

College Terms and Definitions Sheet

Academic Terms

TERM	DEFINITION	RESOURCES										
Attendance Policy	Regularity in attending classes is assumed. The instructor sets the attendance policies. It is the student's responsibility to consult the instructor about particular policies regarding missed class sessions and to give the instructor notice prior to any anticipated absence.	Class Attendance										
Catalog	The university's degree requirements, academic programs, course information and academic policies, procedures and standards.	Catalog										
Catalog Year	In reference to an academic year that determines graduation requirements. Students' catalog year is assigned based on their admission term (e.g. a fall 2020 new student's catalog year is 2020-21).	Full Catalog Year description										
Class Standing	All undergraduates are classified as full- or part-time by credit totals: <table><tr><th>CLASSIFICATION</th><th>FALL/SPRING/SUMMER CREDITS</th></tr><tr><td>Full time</td><td>12.0 or more</td></tr><tr><td>¾</td><td>9.0 – 11.5</td></tr><tr><td>½</td><td>6.0 – 8.5</td></tr><tr><td>Less than ½</td><td>.5 – 5.5</td></tr></table>	CLASSIFICATION	FALL/SPRING/SUMMER CREDITS	Full time	12.0 or more	¾	9.0 – 11.5	½	6.0 – 8.5	Less than ½	.5 – 5.5	Course Load Classifications
CLASSIFICATION	FALL/SPRING/SUMMER CREDITS											
Full time	12.0 or more											
¾	9.0 – 11.5											
½	6.0 – 8.5											
Less than ½	.5 – 5.5											
College	This can refer to the entire university but can also refer to an academic college. Stan State has four academic colleges: <ul style="list-style-type: none">• College of the Arts, Humanities, and Social Sciences• College of Business Administration• College of Education, Kinesiology and Social Work• College of Science	Colleges & Departments										
Co-Requisite	Two or more specific classes that must be taken during the same semester.											
Core Classes	Each major has a designated group of foundation courses that all students in the major will take, regardless of the major concentration they have selected.											
Dean's List	An honor reserved for students who earn a 3.5 or higher on 12 or more units in a semester.	Dean's List of Students										
Degree Requirements	Requirements a student must complete in order to earn a degree (120 units are required to earn a bachelor's degree).	Degree Requirements										
Elective	Courses in or out of the student's major to help them reach the 120 unit bachelor's degree requirement. Check with your advisor if you need electives.											
FAFSA	The Free Application for Federal Student Aid is used to apply for federal and state financial aid at Stanislaus State University. You can apply electronically at the FAFSA website .	Financial Aid Basics										
FERPA	The Family Educational Rights and Privacy Act (FERPA) is a federal law which provides access for parents and students over the age of 18 (or attending a postsecondary institution) to their children's records. FERPA also protects privacy in those records by prohibiting their disclosure, or information contained in them, without written consent.	View Student Rights										
Finals Week	The last week of the semester where final exams are taken. The class meeting time will differ from regular scheduled class times. Review your course syllabus.											
General Education (GE)	A series of courses required for a Bachelor's degree. Not all students will take the same GE courses.	General Education Information										

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Academic Terms Continued

TERM	DEFINITION	RESOURCES								
Lower Division	Classes primarily designed for freshmen and sophomores with course numbering between 1000 – 2999.	Course Numbering								
Major	A student’s area of specialization in a specific subject (units vary by major)	Baccalaureate Academic Programs								
Office Hours	The time set aside by professors to meet with students outside of class. Office hours should be used to get to know your professor, have questions answered, connect with them for information related to the subject (internships, research opportunities, career options). Office hours are usually a set time every week. You can usually find a professor’s office hours on their syllabus.									
Mid-Terms	Exams that take place in the middle of the semester.									
Minor	A student’s secondary area of specialization (not required and units vary by minor)	Academic Programs								
Satisfactory Academic Progress	A review of student Satisfactory Academic Progress (SAP) toward an eligible degree or certificate is required by federal, state, and institutional rules as one condition for financial aid eligibility. Students who fail the standards are not making satisfactory academic progress and are not eligible for financial aid funding unless the student submits an appeal and the appeal is approved. SAP is reviewed at the end of every payment period.	SAP Information and Requirements								
Syllabus	The professor’s plan for the course which includes course learning outcomes, expectations, required readings, assignments and exams.									
Student Classification	<div>Class level:</div> <table><tr><td>Freshman</td><td>0-29.9 acceptable completed semester units</td></tr><tr><td>Sophomore</td><td>30-59.9 acceptable completed semester units</td></tr><tr><td>Junior</td><td>60-89.9 acceptable completed semester units</td></tr><tr><td>Senior</td><td>90 or more acceptable completed semester units</td></tr></table>	Freshman	0-29.9 acceptable completed semester units	Sophomore	30-59.9 acceptable completed semester units	Junior	60-89.9 acceptable completed semester units	Senior	90 or more acceptable completed semester units	Student Classification
Freshman	0-29.9 acceptable completed semester units									
Sophomore	30-59.9 acceptable completed semester units									
Junior	60-89.9 acceptable completed semester units									
Senior	90 or more acceptable completed semester units									
Term	A specific academic year and semester (e.g. Fall 2008 or Summer 2019).									
Transfer Credit	Courses students take at other institutions that count toward degree requirements at Stan State. A maximum of 70 units can be transferred.	Transfer Credit Information								
Upper Division	Upper-division courses designed primarily for juniors and seniors numbered 3000 - 4999. Freshmen and sophomores cannot take upper division general education courses until they have 60 completed units. Some freshmen and sophomores can take upper division major courses only under unusual circumstances approved by both the instructor and major advisor.	Course Numbering								

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Grading & Registration Terms

