

FIRST YEAR EXPERIENCE GLOSSARY OF TERMS

ACCUPLACER: A suite of tests that determines your knowledge in math, reading and writing as you prepare to enroll in college-level courses. ACCUPLACER is used to identify your strengths and weaknesses in each subject area.

ADJUNCT: Part-time or contingent professor

ADVISOR: Faculty member or staff person who provides students with information concerning courses, programs of study and other aspects of academic life. Students who participate in a sport will be assigned an athletic advisor.

ASSOCIATE DEGREE: The degree awarded by community colleges for the completion of a program of study: Associate in Science (A.S.), Associate in Arts (A.A.), Associate in Applied Science (A.A.S.)

BLACKBOARD: Blackboard is a Web-based learning management system designed to fully support online courses or provide a space for face-to-face course supplementation. Blackboard provides many types of tools and features for enriching the learning experience.

BUCCANEER EMAIL: Your email login was provided in your acceptance letter from the college. If you are not sure of your email address, check your WebAdvisor account to review your email addresses under Academic Profile > My Profile.

CANCELLED COURSE: Course that was eliminated from the course offerings for a particular session or semester. Notification of cancelled courses is done through your Buccaneer email account.

CAREER FAIR: The Atlantic Cape Community College Career Fair is a great way for students to get in contact with potential employers for full-time, part-time and seasonal employment. Held in the spring of every year, the fair showcases the employment opportunities that are in our tri-state area.

CAREER PROGRAMS: Programs of study intended to lead to employment upon completion (A.A.S. degree).

CATALOG: This provides everything you need to know about our degree programs, course offerings, policies and procedures, available student services, and course descriptions.

CHARGEBACK: Pertains to out-of-county students enrolled in either a course or program not offered at their county's college. Students may be eligible to have their county treasurer pay for the out-of-county portion of tuition.

CLOSED COURSE: Term used during the registration process to indicate that a course has reached its maximum enrollment and is therefore closed to further registration.

COREQUISITE: An academic course required to be taken with another course.

COURSE DROP: Process of removing a course from a student schedule. This can be done prior to the start of classes for the session enrolled or during the DROP/ADD (schedule adjustment) period or with permission of instructor.

COURSE GUIDE: Booklet containing the courses that will be offered in a given semester. Also called Semester Tabloid. Course guides are available to view online or available in offices throughout the college.

DEVELOPMENTAL COURSES: Courses that prepare the student to complete the college-level courses necessary for their degree. These classes do not count toward a degree. However, they do count toward enrollment status.

DROP/ADD: A system used to change a student's schedule after registration has been formally completed. Availability is only during the first week of each fall and spring semester.

FERPA: Family Educational Rights and Privacy Act is a federal law designed to protect the privacy of student records to allow the student sole access to their educational records.

FINANCIAL AID: Financial Aid is any grant or scholarship, loan, or paid employment offered to help a student meet his/her college expenses. Such aid is usually provided by various sources such as federal and state agencies, colleges, high schools, foundations and corporations. Applications are done completely online and should be completed the beginning of each semester.

FULL-TIME STATUS: Students are considered full-time when they carry 12 or more credits each semester. Students may not carry a course load of more than 18 hours of credits per semester, without special permission.

GRADE POINT AVERAGE: Your grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0.

MAJOR: Academic program to which a student has applied and been accepted.

NJ TRANSFER: Online website that helps you transfer community college courses to another college or university in New Jersey.

PART-TIME STATUS: A student who registers for fewer than 12 credits per semester is considered part-time.

PLACEMENT TESTING: Statewide Accuplacer assessment of college readiness in English, reading, and math. Placement testing is not required if a student has placed out with SAT or ACT scores or college credit earned through AP exams, or transfer credits from another college. SAT– Math: 530, Critical Reading: 540
ACT– Math: 20, Reading: 23

PREREQUISITE: A course(s) students must successfully complete before being allowed to register for a more advanced course in the same or related subject area.

PROGRAM CHANGE: The process a student must use to change from one major course of study to another. Change of Major form is located in the Advising Office.

PROGRAM REQUIREMENTS: Courses that form the basis for an academic major and are essential to completing that program for meeting license or certification requirements.

REGISTRATION: The process of selecting the courses and sections of each student's class schedule for a specific semester.

SECTIONS: Various classes of the same course in the same semester. They may have different days, times, instructors and/or rooms, but course content will be the same.

SIGIP: SIGIP is a special online guidance tool designed to help you plan your career. SIGI3 (System of Interactive Guidance and Information) is one of the most advanced education and career planning systems available. SIGI3 integrates self-assessment with in-depth and up-to-date career information that is easy to use and provides students with a realistic view of the best educational and career options for their future success.

STUDENT CODE OF CONDUCT: Rules of behavior established by the college describing unsatisfactory behavior by a student. Includes rules such as those that govern use of alcohol or drugs on campus or at campus events. Violation of these published rules can result in probation or dismissal.

SYLLABUS: A syllabus is a document that a professor writes and distributes to provide students with an overview of a college course. It contains the course title and meeting times, the name of the professor and his/her contact information, expectations and attendance policies, topics and chapters covered, test dates, grading policy and required texts and other supplies. The syllabus is your key to success.

TRANSFER FAIR: The Atlantic Cape Community College Transfer Fair will be held in October. Representatives from four-year colleges and universities will speak with students about transfer opportunities, degree programs and scholarships, as well as the steps necessary to transfer to their institutions.

TRANSCRIPT: The student's educational record. Official transcripts are sent from institution to institution or to potential employers at the student's request and bear the seal of the college.

TUTORING: Tutoring is a support service and not a substitute for course instruction. The tutor will help the students to the best of his/her ability, however the students are responsible for the grades they receive in class. Atlantic Cape offers Math and English labs as well as content tutoring. Students must also be currently enrolled in, and actively attending the Atlantic Cape course for which they are requesting tutoring.

WEBADVISOR: Atlantic Cape's online inquiry and registration system that interacts with the college's database system. You will be able to register, pay for classes, view grades and unofficial transcripts, check your financial aid status, and view your class schedule.

WITHDRAWAL FROM COURSE: When a student cannot continue in a course, he or she must formally withdraw from that course. The withdrawal is not finalized until the Enrollment Services Office receives all the necessary paperwork.