

# COLLEGE LINGO

## **3-PEAT**

Third attempt tuition charge. Due to state legislation passed Spring 2005, Alamo Colleges District will no longer be reimbursed by the state for courses taken by students who have attempted the same course three or more times previously (which include courses taken that results in a grade of "W"). Therefore, the tuition for such a "three-peat" course will be the current cost for out of state tuition.

## **6 Drop Rule:**

Effective Fall 2007, an institution of higher education may not permit an undergraduate student a total of more than six dropped courses, to include any courses a transfer student has dropped at another institution of higher education. Students can request an exemption with Admissions and Records and provide proof of just cause.

## **18-Hour Rule:**

Effective Fall 2017, students taking in excess of 27 hours of Developmental Education courses will be charged an additional rate of \$112.00 per hour for In-District and \$168.00 per hour for Out-of-District. No additional charges are assessed to non-resident/international students.

## **120 Hour Rule:**

Effective Fall 2008, the minimum required credit hours for a degree (currently 120 hrs.) will be the maximum allowed required credit hours for the completion of a baccalaureate level degree program. Students will be charged an additional rate on tuition at the university level after 120 hours.

## **ACADEMIC DISHONESTY**

Allegations which include, but not limited to cheating on a test, plagiarism, and collusion. Punitive actions and sanctions may be imposed.

## **ACADEMIC DISMISSAL**

Status of a student not allowed to enter classes for at least one regular semester; results when a student on Academic Probation during a semester fails to meet minimum academic standards prescribed by Northeast Lakeview College.

## **ACADEMIC PROBATION**

Applied to a student whose grades are below minimum performance standards at the end of a semester. Removal from probation is accomplished by meeting the standards while on probation. Failure to meet the standards while on probation for two successive regular semesters results in "Academic Dismissal."

## **ACADEMIC ADVISOR**

Each student is assigned to an academic advisor to guides the student throughout their academic career and advises the student on educational, career and transfer planning. Provides assistance on scheduling and selection of courses, registration, creating individualized success plan and academic progress.

## **ACADEMIC YEAR**

From August to July, including Fall and Spring semesters and summer sessions.

## **ACES**

*Alamo Colleges Educational Services* is a web-based portal which can be modified by each user to meet his or her online needs and preferences. Features include email, announcements, and access to course materials.

## **ADD**

Enrollment in a course after initial registration.

**ADD/DROP SLIP**

If a student is dropped from a class and needs to be added after the first week of class, the student must submit the add slip signed by the Instructor and the Department Chair to Admissions and Records. If the requested add is after the census date, the add slip must be signed by the Instructor, Department chair, Dean of Academic Affairs, and Vice President of Academic Affairs, then submitted into Admissions and Records.

**APPEALS**

A student request for reconsideration or review of a decision made affecting financial aid suspension, dismissal, grade change, prerequisite challenge, disciplinary action, etc.

**ASSOCIATE DEGREE**

Granted by a two-year college; usually 66 or more semester credit hours.

Associate of Art

Associate of Science

Associate of Applied Science

Associate of Arts in Teaching

**AUDIT A CLASS**

A student may register in a course for non-credit status. A grade of "NC" is assigned to auditing students. An additional audit fee is required.

**AUTOMATED WITHDRAWAL**

Withdraw from a course/courses is an automated process. Students will submit the request for withdraw through their ACES account. The course instructor or the student's Certified Academic Advisor approves the request. In certain cases, such as withdrawing from SDEV/EDUC 1300 course, a drop slip must still be signed by the instructor and submitted into Admissions and Records to complete the withdraw. In order to withdraw from Student Development (SDEV) or Education (EDUC) 1300 students must have a signed by either the course instructor or Student Development (SDEV) Coordinator. The drop slip is turned into Admissions and Records for processing.

**"BASICS" (Core Curriculum)**

Term generally used by students to describe courses which satisfy general education requirements for a degree. *Caution:* Courses may differ based upon major, field of study, transfer institution, or catalog year.

**BASIC SKILL LEVELS**

Student must have tested out or completed a certain course or courses to prove he/she demonstrates the appropriate skill level to enter the next higher-level course. Prerequisites for classes are listed with the course descriptions in the online College Catalog.

**BURSAR**

The Business Office where students may pay bills or handle any of the financial aspects of their student account.

**CATALOG**

Publication which gives college information, degrees/programs, admissions and graduation requirements.

