

Glossary of Dual Enrollment Terms

ACCUPLACER – A nationally recognized placement test used to determine course placement. This series of tests determines one's knowledge in math and writing and ability to complete college-level work.

ACT (American College Test) – A nationally recognized achievement test used to determine course placement. The ACT assessment is designed to assess high school student's general education development and their ability to complete college-level work.

A-number – A number that is assigned as a permanent, unique, identifier for the sake of student records. It is also referred to as the Southern Union Student ID number.

Academic Calendar – SUSCC's Academic Calendar contains key dates important to every student, including the start and end dates of classes, holidays, exam days, registration dates and more. The Academic Records and Registrar Office maintains this calendar.

Academic Forgiveness – An option designed to help students overcome poor grades previously at SUSCC in order to meet new career and/or educational goals and/or graduation requirements.

Accreditation – Colleges and universities in the U.S. are evaluated by both regional and national agencies to ensure they meet minimum quality and academic standards. SUSCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate in Science, Associate in Applied Science, and Associate in Occupational Technology degrees.

Adding a Course – Process of adding a course to the student class schedule. If a course is closed, students should contact their high school counselor for further assistance.

Applying for Admission – The process by which a student submits the required forms and credentials to become admitted to the College.

Articulation – The process of comparing the content of courses transferred between institutions to determine how one institution will accept and apply course credit from another.

Associate of Applied Science Degree – A two-year technical career program designed to develop specific skills and knowledge leading to employment.

Associate of Science Degree – A specialized two-year degree for students seeking to earn a bachelor's degree. The Associate of Science degree is developed through articulation agreements between the Alabama Community College System and all four-year public college and universities within the state of Alabama.

Calendar–SUSCC's academic calendar refers to the way in which the College divides an academic year for classes and grading. Calendars usually run from August to December and January to May, with an additional summer calendar. The academic calendar is published on the SUSCC website.

Canvas–SUSCC's learning management system, an online teaching tool instructors use to supplement their instruction. Information such as class documents and quizzes may be posted in Canvas, and students can also submit assignments electronically. In addition, students can send email between instructors and classmates.

Catalog– A College publication containing information about each program of study and what classes they require, SUSCC course descriptions, prerequisite information for each class, and College policies and regulations. SUSCC's catalog is valid for two academic years.

Certificate – A short-term (usually one year) program of study that can be earned itself or the credits can be applied to a degree if the student takes additional courses. A profession certificate includes more credit hours than a skills certificate, supporting the development of additional skills and competencies that lead to employment.

Chair – The highest-level administrator of an academic department. Faculty members who serve in this administrative capacity are also referred to as Department Chairs.

Class Schedule – A list of classes a student is taking, which includes the course prefix and number, course name, time and location of the class, and the instructor's name.

Continuous Eligibility–Students who meet the criteria for initial admission for the Dual Enrollment program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted College courses. Students who fail to meet this minimum grade requirement will be suspended from the dual enrollment program for a minimum of one semester.

Corequisite–A course or laboratory requirement that must be taken during the same academic term as another course.

Course Description – A short description of course content, including course prerequisites and corequisites. Each course description includes the course subject, a corresponding three-digit number (example, General Psychology is PSY 200) and the number of credit hours assigned to the course.

Course Evaluation – A survey that is given to students at the end of each course. Students provide feedback on various dimensions of the course, including their opinions about the instructor.

Course Load – The number of credit hours students take during a semester.

Course Reference Number (CRN) – A five-digit number used to identify a specific course section.

Credit Hour – A measure of instruction and workload in a college course. Tuition and technology fees are charged per credit hour.

Curriculum – A required group of courses that comprise a specific program of study.

Dean – The highest officer of a division of the College, such as the Dean of Academics. Deans report directly to the president of the College.

Department – A subdivision of a school or College that deals with a specified area(s) of study (i.e., math department).

Developmental Courses – Courses are numbered below 100 and focus on skills that need to be developed to prepare a student to enter College level courses. Developmental courses are not eligible for dual enrollment credit.

Drop & Add – Refers to a time period where students are generally permitted to drop courses from their class schedules and/or add other courses. The Drop & Add periods are published each semester in the Academic College calendar.

Dropping a Class – The process of withdrawing from one or more classes after initial enrollment. Students are encouraged to contact their high school counselor before dropping a course.

Dual Enrollment – A college class that a high school student can take that may count for both high

school credit and college credit. These classes can be offered at the high school, online, or at any SUSCC location.

Dual Enrollment Agreement – A formal articulation agreement reached between SUSCC and a local education agency (LEA) to allow course credit that is earned at SUSCC to be accepted and transferred to the LEA.

Dual Enrollment Statement of Eligibility – The Statement of Eligibility form denotes the course(s) that are approved by the high school for the dual enrollment student each semester. This form is required each semester that the student participates in the dual enrollment program.

Electives – These courses are in addition to the core requirements of a program. Students should choose electives based on a list specified by their program or in specific areas of interest. Electives must have a course number of 100 or higher to count toward graduation.

Enroll – Process of selecting specific classes and course sections to meet the student's degree/certificate requirements and personal schedule. Once enrolled, students are responsible for tuition and fees associated with these courses.

