



April

End of High School Calendar

As your high school career winds down, there are still a number of important steps that must be taken, especially for those who are headed off to college.

April

- Compare financial aid award letters.
- Make your final school decision and submit deposits, as required. May 1 is the “typical” deadline to make this decision and submit a deposit. Be sure to inquire with the institution you are attending for a specific date.
- Check with the school you've chosen about returning financial aid award letters.
- Notify the schools you have chosen NOT to attend. If you paid a deposit, this can usually be refunded by a certain date (normally May 1, but again, check with each institution).
- Plan for registration, orientation, and housing, and mark your calendar with important dates.
- AP pre-registration, if planning to take AP exams.
- Complete the senior survey (done in English classes at the end of the month), notifying the counseling office of your post-high plans.

May

- Take AP tests if you registered for them.
- Be aware of any summer orientation sessions that you must attend at the school in which you will enroll, and make plans accordingly.
- Finalize your summer job plans, and make a plan for saving a portion of your summer earnings.
- Ensure that you've requested your final high school transcript be forwarded to the college you plan on attend. This can be done via Parchment and will be discussed in the next few weeks when counselors come to English classes for senior survey. This is a VERY IMPORTANT step, as all colleges require and review this information prior to starting class in the fall (and can revoke an offer of admission if a student has performed poorly in class their final semester of high school).
- GRADUATION!

June

- Plan for college transportation.
- Follow up with the financial aid office to ensure all paperwork is complete.

College Terminology

Going to college is a life adjustment in and of itself. In addition to a lifestyle change, many students can be overwhelmed by a new “language” spoken in college. Below is a glossary of common terms college-bound students may encounter.

Academic Advisor/Counselor - This person will help a student select the correct courses, review the course requirements in the field selected to pursue, and help with any academic problems a student may encounter. At some institutions, academic advisement is conducted by faculty as part of their job duties. Other institutions may designate specific staff as academic counselors.

Academic Probation - All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Any student not maintaining satisfactory progress toward his/her educational objectives will be placed on probation for a semester.

Academic Year – The school year that begins with fall classes. The academic year at most U.S. colleges and universities starts in August or September.

Academic Suspension - A student on Academic Probation may be placed on Academic Suspension if he/she fails to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specified time period - usually one semester. Specific requirements may be placed on the student's re-entry into college.

Alumni - People who have graduated from the institution.

Audit - A student who does not want to receive credit in a course may, with approval of the instructor, audit the course as a "visitor." A student who audits a course usually cannot ask or petition the institution at a later date to obtain college credit for the audited course.

Bookstore - All colleges have bookstores. It will generally stock all the books and other materials required in all the courses offered at the institution as well as providing basic necessities and clothing items.

Business Office - The Business Office is responsible for all financial transactions of the institution.

Catalog- College catalogs provide all types of information parents and students need to know about a school. It lists, for example: the institution's history and philosophy, policies and procedures, its accreditation status, courses of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc. These are typically available online.

CLEP - The College Level Examination Program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If the student scores high enough on the test, college credit can be awarded. There is a charge for each test taken. Information concerning an individual institution's policies toward CLEP Tests can be found in the institution's catalog or on its website.

Commencement – Day of graduation.

Commuter - A commuter is a student who lives off-campus and drives to class, or commutes.

Co-requisite - A requirement that must be satisfied at the same time a particular course is taken.

Course - A particular portion of a subject selected for study. A course is identified by a subject title and a course number, for example, Accounting 1.

Course Numbers - All courses are identified by numbers usually containing 3 or 4 digits, for example Freshman English might be English 113.

Credit by Examination - Course or unit credit granted for demonstrated proficiency through testing.

Credit Hour – The number of hours assigned to a specific class. This is usually the number of hours per week that a student is in the class. The number of credit hours a student enrolls in determines whether he/she is a full-time student or part-time student.

