

# Glossary

**ACADEMIC PROBATION** — After attempting 12 units, a student whose cumulative grade-point-average (beginning Fall 1981) falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for two consecutive semesters is subject to dismissal from the college.

**ACADEMIC RENEWAL** — Removal from a student's academic record, for the purpose of computing the grade point average, previously recorded substandard academic performance which is not reflective of the student's demonstrated ability.

**ADD PERMIT** — A card issued by an instructor upon presentation of a valid ID Card which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions & Records before the published deadline.

**ADMISSIONS AND RECORDS** — The office which admits a student and certifies his/her legal record of college work; also provides legal statistical data for the college.

**ADMINISTRATION** — Officials of the College who direct and supervise the activities of the institution.

**APPLICATION FOR ADMISSION** — A form provided by the college on which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a Permit to Register issued.

**A.S.O.** — Organization to which all enrolled students are eligible to join is called the Associated Students Organization.

**ASSOCIATE DEGREE (A.A. OR A.S.)** — A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of 60 to 64 semester units.

**BACHELOR'S DEGREE (B.A., A.B., B.S.)** — A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

**CalWORKs** — California Work Opportunities and Responsibilities to Kids.

**CAREER EDUCATION CERTIFICATE** — A certificate granted by a community college which recognizes a

student's satisfactory completion of an organized program of vocational study of approximately 16 to 45 units.

**CAREER PROGRAM** — A group of courses planned to lead to competency in a particular field of study leading to either a Career/Skill Certificate or an Associate Degree.

**CLASS SECTION** — A group of registered students meeting to study a particular course at a definite time. Each section has a ticket number listed in the Schedule of Classes before the scheduled time of class meeting.

**COMMUNITY COLLEGE** — A two-year college offering a wide range of programs of study, many determined by local community need.

**CONCURRENT ENROLLMENT** — Enrollment in two or more classes at two or more colleges during the same semester.

**CONCURRENT ENROLLMENT (K-12)** — Enrollment in both high school and college classes.

**CONTINUING STUDENT** — A student registering for classes who attended the College during the previous semester. A student registering for the fall semester is a continuing student if he or she attended the College during the previous spring semester; attendance during the summer session is not included in this determination.

**COREQUISITE** — A requirement that must be satisfied at the same time a particular course is taken; usually a corequisite is concurrent enrollment in another course.

**COUNSELING** — Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

**COURSE** — A particular portion of a subject selected for study. A course is identified by a subject Title and Course Number; for example: Accounting 1.

**COURSE TITLE** — A phrase descriptive of the course content, for example the course title of Accounting 1 is Introductory Accounting I.

**CREDIT BY EXAMINATION** — Course or unit credit granted for demonstrated proficiency through testing.

**CREDIT/NO CREDIT** — A form of grading whereby a student receives a grade of CR or NCR instead of an A, B, C, D, or F. A CR for class work is equivalent to a grade of C or above.

**DISMISSAL** — A student on academic or progress probation may be dismissed from the college. Once dismissed the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

**EDUCATION PROGRAM** — A planned sequence of credit courses leading to an Associate Degree or a Skills Certificate.

**ELECTIVES** — Courses which a student may choose without the restriction of a particular major program-curriculum.

**ENL** — English as a native language

**ENROLLMENT** — That part of the registration process during which students select classes by ticket number to reserve a seat in a selected class and is placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

**ESL** — English as a second language

**FULL-TIME STUDENT** — A student may be verified as a full-time student if he/she is enrolled and active in 12 or more units during the Fall or Spring semester.

**GENERAL EDUCATION REQUIREMENTS** — (also called Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

**GRADE POINTS** — The numerical value of a college letter grade: A-4, B-3, C-2, D-1, F-0.

**GRADE-POINT-AVERAGE** — A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points earned by the number of units attempted.

**GRADE POINTS EARNED** — Grade points times the number of units for a class.

**I — INCOMPLETE.** The administrative symbol “I” is recorded on the student’s permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student’s control. The student must complete the course within one year after the end of the semester or the “I” reverts to a letter grade determined by the instructor. Courses in which the student has received an Incomplete (I) may not be repeated unless the “I” is removed and has been replaced by a grade of “D” or “F.” This does not apply to courses which are repeatable for additional credit.