TERM	DEFINITION	RESOURCES
Census Date	The twentieth day of instruction for Fall and Spring semesters-- this is the last date that any registration requests can be made.	Academic Calendar
Course Number	A 5-digit reference number used to identify specific sections of a class.	
Drop	In reference to "dropping a class": disenrolling from a class section and stopping participation. This can be done from your student portal during established time periods.	Registration dates and deadlines for each semester are posted on the Class Schedule
Enrollment	Registration into one or more class sections.	
First Pass/Second Pass	These are the dates that are assigned and emailed to you by the Enrollment Services office to register/enroll for courses the following semester. The date and time is specific to each student and they cannot enroll until their assigned time. <ul style="list-style-type: none"> - 1st Pass (specific dates noted in your email): Students can enroll for a maximum of 12 units. Waitlists are not available. - 2nd Pass (specific dates noted in your email): Students can enroll for additional units (up to 18) and can add themselves to a waitlist. 	
Grading Options	Students may be graded on a Credit/No Credit (CR/NC) basis or for a letter grade. Students may elect to change their grading. Consult with your advisor for classes that must be taken for letter grade (i.e. major requirements).	Information on Grading Procedures
Hold	A restricted status placed on a student's account that may prohibit the student from certain actions such as registration into classes, receiving transcripts, etc.	
Late Add	Registration into a class after the last day to add (census date). A Petition for Exception to University-Wide Requirements (fee applies) must also be submitted.	Registration dates and deadlines for each semester are posted on the class schedule.
Matriculation	A word for when a student is enrolled or registered at a university.	
Permission Number	A unique number given to students to enable registration into a closed or restricted class through the Student Center.	
Pre-Requisite	A class that must be completed before registering for a different class (i.e. the pre-requisite class fulfills a requirement for registration in another class such as students wanting to enroll in ZOOL 2235 – Human Physiology, must first take and pass ZOOL 2250 – Human Anatomy with a C- or better).	
Waitlist	A roster, or list, of students interested in registering for a class section that has already met maximum capacity. The student must contact the instructor for available space and obtain a permission number to enroll in the course.	

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People Terms

TERM	DEFINITION	RESOURCES
Academic Advisors	Your EOP advisor who will help you navigate the college experience, general education courses, graduation requirements, university policies as well as personal and academic challenges.	EOP Advisors
Major Advisor	A faculty member from your major that will help you make decisions regarding major classes and academic goals.	
Peer Mentors	Peer Mentors will help students build college success skills as well as identify campus resources and activities that support their academic, career and personal success.	Peer Mentors
Dean	The person responsible for the activities in their specified college.	
Department Chair	The person responsible for the activities in their specified major department.	
Faculty	Terms for individuals who teach college courses: <ul style="list-style-type: none"> - Professor: generally a PhD who is a well-known expert in their field of study - Instructor: the individual hired to teach a specific course - Teaching Assistant (TA): an upper-class or graduate student who assists the instructor with the course 	

Class Format Terms

TERM	DEFINITION
Asynchronous Online Class	Students are not required to meet together at the same time. You will see "TBA" in your class schedule. Class instruction materials, such as recorded lectures, tests, and assignments, can be accessed at any time via the web. Students may be given a timeframe during which they need to submit
Asynchronous / Synchronous Online Class	Online class meetings will be a combination of some "TBA" and some synchronous meetings that may utilize the designated course day and time listed on the schedule. Check your syllabus for details!
Discussion	In discussion classes the instructor will lecture, provide opportunities for class discussion and group work is possible.
Hybrid Online – Synchronous	In-person class meetings will be on campus at the room, day, and time listed and online class meetings will be at the day and time listed. This only applies to class sections that have been approved for face-to-face instruction as part of Stan State's limited approved On-Campus Course Exceptions initiative for this term.
Hybrid Online – Asynchronous	In-person class meetings will be on campus at the room, day, and time listed for the lecture. Online class meetings will be at no determined day and time. This applies to class sections that have been approved for face-to-face instruction as part of Stan State's limited approved On-Campus Course Exceptions initiative for this term.
Laboratory	Labs are common in science and some mathematics courses. Students use what they've learned in class to complete an assignment, such as creating a computer program or doing a physics experiment.
Lecture	This is typically a large class and the professor talks for the entire class while students take notes. A related discussion class might also be required.
Seminar	Seminars are more personal, and students participate more in presentations and discussions. Major related seminar courses may focus on special topics such as career or research skills.
Synchronous Online Class	These classes have a set meeting time. You're expected to be online via the recommended software platform (i.e. Zoom, Canvas, etc.) during the days and time listed on the class schedule for the duration of the class meeting time.

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Miscellaneous Terms		
TERM	DEFINITION	RESOURCES
Award Letter	After completing your FAFSA and submitting any additional documentation requested by the office of Financial Aid, you will receive an email (your award letter) with instructions to log in to your myStanState Student Center to view the types of aid you are eligible for. You will need to accept or decline each type of aid you were awarded/eligible for (grants, loans, etc.).	Terms of Your Financial Aid Award
myStanState	This is your student portal to manage your Student Center (registration, transcripts, billing), access course learning management systems (Blackboard, Canvas, etc.), access other student systems such as Warrior Connect and view computer lab availability.	
Student Employment	On-campus jobs available to currently enrolled students such as non-work study, work study and academic student assistants.	Job Opportunities
To Do List	A list of items requiring action located in your Student Center	Instructions for viewing your To Do List
Warrior ID	A unique 9-digit number used to identify a student; The ID number starts with leading zeroes and is printed on your Warrior ID. It is also available on your myStanState student portal.	
Warrior Username	The beginning of your university email address, up to the @ sign (e.g. the warrior username for jdoel@csustan.edu is "jdoel").	