Glossary

A BRIEF GUIDE TO COMMONLY USED (and often misunderstood) University Acronyms, Phrases, and Miscellaneous Jargon. Please see Online Undergraduate Catalog for complete details: http://www.etsu.edu/reg/catalog/undergraduate.aspx

Academic Advisor- A faculty or staff member of the academic department to which a student is admitted. The advisors are available to assist students with academic counseling and scheduling of classes. Most students are required to see an advisor before they can register for classes.

Academic Calendar – important dates for each term including refund dates, drop dates, holidays and deadlines. http://www.etsu.edu/etsu/academicdates.asp

Academic Common Market: An interstate agreement among southern states for sharing in common academic programs. Out-of-state students who qualify in specific programs pay in-state tuition.

ACT: American College Testing Program, offers a test prior to admission

ACTS: Adult, Commuter, and Transfer Services located in the ARC.

Advisement Records: Are confidential and usually consist of grade reports, any previous high school or transfer work, and a record of the meetings with the student’s advisor.

APS: (Academic Performance Scholarship) Scholarship awarded through the Financial Aid Office.

ARC: Advisement Resources and Career Center located on 2nd level of D.P. Culp Center. Houses several advisement resource and career centers. For more details see: http://www.etsu.edu/arc/

Associate Degree: The degree given for completing undergraduate college programs of at least two but less than four years of study. These degrees usually focus more upon occupational training with fewer general education requirements.

Audit: Course taken for non-credit.

Bachelor’s Degree: The degree given for completing undergraduate college programs that normally take at least four years of study. These degree programs require a broad curriculum in a number of disciplines and most require an area of concentration (major).

Buckley Amendment / FERPA: (Family Educational Rights and Privacy Act) Protects the student’s right to privacy.

Building Codes: University building abbreviations.
**Bursar:** The Bursar’s Office normally collects and credits all fee payments and disburses (pays out) any financial aid. Should you owe the school any money; you would be put on a checklist by the Bursar and not allowed to register until the debt is paid.

**Catalog:** The catalog is the official publication of the university. The catalog is an “a” to “z” academic resource updated each academic year. It contains detailed information about academic majors, degree programs, academic colleges, academic regulations, financial aid, student advisement, and other important information.

**Classification:** Level of progress toward the bachelor’s degree. An undergraduate student is classified as Freshman, Sophomore, Junior, or Senior, depending on the number of semester hours completed and grade points earned.

**CLEP:** (College Level Examination Program) Tests which determine the extent of a student’s knowledge in a particular subject area. These tests are used to award college credit in certain subject areas.

**College:** Administrative unit of the university, housing related departments and majors.

**Compass:** Computerized test required for some students to determine placement in Developmental Studies courses. (see undergraduate catalog for guidelines or contact the University Advisement Center at 423-439-5244.)

**CO-OP:** A program whereby students may work in a field relevant to their career while earning academic credit.

**Core: aka General Education** Sequence of courses chosen from various subject areas which are required of all students as part of their undergraduate program. The program is designed to help students acquire a broad base of knowledge and capabilities fundamental to the concept of a university education. Some majors or programs of students have specific general education requirements.

**Course:** A specific subject of study.

**Course ID:** The subject abbreviation, catalog number, and section number of a particular course.

**Credit Hours:** Value placed on a course used in computation of GPA and generally accepted amount of classroom/lab contact time.

**Curriculum:** The whole body of courses offered by the college, or by one of its divisions or departments.

**D2L (Desire to Learn):** ETSU’s course management system for creating and teaching both online and web-enhanced courses ([http://www.etsu.edu/D2L](http://www.etsu.edu/D2L)).

**Day Codes:** M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, TR=Tuesdays and Thursdays.

**Department:** An organizational unit representing a discipline or related disciplines.

**Discipline:** (or Area of Study) An area of study representing a branch of knowledge.
**Discover Program:** A computerized career information system located in the Peer Career Center in the ARC to assist students in exploring interests, abilities, and personality types, as well as choice of career and academic major.

**Drop/Add:** (schedule change) adding a course/dropping a course (Registrar’s Office).

**Elective:** A course not specifically required for a particular major or minor.

**Encumbrance:** (Hold) Registration blocked for students having outstanding academic, financial or judicial obligations at time of registration.

**ETSU at Kingsport:** ETSU’s Kingsport campus.

**Exit Exam:** A mandatory exam required prior to graduation. Results are used for gathering statistical data.

**Full-time student:** 12 credit hours is considered full-time. To complete a degree in four years it is more realistic to take at least 15 credit hours.

**FWS:** (Federal Work Study) On-campus student work positions available only if you qualify through the Office of Financial Aid. Limited campus positions – search for positions before semester begins.

**GED:** (General Equivalency Diploma) high school equivalency diploma.

**General Education Core:** see core. [http://www.etsu.edu/gened/requirementsnew.htm](http://www.etsu.edu/gened/requirementsnew.htm)

**Goldlink:** ETSU’s online student system for class registration, financial aid acceptance, fee payment and viewing grades. Students are responsible for verifying all registration transactions made on GoldLink.

**Goldmail:** ETSU’s email account that all students receive. [http://www.etsu.edu/oit/studentinfo/goldmail.aspx](http://www.etsu.edu/oit/studentinfo/goldmail.aspx)

**GPA:** Grade Point Average

**Grade Points:** Numerical values assigned to letter grades based on a four-point system.

**Grants:** Awards that you do not have to pay back.

**Greens:** Members of Sororities and Fraternities.

**Holds—** holds are best viewed on GoldLink. Students may have holds for: advisement, parking tickets, past due tuition/fees, library fines, and disciplinary actions. Some holds prevent registration (adding or dropping).