**CENSUS DATE**

The date on which the college certifies enrollment to the State. Courses dropped by students on or prior to the Census Date will not appear on permanent records and will not affect the three attempt rule.

**CERTIFICATE OF COMPLETION**

Awarded to students who complete designated courses within an Associate of Applied Science program.

## **CHARTERED ORGANIZATIONS**

Created by the college to directly support and enhance the mission of Northeast Lakeview College. These organizations are considered a direct extension of the college and may also be affiliated with a national organization. Chartered organizations principally exist to serve or represent the campus and provide significant contributions and programming to the college community. Students involved in chartered organizations must be registered for the minimum number of credit hours and must maintain the minimum GPA designated by the organization. They should have an advisor as an organizational sponsor in order to arrange space for meetings, gatherings and possible travel opportunities.

## **COLLEGE INSTRUCTOR**

College and university faculty are ranked (lowest to highest) as adjunct, instructor, assistant professor, associate professor or full professor.

## **COLLEGE LEVEL**

Courses that require college level skills particularly in the areas of reading, mathematics, and writing, usually based upon the results of college entry tests and/or previous academic records.

## **COLLUSION**

The unauthorized collaboration with another person in preparing any coursework/assignment.

## **CO-LISTED CLASSES**

Courses that may be taken either for credit or non-credit (continuing education).

## **COMPETITIVE GROUPS**

Recreational sports (intramurals & extramural sports) and academic teams are considered competitive groups. The minimum number of students is determined by what is required for competition. Students involved in competitive sports groups must be registered for the minimum number of credit hours and must maintain the minimum GPA designated by the group. The group should have an advisor as a sponsor in order to arrange space for meetings, gatherings, competition and possible travel.

## **CORE CURRICULUM (“Basics”)**

All degrees at NLC require a “general education core” and are required at all Texas public institutions. The “core” consists of approximately 42 semester credit hours.

## **CO-REQUISITE**

A course that has to be taken at the same time as another course.

## **CORPORATE AND COMMUNITY EDUCATION**

Provides a variety of quality, relevant and essential traditional and non-traditional educational programs to individuals, businesses, and the community to help fulfill employer training needs, as well as the career and/or personal training aspirations. Also referred to as Continuing Education.

## **COUNSELOR**

Provides services which may include personal and crisis counseling.

## **COURSE NUMBER**

All credit courses offered by NLC are identified by a four-digit number.

The first number identifies the level of the course:

0 – Developmental

1 – Freshman

2 – Sophomore

The second number indicates the semester credit hour (SCH) value of the course.

The third and fourth numbers distinguish the courses within a program area.

**CURRICULUM**

Set of courses or program of study outlined in a degree plan, or lessons taught in a course.

**DEAN**

An administrator in charge of a group of departments of the college.

**DEGREES**

ASSOCIATE – Granted by two-year college; usually 60 or more semester hours of credit.

BACHELOR – Granted by four-year college or university; usually 120 or more semester hours of credit.

MASTER – Granted by some colleges and most universities; usually 36+ semester hours of graduate-level courses beyond the bachelor's degree, plus a major research paper (thesis).

DOCTORATE (Ph.D., Ed.D, etc.) – Granted by a universities; usually 45+ semester hours of graduate-level courses beyond the Master's degree, plus extensive research and intensive written report (dissertation).

**DEPARTMENT CHAIR**

The head of an academic department.

**DEVELOPMENTAL COURSES**

Courses designed for students whose records indicate that they need preparation for entering college level courses.

**DISCIPLINE**

May refer to a course or related courses in a given subject area, such as history.

**DISTANCE EDUCATION/Distance Learning / Online Learning**

The majority of online courses offered by NLC are delivered through the Learning Management System – CANVAS. Students and faculty meet in either a synchronous or asynchronous mode in the online classroom which is delivered over the Internet.

**DROP**

Voluntary or involuntary official withdrawal from a course.

**ELECTIVE**

A course you choose to take that is not a required part of your regular curriculum.

**EXTRACURRICULAR ACTIVITIES**

Activities that occur outside the classroom during student's personal time.

**EXTRAMURAL SPORTS**

Extramural Sports offers the opportunity to participate in competitive activities through tournaments and leagues. In order to be eligible to participate in Extramural Sports, participants are required to be enrolled in at least 9 college credit hours and maintain a minimum 2.0 GPA. These requirements will be verified and monitored during the semester.

