

## Academic Advising Glossary of Terms

**Advising**  
800 Main Street, Room C-021  
Pewaukee, WI 53072  
262.691.5400 (Phone); 262.691.5123 (Fax)  
[www.wctc.edu/advising](http://www.wctc.edu/advising)

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### **Academic Advisor**

A person who supports students in achieving their academic goals. Services are provided to all prospective, new, current, and transfer students. It is important for all students new to WCTC to understand WCTC's programs, policies and procedures. Academic advisors provide tools and resources needed to be successful.

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### **Academic Probation**

An official warning from WCTC that a student has not maintained good academic standing, for a second time, due to a grade point average that is below 2.0.

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### **Academic Year**

The period of 12 months running from August of one year through August of the following year which includes fall, spring and summer terms.

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### **Accelerated Course**

Traditional semester-long (16 week) courses offered within a condensed timeframe, for example, six or eight weeks.

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### **Admission**

The process of applying to WCTC programs. The admission process is separate from the process of registering for courses.

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### **Admission Steps**

Actions students must complete before they can be considered for admission to WCTC programs.

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### **Advanced Placement (AP)**

Credit attained through the completion of high school coursework with curriculum designed to be at the college level. AP courses are designed to prepare students to take an AP test at the end of the course. Students who pass the AP exams with sufficient scores may be awarded college credit.

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### **ALEKS**

An assessment tool that identifies mathematical strengths and weaknesses, determines a placement score and provides an opportunity to improve skills using a prep module. Waukesha County Technical College requires ALEKS PPL (Placement, Preparation and Learning) for all Mechanical Engineering Technology (MET) and Electrical Engineering Technology (EET) students for math placement.

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### **Application**

The WCTC admissions application is required of students in order for them to indicate their interest in pursuing a program.

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### **Application Completion Deadline**

The day that prospective students must have all of the admissions steps completed by in order to enroll into a specific program of study. Students must complete all admissions requirements before the application completion deadline in order to be admitted to a program.

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### **Application Deadline**

The last day for prospective students to submit an application for a program of study. The deadlines vary from program to program.

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### **Apply**

To declare intent to pursue a WCTC associate degree or diploma program. Students do this by submitting an online or paper admissions application.

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### **Apprenticeship**

A structured system of training designed to prepare individuals for skilled occupations. It combines on-the-job training under the supervision of experienced journey workers with related classroom instruction. Apprentices who successfully complete the prescribed number of hours of training in an apprenticeship program become certified skilled workers. Apprenticeships are administered by the state of Wisconsin and are employer sponsored. Students need to secure employment prior to signing up for an apprenticeship.

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### **ASSET Test**

Students requiring special accommodations for their initial placement test will take the ASSET test instead of the COMPASS test. The ASSET test is given in a paper-and-pencil format with the accommodations needed (example: extended time, audio tape, etc.). The ASSET program is a series of short placement tests in the areas of writing, reading and math developed by ACT.

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### **Associate Dean**

Associate deans manage academic programs.

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### **Associate of Applied Science (AAS):**

A postsecondary program in an occupational area designated and approved by the Wisconsin Technical College System Board. The degree is awarded for successful completion of a program primarily intended for employment. About 30 percent of the course work is in general education; the remaining 70 percent is in technical studies.

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### **Attendance Policy**

A student is expected to attend every class for which he or she has registered. Each instructor will make known to the student his or her policy with respect to absences in the course. It is the student's responsibility to be aware of this policy. If students do not attend the first class session, and have not made prior arrangements with the instructor, they will be withdrawn from the course and will be responsible for the fees.

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### **Audit (registering on a non-credit basis)**

A course registration (with regular tuition charges) with a formal understanding that the student attends classes, does not take exams, and does not receive credit or a grade for the course. Audit students may attend class; but are not required to take examinations; they do not receive credit for the class. Tuition and fees are assessed. An audited course appears on the student's record with a grade of (AU). It does not count toward a degree or a diploma. To audit a course, an agreement is made between the student and the instructor. An audited course is not covered by financial aid.

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### **Blackboard**

A web-based tool designed to allow students and instructors to interact in online classes, or to use online materials and activities to complement traditional classroom based courses.

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### **Blended Options**

Fast paced and rigorous program format that combines face-to-face and online instruction.

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### **Block Schedules**

A type of academic scheduling in which class times are pre-determined for the student.

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### **Calendar, WCTC**

The WCTC College Calendar contains important information for students; e.g., important academic dates, financial aid deadlines, events on campus, etc. The calendar is available on the main WCTC website.

