

# GLOSSARY OF TERMS

## **Academic Probation**

After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three 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 a student's demonstrated ability. Special conditions must be met, and there is a maximum of 18 units.

## **Add Permit**

A form 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.

## **Administration**

Officials of the college who direct and supervise the activities of the institution.

## **Admissions and Records**

The office that admits a student and certifies his or her legal record of college work. The office also provides legal statistical data for the college.

## **Application for Admission**

A form upon 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 processed.

## **Assessment**

The process the college uses to evaluate student skills in areas such as reading, writing, mathematics and English-as-a-Second Language.

## **A.S.O.**

The Associated Students Organization, which conducts activities on behalf of students. All enrolled students are eligible to join.

## **Associate Degree (A.A. or A.S.)**

A degree (Associate in Arts or Associate in Science) granted by a community college upon satisfactory completion of an organized program of study consisting of 60 to 64 semester units.

## **Audit**

A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

## **Bachelor's Degree (B.A., B.S., A.B.)**

A degree granted by a four-year college or university upon satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

## **Career Certificate Program**

A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, may require less than two years of full-time study, and may be pursued on a part-time basis. Student can request a Certificate of Achievement or Skill Award. Units will vary.

## **Career Program**

A group of courses planned to lead to competency in a particular field of study and to either a Career Education Certificate or an A.A. Degree.

## **Certification**

Completion of a body of transfer courses which meet the general education requirements of the California State University System (CSU) and/or Intersegmental General Education Transfer Curriculum (IGETC). IGETC will permit a student to transfer from a community college to a campus in either the University of California (UC) System or California State University (CSU) system.

## **Class Section**

A group of registered students meeting to study a particular course at a definite time. Each section has a section number listed in the Schedule of Classes, and it appears in front of the class meeting time.

## **College Catalog**

A comprehensive publication containing general information about the college; procedures for admission and registration; information about student services, academic resources, student activities, and academic policy; descriptions of the different educational programs and courses offered at the college; and a listing of the college faculty and departmental organization.

## **Community College**

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

## **Concurrent Enrollment**

A student may enroll in two mutually dependent courses within the same semester and/or may simultaneously enroll at both West Los Angeles College (WLAC) and a high school or another college.

## **Continuing Student**

A student registering for classes who attended the College during one of the previous two semesters. A student registering for the fall semester is a continuing student if he or she attended the college during the previous spring or fall semesters; attendance during the summer and/or winter sessions are not included in this determination.

## **Cooperative Education**

An instructional program that is designed to complement the student's academic training with realistic on-the-job experiences.

## **Corequisite**

A course required to be taken in conjunction with another course.

## **Counseling**

Guidance provided by professionals 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. The course title of Accounting 1 is "Introductory Accounting 1."

## Credit-by-Examination Course

Unit credit granted for demonstrated proficiency through testing.

## CSU Certification

General Education Requirements (Transfer). See Certification

## Disabled Students

Students who have special needs due to physical, learning or communicating impairments.

## Dismissal

A student on academic or progress probation for three semesters 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.

## Drop

A student's official withdrawal from a class.

## Educational Program

A planned sequence of credit courses leading to a defined educational objective such as an Associate Degree or a Certificate.

## Electives

Courses which a student may choose without the restriction of a particular major, program or curriculum; optional, not required.

## Enrollment

That part of the registration process during which students select classes by section number to reserve a space and be 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.

## Full-Time Student

A student may be verified as a full-time student if he or she is enrolled and active in 12 or more units during the spring or fall, or up to 7 units during winter or summer semesters.

## General Education Requirements

(Lower Division Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

## Grade Point Average (GPA)

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

The numerical value of a college letter grade whereby: A = 4, B = 3, C = 2, D = 1, and F = 0.

## Grade Points Earned

Grade points times the number of units for a class.

## Graduate

A student Certified as having satisfied academic requirements.

## IGETC

Intersegmental General Education Transfer Curriculum A general education program which transfer students use to fulfill lower-division general education requirements in the CSU or UC system without the need, after transfer, to take additional lower-division general education classes. Depending on the transfer campus, there may be additional non-GE lower-division graduation requirements to be met (e.g., a foreign language, multi-cultural studies), as well as upperdivision general education requirements.

## INC

Incomplete. The administrative symbol "INC" 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 "INC" reverts to a letter grade determined by the instructor. Courses in which the student has received an incomplete ("INC") may not be repeated unless the "INC" 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.

## 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 levels of college.

## Major

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

## Matriculation

A combination of assessment of reading, writing, and mathematics skills; orientation to college programs and services; academic advising and counseling; and the programs and services that enable a student to reach his or her educational goals.

## 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 who may not prove successful in attempting 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.

## NDA

Non-degree applicable credit courses that do not apply toward a degree and are not transferable.

## No Pass (NP)

A grade that a student receives in place of a letter grade, and is equivalent to a D or below.

## 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, summer and winter session courses.

## 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.

**Pass/No Pass**

A form of grading whereby a student receives a grade of P or NP instead of an A, B, C, D, or F. "P" is assigned for class work equivalent to a grade of C or above.

**Permit to Register**

A form listing an appointment day and time during which a student may register. The permit is issued to all new students upon acceptance to the college, and to all continuing students.

**Prerequisite**

A requirement that must be satisfied before enrolling in a particular course - usually a previous course, or achievement of a certain test score level.

**Progress Probation**

A student who has enrolled in 12 or more units and has received a W, NP, or INC (Incomplete) in 50 percent or more of the units attempted is placed on progress probation. A student whose cumulative number of units for which a W, NP, or INC has been assigned equals 50 percent or more for three consecutive semesters is subject to dismissal from the college.

**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.

**Registration**

The process whereby a continuing, new, or returning student whose application has been accepted formally enters the College for a specific semester and receives an ID card. The student may enroll in open classes as part of the registration process.

**Returning Student**

A student who was previously enrolled, but who did not attend the College during the previous two semesters. Attendance during the summer and/or winter sessions is not included in this determination. 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**

The booklet used during registration which gives the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a given semester.

**Section Number**

A four-digit class identification number which appears in the first column in the schedule of classes before the time of day (or evening) the class, meets.

**Section Transfer**

A form issued by an instructor upon presentation of a valid ID Card which permits the student to transfer from another section of the same class if the instructor determines so. The section transfer is official only if the Section Transfer Permit is processed by the Admissions & Records Office.

**SEP**

An individualized "Student Educational Plan" developed by a counselor in conjunction with the student.

**Semester**

One-half of the academic year-usually 15 weeks.

**S.T.E.P.**

Student Telephone Enrollment Program. Students who have completed the application process may enroll, add and drop classes, or request recent grades by telephone.

**Skills Certificate**

Completion of up to 17 units that meets a program's requirements.

**Subject**

A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Zoology.

**Subject Deficiency**

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

**Transcript**

A student's permanent record, and an official list of all courses taken at a college or university showing the final grade received for each course.

**Transfer**

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

**Transfer Course**

A course designed to match the content of a lower-division course at a four-year institution, and for which credit may be transferred to that institution.

**Transferable Units**

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

**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 a laboratory or on other exercises not requiring outside preparation.

**Units Attempted**

Total number of units in all courses for which a student received a grade of A, B, C, P, D, or F.

**Units Completed**

Total number of units in all courses for which a student received a grade of A, B, C, P, or D.

**Units Enrolled**

Total number of units in which the student is enrolled at the end of the non-penalty drop period. 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.