

College Terminology

The following glossary of terms will help you with some of the basics of college terminology. If you have any questions about other terms that are unfamiliar, don't hesitate to ask your director of student services.

Academic Load - Lecture-type classes routinely require two to three hours of outside work for each hour spent in class. To ensure that students have every opportunity for success, academic loads are controlled. The MCC full-time academic load is defined as 12-16 credit hours per semester. Students may enroll for up to 18 credit hours per semester without special permission. Enrollment in excess of 18 credits requires the campus executive officer's approval.

Academic Year - An academic year is divided into a fall semester, spring semester and a summer session.

Add/Drop - A period, after courses begin, in which students may add or drop a class in their schedule. Dropped classes do not appear on your transcript. For details see the college catalog which can be accessed from the [MCC Homepage](#).

Associate of Applied Science (AAS) - A degree designed for students in technical programs by preparing them for the job market.

Associate of Arts (AA) - A degree designed for students who wish to transfer to a college or university to earn a bachelor of arts degree.

Associate of Business (ABus) - A degree designed for students who wish to transfer to a college or university to earn a bachelor's degree in business.

Associate of Science (AS) - A degree designed for students who wish to transfer to a college or university to earn a bachelor of science degree.

Certificates- Awarded to students who successfully complete a specified group of courses in an approved program of instruction with no less than a "C" average (2.00 GPA).

Honors List - Part-time students who have accumulated 12 or more semester hours of 100-level or above course work at MCC may be eligible for the honors list. To qualify for the list, students must have completed, in the semester under consideration, a minimum of six credits in courses numbered 100 or above, with a GPA of 3.5 or better. For details see the college catalog which can be access from the [MCC Homepage](#).

Identifying a course Courses are identified by a prefix and a numeric code that indicates the difficulty level of the course. As an example: CIS 110 – Introduction to Computer Information Systems (CIS is the letter code for Computer Information Systems; 110 indicates the difficulty level of the course). Courses numbered in the 100 series are considered to be first-year courses and 200 series are considered to be second-year courses. Descriptions of all courses are listed in the course descriptions section of the college catalog.

Major- The subject a student wishes to study, for example, business, computers, English, etc.

Official Transcript - A student's college record sent by the MCC Office of the Registrar at the student's request to a college of his/her choice or a student's previous college records sent by that institution to MCC. A hand delivered copy is "unofficial" even if it is in a sealed envelope.

Part-time Student - A student enrolled for fewer than 12 semester hours. For details see the college catalog.

Prerequisite - A requirement that must be satisfied before a student can enter a course. The prerequisite may be a previous course, specific experience, or specific scores on the assessment for placement.

President's List - Students who have earned at least 12 semester hours in courses numbered 100 or above within the semester under consideration, with a semester grade point average of 3.5 or better, are eligible for the president's list. For details see the college

Credit Hours - Awarded to a course based on the amount of time necessary to complete the class material.

Degrees - MCC confers associate degrees to students who successfully complete 60 or more 100- and 200-level credit hours in an approved program of instruction with no less than a "C" average (2.00 GPA).

Dismissal (Academic) - The written notification from the registrar that the student has been dismissed from MCC for one semester on the basis of his/her academic record. For details see the college catalog which can be accessed from the [MCC Homepage](#).

Electives- Electives are additional courses that may be required in a program of study. Often a student is given some flexibility in choosing these electives.

Full-time Student - A student enrolled for 12 or more semester hours.

General Education Courses - Courses required for all degrees; examples include classes such as English, mathematics, sciences, social and behavioral science, languages, etc.

Good Academic Standing - To maintain good academic standing a student must have a GPA of at least 2.0.

Grades - At the end of a class, grades will be awarded and recorded in your permanent educational record (i.e., the transcript).

Grade Point Average (GPA) - A measurement of a student's academic achievement, calculated by dividing earned grade points by the divisor listed on the student's transcript.

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Probation (Academic) - When your GPA falls below 2.0 you will be placed on academic probation and the number of courses you may take will be limited for the following semester.

Program of Study - The specific program a student follows. After choosing a specific degree or certificate type, a student will then choose the major within that degree or certificate. A program of study for each major choice is generally in the catalog and it gives a student a blueprint to follow.

Examples of degrees or certificate majors include: AAS in nursing, AA with an emphasis in mathematics and a certificate in computer graphics and web design.

Satisfactory Completion of a Course - A 100- or 200-level course is satisfactorily completed when a student earns the equivalent of a grade of "C" or better. Satisfactory completion of a zero-level course occurs when a student receives a grade of "S".

Semester - Fall and spring semesters are 15 weeks.

Summer Session - Summer session has five-week and eight-week courses running concurrently.

Transcript - Official record of all classes for which a grade is received. A transcript includes withdrawals but excludes drops.

Withdrawal period - A period in which students may withdraw from enrolled classes.

Zero-Level Courses - Zero-level courses are pass/fail (S/U) graded courses and are not intended for college transfer. They do not count toward degree or certificate requirements and are not part of the grade point average calculation. For details see the college catalog.