time. You're expected to be online via the recommended software platform (i.e. Zoom, etc.) during the days and time listed on the class schedule for the duration of the class meeting time.

## Miscellaneous Terms

TERM	DEFINITION	RESOURCES
<b>Award Letter</b>	After completing your FAFSA and submitting any additional documentation requested by the office of Financial Aid, you will receive an email (your award letter) with instructions to log in to your myStanState Student Center to view the types of aid you are eligible for. You will need to accept or decline each type of aid you were awarded/eligible for (grants, loans, etc.).	<a href="#">Terms of Your Financial Aid Award</a>
<b>myStanState</b>	This is your student portal to manage your Student Center (registration, transcripts, billing), access course learning management systems (Blackboard, Canvas, etc.), access other student systems such as Warrior Connect and view computer lab availability.	
<b>Student Employment To Do List</b>	On-campus jobs available to currently enrolled students such as non-work study, work study and academic student assistants. A list of items requiring action located in your Student Center	<a href="#">Job Opportunities</a> <a href="#">Instructions for viewing your To Do List</a>
<b>Warrior ID</b>	A unique 9-digit number used to identify a student; The ID number starts with leading zeroes and is printed on your Warrior ID. It is also available on your myStanState student portal.	
<b>Warrior Username</b>	The beginning of your university email address, up to the @ sign (e.g. the warrior username for jdoe1@csustan.edu is "jdoe1").	