



# Glossary of Terms



**Academic year:** The period during which a student attends and receives formal instruction in college. The academic year typically is from August through May. The academic year is generally divided into two semesters (Fall and Spring).

**Academic Disqualification:** Students are placed in this status after being on probation for three consecutive semesters.

**Accredited:** Official recognition that college meets the requirements and standards of a regional association. For Porterville College, the institution is accredited through the Accrediting Commission for Community and Junior College ([ACCJC](#)) of the Western Association of Schools and Colleges (WASC). ACCJC is recognized by the US Department of Education.

**Articulation:** Typically refers to process of linking together two educational institutions to help students make a smooth transition without experiencing a delay or duplication of course from the community college to a university or 4 year college. Coursework completed at one institutions can be accepted by another institution to meet the same or similar college requirement.

**Associate Degree:** A degree awarded by the college upon the successful completion of a program of study or major. It typically requires two years of full-time study. An associate degree may be a career technical education (CTE) degree, or it may be a transfer degree, allowing students to transfer those credits to a university or 4 year-college.

**ASSIST:** ASSIST is a computerized student-transfer information system that can be accessed via <http://www.assist.org>. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and, therefore, provides the most accurate and up-to-date information available about student transfer in California. For further information, see a counselor.

**Associate Degree for Transfer (ADT):** An associate degree for transfer enables students from the community college to transfer to a California State University campus as a junior. Porterville College offers a variety of ADTs. The ADTs can be in either as an associate in arts for transfer ([AAT](#)) degree or an associate in science for transfer ([AST](#)) degree.

**Athletics:** A program that provides intercollegiate athletic programs for both men and women. The Porterville College athletic teams are governed by the California Community Colleges Athletics Association ([CCCCAA](#)) and are part of the [Central Valley Conference](#).

**Bachelor's Degree:** An undergraduate degree awarded by a university or 4 year-college upon successful completion of a program of study or major. Bachelor's degree generally requires at least four years of full-time study.

**BOGW (Board of Governors Waiver):** Is a fee waiver for California residents. It is form of financial aid and students are eligible, it can cover the cost of enrollment for the academic year.

**California State University (CSU):** Public university system in California composed of 23 campuses around the state. The [CSUs](#) offer undergraduate and graduate degrees.

**Cal Grant:** A type of financial aid assistance eligible students pursuing an undergraduate degree or occupational/career training program. Cal Grant do not have to be paid back. To qualify, you must apply for the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) by the deadline and meet the eligibility and financial requirements as well as any minimum GPA requirements. Cal Grants can be used at any University of California, California State University or California Community College, as well as qualifying independent and career colleges or technical schools in California.

**CalWorks:** The [CalWorks](#) program provides services to students who receive TANF (Temporary Aid for needy families formerly known as AFDC).

**Campus:** The grounds and buildings where the college is located. Porterville College's main campus is located at 100 E College Ave, Porterville, CA.

**Catalog Rights:** Generally refers to the degree requirements of the College Catalog in effect at the time of the student's initial **enrollment**. Catalog rights apply only to Porterville College graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns or in other ways, it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained.

**Certificate of Achievement:** A [certificate of achievement](#) is awarded for the completion of a formal instructional program, with a minimum of 12 units, which is designed to give the learner the skills, knowledge and attitudes required for a specific field or endeavor.

**CCCApply:** The California Community Colleges Admission application process. All individuals intending to attend Porterville College must complete the [CCCApply](#) before they can enroll in courses.

**Child Development Center:** [Child care](#) services are available for children of Porterville College students. Students must be enrolled in at least 12 units per semester to be eligible.

**Class Schedule:** The listing of courses including hours, instructors, and room assignments offered each semester.

**College:** A postsecondary institution that typically provides undergraduate education (associate & bachelor's degrees). In some cases a college may also offer graduate degrees (masters, doctorates).

**Commencement:** A graduation ceremony where students receive their degrees, typically held in May.

**Community college:** Is a public postsecondary institution that offers associate degrees and certificate programs. Community colleges are sometimes referred to as 2 year colleges. Community colleges typically provide a transfer education to prepare students to transfer to a university or 4-year college, career readiness and job training programs, etc.

**Co-requisite:** A course condition in which enrollment in another affiliated course is required or mandatory with the same term/semester.

**Concurrent Enrollment:** Typically refers to current high schools who are also enrolled in college courses on the college campus, distance education, and/or off-site after the regular school hours.

**Counselor:** Provides academic, vocational, athletic, and career counseling to students

**Course:** A regularly scheduled class on a particular subject. Porterville College offers degree programs that consist of a specific number of required and elective courses.

**Course load:** The number of courses or credits a student takes during a specific semester or term.

**Credits:** Units that the College uses to indicate that a student has completed and passed courses that are required for a degree or certificate program.

