



Glossary

GLOSSARY OF TERMS COMMONLY USED

A.C.T.: American College Test, a college entrance examination generally required of high school students. Not required for potential college students who are 21 years of age or older who have been out of high school for three years or more.

Academic: Term pertaining to or characteristics of school. Relates to formal education studies other than technical or vocational studies.

CAAP Test: (Collegiate Assessment of Academic Proficiency) The exams measure mid-college levels of proficiency in Reading, Mathematics, Critical Thinking, Science Reasoning, Writing (multiple-choice objective assessment of usage and rhetorical skills), and Writing (writing samples). Subscores are featured for the Reading, Mathematics, and Writing (objective) exams. All exams are user-normed at the second-semester sophomore level. CAAP can be used for both program and individual student evaluations.

Certificate: The certificate recognizes students who have acquired a basic occupational skill by completing all prescribed course requirements in a designated program (12-29 credit hours).

CLEP: College-Level Examination Program. Method by which college credit can be earned for knowledge already possessed by the student.

COMPASS/ESL® Test: A computer-adaptive placement test, which measures current skills in reading, writing, and mathematics. The test scores are utilized by the student and advisor to place the student in the level of math, English, or reading course(s) that most closely match(es) their current abilities. The test is designed to help the student and the college determine whether the student is ready to immediately start the program they have chosen or obtain some additional preparation first.

Comprehensive: All-inclusive. For example, an examination which includes all material learned in a class up to the time of the exam.

Credit Hour: Numerical value assigned to each college or university class, depending on the amount of material covered. A class earning 3 credit-hours will normally meet approximately 3 hours per week for the duration of the semester.

Credit Courses: A course that can be applied toward the completion of a degree.

Degree: At MPCC, the degree is a rank given to anyone who has completed a minimum of 60 hours of credit within a specific structure of classes and major interest.

Diploma: The diploma recognizes students who have acquired basic skills needed to enter a career field by completing all prescribed course requirements in a designated program (30-44 credit hours).

Drop and Add: Time set aside after classes have begun during which students may add or delete a class or classes from their schedule without penalty. See Drop and Add section of the catalog.

Elective: Class not specifically required in the student's course of study. May be chosen by the student on the basis of interest or from a designated list.

Federal Aid: Funds awarded for educational costs to eligible students by the U.S. Department of Education. Major programs include: Federal Pell Grant, Federal Stafford Loans, Federal PLUS Loans, Federal Supplemental Educational Grants, Federal Work-Study, and Federal Perkins Loans.

Fee: Amount of money charged in addition to tuition for a class or service.

Financial Aid: Funds made available to students for educational costs. This may include scholarships, grants or Federally sponsored educational loans.

Full-time Student: A person taking 12 credit hours or more per semester.

G.E.D.: General Educational Development, a testing process to allow an individual 16 years of age or older to receive the high school equivalency diploma issued by the State of Nebraska.

G.P.A.: Grade Point Average. Cumulative numerical value of grades earned by student. Determined by dividing total quality points by the total number of credit-hours.

Graduate: A person who has completed a program of study.

Incomplete: Letter "I" awarded by instructor at the conclusion of a class which indicates that the student, due to emergency reasons, failed to complete the required work. Grade may be changed to standard letter grade upon completion of the work, usually within a specified time limit.

Matriculation: The process of enrollment into a higher educational institution.

MLT: Medical Lab Technician

Non-Credit Courses: A course that cannot be applied toward the completion of a degree.

Non-Degree Student: A person who is taking classes but not pursuing a degree path. Non-Degree Students are not eligible for financial aid.

Non-Resident: See qualifications for resident.

Non-Traditional Student: A student over the age of 25.

Part-time Student: A student enrolled for less than 12 credit hours during a semester.

PELL Grant: A Federal grant made available on a need basis to undergraduate students who have not earned a bachelor's degree. Pell grants do not have to be repaid and are often the foundation of financial aid to a student.

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Preregistration: Period of time in which students may register for classes for the upcoming semester in advance of the set Registration Day.

Prerequisite: Course required to have been successfully completed prior to the enrollment in another class.

Quality Points: Numerical point value assigned to letter grades received (e.g., A = 4, B = 3, C = 2, D = 1, and F = 0).

Registrar: Administrator responsible for keeping student records, transcripts and handling class registration procedures.

Registration: The process of enrolling in one or more classes for a given session.

Resident:

A student meeting at least one of the four requirements that establish Nebraska residency. To be able to register for resident tuition rates at Mid-Plains Community College, Nebraska residency must be established according to the following provisions: Students will qualify as State residents if the student:

1. Is of legal age or is an emancipated minor and has established a home in Nebraska where he or she is habitually present for a minimum period of one hundred eighty days, with the bona fide intention of making this state his or her permanent residence, supported by documentary proof.
2. Has been absent from Nebraska while in the military service, in attendance at another post-secondary institution, or on a temporary sojourn of known duration; would have been classified a resident at the time of departure; and returned to Nebraska within one year following termination of the specified reason for the absence.
3. Is married to an individual who meets any of the above criteria.
4. Is under 19 years of age and the student's parents or legal guardian meet any of the above criteria.

All other persons shall be classified as "non-residents" for college tuition purposes unless otherwise classified as a resident under Nebraska law section 85-502.

Schedule of Classes: A list of proposed classes for each session, showing days, times, rooms and names of instructors.

Scholarship: A grant in aid to a student based on academic achievement, character, other personal qualities and attainments, need or any combination.

Semester: Time schedule in which new classes are begun two times during the academic year.

Semester Hour: Term for credit hour when the college or university operates on the semester system.

Student Rights: Privilege to which students have a just or lawful claim to insure refutable fair treatment. Includes procedures for appealing grades, input on college or university policymaking and other student grievances.

Syllabus: Course outline of proposed material to be covered in the duration of a specific class.

Traditional Student: Normally, a student who has just completed high school or is under the age of 25.

Transcript: The official record of all grades kept by the Registrar at the college or university. Cumulative record of coursework which is updated at the end of each semester.

Transfer: Process by which a student enters college or university after having been enrolled at another college or university.

Tuition: Amount of money charged for classes, usually a set amount per semester hour.

Tuition Waiver: An award granted to a student which waives all tuition charges for a given period of time. In most cases, additional fees or assessments are not waived.

Undergraduate: Student who has not completed the requirements for a four-year degree from a college or university.

Withdrawal: Letter "W" recorded when a student officially drops out of a specific class within a prescribed time limit.