GLOSSARY OF EDUCATIONAL TERMS

Academic Advisors Academic advisors work with students to identify career and educational goals. Academic Advisors engage students in designing and implementing an education plan focused on program completion. Academic Advisors are also responsible for understanding and interpreting College policies and for helping to facilitate a student’s success.

Academic Counselor Academic Counselors assist students who need to strengthen their basic skills in reading, writing, and/or math, and students who are English language learners.

Accreditation In the United States, schools and colleges voluntarily seek accreditation from non-governmental bodies. An institutional accrediting agency evaluates an entire educational organization in terms of its mission and the agency’s standards or criteria. It accredits the organization as a whole. Besides assessing formal educational activities, it evaluates such things as governance and administration, financial stability, admissions and student services, institutional resources, student learning, institutional effectiveness, and relationships with internal and external constituencies. MCC is accredited by the Higher Learning Commission (HLC). Accreditation makes it possible to transfer completed courses to most other institutions.

Adult Education (AE) AE is a program sponsored jointly by the Nebraska State Department of Education and Metropolitan Community College. The student is offered the opportunity to develop basic skills in reading, writing and mathematics.

Advocacy Counselor Advocacy Counselors provide services tailored to address nonacademic concerns, complex academic or financial situations, personal and emotional well-being or crisis, that may be affecting a student’s success academically. They provide support, intervention, and referrals to community resources.

Applied Technology Course Course offerings in an instructional program intended to prepare individuals for immediate entry into a specific occupation or career, within the skilled trades. The term “occupational course” is often used in the same context.

Apprenticeship MCC offers a four-year apprenticeship training program in electrical and plumbing trades.

Articulation Term used to describe the courses taught at MCC that the four-year institution will accept because the content is the same. An Articulation Agreement is an officially approved agreement between two institutions, which allows students to apply credits earned at one institution toward advanced standing, entry or transfer into a specific program at the other institution. Agreements can approve a course to transfer as equivalent to another course, or approve an entire associate degree to transfer to a specific four-year program. Such agreements help students make smooth transitions from one institution to another by minimizing duplication of coursework.

Assessment Services A basic skills assessment program is available on each campus. The student participates in basic skills assessment in reading, English, science and mathematics.

Attrition Withdrawal from an institution without formal completion.

Awards MCC awards certificates and degrees upon successful completion of a course of study:

Certificate of Achievement A certificate is awarded for a program of study that is at least 48 credit hours in length.

Career Certificate Represents a structured sequence of courses that may be completed in a relatively short period of time – single term to multiple terms.

Degree The associate degree is offered to a student completing a two-year program of study. MCC offers Associate in Arts (AA) degrees, Associate in Science degrees (AS), Associate in Applied Science (AAS) degrees, and Associate in Science in Nursing (ASN) degrees.
**Blended Course** Combines elements of online, videoconferencing and on-campus learning, with on-campus time reserved for active learning and application. Splits online and on-campus time as course content dictates.

**Board of Governors Scholarship for Graduating Seniors** All graduation high school seniors in the four-county area are eligible to apply for this competitive scholarship which pays for all tuition and facility fees for up to 18 credit hours for eight academic quarters.

**Board of Governors Special Recognition Scholarship** The Board of Governors of the Metropolitan Community College Area established the Special Recognition Scholarships valued at $1,000 and no more than eleven scholarships are awarded each fiscal year. The scholarship is to be used only for tuition and mandatory fees at Metropolitan Community College.

**Canvas** A comprehensive and flexible e-Learning software platform that delivers a complete course management system.

**Career Academy** Designed to provide an opportunity for high school juniors and seniors to learn specific career knowledge and skills prior to high school graduation. Career Academy programs culminate in a career certificate or specialist diploma.

**Career Services** A wide range of career, employment and support services are available at the College’s Elkhorn Valley, Fort Omaha, and South Omaha campuses. Career Services staff members provide individualized assistance to people in making career decisions, seeking employment opportunities, and upgrading skills to retain employment.

**College for Kids** A summer enrichment program for children ages 3-12 for the purpose of introducing children and their parents to the college environment and providing a service to the constituents of MCC’s four-county area.