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### **Certificate**

A streamlined education to enhance jobs skills that can be useful when changing careers or to advance in a current field. Typically, certificates are not eligible for financial aid funding.

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### **Census Date**

Refers to the point at which your enrollment is locked for financial aid purposes. This census date is used for all terms, including the summer session. At this point in the term, credit hours are locked and financial aid for the term is adjusted to reflect the student's official enrolled credits. For example, if the student received aid at the beginning of the term based on full-time enrollment and then dropped credits, aid is then revised to match their eligibility based on the number of credits enrolled in as of the census date and types of aid that were awarded. Credits added after the census date cannot be used to increase financial aid eligibility.

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### **CLEP Credit and Testing**

The College-Level Examination Program (CLEP) offers students the opportunity to receive college credit for what they already know with qualifying scores on one or more CLEP examinations. These exams test students' knowledge of introductory college-level subjects. CLEP testing is offered through WCTC in the Assessment Center. [www.clep.collegeboard.org](http://www.clep.collegeboard.org). There is a fee for this exam.

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### **Clinical**

Paid or unpaid work placements that are associated with a program of study, and that enable students to integrate academic studies with related, practical work experience.

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### **COMPASS Test**

A series of short basic skills tests developed by American College Testing (ACT) that measures students' proficiency in the areas of reading, writing and math. It is an individualized and untimed computer-based test.

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### **Core Courses**

Courses that are specifically required for a particular program of study and is offered by the department responsible for administering the curriculum of that program of study.

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### **Co-requisite**

A course that is required to be taken at the same time as another course. The co-requisite course may have been previously completed and would require a grade of "C" or better.

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### **Counselor**

WCTC counselors focus on the intellectual, cultural, psychological and social dimensions of student life. The counseling staff is dedicated to assisting students in accomplishing their education goals. Counselors help students to clarify concerns, to set goals, to gain insight into themselves and others, to learn effective ways to cope and to resolve personal and educational barriers.

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### **Course**

A formal, organized learning experience in a particular subject area. Courses may include lectures, seminars, laboratories, workshops and other learning formats and experiences.

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### **Course Drop (or Drop)**

To terminate enrollment from a class during the refund period. The class will not appear on the student's transcript. A course drop is different than withdrawal.

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### **Course Number**

A unique six-digit number associated with WCTC courses.

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### **Course Registration Number (CRN)**

The course registration number corresponds to the course section, as each course section will have a different CRN number. CRN number is used to register for the selected meeting time and day of a course.

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### **Course Schedule**

A listing of courses that includes days, times, locations and instructional modes, e.g., online. The course schedule is accessible to students online in their myWCTCaccount.

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### **Creative Review** (admissions step for Graphic Design)

Students must submit a written essay and 8-10 samples of drawing and design that illustrate range of skills. Student will then complete a drawing and layout evaluation project and meet with a design faculty member about written essay, samples and project.

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### **Credential**

A named qualification that is awarded by WCTC upon completion of a prescribed program of study, i.e. certificate, diploma, associate degree.

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### **Credit**

The value assigned to a course. There are many courses offered at WCTC that are worth three credits.

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### **Credit for Prior Learning**

Educational, work or military experiences, credit from high school courses, and other knowledge and skills that is equivalent to the WCTC curriculum.

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### **Curriculum**

The required courses a student must complete to obtain a WCTC credential.

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### **Dean**

The head of an educational or student support area. For example, the Dean of the School of Business.

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### **Diploma**

A credential associated with the completion of a short-term program of study.

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### **DSST® Exam (formerly DANTES Subject Standardized Tests)**

The DSST® Program is a nationally recognized testing program that gives you the opportunity to receive college credit for learning acquired outside the traditional college classroom. There is a fee for this exam.

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### **Education Abroad**

An opportunity for students to pursue some of their studies at an institution in another country while remaining a student at their home institution.

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### **Elective**

A credit-level course. If a student is pursuing an associate degree, he/she needs to choose associate degree level course. Not every program has electives built into the curriculum.

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### **Faculty Member**

An instructor at a post-secondary institution.

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### **FAFSA**

The Free Application for Federal Student Aid, commonly known as the FAFSA, is a form that can be submitted annually by current and prospective college students to determine their eligibility for student financial aid (including the Pell Grant, Federal student loans and Federal Work-Study).

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### **FERPA**

The Family Education Rights and Privacy Act, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Students have the right to review their records and seek to have their records amended. FERPA also provides students with guidelines for the correction of inaccurate or misleading data.

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### **Financial Aid**

Funding that is intended to help students pay education-related expenses including tuition and fees, room and board, books and supplies, etc. for education at a college, university or private school.

