

The following list has been adapted from *US News* and includes definitions of common terms helpful to the first generation student and their families.

Academic Advisor: Academic advisors provide students with academic counseling, support, and resources to guide students through their degree program. The advisor/advisee collaborative relationship goals are to assist the student in navigating through their major curriculum toward graduation. Advisors are the student's confidential go-to for college rules and regulations and FERPA guidelines. They are also able to refer students to other appropriate campus resources. CHSS offers both professional advisors and faculty advisors.

Academic calendar: An academic year is typically broken into terms for the annual school year. The academic calendar contains cancel, withdrawal, and drop deadlines along with other landmark dates. Can be found here: <http://registrar.kennesaw.edu/academiccalendar/>

Academic dismissal: A student on academic probation will be dismissed for any one of the following reasons: He/she fails to maintain a 2.00 grade point average for courses attempted in any semester. He/she fails to remove himself/herself from academic probation after completing three semesters of attendance. A student who is dismissed is not in good academic standing at KSU and is not eligible for immediate readmission.

Academic readmission: See "Readmission" below. After the first dismissal, a student may be considered for readmission after an absence of one semester (this can include the summer semester). After the second dismissal, a student may be considered for readmission after an absence of one calendar year from the end of the semester in which the second dismissal occurred. Dismissed students must apply for readmission through the Office of Undergraduate Admissions prior to posted deadlines. After the third dismissal, the student will be academically dismissed and will no longer be eligible for readmission. Any exceptions to this policy must be appealed and approved by the Academic Standing Committee. Information on academic appeals is available through the Office of the Registrar website.

Academic year: Annual period during which a student attends and receives formal instruction at a college or university. The academic year may be divided into semesters or other calendars. KSU is a semester calendar system. The academic year typically runs from August to May. The academic semesters are typically divided by fall (August-December) and spring (January-May). There are optional summer sessions that are half as long as a full semester or shorter.

Accreditation: Official recognition that a college or university meets the standards of a regional or national association.

Adjusted GPA: See "Grade point average (GPA)."

Audit: To take a class without the benefit of receiving a grade or academic credit. Courses that have an audit status carry the same tuition/fees as those taken for credit. This grade will have no effect on a student's GPA and cannot be changed to another grade in the future. Changes in an audit status cannot be made after the close of drop/add registration.

Bachelor'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 is required before starting graduate studies.

Bursar: An officer (as of a monastery or college) in charge of funds; Treasurer. The Office of the Bursar is responsible for billing of student tuition accounts. This responsibility involves sending bills and making payment plans.

Catalog: Document of authority on University policies and procedures, graduation requirements, and curriculum requirements for all degrees, majors, minors, and certificates offered by the University.

Certificate: Certificates are offered at both the undergraduate and graduate level. A certificate program will typically require fewer credits and take less time to complete than an associate, bachelor's, master's or doctoral degree program. A certificate can stand alone or be embedded.

Class Schedule Builder: The Class Schedule Builder is an online registration tool that integrates with the Student Information System. It allows you to select your preferred classes and block off time for work, practice, student organizations, and other personal commitments. The Class Schedule Builder will then generate conflict-free scheduling options for you.

Commencement: A graduation ceremony where students officially receive their degrees. Fall semester commencement is held in December, spring semester is held in May, and summer semester is held in July.

Co-Op: Cooperative education is a structured method of combining classroom-based education with practical work experience. A cooperative education experience, commonly known as a "co-op", provides academic credit for structured job experience.

Counselor: Professional counselors are practitioners who have advanced degrees. They provide assistance and guidance in resolving personal, social, or psychological problems and difficulties in some of the following ways: removing barriers to academic achievement, supporting social and emotional development, and guide students through college and career readiness. NOTE: a counselor is not the same as an academic advisor.

Course load: The number of courses or credit hours a student takes during a specific term.

Course number: Often called the course registration number (CRN). The course number is assigned to a specific class and section. Students will often use this number when registering for a specific course.

Credit hours: 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."

Credit by exam: Course credit received for specific courses based on official exam score reports for but not limited to: Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), DANTES Subject Standardized Test (DSST), Foreign Language Achievement Testing Service (FLATS), and departmental course examination for advanced standing.

Cumulative GPA: See "Grade point average (GPA)."

Curriculum: A program of study (required courses) to complete for a diploma in a specific major or field.

Dean: The head of a division of a college or university. (i.e. Dean of Student Life, Dean of School of Graduate Studies)

Dean of Students: Dean of Students oversees the majority of things that relate to students when it comes to their experiences outside of (and sometimes inside of) the college classroom. The Dean of Students is an advocate for the student.

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

DegreeWorks: An online set of academic planning tools that help students and advisors see what courses and requirements students need to graduate. It can be accessed through your OwlExpress account.