**College for Teens** A summer enrichment program for children ages 12-17 for the purpose of introducing teenagers and their parents to the college environment and providing a service to the constituents of MCC’s four-county area.

**CollegeNOW!** CollegeNOW! is a program specifically designed for high school students to jumpstart their college education. Students enroll into sections taught by MCC faculty on campus or online.

**College Success Navigator** The College Success Navigator (CSN) provides proactive, ongoing, individualized support designed to help students persist and successfully complete their education and career goals.

**Community College** An educational institution operating and offering programs pursuant to Nebraska Statutes Sections 85-1501 to 85-1540.

**Concurrent Enrollment** Partnership between MCC and high school districts throughout the greater Omaha area. Concurrent enrollment allows high school students to earn both high school and college credit at same time. MCC credits earned may transfer to other college or university which accepts MCC credits. Courses are taught in the individual high school classroom by high school teachers that meet the MCC faculty requirements.

**Contact Center** The contact center is a multifaceted knowledge base available to help with students questions.

**Contact Hours** Refers to the amount of time a student is in the classroom. Seat time is another term used to define contact hours.

**Continuing Education** The Continuing Education department offers non-credit technology, enrichment, recreational and career-oriented courses at College campuses and centers, cooperating schools, community centers, businesses and other local facilities.

**Co-requisite** Requirements to enter selected courses have been established. A co-requisite course is a course that is required to be taken in conjunction with another course.

**Course Description** This is a statement found in the College catalog which identifies the content of a specific course.

**Course Number** This number identifies a specific course, such as MATH 1220 (Business Mathematics).
Course Objectives Each course offered in the college has defined objectives which all faculty have agreed make up the essentials of the course. These objectives are part of the syllabus distributed at the beginning of each class. Individual instructors may determine how to best assess the extent to which students have mastered these objectives: tests, homework assignments, presentations, research projects.

Course Section This number, an example shown here as “1A”, identifies a specific class such as BSAD 1000-1A (Introduction to Business at Elkhorn Valley on Monday, Wednesday and Friday [MWF] from 10:00 AM to 10:50 AM)

Course Subject This four letter code identifies the area of study, such as English (ENGL).

Credit Courses that apply to a degree or certificate awarded by Metropolitan Community College or meet pre-requisites for college level courses (Credit for developmental courses does not apply toward a degree, but satisfies pre-requisites for courses in degree programs.) Credit Hour This is a unit used in giving credit for a course and usually determines the number of hours per week the student is in class.

Course Weight A number assigned by the state to each credit and noncredit course for funding purposes.

0.0 = Nonreimbursable programs, are those that are not reimbursed with state funding, e.g. recreational, leisure
1.0 = General Education programs, a series of core requirements for each program including courses in communication, critical thinking, information literacy, numeracy, scientific inquiry and social cultural awareness
1.5 = Career Education programs e.g. Human Services, Criminal Justice, Child Care
2.0 = Technical Education programs e.g., Information Technology, Nursing, Welding, Autobody Technology

Degrees See Awards

Development Institutional efforts to bring in external financial resources to supplement college budgets. This includes private donations, in-kind gifts, and public/private grants.

Dual Enrollment Dual enrollment allows high school students to take college classes while they are still enrolled in high school. MCC offers five program pathways for High School students to enroll for dual enrollment: CollegeNow!, Concurrent Enrollment, Kickstart Online Institute, Gateway to College, and Career Academy.

Dual Enrollment Navigator (DEN) The Dual Enrollment Navigator is embedded in assigned high schools to enhance dual enrollment and support the transition of high school students to MCC. Develops relationships and partners with MCC divisions, 9-12 teachers, and MCC faculty and staff to orient students, assist registration, advise placement, instruct technology, and answer questions to ultimately promote student learning and success. Represents MCC’s Secondary Partnerships programs at assigned high schools.

Duplicated Headcount Duplicated headcount counts each student for every course taken. Headcount and Seatcount are also terms associated with duplicated headcount. Unduplicated headcount counts each student only once.

Disability Support Services (DSS) DSS counselors are available on each campus to serve the needs of students with disabilities.

