

# Glossary of College Terms

**Academic Advisor:** A professional advisor available to students that can offer a wealth of general information regarding degree programs, course offerings, and other valuable resources.

**Associate of Applied Science (AAS):** A technical and occupational degree program that is designed to prepare a student to enter the work force upon completion of curriculum.

**Associate of Arts/Science (AA or AS):** A 2-year degree that will transfer to a 4-year institution and can be used towards a bachelor's degree.

**Bachelor's Degree:** A 4-year degree offered at a university or college such as OU or UCO. Students planning to receive a bachelor's degree should follow the degree programs (AA or AS) at OCCC.

**Class Schedule Book:** At OCCC, the Schedule is a pdf document with all the courses and sections being offered for each semester. It also includes other important information such as an academic calendar showing the deadlines for refunds, course withdrawals, holidays, etc. There is also a Course Availability tool online.

**College Catalog:** The College Catalog is an online publication which is available at the beginning of each academic year. It contains the course descriptions and degree sheets. General education requirements are also listed and it can be used as an important tool in developing student schedules and Academic Plans.

**Co-requisite:** A course that can be taken at the same time as another course.

**Course Title/Course Number:** Every course has a title such as English Composition I or Introduction to Philosophy. The complete course title includes the prefix and number (i.e. ENGL 1113=English Composition I; PHIL 1013=Introduction to Philosophy). The last number of the course number is the amount of credits the course carries. For instance, ENGL 1113 is a three credit course. BIO 1114 is a four credit course.

**Credit Hour:** A credit hour is the amount of credit offered for each course that a student completes. It represents the equivalent of an hour (50 minutes) of instruction per week over the entire 16 week term or the equivalent for a shorter term. It is applied toward the total number of credit hours needed for completing the requirements of a degree or certificate.

**Degree:** A degree is an award conferred by a college, university, or other post-secondary educational institution as official recognition for the successful completion of a program of study. Oklahoma City Community College offers two types of associate degree programs; Associate of Arts/Science and an Associate of Applied Science.

**Elective:** An elective is a course students choose from a college approved list. Electives can be grouped into categories such as general education, humanities, or support. Some electives require Faculty Advisor approval.

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**Faculty Advisor:** A Faculty Advisor is a full-time departmental faculty, available to students upon declaration of a major. Faculty Advisors mentor students through their major coursework and can help students with specific questions regarding their degree programs.

**General Education Courses:** For AAS degrees, 18 credit hours of General Education courses must be completed. For AA and AS degrees, a minimum of 37 credit hours of General Education courses must be completed. The specific courses are listed in the degree programs in the College Catalog. These courses are the foundation of each degree program.

**Grade Point Average (GPA):** The GPA is a numerical grading system used by educational institutions. GPAs determine if a student is eligible for continued enrollment, financial aid, or honors recognition. GPA scales vary by institution and/or state.

Listed below is OCCC's 4 point scale.

Each A=4 points, Each B=3 points, Each C=2 points, Each D=1 points, Each F=0 points

**Major Courses:** Degree specific courses required.

**Plagiarism:** A form of academic misconduct that involves presenting another person's ideas, words, or opinions as one's own. Students of Oklahoma City Community College are expected to meet the highest ethical standards in their academic pursuits. Faculty and staff share in this responsibility with students to maintain academic integrity. Violations of academic integrity are viewed very seriously. Any form of

academic dishonesty is subject to disciplinary action by the College.

**Prerequisite:** A class students are required to complete in preparation for other classes. For instance, ENGL 1113=English Composition I is the pre-requisite for ENGL 1213=English Composition II.

**Syllabus:** A legally binding contract between the student and the professor. It should contain the attendance policy, grading scale, required text, professor's office hours and contact information, and important information regarding the course. Students should file a copy of their syllabi until degree completion.

**Transcript:** An official document listing all courses students have attempted and completed with the grades earned. If students attend more than one educational institution, they will have a transcript for each institution. Many employers now require that a prospective employee furnish a transcript from each educational institution they have attended.

**Zero-Level:** Developmental or remedial courses that count toward hours completed but do not count toward a degree or GPA. These instructional courses are designed for students deficient in the general competencies necessary for a regular post-secondary curriculum and educational setting. At OCCC, we have zero-level courses in reading, writing, study skills and mathematics.