**Curriculum:** A program of study made up of a set of courses offered by the College.

**Dean:** The academic administrator over division or department at the college.

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

**Discipline:** An area of academic study. For example: English, History, Communication, etc.

**Disability Resource Center (DRC):** Provides services for students with physical, learning, and other types of disabilities.

**Distance Education:** Refers to college courses taken either online or hybrid (both online and face to face)

**Division:** Refers to a number of disciplines that make up a division. For example: Social Science Division consists of anthropology, history, political science, philosophy, sociology, and psychology discipline faculty members and programs.

**Division Chair:** Refers to the faculty lead/coordinator within each division. The chair serves as the main contact, liaison, and advocate within the division.

**Drop:** To withdraw from a course. The college typically has a period of time at the beginning of a semester during which students can drop courses.

**Dual Enrollment:** When high school students take college courses on the high school campus during the regular school hours.

**Education (Ed) Advisor:** Staff who provides academic advising to students

**Electives:** Courses that students can choose to take for credit toward a degree, but are not required.

**Enroll:** To register for a course as a student/participant.

**Extended Opportunity Program and Services (EOPS):** The program provides services to students who educationally and economically disadvantaged.

**ESL (English as a Second Language):** A course or program of study used to teach English to nonnative English speakers.

**Faculty:** Refers to teaching staff (instructors) and non-teaching (counselors, librarians) at the college.

**FAFSA (Free Application for Federal Student Aid):** [Application](#) used by U.S. citizens, U.S. nationals, and U.S. permanent residents to apply for financial aid from U.S. federal and state governments.

**FERPA:** The Family Educational Rights and Privacy Act of 1974, is a federal law that protects the privacy of education records of all students enrolled in schools beyond the high school level. The College is required to maintain that privacy, primarily by restricting release of records and the access provided to those records.

**Financial Aid:** All types of money offered to a student to help pay for costs associated with attending college such as books, tuition, fees, and other educational expenses. Financial aid may include grants, scholarships, loans, etc. The Porterville College [Financial Aid Office](#) can assist students with information, resources, and details pertaining to options and opportunities.

**Finish in 4:** When students take at least 15 units per semester to finish in four years with a bachelor's degree (two years at the community college and two years at a university)

**Freshman:** In college, it is first of year of attendance.

**Full-time student:** A student who is enrolled at a college and is taking at least the minimum number of credits required for a full course load. Typically 12 units per semester is considered full-time. However, for on-time completion, a student should take at least 15 units of required coursework and general education to complete in two years.

**General Education (Gen Ed):** Courses required in addition to the major requirements in order to receive an associate degree at the community college. At Porterville College, students can opt to select any of the three general education patterns.

- **Porterville College General Education**
- **California State University (CSU) Breadth**
- **Intersegmental General Education Transfer (IGETC)**

**GPA (Grade point average):** 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 semester typically on a 4.0 scale, and upon graduation, students receive an overall GPA for their studies.

**Grade:** A score or mark indicating a student's academic performance on an exam, paper or in a course. Grades are typically in the form of A, B, C, D, F or Pass/No Pass.

**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 college or a charity. A grant does not have to be repaid.

**Higher education:** Any type of education that takes place after high school

**Holds:** Holds may be placed on a student's record dependent upon the circumstance.

**Financial aid hold** is placed when a student is delinquent and/or has failed to pay any debt owed to the college, failed to return a library book, equipment, or other college property. The hold will be placed on transcripts, certificates, diplomas, etc. until the debt is resolved.

**Academic standing hold** is when a student is not in good academic standing. The hold will remain on student records until the student meets with a counselor to make a plan for improvement.

**Hybrid:** A college course with both online and face to face class participation requirements.

**Internship:** An experience that allows students to work in a professional environment to gain training and skills. Internships may be paid or unpaid.

**Job Entrepreneur Career (JEC) Center:** The [JEC Center](#) provides career guidance, job search support, business/entrepreneurship start-up information, and internship coordination support.

**Job Skills Certificate:** The [Job Skills Certificate](#) (less than 12 units) document the satisfactory completion of training in a specific area of study. Job Skills Certificates are not included on transcript.

**Learning Resource Center:** Also referred to as the [Learning Center](#) provides a variety of services that include tutoring, mentors, and other related instructional support services.

**Major:** The academic subject area that a student chooses to focus on during his or her studies. Each major requires a certain number of courses and units that students must take.

Porterville College offers a variety of majors that are available as [associate degrees and certificates](#) options.

**Matriculate:** To enroll in a program of study at the College with the intention of earning the degree or certificate.

**Mentors:** Are selected students who can assist other students who need additional assistance with their assignments or test preparation. Porterville College has **Math Mentors** and **Writing Mentors**. These mentors provide assistance in these two fields to support other students in need of math and/or writing assistance.

**Non-Credit:** Course for which no units are given

**Nonresident:** A student who does not meet a state's residence requirements.

**Orientation:** The College's official process of welcoming new, accepted students to the campus. The [orientation](#) provides new students with information and policies prior to the start of classes for the semester. Orientation can be completed onsite/on-campus and/or via online. Orientation is one of the requirements for priority registration.