Department: A division of a college, made up of faculty and support staff that gives instructions in a particular field of study.

Directed 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 or with the help of a faculty member, who monitors the progress. May also be referred to as Independent Study.

Discipline: An area of academic study that is taught and researched as part of higher education (e.g., art, humanities, social sciences, natural sciences, formal sciences, applied sciences).

Double major: A program of study that allows a student to complete the course requirements for two majors with the same degree at the same time (e.g., a Bachelor of Arts in English and a Bachelor of Arts in Asian Studies). This is not the same as a dual degree, which is two majors with different degrees (e.g., a Bachelor of Arts in English and a Bachelor of Science in Psychology).

Drop/Add period: Students may withdraw from or add a course at the beginning of a term without incurring any tuition or fees expense or impacting their GPA. A drop/add session is offered to students at the beginning of each semester. Dates vary by session and are indicated on the academic calendar.

Dual degree: A program of study that allows a student to receive two different degrees from the same college or university, (e.g., a Bachelor of Arts in Geography and a Bachelor of Science in Public Relations). This is not the same as a double major, which are two different majors with the same degree (e.g., a Bachelor of Arts in Geography and a Bachelor of Arts in Philosophy).

eCore: Fully online courses that are designed and taught by faculty from throughout the University System of Georgia. eCore courses may operate under a different academic calendar than other KSU courses and may incur different tuition and fees. Students must complete an online orientation and quiz before they are able to register for eCore classes.

EAB – Navigate Advising: The online system used for scheduling appointments with your academic advisor. EAB can be accessed at <http://kennesaw.campus.eab.com/>.

Electives: Courses that students can choose to take for credit toward a degree, but are not required. Elective requirements may differ by discipline.

Enroll: To register or enter a school or course as a participant and pay for tuition and fees.

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

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

Faculty advisor: A member of a school's faculty who provides advice and guidance to students on academic matters, such as course selections.

Faculty office hours: Time set aside by professors or teaching assistants for students to visit their office and ask questions or discuss the course they teach. Professors and teaching assistants inform students at the beginning of each term when and where their office hours will be conducted.

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.

Fees: An amount of money charged by colleges and universities, in addition to their tuition, to cover costs of services such as libraries and computer technology.

Financial aid: All types of money offered to a student to help pay tuition, fees, and other educational expenses. This can include loans, grants, scholarships, and work-study jobs. Such aid is usually provided by various sources such as federal and state agencies, colleges, high schools, foundations, and corporations.

First Generation Student: Usually defined as student and/or sibling whose parents did not attend or who have not graduated from a four-year college or university. They are often the first in their immediate families to earn a bachelor's degree. Also can be referred to as "First-Gen".

Freshman: College student with less than 30 earned hours of college credit.

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. At KSU, the minimum full time requirement is 12 credit hours per term.

General education classes: Specific set of classes that all students (regardless of major) must take to graduate. These courses are basic knowledge topics covered in humanities, social science, lab science, mathematics, and physical education or wellness. May also be referred to as "Gen Ed" or CORE curriculum.

Grade point average (GPA): 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. A student's cumulative GPA includes all grades earned while in college, including transfer credits from other schools. The Institutional GPA (also can be referred to as Adjusted GPA) includes only the courses taken at KSU and allows grades to be replaced when classes are repeated. Cumulative GPA is most important for Financial Aid eligibility and applying to graduate schools. Institutional GPA is used to determine a student's academic standing and eligibility to graduate from KSU, among other things.

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. A "graduate" can also refer to any student who has successfully completed a program of study and earned a degree.

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."

Greek life: Social organizations composed of fraternities and sororities at colleges and universities.

Institutional GPA: See "Grade point average (GPA)."

Internship: A supervised learning experience that allows students to work in a professional environment to gain training and skills in the area of their major. The training received through the internship should be similar to the training/education received in the classroom. College credit is often provided to students in lieu of actual pay. Internships may be paid or unpaid and can be of varying lengths during or after the academic year.

Junior: Third-year student who has earned between 60-89 hours of college credit.

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.

Major: The field of study that a student chooses to pursue for their degree; a primary area of study in a particular subject. Accounting, Psychology, or English are a few examples of majors.

Master's degree: A degree awarded to graduate students 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.

Maymester: Accelerated summer session taking place the last two weeks of May in which students can complete 1-2 classes.

Minor: An optional secondary area of study. A minor is composed of set courses designed to complement or enhance the value of the undergraduate major. Generally, students who wish to earn a minor have to take about five courses that pertain to the subject field. A minor must be attached to a degree seeking major.

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.

Online courses: A method of taking courses through computer, which allows for more flexibility and convenience to the student. An online course will not have the traditional face-to-face method of instruction.

OwlExpress: The online portal that allows students access to relevant information such as their academic transcripts, registration, DegreeWorks, Class Schedule Builder, EAB – SSC Campus, financial aid and more. It can be accessed at <http://kennesaw.edu/owlexpress>.