**INTERSESSION** — Refers both to classes offered during the break between fall and spring semesters (winter session) or in the summer (summer session).

**IP** — In Progress. An “IP” is recorded on the student’s permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

**LOWER DIVISION** — Courses at the freshman and sophomore level of college.

**MAJOR** — A planned series of courses and activities selected by a student for special emphasis which are designed to teach certain skills and knowledge.

**MINOR** — The subject field of study which a student chooses for secondary emphasis.

**MODULE** — A portion of a parent course offered for the benefit of students do not wish to attempt the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A module is identified by a letter in the course number field.

**NCR** — No credit

**NDA** — Non degree applicable

**NON-PENALTY DROP PERIOD** — The first four weeks of a regular semester during which a student’s enrollment in a class is not recorded on the student’s permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

**ONLINE CLASS** — A class taught via the internet. The student is required to attend orientation sessions at the beginning of the semester, but otherwise works independently with online directions and guidance from the instructor. Each online class has its own web site that takes the place of the physical space of a classroom. Online instruction also makes use of other computer technology such as email to facilitate class business. As in traditional classrooms, students use textbooks and complete regular assignments, writings and examinations.

**ONSITE CLASS** — A class taught in the traditional way in a physical classroom.

**PARENT COURSE** — A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.

**PERMIT TO REGISTER** — A form listing an appointment day and time at which the student may

register. The permit is issued to all new students upon acceptance to the College, and to all continuing students.

**PLACEMENT TEST** — Tests given prior to admission which are used to determine the student's appropriate class level in Math and English.

**PREREQUISITE** — A requirement that must be satisfied before enrolling in a particular course — usually a previous course or a test score.

**PREREQUISITE – CHALLENGE** — A process by which a student may be excused from taking a prerequisite course based on previous knowledge or education.

**PROGRESS PROBATION** — After enrolling in 12 units a student whose total units for which a W, NCR, or I has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units (beginning Fall 1981) for which a W, NCR, or I has been assigned equals 50 percent or more for two consecutive semesters is subject to dismissal from the College.

**RECOMMENDED** — A condition of enrollment that a student is advised, but not required to meet, before enrollment in a course or program.

**RD** — Report Delayed. This temporary administrative symbol is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

**RPT** — Course can be repeated for credit.

**REGISTRATION** — The process whereby a continuing student or a new or reentering student whose application has been accepted formally enters the College for a specific semester and receives an ID Card.

**RETURNING STUDENT** — A student registering for classes who did not attend the College during the previous semester. A student registering for the fall semester is a returning student only if he or she did not attend the College during the spring semester; attendance during the summer session is not included in this determination.

**SCHEDULE OF CLASSES** — A booklet used during registration giving the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a semester.

**SEMESTER** — One-half of the academic year, usually 15 weeks.

**SUBJECT** — An academic discipline in which knowledge customarily is assembled for study, such as Art, Mathematics, or Biology.

**SUBJECT DEFICIENCY** — Lack of credit for a course or courses required for a particular objective, such as graduation or acceptance by another institution.

**TICKET NUMBER** — A term used interchangeably with Class Section Number.

**TRANSFER** — Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

**TRANSFERABLE UNITS** — College units earned through satisfactory completion of courses which have been articulated with four-year institutions.

**TRANSCRIPT** — An official list of all courses taken at a college or university showing the final grade received for each course.

**TRANSFER COURSES** — Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

**UNITS** — The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

**UNITS ATTEMPTED** — Total number of units in which a student is enrolled beyond the fourth week of the semester.

**UNITS COMPLETED** — Total number of units in the courses for which a student received a grade A, B, C, D, F, or CR.

**UNITS ENROLLED** — Total number of units in which the student is enrolled at the end of the non-penalty drop period and is the total number of units for all courses appearing on the student's transcript.

**W** — An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but before the last day to drop.

**WITHDRAWAL** — The action a student takes in dropping all classes during any one semester and discontinuing coursework at the College.