Early Career Navigator (ECN) The Early Career Navigator (ECN) is embedded in high school construction, manufacturing, and/or wheeled trade programs to enhance enrollment in MCC degree programs and Career Academies. The ECN is responsible for building and sustaining the Career Technical Education pathway to enhance early career awareness and work-based learning experiences for middle school and high school students. The ECN assists with Career Academy recruitment, retention and advising.

Expected Family Contribution (EFC) Based on the Free Application for Federal Student Aid (FAFSA), the EFC is used to determine the applicant’s eligibility for
federal, state, and institutional student aid and is determined by the US Department of Education.

**Elective** An elective class permits the student to select a course of his/her choice to apply toward program requirements.

**English as a Second Language Classes (ESL)** MCC’s English as a Second Language (ESL) program offers both credit and non-credit learning options for the student who needs to develop his/her English language proficiency. Both credit and non-credit classes are offered to provide a sequenced program of instruction.

**Enrollment Navigator (EN)** Enrollment Navigator (EN) provides individualized guidance to students, assisting them through the complexities of the College environment. Connects students to services and resources, tracking progress up to 3 quarters of enrollment. The EN collaborates with internal stakeholders to assist the student as necessary and make certain they are on track with their individualized plan.

**F-1 International Students** F-1 international students are non-immigrants pursuing a full course of study towards a specific educational or professional objective at an academic institution in the U.S., as designated by the Department of Homeland Security (DHS).

**Federal Direct PLUS Loan** This loan program is designed to assist the parent(s) who wants to borrow money to help pay for the educational expenses for each child who is a dependent undergraduate student. The student must be enrolled for at least six (6) credit hours.

**Federal Direct Loan Program** This federal program provides low interest loan(s) to the student from the federal government via the Direct Loan Program. For additional information review the FSA Loan Programs Fact Sheet.

**Federal Supplemental Education Opportunity Grant (FSEOG)** Students with exceptional financial need are eligible to be awarded this limited grant. Priority is given to the student who is eligible for a Federal Pell Grant.

**Federal Work Study (FWS)** The Federal Work-Study program provides part time employment for the eligible student. Work study positions are located both on- and off-campus. Students must be enrolled in a minimum of six credit hours per quarter and in Good Standing for Financial Aid Satisfactory Progress to participate in the FWS program.

**Flipped Classroom** An instructional strategy that reverses the traditional educational arrangement by delivering traditional lecture materials and tests, often online, outside of the classroom and moves activities, including those that may have traditionally been considered homework, into the classroom.

**Full-time Student** Any student enrolled in 12 or more quarter credit hours per quarter is considered a full-time student. A student enrolled in fewer than 12 quarter credit hours is considered a part-time student.

**FTE** Full-Time Equivalent. One FTE is equal to 45 credit hours of instruction.

**Gateway to College Program** Gateway to College is a nationally recognized dual-credit high school diploma completion program. The program serves students ages 16-20 years old who would like an educational setting that is individually tailored for student success.

**General Education Development (GED)** These classes prepare the adult for the GED examination, which is a nationally standardized test of high school equivalency for adults.

**General Education Requirements** A series of core requirements that must be completed by every student that completes a degree at MCC.

**Grade Point Average (GPA)** This is the cumulative, numerical average of the grades the student has received. The range may be from a low of 0.0 to a high of 4.0.

**Grading System** An alphabetical representation of academic achievement:

- A – Excellent
- B – Above Average
- C – Average
- D – Below Average
- F – Failed
Math Centers Math Centers provide specialized drop-in math assistance, tutorial software and preparation for math placement exams and are available to all students taking MCC math classes.

MyWay Formerly known as WebAdvisor, MyWay is MCC’s online service that is available to students to access the following:

- Register for credit and non-credit classes
- View grades and class schedule
- Request official transcripts
- Drop classes
- Change address
- Obtain account summary by term
- Make a payment
- View and print degree audit
- Online courses

Nebraska Opportunity Grant (NOG) Nebraska residents with financial need are eligible to be awarded this grant. The student must have an EFC that does not exceed 110% of the Federal Pell Grant maximum EFC to be eligible.

Noncredit Refers to programs and courses that are not awarded college academic credit.