Part-time student: A student who does not enroll in enough credit hours to become a full-time student, as defined by the specific college or university. Part-time students often take only one or two classes each semester. At KSU, a part-time student is considered 1-11 credit hours per term.

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

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

Private university: A university that is privately funded. Tuition for a private college or university (before scholarships and grants) is the same for all students.

Probation: A status or period of time in which students with a GPA below 2.0, or whose academic work is unsatisfactory according to the school, 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 nonacademic reasons.

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

Public university: A university that is typically founded and operated by state government. Public colleges and universities are generally less expensive for residents of the state.

Quarter System: A type of academic term. A school with this system will typically divide the academic year into three quarters- fall, winter and spring. The fourth quarter, summer session, is usually considered optional. A typical quarter lasts 10 weeks, and students take about three classes per quarter.

Readmission: Readmission involves a student re-applying for acceptance to KSU. This can happen if a student has not enrolled for three consecutive semesters, has last attended as a transient student, or is returning from academic dismissal. After the first academic dismissal, a student may be considered for readmission after an absence of one semester (this can include the summer semester). After the second dismissal, a student may be considered for readmission after an absence of one calendar year from the end of the semester in which the second dismissal occurred. Dismissed students must apply for readmission through the Office of Undergraduate Admissions prior to posted deadlines. After the third dismissal, the student will be academically dismissed and will no longer be eligible for readmission. Any exceptions to this policy must be appealed and approved by the Academic Standing Committee. Information on academic appeals is available through the Office of the Registrar website.

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 academic year or in summer sessions.

Residence Life: The department that handles on-campus living accommodations. This department consists of professional staff, Residence Directors (RD) and Assistant Residence Directors (ARD), and student staff, Resident Assistants (RA).

Resident: A student who lives in and meets the residency requirements for the state where a public university is located. Tuition at public universities are often more expensive for non-residents.

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."

Second Degree: Used to describe when a student has already earned a bachelor's degree and is now pursuing an additional undergraduate degree. Degree requirements for second degree may differ from the first degree. May also be referred to as post-baccalaureate (or post-bac).

Semester: A type of academic term. A school with this system divides the academic year into two equal segments-fall and spring. Semesters are approximately 15 to 18 weeks each. Some schools also offer a shorter summer semester, beyond the traditional academic year. (See also: *Quarter*)

Senior: Fourth-year college student who has earned 90 or more credit hours.

Sophomore: Second-year college student who has earned 30-59 credit hours.

Study Abroad: An educational program allowing students to complete part of their degree program through educational activities outside the United States.

Syllabus: An outline of a course that includes a description of the course, schedule of assignments, projects and exams, course policies, rules and regulations, and required texts. It is a contract between the student and faculty of course expectations and grading requirements.

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: A portion of the academic year, the length of time that courses last. (See also: *Quarter* and *Semester*)

Time Ticket: Registration Time Tickets assign the registration period for students enrolled currently or within the past 3 semesters. Assigned registration times are based on student classification, hours earned (including transfer

hours, but not including currently enrolled hours), and academic standing status. Times are generally assigned one week prior to the beginning of each registration period.

Transcript: Documentation of a student's permanent record. A transcript reflects all classes enrolled, grades received, GPA, honors and degrees conferred. Official transcripts are requested through the Registrar, printed on official transcript paper with a college seal, date, and the registrar's signature. A sealed, official transcript must be opened only by the intended person, department, or university. Unsealing the envelope by anyone other than the intended receiver will make the official transcript null and void. Official transcripts are requested by the student and typically sent from high schools to attend college, to transfer from one college or university to another, or to attend graduate school.

Transfer credit: Credit granted toward a degree on the basis of studies completed at another college or university.

Tuition: A sum 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.

Undergraduate 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's or bachelor's degree.

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

Waitlist: Waitlisting is a function that many academic departments offer that allows students to add themselves to a waitlist for a course that is closed. Once a student has waitlisted for a course section, they will receive notification via email if a seat becomes available in that section. Waitlisted students are notified on a "first-come-first-serve" basis, and once the notification is received, there will be a specified window of time to register for the course.

Web Learner: A student who is enrolled in an online degree program and is only able to register for online courses.

Withdraw: To formally stop participating in a course, or to no longer attend a university after the drop/add period. Classes that are dropped at the beginning of the term, during the drop/add period, generally do not show up on the student's permanent record. Withdrawing from a class later in the term usually results in a "W" appearing on the student's transcript. The "W" has no effect on the student's GPA (Grade Point Average). Depending on the withdrawal date, students may not be eligible for tuition refund and may still be responsible for outstanding balances owed to the college.

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 FAFSA. In general, international students are not eligible for work-study positions.