

## **Terms you should know**

### **Academic Skills Center**

The academic skills center is dedicated to helping Asnuntuck students achieve their educational goals. Academic support is provided through a variety of services: professional and peer tutoring, online tutoring, computer-assisted instruction, study skills workshops and video tutorials. Tutoring is available in a wide range of subjects such as mathematics, computer information systems, accounting, English, Spanish, and statistics. Academic computing resources are also available in the Academic Skills Center.

### **Add/Drop**

Scheduled add/drop times are when a student may change their original class choices. Traditionally this will occur the first two weeks of classes for each fall and spring semester. If you wish to add a course after the official time, you may do so with the instructor's permission. Add/drop forms can be found at the Registrar's Office and the Information Center.

### **Administration**

The President and Deans that serve as the officers or leaders of the college.

### **Admissions**

The office where you will fill out your application to the college. For complete information on enrolling at ACC use this link <http://www.acc.commnet.edu/admissions/index.htm>.

### **Advisor**

A college faculty or staff member who helps students with educational and personal plans.

### **Articulation Agreements**

Formal agreements between higher education institutions, frequently between two- and four-year institutions, establishing the transfer of courses and credits.

### **Audit**

To enroll for a class solely to obtain information; no course credit is earned. The same tuition and fees apply as if the course was taken for credit.

### **Banner Number/Student ID Number**

Also referred to as your student ID number. You will need this number to access all your student records on-line and for Web CT Vista.

### **Blackboard VISTA**

Blackboard Vista is a course management system available to Connecticut Community College students. It allows instructors to post class materials and communicate with students online.

Students can access the system from any open computer lab, a library computer, their home computer or any internet access. For more information go to [www.acc.commnet.edu/online](http://www.acc.commnet.edu/online).

### **Cohort**

Students that take the same classes as a group.

### **College Work Study**

A financial aid award which allows students to be employed on campus. For more information contact the Financial Aid Office <http://www.acc.commnet.edu/financialaid/index.htm>.

## **Credit Hour**

The number of hours a class is scheduled to meet each week determines the number of credit hours you will earn for that course. For example, ENG 101 (Composition) meets for three hours each week so you would earn three credits for that class upon successful completion.

## **Curriculum**

This is a program of courses approved for a specific degree or certificate. Therefore to earn a degree or certificate you must complete the curriculum for that program.

## **Department**

A grouping of academic disciplines. Current departments include: 1) Department of Arts, Theatre & Communication; 2) Department of Business Careers & Information Technology; and 3) Department of Social, Behavioral & Natural Sciences and Mathematics.

## **Department Chairpersons**

The people who oversee each department. Current department chairs are John Sheirer for the Department of Arts, Theatre & Communication; Fred Stefanowicz for the Department of Business Careers & Information Technology; Patricia Hirschy for The Department of Social, Behavioral & Natural Sciences and Mathematics.

## **Faculty**

The instructors for your classes. **Adjunct faculty** refers to part-time instructors at ACC.

## **FERPA**

Family Educational Rights and Privacy Act (FERPA) requires that educational institutions not disclose or provide unauthorized access to personally identifiable student information from the records maintained by the educational institution without either: the signed and written consent of the student or as authorized by FERPA.

## **Full-Time Student**

A student is considered full-time if they enroll for twelve (12) or more credit hours in a semester.

## **G.P.A.**

Grade Point Average (GPA) is a student's cumulative average of grades received for courses in which they were enrolled. Grades represent various levels of accomplishment. With the exception of developmental courses, grades carry certain "grade points" which are numerical values used to determine each student's academic standing. The following table lists the grades used and their corresponding grade points.

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = 0.7	

## **Joint Admissions**

Asnuntuck Community College has developed partnerships with Eastern Connecticut State University, (ECSU) (Willimantic, CT) and the University of Connecticut, (UConn) (Storrs, CT) utilizing the concept of joint admissions. With ECSU, the program is called the Transfer Compact. With UConn, the program is called the Guaranteed Admission Program (GAP). Both programs are designed for students who are entering or enrolled at Asnuntuck with the intent of attending one of these two universities upon completion of an ACC degree program. Specific eligibility requirements apply to each program. Interested students should ask to meet with the Director of Admissions or with a transfer advisor during their first semester at ACC for further information and application.

**Learning Resource Center (LRC)**

The Learning Resource Center is a multimedia library with: over 33,000 books on the shelves and almost 1,000 e-books online; subscriptions to about 300 periodicals in print and over 10,000 more online; and several thousand video and audio tapes, CDs, and DVDs.

**Matriculated (matriculation)**

To be a degree seeking student.

**Part-Time Student**

A student who is taking fewer than twelve (12) credit hours in a semester.

**Prerequisite**

The skill, knowledge or class required for entry into a class or program of study.

**Re-Admit**

A former ACC student that is returning after an extended absence from enrollment in the college.

**Registration**

This is the process of selecting and “signing up” for courses you wish to take during the semester.

**Semester**

A semester is one-half of an academic year. The semester system divides a school year into two parts, fall and spring which are approximately 15 weeks each.

**Student Conduct and Policies**

The expectations and policies surrounding your acceptance at ACC. For the full policy see <http://www.acc.commnet.edu/student-services/documents/POLICY.pdf>.

**Syllabus**

A summary or outline that states the goals, learning outcomes and objectives of a course. It will usually include the assignments and projects needed to be completed for the class and their due dates.

**Transcript**

An official record of the courses you have taken and the grades you received. You can print your own copies of un-official transcripts off of [www.online.commnet.edu](http://www.online.commnet.edu). Official transcripts must be requested through the Registrar’s Office with a \$3.00 fee for each transcript requested [http://www.acc.commnet.edu/registration/documents/TranscriptForm\\_000.pdf](http://www.acc.commnet.edu/registration/documents/TranscriptForm_000.pdf).

**WACC 107.7 (Radio Station)**

107.7 FM WACC is the Asnuntuck Community College Radio Station. The station reaches all of Enfield and surrounding communities. Students, faculty, staff and alumni all have the opportunity to participate in the operation of WACC.

**Withdrawing from class**

The official process of dropping classes after the second week of school. For the complete policy on withdrawals please refer to <http://www.acc.commnet.edu/registration/index.htm#Change>.