Non-Resident An individual who does not qualify for the resident tuition rate and is not an international student is considered a non-resident and his/her assessed tuition is according to the non-resident schedule.

Online Courses Coursework, assignments and testing are all completed online via the Internet. Students can complete their coursework at the time of day and a place convenient to them.

Option A degree or certificate option is a specialization within a program. A degree or certificate is awarded for the program, not the option.

Part-Time Student Any student enrolled in fewer than 12 quarter credit hours is considered a part-time student. A student enrolled in 12 or more quarter credit hours is considered a full-time student.

Pell Grant This Federal program provides a direct grant to the student to help pay college costs. Amounts awarded to the student depend on the cost
of attendance, financial need, EFC, and student’s enrollment status.

**Persistence** A standard measure of attrition. The degree to which a student persists in attaining her/his educational goal.

**Prerequisite** Requirements to enter selected courses have been established. The student must complete these requirements before enrolling in the course.

**Program of Study** A program of study indicates a specific group of classes needed to complete a certificate or degree program. It is also referred to as the major.

**Quarter** This is one of four periods of instruction offered at MCC: Summer (SS), Fall (FA), Winter (WI) and Spring (SP). Each quarter is approximately 10-11 weeks in length.

**Remote Delivery Course** Offers synchronous delivery of course content through live video conferencing during scheduled class times. Any hands-on or applied learning also occurs remotely, with no on-campus activity required.

**Resident** A student qualifies to register for resident tuition rates at Metropolitan Community College if s/he meets one of the following criteria:

- Has a Nebraska mailing address (PO Box not acceptable).
- Is a minor whose parents or legal guardian have a Nebraska mailing address (PO Box not acceptable).
- Is married to a spouse who has a Nebraska mailing address (PO Box not acceptable).
- Has attended or graduated from a Nebraska secondary school during the school year immediately prior to registration at MCC.

**Retention** A student is “retained” when they return the following term (term-to-term retention) or the following academic year (year-to-year retention).

**Seatcount** A measure of duplicated headcount. Duplicated counts each student for every course taken.

**Single Parent Homemaker Services** Located at the Fort Omaha Campus, Single Parent/Homemaker provides a wide range of special support services, workshops and personal assistance to single parents, single pregnant women and displaced homemakers.

**Tenth Day** State aid enrollment is computed using as a cutoff date the tenth (10th) day of instruction (business day) of each term. Tenth day data is not the same as audited or year-end data and should be interpreted as a snapshot of the term.

**Term** This is one of four periods of instruction offered at MCC: Summer (SS), Fall (FA), Winter (WI) and Spring (SP). Also known as quarter, each term is approximately 10 - 11 weeks in length. The student must register and pay for each term they attend. The academic year begins with fall term.

**Transcript** An official record of the grades earned in an institution.

**Transfer** The conveyance of a student’s credits from one institution to another.

**TRIO Services** Specialized TRIO Services counselors are assigned to each campus to provide assistance and support to the student from a low-income, first generation, disabled or educationally disadvantaged background. Program objectives help the student address educational deficiencies and overcome barriers of higher education.

**Tutoring** Subject-oriented instruction is offered through the learning centers, math centers, and writing centers by certified tutors.

**Unduplicated Headcount** Unduplicated counts each student only once during the term. Duplicated counts each student for every course taken. Headcount and Seatcount are also terms associated with duplicated headcount.

**Vocational Education** Training for a specific vocation in industry or trade. Often referred to as “Applied Technology” education.

**Work Study Programs** The programs are campus-based financial aid programs funded by the federal and state governments and by the institution.
Writing Centers The Writing Centers provide specialized writing assistance. They are open to all students enrolled in the College in either credit or non-credit classes.