Curriculum - A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

Degree Requirements - Those requirements prescribed by other institutions for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major, and/or minor areas of study.

Degrees - Degrees are rewards for the successful completion of a prescribed program of study. There are three basic types of degrees: **Associate** - obtainable at a two-year community or junior college, **Baccalaureate or Bachelor's** - offered by four-year colleges and universities, and **Graduate** - Obtained after the bachelor's degree, i.e., Masters or Doctorate.

Department - A department is the basic organizational unit in a higher education institution, and is responsible for the academic functions in a field of study. It may also be used in the broader sense to indicate an administrative or service unit of an institution.

Drop and Add - Students are generally permitted to drop courses from their class schedules and/or add other courses. Colleges allow varying lengths of time for students to add and drop classes. The college catalog or class schedule should note the correct procedures. Students usually need written approval from designated college officials to initiate dropping or adding a class.

Electives - Courses which a student may take that are not specifically required by his/her major or minor.

Enrollment - This is the procedure by which students choose classes each semester. It also includes the assessment and collection of fees. Pre-enrollment is the method by which students select courses well in advance of the official enrollment date of the next term.

Extra-Curricular Activities - These are non-classroom activities that can contribute to a well-rounded education. They can include such activities as athletics, clubs, student government, recreational and social organizations and events.

Faculty - The faculty is composed of all persons who teach classes for colleges.

FAFSA -Free Application for Federal Student Aid. The almost universal application for financial aid, including loans, grants, college work-study and other federal and state programs. It is often required before a student can be considered for scholarships also. This should be completed as close to January 1 of the senior year in high school as possible.

Fees - Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs, and publications.

Final Exams (Finals) - These exams are usually given during the last week of classes each semester. The type of final administered in a course is left to the discretion of the instructor. Final exams are given on specified dates that may be different than the regular class time, and are usually listed in each semester's class schedule.

Financial Aid - Aid is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Awards from these programs may be combined in an "award package" to meet the cost of education. The types and amounts of aid awarded are determined by financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

Fraternities/Sororities (also called the Greek System) - Fraternities (for men) and sororities (for women) are social organizations that are active in various activities. Through a process of mutual selection, called Rush (which takes place during a specified period of time), students may be offered the opportunity to "pledge" a certain fraternity or sorority. Not all colleges have these organizations.

Full-Time Student – A student who enrolls in at least a minimum number (determined by the college or university) of credit hours of courses.

General Education Requirements - A group of courses selected from several disciplines which are required for graduation. These classes give students basic knowledge of a variety of topics. Consult college catalog or see a counselor.

Grant – A form of financial aid from a non-profit organization (such as the government) that students do not have to repay.

Humanities Courses - Humanities courses are classes covering subjects such as literature, philosophy, languages, history, and the fine arts. Most undergraduate degrees require a certain number of humanities credit hours.

Incomplete - The administrative symbol "I" is recorded on the student's permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within a specified timeframe after the end of the semester or the "I" reverts to a letter grade determined by the instructor.

Internship – A temporary job, paid or unpaid, usually in the field of your major. Students may be able to receive college credit for an internship.

Junior/Community College - A Junior/Community College is a two-year institution of higher education. Course offerings generally include a transfer curriculum with credits transferable toward a bachelor's degree a four-year college, and an occupational or technical curriculum with courses of study designed to prepare students for employment in two years.

Lecture/Laboratory Classes - In **Lecture classes**, students attend class on a regular basis and the instructor lectures on class material. **Laboratory classes** require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture.

Letter Grades/Grade Point Averages (GPA) – Most colleges use both letter grades and GPAs in determining students' grades. Grades at most colleges are figured using the following method: As are worth 4 points Bs are worth 3 points Cs are worth 2 points Ds are worth 1 point, and Fs are worth 0 points. To figure a GPA, simply multiply the number of hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of credit hours. The result is the grade point average.

Loan – A form of financial aid that you must repay, typically with interest charged.