Faculty – Faculty members are instructors who deliver instruction for dual enrollment students on a Southern Union campus, on a high school campus or online.

Fees – additional costs for a course beyond tuition.

FERPA (Family Educational Rights and Privacy Act) – Helps protect a student's educational records. In the College environment, the student is the custodian of their educational rights. This law is the reason College employees cannot share information without explicit, written permission from the student.

Finals – Key examinations scheduled at a specific time during the final week of a given semester or term. Finals usually weigh heavily in course grade determination.

Freshman – Any SUSCC student who has completed fewer than 30 semester credit hours.

Full-time Student – A student who is enrolled in 12 or more credit hours in a term.

General Education – A core component of a degree program that is distributed across the broad areas of Written Composition, Humanities and Fine Arts, Natural and Mathematical Sciences, History, Social, and Behavioral Sciences and Elective courses.

Grade Point Average (GPA) – A measure of the student’s scholastic standing obtained by dividing the total number of grade points earned by the total number of credit hours attempted.

Hold – A hold can be placed on student accounts by various departments on campus. A registration hold is any restriction that prevents registration. Other examples of holds include financial services, documentation, and fines.

Hybrid Course – Combines online learning (accessible from the Web) and face-to-face instruction. Schedule and structure (which may include online assignments and discussion forums as well as required labs) can significantly vary from one class to another. These are typically determined by the instructor based upon learning goals, course objectives, content, and available resources.

Incomplete – A grade of “I” may be given by an instructor to indicate incomplete work or absence from a scheduled final examination if other work is of passing quality. A grade of “I” may only be assigned under certain conditions. In all cases where a grade of I is submitted, the faculty member and the student should complete a written agreement which clearly states the remaining obligations to the course and a deadline for submission. Course requirements not completed according to the written agreement will automatically be changed to an “F”.

Learning Management System (LMS) – SUSCC’s LMS is Canvas, which is available on the SUSCC homepage.

Major – The primary field of academic study in which a student chooses to specialize. A program of study at the College should align with the major to be completed at the transfer institution.

Midterms – Assignments and exams due at the mid-point of the semester for that class. An indicator of student progress in the course.

Minor – A secondary field of study outside of the major, often requiring substantially less coursework and is completed at the transfer institution (typically 15-20 credit hours).

mySUSCC – This web portal provides students with a link to register for classes, view final grades, order transcripts, and make tuition payment.

Open Admissions – SUSCC admits all high school graduates and those who have earned an equivalent credential (i.e., GED, Home School Diploma), regardless of academic qualifications such as high school grades and placement test scores. High school students may be admitted as dual enrollment students or accelerated high school students.

Orientation – A program designed to help new students prepare for success in college. Orientation introduces students to campus life, helps the student to make connections with other members of the college community and informs the student about facilities, services and resources.

Part-time Student – A student who is enrolled in fewer than 12 credit hours in a term.

Placement Test – SUSCC's way of measuring a student's current abilities in English and math. These tests are used to determine which classes the student is eligible to be enrolled in.

Prerequisite – A requirement that must be successfully met before taking a related course. This might be a certain placement score or a specific grade in a previous course.

Registrar – Keeper of official student records including academic transcripts.

Registration – A process by which students formally enroll in classes for the upcoming grading period.

SAT (Scholastic Aptitude Test) – A nationally recognized aptitude test used to determine course placement. The SAT is designed to predict student readiness for college-level work.

Schedule – SUSCC publishes a schedule of classes each semester. Courses are designated in the schedule by department, course prefix and number, course name, time and days the course meets, the room number and building name, and the instructor's name.

Scholarships – Financial awards provided to students, which may be based on merit or merit plus need. Scholarships do not need to be repaid.

Semester – A College term consisting of 16 weeks of class sessions in the fall or spring. The summer semesters are usually a 10-week session. There are also shorter parts-of-term within the semester, such as Mini Term 1 (first 8 weeks of the semester) and Mini Term 2 (second 8 weeks of the semester).

Short Certificate – A short-term program of study which can be earned by itself or the credits can be applied to a certificate and/or Associates of Applied Science degree if the student takes

additional courses. Short certificates develop specific skills that lead to employment.

Sophomore – Any SUSCC student who has completed 30 semester credit hours or more.

Support Services – Refers to those services provided by the College to help students in areas such as academics, veteran affairs, adult education, and special needs.

Suspension – Dual enrollment students who earn a D or F in any attempted college course will be suspended from the dual enrollment program for a minimum of one semester. The one-semester suspension may not be served during the summer semester. Once the suspension has been served, students who meet the minimum (unweighted) 2.5 grade point average requirement. may re-apply to the program.

Syllabus – A detailed course outline often including instructor expectations for student attendance, assignments, and grading.

Transcript – Official record of all coursework. Both official and unofficial transcripts can be obtained through the mySUSCC student portal.

Tuition – An amount of money charged to a student for each course credit hour that they enroll in each semester.

Withdraw – A way to “drop” a course after the semester starts. A student who wishes to drop a single course may do so online. Prior to the deadline date specified in the Academic College calendar, the student will receive a grade of “W” for any course dropped. A grade of “W” is assigned if the student is doing satisfactory work and approval is given. Otherwise, a grade of “F” is assigned. Courses in which a final grade has been earned may not be dropped.