GENERAL USE ACRONYMS

A-to-B Associate to Bachelor
AA Associate in Arts
AAS Associate in Applied Science
AE Adult Education
AC Academic Council
AC Administrative Computing
ACBSP Accreditation Council for Business Schools and Programs
ACFEF American Culinary Federation Education Foundation Accrediting Commission
AFI Adjunct Faculty Institute
ARELLO Association of Real Estate License Law Officials
AS Dean’s Office, Academic Success
ASN Associate in Science in Nursing
AT Dean’s Office, Applied Technology
BGTG Board of Governors Tuition Grant
BGTS Board of Governors Tuition Scholarship
BOG Board of Governors
BU Dean’s Office, Business and Human Services
CA Dean’s Office, Culinary Arts and Horticulture
CAD Computer-Aided Drafting
CCPE Coordinating Commission for Postsecondary Education (Nebraska)
CDS Curriculum Design Studio
CFOT Critical Facilities Operations Technology
CHRIE Council on Hotel, Restaurant and Institutional Education
CSHSE Council for Standards in Human Service Education
CN Dean’s Office, Construction Education
DSS Disability Support Services
ECH Equivalent Credit Hour
EFC Expected Family Contribution
ESL English as a Second Language
FA Fall Quarter
FAFSA Free Application for Federal Student Aid
FERPA Family Educational Rights and Privacy Act
FIG Faculty Information Guide
FSEOG Federal Supplemental Education Opportunity Grant
FTE Full-time Equivalent
FWS Federal Work Study
GED General Education Development
GeoWeb Electronic Library Catalog
GPA Grade Point Average
GUI Graphical User Interface
HDIM Health Data and Information Management
HE Dean’s Office, Health and Public Services
HLCC Higher Learning Commission
HM Dean’s Office, Humanities and Visual Arts
HR Human Resources
HYB Hybrid Class
I/IE International/Intercultural Education
IE Dean’s Office, Information Technology and E-Learning
IDS Instructional Design Services
IN Dean’s Office, Industrial Technology
INS Immigration and Naturalization Services
ITS Information Technology Services
MCC Metropolitan Community College
MCCGI Metropolitan Community College Graduation Initiative
MS Dean’s Office, Math and Natural Sciences
NATEF National Automotive Technicians Education Foundation
NCEC Nebraska Correctional Education Centers
NFI New Faculty Institute
OAC Outcomes Assessment Institute
PA Performance Appraisal
PDR Professional Development Report
PM Procedures Memorandums
PS Public Safety
REU Reimbursable Educational Unit
SOS Student Online Services
SP Spring Quarter
SS Summer Quarter
SS Student Services
SS Dean’s Office, Social Sciences
TrEC Transitional Education Center
WI Winter Quarter
WI Workforce Innovation
### CAMPUSES, BUILDINGS, AND SITES

<table>
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<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ATC</td>
<td>Applied Technology Center</td>
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<tr>
<td>BVC</td>
<td>Bellevue/Offutt Center</td>
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<tr>
<td>CAET</td>
<td>Center for Advanced and Emerging Technology – Fort Omaha Campus</td>
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<tr>
<td>CAM</td>
<td>Center for Advanced Manufacturing – South Omaha Campus</td>
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<tr>
<td>CASC</td>
<td>Career and Academic Skills Center – Fort Omaha Campus</td>
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<tr>
<td>CEC</td>
<td>Construction Education Center</td>
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<tr>
<td>CON</td>
<td>Connector Building—South Omaha Campus</td>
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<tr>
<td>DO</td>
<td>Do Space—72nd &amp; Dodge</td>
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<tr>
<td>EVC</td>
<td>Elkhorn Valley Campus</td>
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<tr>
<td>FRC</td>
<td>Fremont Center</td>
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<td>FOC</td>
<td>Fort Omaha Campus</td>
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<td>ICA</td>
<td>Institute for the Culinary Arts—Fort Omaha Campus</td>
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<tr>
<td>MHY</td>
<td>Mahoney Building—South Omaha Campus</td>
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<tr>
<td>MXN</td>
<td>MCC North Express—Highlander Accelerator Building, 3rd floor</td>
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<tr>
<td>MXS</td>
<td>MCC Express—24th &amp; Vinton</td>
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<tr>
<td>OFT</td>
<td>Offutt Air Force Base</td>
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<tr>
<td>SCC</td>
<td>Swanson Conference Center—Fort Omaha Campus</td>
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<tr>
<td>SOC</td>
<td>South Omaha Campus</td>
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<tr>
<td>SRP</td>
<td>Sarpy Center</td>
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