**FACULTY MENTOR**

Assists students with particular requirements for each department's major or field of study, and provide industry related information for field of study, or pre-major.

**FLEX CLASS**

Courses that are only 8 weeks in length Flex I — 1st 8 weeks and Flex II — 2nd 8 weeks of the semester.

**FINALS**

Final examinations. End-of-semester course examinations in each subject, of about 2-1/2 hours duration. Refer to the College Catalog for the exam schedule.

**FINANCIAL AID**

Various forms of financial assistance for students including grants, scholarships, student loans, and work-study. Pell grants are the most common form of financial aid. Forms available October 1st each year.

**FRESHMAN**

A student with less than 30 semester hours of college level credit.

**FULL-TIME STUDENT**

Student taking 12 or more credit hours in a semester/term; some grants, loans, or scholarships may require this status.

**GPA (GRADE POINT AVERAGE):**

Numerical grade average calculated on completed courses. The minimum GPA for Good Standing is 2.0.

**GRADE/QUALITY POINTS**

Quality points are number values assigned to the letter grades, e.g. A=4 points, B=3, C=2, D=1, F=0.

**GRADUATE**

A student who has satisfied the minimum requirements for their degree program with a minimum cumulative grade point average of a 2.0.

**GRANTS**

Federal and state financial aid funds that do not have to be repay. Students are required to apply once per year.

**GRIEVANCE POLICY**

A process in which students may elect to resolve conflicts where there is clear and convincing evidence that the student has been treated unfairly or abusively by faculty or college personnel. A copy of this policy is available on-line.

**HYBRID COURSE**

Combines traditional lecture, discussion or lab sections with online or other computer-based learning. Hybrid courses move a significant part of the course work to the computer or Internet, which reduces the amount of time you will spend in a traditional face-to-face classroom setting.

**HOLD**

Prevents registration and indicates the action that the student needs to take before he/she can register for classes. Examples include parking tickets, library fines, missing transcripts and academic progress issues.

**HONORS LIST**

Earning a 3.5 or higher grade point average. Student may be enrolled part-time (6-11) semester hours or full time (12 or more) semester hours.

**INTRAMURAL SPORTS**

The purpose of Intramural Sports activities is to provide students, staff, and faculty the opportunity to participate in activities that are fun, promote wellness, and encourage socialization. In order to be eligible to participate, you must be an enrolled student or currently employed staff or faculty.

## **JOINT ADMISSIONS**

Agreements between the community college and universities which allows a smooth transfer process for students by identifying courses for transfer. This program gives you access to the university resources such as library before you even begin taking classes there.

## **LIBRARY**

The College Library provides access to library resources both physical and electronic, student information technologies, course reserves, interlibrary loan, reference and information literacy instruction necessary to support and supplement the teaching-learning programs of the College as well as lifelong learning. Information about Library programs, resources and services can be found on the library webpage.

<https://www.alamo.edu/nlc/library> and on AlamoEXPERIENCE at:

<https://alamo.campuslabs.com/engage/organization/nlclibrary>

## **MAYMESTER (3 weeks)**

Session offered between the Spring and first Summer session. A full-time Student is enrolled in 3-4 semester hours.

## **OLRN-0001**

This no-fee, no-credit “mini-course” is required of students who are new to online learning at NLC or any of the colleges of the Alamo College District. OLRN-0001 will provide students with basic skills that impact success in online courses as well as orient students to the basics of the CANVAS learning management system. For more information about OLRN-0001, please see the Distance Learning support page.

<http://www.alamo.edu/nlc/DL>

## **PAYMENT PLAN**

Students may elect to utilize the payment plan to pay for their tuition. 34% (down payment) of their tuition is due by the payment deadline based on their registration date and the remaining 66% is divided into 2 equal preset monthly payments. An additional \$25 fee is required for this service and paid at the time of setup with the down payment.

## **PERMANENT RECORD**

A student’s permanent record, part of the official archives of the College, containing personal data, test scores, summary of transfer and admissions information, courses attempted, grades, grade points, and scholastic status.

## **PLAGIARISM**

Copying a sentence, paragraph, or article, without identifying or crediting the source and submitting for course credit. The use of Internet paraphrasing tools or patchworking sites is considered to be a form of plagiarism. Plagiarism usually results in a failing grade as determined by the course instructor.

## **PRE-MAJOR/FIELD OF STUDY**

Refers to primary area of study or concentration required for a degree.

