

Helpful College Terms and Abbreviations Defined

Academic Success Center (ASC) – location where students can receive free tutoring, help with homework and general assistance with coursework, located in the Christie Building, Room 218 (2nd floor)

Academic Advisor – usually an instructor within the program major who advises students on which classes to take, when to take them and other issues concerning academic progress. The advisor's name can be found under the student tab on mynmcc.

Add/Drop – the first five (5) days at the beginning of each semester; the time when students may add a class or drop a class without academic or financial penalty

Adjunct Faculty – instructors who teach at the college part-time, usually one or two courses

Counselors/Counseling Office – assist students with problems and issues outside the classroom that impact academic progress. Can offer a variety of resources within the school and in the community to help students continue their academic pursuits.

Credit Hour – the number of credits earned upon successful completion of a class. A three (3) credit class typically meets for three hours a week and has a bigger impact on GPA (see below) than a one (1) credit class. For each hour in class, the expectation is spending two hours outside of class on homework, study time and assessment preparation.

Curriculum (Catalog year) – the prescribed program of study that a student follows to meet graduation requirements, typically the academic year you started your program (major).

Dean's List – an academic honor for students who earn a 3.2 or higher GPA for a given semester.

Degree – Award received after completing the prescribed curriculum, typically Associate's degree or certificate.

Degree Audit – the listing of all of the classes within a given program that must be completed in order to graduate with that degree. The degree audit is found under the student tab on the portal [my.nmcc.edu]

Department Chair – the faculty member who heads a particular academic department.

Email – everyone on campus has a college email account [*****@nmcc.edu] that will be the primary form of communication for the campus including students, instructors and administration. It is recommended that this email account be linked to your smart phone and checked frequently, at least once a day.

FAFSA – (free application for federal student aid) Students must complete the FAFSA once a year for every year in school in order to determine eligibility for a PELL grant, state grant, student loans, scholarships, and other student aid. The application for the next academic year opens in October and must be completed before May to qualify for the state grant, the PELL grant has no deadline for eligibility.

Full-time status – students who are enrolled in at least 12 credits per semester. Financial aid is pro-rated for students who are enrolled in fewer than 12 credits per semester.

GPA (grade point average) – Calculated by converting a letter grade to a number on a scale of 0-4. Students must earn a 2.0 in major classes in order to progress in the major and student must have a cumulative GPA of 2.0 in order to graduate. (see handbook for grade calculations or speak to an advisor)

Graduation – ceremony to celebrate degree (certificate) completion.

Hold (account) – a block on the student’s account indicating that actions need to be taken by the student. Typically, holds are placed on student accounts because: official transcripts from other institutions that have not been received; a bill has not paid, health center items that need to be resolved, orientation not completed, etc. The hold will restrict students from accessing certain information on the portal and from registering for the upcoming semester

Hybrid Course – a course that meets face-to-face for a portion of the class and the rest is conducted online. A significant amount of additional independent work is expected when compared to a traditional ‘in-person’ course.

IT (Information Technology) – This office is responsible for all computer access and maintenance across the campus.

Loan Entrance Counseling – an online survey/questionnaire that must be completed prior to students receiving a federal student loan. The link is under the student tab/financial aid site on the portal [my.nmcc.edu]

Matriculated – students who are accepted into a particular program of study.

Online Course – a course that does not physically meet, only online. Students enrolled in online courses must be self-directed and have good organizational and time management skills.

Portal – web-based access to crucial student information. [<https://my.nmcc.edu>]

RA (Resident Assistant) – Students who live in the campus Residence halls to help students adjust to living on campus

Semester – NMCC divides the academic year into 15 - week semesters, fall and spring. There is also a summer semester that varies in length. Each class ends at the end of the semester. Grades/course work do not carry over from one semester to another.

Syllabus – a document that outlines course objectives, required textbooks, grading policies, and faculty expectations for each class.

Transcript – the official record of the academic work completed at an academic institution (official grades)

Work study – a portion of financial aid that allows a student an hourly rate of pay for campus-based employment.