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### **Full-time Study**

At WCTC, full-time study is defined as enrollment in 12 or more credits.

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### **General Course Taker**

Students who are taking courses that will apply to a variety of programs. Typically, students who are considered to be "general course takers" are not formally enrolled in an academic program and would not qualify for financial aid.

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### **General Education Courses**

General Education courses within the Wisconsin Technical College System are offered to support occupational programming and they are selected from the areas of communication (both oral and written), mathematics, natural sciences, and social/behavioral sciences.

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### **General Public Registration**

Students who are not admitted to, or active in, a program can register during this time.

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### **Getting Started Session**

Geared specifically for prospective WCTC students to help choose a program and provide an overview of admissions, career resources, degree information, enrollment, financial aid and general student services available.

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### **Grade Point Average GPA (cumulative)**

A cumulative grade point average is a calculation of the average of all of a student's grades for all semesters and courses completed up to a given academic term.

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### **Grade Point Average GPA (program)**

A program grade point average is a calculation of the average of all of a student's grades for the courses required to graduate from the program of study.

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### **Grade Point Average GPA (semester/term)**

A semester grade point average is a calculation of the average of all of a student's grades for one semester/academic term.

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### **Grants**

Grants are financial aid funds that do not require repayment when students comply with financial aid academic progress policies. Grant eligibility is assessed when students submit the FAFSA and is based upon student's financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less.

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### **Hybrid Course**

Courses that have face-to-face interaction as well as in-class discussions, active group work, and live lectures with typically web-based educational technologies (online assignments, discussion boards and other web-assisted learning tools).

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### **Internet Course**

Requires students to use the web-based Blackboard course tool to complete homework, participate in class activities and communicate with classmates and instructors. Internet courses require students to have consistent access to the Internet, strong written communication skills and the ability to manage their time.

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### **Internship**

Paid or unpaid work placements that are associated with a program of study, and that enable students to integrate academic studies with related, practical work experience

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### **Labor Market Information**

Information that predicts current and future need of occupations.

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### **Loans (Stafford)**

A type of financial aid that is designed to help students pay for tuition, books, and living expenses. It may differ from other types of loans in that the interest rate may be substantially lower and the repayment schedule may be deferred while the student is still in education. Students apply for federal student loans by submitting the FAFSA.

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### **myCard**

A student identification card used to access services at WCTC. WCTC students are required to use the myCard to print on campus, to access the Fitness Center and to prove student status.

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### **myWCTC**

Sometimes referred to as "the portal," myWCTC, is a one-stop, single sign-on environment for all of a student's computing resources. Students are automatically signed into Blackboard, myWCTCaccount, myWCTCmail (email) and Office 365. Students can find announcements about registration, campus visits, and other important news. It also features campus links and the student handbook.

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### **myWCTCaccount**

The student information system used at WCTC and can be accessed through myWCTC. It is the permanent records storage area for the outcomes of all your coursework activities. It allows students to view admissions, registration, financial aid, billing, and student record information including grades, placement test scores and unofficial transcripts. *Formerly known as myAccount (OIS).*

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### **New Student Orientation (NSO)**

A period of time at the beginning of the academic year that events are held to orient and welcome new students. The orientation helps new students acclimate to student life, support services, policies and procedures and introduce themselves to other new students.

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### **Newly Admitted Student Registration**

Students who have been newly admitted to a program have the opportunity to register for courses on this date after they have signed up for and attended New Student Orientation (NSO). Students who have been newly admitted after this date cannot register until after they have registered for and attended NSO. Registration is first-come, first-serve and seats are not guaranteed.

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### **NLN-PAX test**

The National League for Nursing Pre-Admission Examination (NLN-PAX) is a standardized entrance exam for potential nursing students who seek admittance into nursing school nationwide.

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### **Non-Credit Course**

A course that has no assigned value but is taken for its learning value. Usually graded "S" (satisfactory) or "NG" (no grade).

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### **myAccount (OIS) – See *myWCTCaccount***

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### **Official Transcript**

A transcript prepared by an educational institution that has the institution's seal and official signature and is in a sealed envelope. The transcript will include a record of courses taken and grades earned.

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### **OneDrive**

A place where students can store and share files on the internet. Students can access the OneDrive through the Office 365 suite of tools.

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### **Online Registration**

A process that allows students to register for WCTC courses via the Internet through their myWCTCaccount.

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### **Online Courses**

Online classes require students to use the web-based Blackboard course tool to complete homework, participate in class activities and communicate with classmates and instructors. Online courses require students to have consistent access to the Internet, strong written communication skills and the ability to manage their time.