## **PRE-REQUISITE**

A course which must be completed prior to taking another course.

## **PRIORITY REGISTRATION (Time Ticket)**

A time of registration where current students (based on college credit hours earned) get to register earlier than newly admitted students.

**RECRUITER**

A person who provides outreach and support for area high schools, businesses, and community organizations. Support may include: testing, admissions and financial aid information.

**REGISTERED STUDENT ORGANIZATIONS**

Initiated by a community of students who share a common interest. Registered organizations are student-created and student-led. The minimum number of students to be considered a registered student organization is ten. They must maintain a minimum GPA of 2.0 and be registered for a minimum of 3 credit hours at NLC. The organization must have an advisor as a sponsor in order to arrange space for meetings, gatherings and possible travel opportunities.

**REPEATED COURSES/GRADE RECALCULATION**

If a student repeats a course, the higher grade earned is considered in assigning grade points. It is the student's responsibility to fill out a recalculation form at Admissions and Records for this consideration. Other colleges and universities may not follow this practice. Note- Course must be repeated at the College initial course was completed to be eligible for grade replacement and recalculations.

**SCHEDULE OF CLASSES**

A publication giving instructions for enrollment, course numbers, information about the times, locations, and instructors of the classes offered and registration facts; issued before each semester. Available online only.

**SCHOLARSHIPS**

Eligibility criteria varies; financial aid awards made on competitive basis. Funds not required to be repaid.

**SECTION NUMBER**

Identifies the class day, time, location, and instructor of each class, e.g., on the schedule there may be several classes of the English 1301 course. Each class, called a "section", is denoted by digits appearing after the decimal: Eng.1301.001, Eng.1301.002, etc.

**SEMESTERS & COURSE LOAD**

Northeast Lakeview College offers courses in a variety of formats ranging from 3 to 16 weeks in duration. Students may take a maximum number of courses as designated for the respective semester. No student may enroll for more than 18 semester hours during Fall and Spring semesters or full time during Maymester, Flex and Summer Sessions except by written authorization from the Dean for Academic Success or a designee.

**SOPHOMORE**

A student who has 31 to 60 semester hours of college level credit.

**SPECIAL INTEREST GROUPS**

Designed for students who want to meet and use campus space but do not want to receive any college funding. Special interest groups do not have a minimum number of students and they do not have a GPA

requirement, however, they must be registered for a minimum of three credit hours at NLC. The group should have an advisor as a sponsor in order to arrange space for meetings and gatherings.

## **STUDENT CODE OF CONDUCT**

Includes acceptable and unacceptable conduct on campus and consequences for student's actions.

## **STUDENT HANDBOOK**

Outlines the rights and responsibilities of Northeast Lakeview College students. The Handbook is available online.

## **STUDENT LOANS**

- Short term loans – offered during registration to cover the cost of tuition, only awarded to students guaranteed to receive grant funds, must be repaid within 30 days.
- Long-term loans – amount borrowed determined by student financial need, repayment begins 6 months after graduation or withdrawal from school.

## **SUMMER SESSION (5, 8 & 10 weeks):**

Sessions are offered June – August, the length varying by class. A Full-Time Student is enrolled 6 or more credit hours. A Part-Time Student is enrolled in fewer than 6 semester credit hours.

## **SYLLABUS**

An overview of the assignments and activities to be included in a course; a contract between the student and instructor.

## **TRANSCRIPT**

A permanent record of the courses you have attempted and the grades you received. It also includes the courses you withdrew from after the Census Date. An official transcript includes the college's seal and the school official's signature. An official transcript is requested by your transfer institution.

## **TRANSFER CREDIT**

Courses that another college or university will accept to meet degree requirements.

## **TRANSFER ADVISING GUIDE**

An education road map for successful transfer from Northeast Lakeview College to a four-year university. A Transfer Plan may not lead to a degree at Northeast Lakeview College.

## **UNDERGRADUATE**

Classification applied to any student with less than a Bachelor's degree.

## **WEB ADVISING**

Available online or via e-mail for students who have questions or concerns about registration, their academic needs or available student support services. [nlc-advising@alamo.edu](mailto:nlc-advising@alamo.edu)

## **WINTERMESTER (3 weeks)**

Session offered between the Fall and Spring semesters. A full-time Student is enrolled in 3-4 semester hours.

## **WORK-STUDY**

Student employment on campus; only available to students receiving Pell grant.