

Glossary of Kellogg Community College Terms

Academic Calendar

An [official list of dates](#) for *semesters*, examination periods, holidays, periods classes are not in session, and *commencement*.

Academic Year

A yearly period that includes the fall, spring, and summer *semesters*. Unlike the calendar year, the Academic Year begins in late August with the start of the fall semester. Note: FAFSA applications are only applicable for semesters within their respective academic year.

Academic Advisor

A college-based staff member who meets with students each *semester* to discuss and create an academic plan designed to meet students' educational and career goals, review College resources and *programs*, review curricular choices, and monitor progress toward achieving educational goals.

Academic Evaluation

A tool used by an *Academic Advisor* that lists a student's *course* history as it pertains to the requirements for a student to earn a specific *degree* or *certificate*. Students can also view program evaluations through the My Progress tool in the Student Planning box within the *Bruin Portal*.

Advanced Placement (AP) Credit

Students admitted to KCC may receive AP credit if they have completed one or more Advanced Placement Examinations with the [minimum score required](#).

Bruin Portal

A [gateway to a suite](#) of commonly used services for students (Moodle, KCC email, Class Schedule, *financial aid* information, and links to resources).

Bruin Standard (General Education)

The Bruin Standard is the combination of academic *General Education* outcomes and outcomes met through experiences outside of coursework. To demonstrate attainment of the General Education outcomes, all students receiving an associate *degree* are required to complete *courses* from the General Education core OR the General Education and Applied Cores. Completion of core courses required for each degree assures that students have met the Bruin Standard ([see specific program for information](#)).

Catalog

An [online resource](#) of all academic policies and procedures, college and *degree* requirements, faculty, and *course* descriptions.

Catalog Year

The year during which the graduation requirements of a specific edition of the *Catalog* apply. Most *programs of study* allow students to utilize the Catalog Year that matches the *Academic Year* students first entered KCC (if it is within 5 years).

Certificate

Official recognition for the completion of skills and knowledge consisting of specified performance standards in a specific area or discipline and that could lead to an Associate *degree*.

Commencement

A formal ceremony occurring in the Spring *semester* in which *departments* award *degrees* to graduating students within that particular *Academic Year*. Students must [apply by the deadline](#) to participate in commencement.

Course

A specific subject studied within a limited period of time. Courses may utilize *lecture*, discussion, laboratory, online, or other similar teaching formats to facilitate learning.

Course Load

The total number of *credit hours* taken in a *semester*. Students *registered* for at least 12 hours are considered full-time (anything less is considered part-time).

Course Number

The three-digit number that identifies a specific *course*, such as 151 in English 151.

Course Title

The name of a specific *course* that indicates subject and content. Freshman Composition I is the course title of English 151.

Credit Hours

The unit of credit is the *semester* credit hour. One semester credit hour represents an amount of instruction that reasonably approximates both 50 minutes per week of classroom-based direct instruction and a minimum of two hours per week of student work outside the classroom over a fall or spring semester. A [class' cost](#) is also based on the amount of credit hours it contains.

Degree

Official recognition for completion of a *program of study*. KCC offers Associate degrees.

Department

A unit within a college representing a discipline. For example, the Department of Arts and Communication.

Drop

The process of adjusting a student's schedule by dropping *courses* within the designated timeframe (this can be found in the Class Schedule box in the *Bruin Portal*). Dropped *courses* are eligible for a complete *tuition* refund (unlike withdrawn classes; see "*Withdrawal*" below for more information).

Electives

Courses selected from a list of options at a student's discretion.

Financial Aid Office

An office which [provides information](#) on scholarships, grants, loans, and Federal work study.

General Education

A pattern of courses which students complete within a *degree*, regardless of their *program of study*, to ensure that they have a broad educational experience. [KCC's general education requirements](#) are part of the *Bruin Standard*.

Grade Point Average (GPA)

A measure of academic performance. The GPA is obtained by dividing the number of grade points by the hours of work attempted.

Hub Enrollment Center

A convenient service for students which streamlines the most common enrollment, *registration*, *financial aid*, and *payment* services at one location.

Incomplete

Under extraordinary circumstances and only at the discretion of the instructor, a grade of "I" (Incomplete) may be assigned to a student who has satisfactorily completed most of the coursework.

KCC ID

The unique seven-digit number generated for students upon admission to the College. This number begins with k and at least one zero.

Late-Add

The process of *registering* for a class after midnight of the day a class begins. Students may request a late-add from the academic *department* of the *course* they wish to register for. Late-add requests may be denied.

Lecture

Teaching method in which the professor presents information to the students who take notes, ask questions, and have dialogue with the professor.

Payment Plan

Tuition payment plans break down your tuition balance into affordable monthly payments. You must [sign up for a payment plan](#) within 24 hours of *registering* for your *courses*. Failure to do so within 24 hours of registration will result in all *courses* being *dropped*. You must sign up for a payment plan each *semester* in which you are enrolled.

Placement Testing

KCC typically requires placement testing to ensure proper placement into *courses*. The following placement tests are accepted if the scores are within 5 years of *registration*: [Accuplacer Next Generation](#), Accuplacer ESL, ACT, SAT, PSAT, ALEKS, and Compass.

Prerequisite

One or more *courses* that must be completed or other knowledge, skills, or standards that must be demonstrated before a student is permitted to take certain *courses*. Prerequisites (if any) for a *course* are listed in the *Catalog*.

Program of Study

A combination of *courses* that meets the requirements for a *degree* in a particular field of study.

Registrar's Office

The office that plans and oversees *registration*, academic record maintenance, *transcript* preparation, graduation, the *degree* audit report system, curricular records, and college *catalogs*.

Registration

The act of adding and signing up for classes. This can be done in the *Bruin Portal*, or [through the Registrar's Office](#). Students have until midnight the day a class starts to register (registering beyond this requires a *late-add*).

Selective Admissions

A process of ranking and granting a limited number of students entrance to certain *programs of study*, such as Nursing or most Allied Health programs. It is strongly encouraged for students who intend to study a selective admission program to meet with their *academic advisor* regularly.

Semester

A term used to identify the formally designated period during which classes are scheduled. Fall and spring semesters last around 16 weeks, while the summer semester is about 10 weeks. Some *courses* are condensed and may start later in the semester or end prior to the semester's official end date.

Syllabus

A *course* outline provided by the instructor that delineates course requirements, grading criteria, course content, faculty expectations, deadlines, examination dates, grading policies, class attendance requirements, and other relevant course information.

Transcript

The official record of a student's coursework maintained by the *Registrar's Office*. Students can [order a copy of their official transcript](#) from the Registrar's Office.

Transfer Guide

A guide of *courses*, including both *general education* and courses specific to the *program of study*, taken at KCC which is applicable to a program at another university or college.

Tuition

The [price of coursework](#) based on the total *credit hours* taken. In addition to tuition, there are additional fees students must pay to enroll in classes, such as lab fees. Additional fees can vary substantially from *course* to course.

Withdrawal

A withdrawal is when you *drop* one or more of your *courses* for the current term within the designated timeframe, but after the drop date. A grade of “W” will be placed on your academic *transcript*, and students are still expected to pay for the course. Students who are using financial aid should consult the Financial Aid office prior to withdrawing.