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### **Part-time Study**

At WCTC, part-time study is defined as registration in between six and eight credits.

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### **Petition**

Students who are ready to begin taking the health courses let us know by "petitioning." They must have met the requirements as outlined on the Petition Form and be ready to begin an intensive course of study.

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### **Portal – See *myWCTC***

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### **Practicum**

Paid or unpaid work placements that are associated with a program of study, and that enable students to integrate academic studies with related, practical work experience.

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### **Prerequisite**

A requirement that a student must fulfill before registering in a course. Unless otherwise noted, a minimum grade of "C" or "S" (satisfactory) grade in the prerequisite course is required. As well as courses, prerequisites may include minimum scores on placement tests, departmental permission, or acceptance into a particular program.

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### **Prior Degree Credit**

Specific credits granted based on the completion of an associate's degree or higher from WCTC or another accredited institution of higher education. The course and grade appears as prior degree (PD) on the WCTC transcript and myWCTCaccount, but the grade and credit are not calculated into the WCTC cumulative grade point average.

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### **Priority Registration**

Students who are continuing in a program (or declared certificate) have the opportunity to register for their courses before newly admitted or general students.

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### **Proficiency Exam**

Assessment of knowledge and skills in a particular subject area. The student contacts the instructional department to schedule the exam and pays a fee to the Registration department. The examination must be passed to earn WCTC credit for the course.

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### **Program**

A Wisconsin Technical College System (WTCS) -approved group or cluster of courses leading to a technical diploma or associate degree. Programs are defined by a unique title and an approved curriculum.

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### **Program Advising Session**

Select programs require students to meet with their academic advisor before program admittance to discuss program requirements, course sequencing, course offerings, class selection, registration processes and campus resources.

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### **Program Planning Session**

Nursing and Allied Health students meet with their academic advisor before program admittance to discuss program requirements, course sequencing, course offerings, class selection, registration processes and campus resources.

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### **Program Student**

Students who have completed the application process and have been admitted to a WCTC program.

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### **Registration**

The process of enrolling in courses at WCTC.

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### **Registration Planning Session**

Group meetings with an academic advisor to get general information and program questions answered. Also student will learn about program requirements, class selection, registration processes and campus resources after students have been admitted to a specific program.

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### **Scholarships**

An award of financial aid for a student to further their education. Scholarships are awarded on various criteria, which usually reflect the values and purposes of the donor or founder of the award. Scholarship money is not required to be repaid.

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### **Student Handbook**

An in-depth review of the policies and procedures that are important to WCTC students.

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### **Student ID Number**

Nine-digit number given to students upon application to WCTC. This number remains with students for their lifetime and all academic records are attached to this number.

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### **Syllabus**

A description of the main content, organization and expected outcomes of a course, normally including the instructor's contact information, the hours of class time, assignments, assignment evaluation requirements, classroom rules and policies, and required texts.

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### **Technical Diploma**

A two-year, one-year or less than one-year state-approved program with a specific occupational objective. Technical diploma programs place more emphasis on the development of specific skills and less on the development of academic competencies.

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### **Transfer**

The process of changing institutions. The granting of credit (transfer credit) toward a credential by one institution for programs and courses completed at another. Credit is normally transferred on a course-by-course basis; however, there are several transfer agreements where large numbers of credits programs transfer to another post-secondary institution.

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### **Transfer Credit**

Recognition of approved equivalent studies from other institutions. The course and grade appears as transfer credit (TR) on the WCTC transcript and myWCTCaccount, but the grade and credit are not calculated into the WCTC cumulative grade point average. Courses eligible for transfer credit must have a grade of 'C' or higher (2.0 on a 4.0 scale).

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### **Transcript**

A record of courses taken and grades earned.

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### **Tuition Deferment**

Students who have approved financial aid in processing may have their tuition due dates postponed until financial aid is awarded. Contact Financial Aid for more information at 262.691.5436.

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### **User Name**

A unique name assigned by WCTC and used by students to log into the Portal and myWCTCmail. Students can access their user name by contacting the Service Desk at 262.691.5555.

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### **WCTC Email**

WCTC's student email system – myWCTCmail – is part of Microsoft's Office 365 suite of tools. Students should regularly check their email since this is the primary means by which the college and instructors communicate.

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### **Withdrawal**

To terminate enrollment from a class after the refund period. A "W" will appear on the student's record/transcript (different than a drop). Deadline dates for withdrawals are noted on the semester calendar.

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### **Work Experience**

Credits granted for knowledge and skills gained from experience obtained in previous/current employment. The process to evaluate experience for credit is determined by the department and may require a fee.

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