**Part-time student:** A student who is enrolled at the College but is not taking the minimum of units or credits for a full-time load.

**PASS Leader:** PASS (Peer Assisted Study Session) leader is a student who has succeeded in a course and has been chosen by the instructor to act as a role model for other students. PASS leader holds study sessions with students in his/her class.

**Placement:** The process of advising a student to enroll in a particular course based on valid prerequisites, valid standardized tests, and other multiple measures.

**Plagiarism:** Is the use of another person's words or ideas as your own, without acknowledging that person or source. Students are cautioned about [plagiarism](#). Students may face disciplinary action (can include failing the assignment/test) if the event plagiarism is found.

**Postsecondary:** Any type of education that takes place after high school, or secondary school.

**Prerequisite:** A requirement which must be completed prior to enrollment in a course. If required, it is listed in the course description. Prerequisites are expressed as minimum requirements. For example, with a grade of "C" means that a grade of "C" or higher is acceptable.

**Priority Registration:** System-wide enrollment priorities that will provide [priority](#) to students who make progress toward their educational goals. The policy is designed to ensure classes are available for students seeking job training, degree attainment or transfer to a four-year college and to allow priority to students who are making progress toward their educational

goals. These students will obtain special priority registration appointments in order to ensure they can successfully obtain their academic goals.

**Probation:** A status when students with very low GPAs or whose academic work is unsatisfactory based on College standards and expectations must improve their performance.

**Progress Disqualification:** Status of students with 50 percent or more of their units with grades of W, I, or NC for three consecutive semesters. Students can only be readmitted by petition

**Progress Probation:** Status of students with 50 percent or more of their units with grades of W, I, or NC. Students must see a counselor before they can register for a future semester.

**Recommended:** If a course has “recommended preparation” it means that it is possible, but difficult, to successfully complete the course without the recommended preparation.

**Registration:** The process in which students choose and enroll in courses to be taken during the academic year or in summer sessions.

**Scholarship:** A type of financial aid that consists of an amount of free money given to a student by the College, individual, organization, company, charity, or federal or state government.

**Semesters:** Periods of study that divide the academic year into two equal segments of approximately 16 weeks. Porterville College’s semesters are in the Fall and Spring.

**Sophomore:** A student in the second year of college.

**STEM:** The collective subjects of science, technology, engineering and math.

**Student Code of Conduct:** Students are expected to observe a proper standard of conduct, showing such respect for order, morality, personal honor and the rights of others as demanded of good citizens. Failure to do so will be sufficient cause for disciplinary action. Students should be familiar with the Porterville College [Student Code of Conduct](#).

**Student Educational Plan (SEP):** A plan developed for each student which identifies the student’s educational objectives and the courses, services, and programs to be used to achieve them.

**Tenure:** A status offered to high-level faculty members at the College that allows them to stay permanently in their positions, after demonstrating a strong record of teaching.

**Term:** Periods of study, which can include semester or summer sessions.

**Transcript:** An official record of a student's coursework and grades at the College. Transcripts can be requested through the [Office of Admissions and Records](#).



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

**Transfer Center:** Porterville College offers transfer services to students interested in transitioning to universities/4-year institutions. The [Transfer Center](#) can provide information, resources, and assistance with transfer.

**Transfer Degree:** Refers to associate in arts for transfer (AAT) degree or associate in science (AST) transfer degree a community college student can earn. Students with a transfer degree (AAT or AST) have the ability to transfer to any CSU as a college junior.

**Tuition:** An amount of money charged by the College per course/per credit. [Tuition](#) generally does not include the cost of textbooks, other fees, etc.

**University of California (UC):** Is a public research university system in California comprised of 10 campuses.

**Waitlist:** Is when a course is full and students are placed on the [waitlist](#). During the weeks prior to the start of classes, when vacancies occur in classes, the first student(s) on the waitlist will be moved into the class. Students who are on a waitlist should check their registration regularly. Students may drop themselves from a waitlist at any time.

**Wellness Center:** Porterville College provides health services to enrolled full-time and part-time students. [Wellness Center](#) services included, but are not limited to, campus emergency care, first aid, nursing assessment and treatment of common acute illnesses and infections, TB tests, vision and hearing screening, blood pressure screening, and selected immunizations.

**Withdraw:** To formally stop participating in a course a student is enrolled in at the College. There are withdraw date guidelines that students must follow. [Withdrawal](#) from classes is authorized through the 60% of a course. Students are ultimately responsible for withdrawing from classes.

### **Sources:**

Porterville College 2018-2019 Catalog: <https://www.portervillecollege.edu/academics/catalog>

Porterville College Website: <https://www.portervillecollege.edu/>

US Higher Education Glossary: <https://www.usnews.com/education/best-colleges/articles/2011/08/15/us-higher-education-glossary>