GLOSSARY OF ACADEMIC TERMS

The **academic year** consists of three terms (or “quarters”) of approximately 11 weeks each. Students may enter at the beginning of any term, but it may be advantageous to enter in the fall due to course sequence requirements. Summer is considered a separate, “stand-alone” term.

**Credit load** is the number of credits taken each term. Students may not take more than 19 credit hours per term without permission from Enrollment Services - Admissions and Records.

A **course** is an instructional program in which students study a subdivision of a subject such as U.S. History or English Literature, etc.

A **credit** usually represents three hours of the student’s time each week (approximately one hour in class plus two hours of outside preparation) for one term. This time may be assigned to work in a classroom or laboratory or for outside preparation. The number of lectures, recitations, laboratory, studio, or other periods per week for any course is listed in the course descriptions in the catalog. The typical amount of scheduled time for a non-laboratory academic class is 50 minutes per week for each credit hour. Laboratory and activity courses usually require more than one hour of class time per week for each hour of credit.

The **COCC credit class schedule** is a listing of the coming term’s classes and registration instructions. The schedule is available online at www.cocc.edu.

**Curriculum** is an organized program of courses and study arranged to provide definitive cultural or professional preparation.

An **enrolled student** is one who has satisfied all of the institutional requirements for attendance at the institution, a special admission/concurrent student, or any other student participating in credit or non-credit programs, and who is registered for the current term.

A **full-time student** is defined as one enrolled in 12 or more credits for federal financial aid, veterans and Social Security purposes. Half-time enrollment is defined as 6-8 credits and three-quarter time as 9-11 credits.

**Lower-division courses** are freshman- and sophomore-level courses numbered 100-299.

An academic **program** is any institutionally established combination of courses and/or requirements leading to a degree or certificate.

**Upper-division courses** are junior- and senior-level courses offered through four-year colleges and universities. Generally they are numbered 300-499.

A **subject** is a designated field of knowledge (e.g., history or English).