Major/Minor - A **major** is a student's chosen field of study. It usually requires the successful completion of a specified number of credit hours. A **minor** is designated as a specific number of credit hours in a secondary field of study.

Mid-Term Exams (Midterms) - During the middle of each semester, instructors may give mid-term exams that test students on the material covered during the first half of the semester. Some classes have only two tests, a midterm and a final.

Non-Credit Courses - These are classes or courses that do not meet the requirements for a certificate of a degree at a given institution. Non-credit courses may serve one of several purposes: to explore new fields of study, increase proficiency in a particular profession, develop potential, or enrich life experiences through cultural and/or recreational studies.

Non-Resident – A student who isn't an official resident of the state where a public university is located. Tuition at public universities is less expensive for residents.

Office Hours – Time set aside by professors or teaching assistants for students to visit their office and ask questions or discuss the course they teach. A student's professor or teaching assistant will tell him/her at the beginning of the term when and where office hours will be every week, and it's typically written in the class syllabus.

Part-Time Student – A student who doesn't enroll in enough credit hours to become a full-time student, as defined by the college or university. Part-time students often take only one or two classes at a time.

Pass/Fail Courses - Pass/fail courses do not earn letter grades or grade points for students. If a student passes a pass/fail course, he/she receives a "P" (pass) or "CR" (credit) on the transcript and the credit hours. If the student does not pass the course, they will receive a "NP" (not pass) or a "NC" (no credit) on the transcript and no credit hours. The evaluation for the pass/fail course is not figured into the student's GPA.

Placement Tests - Tests given prior to admission which are used to recommend students to the appropriate class level.

Prerequisite/Prerequisite Courses – A **prerequisite** is a requirement that must be satisfied before enrolling in a particular course-usually a previous course or equivalent skills level. A **prerequisite course** is a course taken in preparation for another course. For example, Accounting 1 is a prerequisite for Accounting 2.

Private/Public Institutions - Private and public institutions differ primarily in terms of their source of financial support. Public institutions receive funding from the state or other governmental entities and are administered by public boards. Private institutions rely on income from private donations, or from religious or other organizations and student tuition. Private institutions are governed by a board of trustees.

Registrar - The registrar of an institution is responsible for the maintenance of all academic records and may include such duties as: maintenance of class enrollments, providing statistical information on student enrollment, certification of athletic eligibility and student eligibility for honor rolls, administering probation and retention policies, and verification of the completion of degree requirements for graduation.

Resident – A student who lives in and meets the residency requirements for the state where a public university is located. Tuition at public universities often is more expensive for non-residents.

Schedule of Classes- Colleges publish and distribute a Class Schedule book for each semester, during the previous semester. With the help of academic advisors and/or faculty members, students make up their own individual class schedules for each semester they are enrolled. Courses are designated in the Class Schedule by course department, course number, time and days the course meets, the room number and building name, and the instructor's name. A class schedule is also simply a list of classes a student is taking, which includes course name and number, time and location of the class, and possibly the instructor. This information is typically available online.

Scholarship – A form of financial aid that you do not have to repay.

Student Identification Card (I.D.) - A student ID is usually required in college. It is similar to a driver's license and generally includes a photograph of the student, a student number, the student's name, the name of the college and the semester/year enrolled. The card is often required for admittance to functions sponsored by the college.

Transcript – An official academic record from a specific school. It lists the courses completed, grades, and information such as when a student attended.

Transfer - Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer of Credits - Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply toward graduation requirements.

Tuition - Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state

status, level of classes enrolled in (lower, upper or graduate division), and whether the institution is publicly or privately financed.

Undergraduate- An undergraduate is a student who is pursuing either a one-, two-, or four-year degree.

Withdrawal - Students may withdraw from courses during a semester, but there are established procedures for doing so. The college catalog and/or Class Schedule generally specify the procedures

**Some information taken from www.collegeprep101.com.*