

# COMMON COLLEGE TERMS

**Academic Evaluation** The Academic Evaluation is an assessment of a student's progress in satisfying the requirements of a certificate or degree. Students can access an Academic Evaluation through myClackamas, which should be used in consultation with an Academic Advisor.

**Administrative Withdrawal** If you do not attend your class, instructors will drop you from the course. Instructors may do this at any time during the first two weeks of the class. This is called Administrative Withdrawal. An instructor or registration office may also administratively withdraw you from a class if you are unable to demonstrate fulfillment of the stated class prerequisite or co-requisite requirement. The Registration and Records Office will notify you if you have been withdrawn from a class.

**Associate of Arts, Oregon Transfer (AAOT)** The Associate of Arts Oregon Transfer Degree is a standardized, two-year curriculum that makes students eligible for junior standing at a four-year, Oregon public university.

**Associate of General Studies (AGS)** The Associate of General Studies is a two year degree designed to provide flexibility and uses a variety of college level course work to meet degree requirements.

**Associate of Science Degree (AS)** The Associate of Science Degree is designed for students who wish to take the first two years of their coursework at Clackamas Community College, then transfer to a particular four year institution to complete a degree in the designated discipline.

**Associate of Science, Oregon Transfer – Business (ASOT)** The Associate of Science Oregon Transfer Degree - Business is a two-year program designed for students intending to transfer to an Oregon public university majoring in business.

**Associated Student Government (ASG)** Refers to the Associated Student Government of Clackamas Community College. It is the governing body of CCC students. The president and vice-president are elected by the student body; senators and other officers are determined by a selection process. ASG operates under a constitution designed to promote student activities that stimulate social, physical, moral and intellectual life on campus.

**Audit** An audit allows you to attend class without responsibility for a grade. Audit carries no credit and does not contribute toward full-time student status. Audited courses do not meet full-time status required for veterans or Social Security benefits, financial aid and athletic eligibility. Registration, tuition, fees and attendance standards for audited courses are the same as for credit courses.

**Catalog** Each academic year has a new catalog. The catalog describes all the courses offered at CCC and what programs are available.

**Challenge Exam** See "Credit by Examination."

**Cooperative Work Experience** The CWE program offers students the opportunity to earn college credit by working in a job directly related to their program of study. CWE offers expanded learning experiences through exposure to actual work situations, organizational relationships, equipment and techniques that cannot be duplicated in the classroom. For more information, visit the CWE website at [www.clackamas.edu/cwe](http://www.clackamas.edu/cwe).

**Co-Requisite** A second, related course in which a student must be simultaneously enrolled, in addition to the primary course.

**Course Registration Number/Synonym** A six-digit course registration number is needed for each registered course. It may change from term-to-term whereas the course number remains the same.

**Credit by Examination** Credit by Examination allows a student to earn credit for most courses by passing an examination ("challenge exam") prepared by the department that offers the course. Please see an Academic Advisor for eligible courses and additional information.

**Direct Transfer** If you have selected a transfer school or program, you can select CCC courses that meet specific requirements at your school of choice and transfer credits directly to that school. Students should work closely with their advisor at the school they intend to transfer to as well as a CCC advisor.

### **Enrollment Levels**

Full-time: Enrolled for 12 credits or more during a term.

Three-quarter time: Enrolled for 9-11 credits during a term.

Part-time: Enrolled for 6-8 credits during a term.

**Faculty Consent** required for a student that would like to enroll in a course after it has started.

**Financial Aid** Completing the Free Application for Federal Student Aid (FAFSA) or Oregon Student Aid Application (ORSAA) is the first step to receiving financial aid. There are different types of financial aid including grants, loans, work study, tuition waiver, WIA funding, etc. Financial aid money is to assist with educational costs such as tuition, books, and fees.

**GPA** Grade Point Average is based on the number of credits attempted, the grades received and grade points assigned.

**Grading Option** Grading options may include letter grade (A-F), Pass/No Pass (P/NP), and Audit (X).

**Graduation** Students may graduate at the end of any term (fall, winter, spring, or summer), indicating that they have completed the program requirements. Students must petition to graduate by deadlines published in the *Class Schedule*.

**Honor Roll** Students achieving a term GPA of 3.5-3.749 based on a minimum of 6 or more graded (A-F) credits. Recognition will be noted on student transcripts.

**Incomplete** An incomplete may be given by an instructor when a student's work has been satisfactory but the student has a small amount of work to make up.

**Instructor Consent** Written permission from the course instructor, granted prior to enrollment.

**Low-Cost Texts (LCT)** Textbook prices can be astronomical! That's why CCC offers classes that use low-cost materials, meaning the total cost of textbooks and/or materials will be less than \$40. myClackamas - [my.clackamas.edu](http://my.clackamas.edu) A website that allows you to access your email, registration and more with one username and password.

**Pass/No Pass (P/NP)** A grading option that does not affect a student's GPA but credits count toward part or full-time status if a passing grade is earned. See the catalog for additional information.

**Petition to Graduate** Submission of this form notifies the college that a student intends to graduate. This form should be turned in at least two terms prior to graduation. Graduation Services will then complete and send an academic evaluation, identifying the courses that have been completed and the courses that are still required for the degree or certificate.

**Placement Assessment** A basic assessment that is used to determine your skills in writing, reading and math. Placement Advising for Student Success (PASS) is our multiple measure placement program designed to ensure your success by helping us to place you at the appropriate course levels. Students may also take the Computer Placement Assessment for placement into computer science courses as well as determine computer competency.

**Prerequisite** A requirement that must be satisfied before a student may enroll in a particular course. The **Class Schedule** indicates whether a course has a prerequisite under each course title.

**President's List** Students achieving a term GPA of 3.75 or better based on a minimum of 6 or more graded (A-F) credits. Recognition will be noted on student transcripts.

**Class Schedule** A publication created each term that tells which courses are being offered, where they meet, what time they meet and who teaches them. The **Class Schedule** is available in print version, electronic version through the college homepage and through myClackamas.

**Requisite Waiver** is required for a student that would like to enroll in a course without officially meeting a course prerequisite.

**Satisfactory Academic Progress (SAP) for Financial Aid** You are required to complete and pass all classes paid for by financial aid. Be aware that financial aid funds do not pay for audit classes. You may be required to pay back financial aid funds if you drop all your classes. You must maintain a term and a cumulative GPA of at least 2.0. See the Catalog for further information.

**Scholarships** A financial aid award that does not have to be repaid. Scholarships are generally made based on an applicant meeting certain eligibility criteria.

**Student Petition** is required for a student that would like to enroll in a course with a special requirement. For instance, "A camera is required for this class."

**Transcript** A copy of a student's permanent record that lists the courses and grades received by the student taken at a particular institution.

**Tutor** A tutor is a student who has the necessary skills or understanding of a subject that gives additional needed assistance to another student outside of the formal classroom environment. Tutoring is free to CCC students.

**Withdrawal (W)** A registered student may withdraw (drop) from a course during the term without responsibility for a grade by the end of the sixth week of the term. After the sixth week of the term, the instructor determines whether the student may receive a withdrawal (W) or be held responsible for a grade. For classes lasting less than a full-term, 70 percent completion of contact hours is the equivalent of the sixth week. W's have no credit and no grade points. It may have an impact on Financial Aid eligibility.

**Work Study Program** A financial aid program that is based on need, providing for part-time employment during the school terms, not to exceed 19 hours per week. Completing the FAFSA is the first step to getting Federal Work Study.

**Y Grade** Instructors have the option of providing a Y (never attended) grade. Y's have no credit and no grade point. Y grades are ineligible for financial aid.