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.

**Commencement** is the ceremony for students, family and friends to celebrate in the student’s academic accomplishments.

A **course** is a unit of teaching 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 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 **focus area** is an area of concentration (e.g. psychology or geology) within a program, specifically the AAOT. A focus area is not awarded on the transcript or diploma, but can assist students with selecting courses that align with the student’s intended program of study and the degree requirements of the baccalaureate institution to which the student plans to transfer.

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.

**Graduation** is the awarding of a certificate or degree once a student has satisfied all certificate or degree requirements as verified by the Admissions & Records Office.

**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.

The term **registration** refers to the initial registration in one or more classes for a given term. Students may “add” classes to their initial registration, or “drop” classes, or change to credit/audit status. Student registrations are complete only when courses are web or data-entered into COCC’s computer system.

**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).