**ID Card:** ETSU identification card. Students can add money to ID Card for use on campus and many local establishments (see: [http://www.etsu.edu/students/idservices/](http://www.etsu.edu/students/idservices/))

**Incomplete:** A grade of an “I” is assigned if a student is passing a course at the end of the semester, but due to extenuating circumstances is unable to complete all course requirements.
Incomplete grades must be completed within one year. At the end of one year, incompletes turn to F.

**Intensive Courses:** Courses which fulfill the general education core Writing Intensive, Communicating Orally, and Using Information Technology requirements. These courses are indicated in the Look Up classes option in GoldLink. Only ETSU courses meet intensive requirements.

**Major:** The academic area in which a student chooses to place principal emphasis.

**Meal Plan:** A program established by food services to purchase meals on a pre-paid basis.

**Minor:** Secondary area of study. Not all majors require a minor.

**Partners In Education Program:** allows students under 21 to sign a waiver giving the Office of Undergraduate Student Advisement permission to share academic information with student’s designee. Financial Aid and Financial Services (Bursar) have separate waiver forms. Academic information such as mid-term grades, end-of-term grades and transcripts are also available online via GoldLink with Student’s E# and PIN code.

**Part-Time:** Students registering for less than a full load (fewer than 12 hours a semester) are considered part-time. Part-time status will affect financial aid, Lottery scholarship, housing assignments, etc.

**Pell Grant:** A direct grant for the federal government based on financial need.

**Perkins Loan:** A federal loan program whereby students may borrow a long-term, low-interest loan.

**Post Office Box:** Located lower level Culp Center, Required for residence hall students. Students may request a campus office box if they do not live on campus.

**Prerequisite:** A requirement which must be met before a particular course can be taken.

**Purge:** Cancellation of course registration because of failure to pay fees or confirm financial aid by appropriate payment deadline. Students must pay fees or confirm financial aid (enough to cover all tuition/fees/housing) no later than the day before each term begins.

**Registration Guide:** A printed information guide containing information regarding registration, advisement, fee payment and deadlines, and other important dates on the academic calendar. [http://www.etsu.edu/reg/registration/resources.aspx](http://www.etsu.edu/reg/registration/resources.aspx)

**Registrar:** The Registrar’s Office keeps a record of your college transcript, the courses you register for, and the grades you receive. It is the office that is in charge of actually registering you for classes each term. If you must drop or add a course, see the registrar immediately in room 101 of Dossett Hall.

**Retention Standards:** The grade point average a student must maintain to avoid suspension from the university. The GPA will vary according to the number of quality hours a student has earned.
**RHA:** (Residence Hall Association) Governing body of the Residence Halls.

**RSWP:** (Regular Student Work Program) A campus work program for students who may or may not qualify for financial aid that allows students to work up to 10 hours per week.

**SAR:** (Student Aid Report) A federal ‘output’ document sent to a student by the Department of Education’s Central Processing System in response to the Free Application for Federal Student Aid.

**SAT:** (Scholastic Aptitude Test) A test offered prior to admission.

**Schedule:** The listing of courses for which a student is enrolled during a semester or summer term.

**Schedule of Classes:** Available online, the Schedule of Classes contains a listing of all courses offered for a specific term. [http://www.etsu.edu/reg/registration/resources.aspx](http://www.etsu.edu/reg/registration/resources.aspx)

**Scholarships:** Private monies from corporate or special interest groups.

**Semester Hour:** A measure of academic work completed satisfactorily. Ordinarily, one credit hour is given for one hour of class attendance a week for the period of a semester. In some courses, however, such as laboratory courses, two or three hours of attendance a week are required to earn one credit hour. Most courses are worth three credit hours.

**Semesters vs. Quarters:** Most higher education institutions divide the school year into either two semesters (approximately 16 weeks in length) or three quarters (approximately 11 weeks) excluding summer.

**SGA:** Student Government Association

**Spectrum:** The Spectrum is the official Student Handbook. Printed in the telephone directory, the Spectrum provides an “a” to “z” listing of student services and resources.

**Standard Class Times:** The time of day classes meet.

**Syllabus:** An outline or other brief statement of what a professor expects to cover for the entire semester. It will often include an exact schedule of assignment due dates, test dates, grading system, and any issues a professor wishes to make absolutely clear.

**Syllabus Attachment:** A document containing important information for students, such as academic dates, policies, and various academic resources. (Web address: [http://www.etsu.edu/reg/academics/syllabus.aspx](http://www.etsu.edu/reg/academics/syllabus.aspx))

**1040:** Federal Income Tax Form.

**Transcript:** An official copy of a student’s academic record, showing courses completed, grades, and credit earned, and other data concerning the student.

**TELS:** (Tennessee Education Lottery Scholarship) Financial assistance for qualified Tennessee residents. See [www.state.tn.us/tsac](http://www.state.tn.us/tsac) for details.
**TBR:** Tennessee Board of Regents) Governing board for ETSU, sixth largest higher education system in the country.

**Undeclared Major:** (UDEC) A Student who is undecided about his/her major. Undeclared students see the University Advisement Center in the ARC for advisement.

**Undergraduate:** A college or university student who has not received a bachelor’s degree.

**Withdrawal:** process completed thru Registrar’s Office (101 Dossett Hall) to drop all classes for the current term. Students may withdraw up until two days before the end of the semester. Withdrawing will adversely affect Financial Aid, scholarships, housing and etc.