



## 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 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), and Associate in Applied Science (AAS) degrees.

### Blackboard

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

### 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 GED Graduates

A two-year full-tuition scholarship is awarded each year to two graduating General Education Development (GED) students from Metropolitan Community College and other Adult Education programs in MCC's four-county service area.

### Board of Governors Scholarship for Graduating Seniors

Public and private high schools in the four-county community college area can present a two-year full tuition scholarship to a graduating senior.

### 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 high school juniors and seniors with opportunities to explore various career fields and get a jumpstart on their post-secondary education.

**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 with discounted tuition. High school students who enroll in CollegeNOW! classes receive a 50 percent tuition discount.

**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.

**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. Seattime 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.

**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.

**Dual Enrollment**

Partnership between MCC and high school districts throughout the greater Omaha area. Dual 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.

**Expected Family Contribution (EFC)**

Based on the Federal 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 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 Stafford Student Loan Program (FSSSL)**

This federal program provides low interest loan(s) to the student from lenders such as banks, credit unions, or savings and loan associations.

**Federal Supplemental Education Opportunity Grant (FSEOG)**

Students with exceptional financial need are eligible to be awarded this 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.

**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 provides students who have not been successful in the high school environment the opportunity for a fresh start on a college campus.

**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
- I – Incomplete
- P – Pass
- R – Re-enroll
- V – Audit
- W – Withdrawal
- Z – No Grade Reported
- CV – No Grade Issued due to COVID-19

**Headcount**

A measure of enrollment. 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.

**Hybrid**

This is an alternative instructional delivery mode combining online technology and face-to-face interaction in a classroom. Typically the mix of online and on campus contact between the instructor and the students is 50/50.

**Independent Study**

Independent study allows a student to pursue, for credit, subject areas of interest outside of the existing College course structure.

**Internship**

This is work related to the student's program of study for which s/he receives college credit. The internship is generally taken near the end of a program of study.

**Kickstart Online Institute**

Kickstart Online Institute (KSOI) is a series of MCC general education courses that are scheduled for college-ready high school students ready to kickstart their college degrees while still in high school. All instructors are Nebraska Department of Education certified. KSOI courses count toward most MCC degrees, are transferable, and may count toward high school credit.

**Learning Management System**

Software application used to plan, implement, and assess a specific learning process. It provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance.

**Lifelong Learning**

A process or system through which individuals are able and willing to learn at all stages of life, from preschool years through old age.

**Major**

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

**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 State Grant (NSG)**

Nebraska residents with exceptional financial need are eligible to be awarded this grant. The student must also be eligible for a Federal Pell Grant.

**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 education, financial need 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 11 weeks in length.

**Remote Course**

Offers synchronous delivery of course content through live video conferencing during scheduled class times.

**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.

### **Special Assistance Grant (SAG)**

This grant is designed to pay tuition and provide an allowance for mandatory fees, books, and supplies for the underemployed/unemployed student who has financial need as determined by the Financial Aid and Veteran Services Office. The recipient may only enroll in one class or less than six (6) quarter credit hours.

### **Tenth Day**

State aid enrollment is computed using as a cutoff date the tenth (10<sup>th</sup>) 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 11 weeks in length. The student must register and pay for each term s/he attends. 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  
**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  
**ER** Dean's Office, English, English as a Second Language, and Reading  
**ESL** English as a Second Language  
**FA** Fall Quarter  
**FAFSA** Federal Application for Financial Student Aid  
**FAM** Financial Administrative Management  
**FERPA** Family Educational Rights and Privacy Act  
**FIG** Faculty Information Guide  
**FSEOG** Federal Supplemental Education Opportunity Grant  
**FSSL** Federal Stafford Student Loan Program  
**FTE** Full-time Equivalent  
**FWS** Federal Work Study  
**GED** General Education Development  
**GeoWeb** Electronic Library Catalog  
**GUI** Graphical User Interface  
**HDIM** Health Data and Information Management  
**HE** Dean's Office, Health and Public Services  
**HLC** 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

**INS** Immigration and Naturalization Services  
**ITS** Information Technology Services  
**LW** Dean's Office, Literacy and Workplace Skills  
**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 Committee  
**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

## Campuses, Buildings and Sites

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