

Commonly Used Terms

Academic Advisor – Advisors help students plan their program of study and course selection. The Academic Advising Center, where all academic advisors are located, is in Building 11, Room 11346.

Academic Credit Assessment Information Center (ACAIC) – This center provides information about non-traditional or alternative ways to receive Sinclair credit, such as articulation agreements with other colleges, universities, high schools, equivalency CLEP examinations, and evaluation of prior learning by portfolio, CLEP, PONSI, and Dantes.

Academic Divisions – Headed by a dean, Sinclair’s four academic divisions include:

- Business & Public Services
- Life & Health Sciences
- Science, Mathematics & Engineering
- Liberal Arts, Communication & Social Sciences.

Academic Probation – A student’s grade point average is below 2.0 for two consecutive quarters and he or she is in danger of being dismissed from school. A student on probation is required to see an academic counselor prior to the time of registration for classes.

Academic Program – The student’s academic area of study.

Academic Resource Center (ARC) – Academic Resource Center is a place where potential students can refresh basic skills in mathematics, English and reading either before taking the placement test or by enrolling in developmental studies classes.

Accreditation – To become accredited, a college, university or particular degree program must meet or exceed certain minimum education competency standards (local, state or national).

Admission – Fulfilling all entrance requirements so a student may register for classes.

Alumni – Graduates of Sinclair Community College are called alumni.

Articulation Agreements – Local colleges and universities agree to identify courses that will transfer and may guarantee junior status to Sinclair students. Also, Sinclair agrees to give college credit for selected course work taken in high school. Other articulation agreements exist with companies or agencies and may only apply to specific degree programs.

Associate Degree – This degree awarded by Sinclair is in a career area or transfer program. Ask an academic advisor about degree types, such as associate of arts (A.A.) associate of applied science (A.A.S.), and associate of science (A.S.).

Associate of Individualized Study (A.I.S.) – Those who want to design their own degree program should use the different courses of study in liberal arts or combine the liberal arts with technical areas of study.

Associate of Technical Study (A.T.S.) – Those who have technical degree goals that cannot be met through existing programs, may find this a good alternative.

Audit – To take a course without being responsible for homework or tests, students may “audit” – they won’t earn a grade, but the course will show on their record as an audit. Auditing students register during late registration and pay the regular tuition.

Bachelor’s Degree – Also called a baccalaureate degree, the bachelor’s degree is awarded by a four-year institution and usually indicates successful completion of at least a four-year course of study.

Bursar – The Bursar’s (or cashier’s) office is responsible for collecting tuition and fees.

Career Development (C.D.) – Courses which may be taken for career development/advancement rather than as part of a degree program.

Career or Technical Program – This kind of program prepares students to enter a particular job/vocational area and leads to an associate degree. (It is not designed to transfer to a four-year institution.)

Career Services – Students can find career counseling and assessment, a career and employment library and job information here. Employment services also arranges initial job interviews new graduates and alumni and conducts seminars on resume writing and interviewing techniques.

Certificate of Completion – This program of study trains students in skills essential to a particular career area, but not at the level required for an associate degree.

Change of Academic Program – To change from one academic program to another, students meet with an academic faculty advisor, who will make the change. This change will be indicated on the students’ records and will not affect the cumulative grade point average.

Chairperson – This teaching faculty member is responsible for managing his or her academic department.

College for Lifelong Learning (College for Seniors) This program coordinates opportunities for senior citizens, such as tuition free audit classes, registration in regular classes, and non-credit classes in the Senior Academy.

Community College – To meet the diverse needs of the community, this type of college offers courses, certificates and associate degrees in the arts, sciences and technical career areas.

Cooperative Education (Co-op) – Students can combine taking classes with working part time in a job related to their area of study.

Cost of Attendance (COA) – The total amount it will cost a student to go to school. This amount includes, but is not limited to, tuition and fees, books, room and board, transportation, supplies and personal expenses. The students' direct cost is tuition, fees and books.

Credit for Lifelong Learning Program (CLLP) – In CLLP students develop a portfolio to earn credit for prior learning from experience.

Credit Hour – Usually refers to the number of hours per week a student attends class and for which he or she can earn credits toward completion of a course of study. In many cases, the number of hours per week that a class meets determines the number of credit hours the class is "worth."

Curriculum – The total program of courses required for a degree or certificate in the student's academic program.

Dean – This administrator directs an academic division (such as "Liberal Arts, Communication & Social Sciences") at the college.

Dean's List – Students who have a grade point average of 3.4 or above; have no grade below a "C;" are carrying six or more credit hours; and are in good academic standing are on the "Dean's List" each quarter.

Degree Audit – A review to determine progress toward the completion of a degree. For those who change academic programs, a separate degree audit is needed. (This is different from "auditing" a course.) Degree audits can be printed from Web Advisor.

Department – An academic subdivision (such as the department of English) of the college where students are taught courses in a particular subject area (such as composition or literature).

Developmental Courses – These pre-college courses in reading, mathematics, science, and English help develop basic skills and prepare students for college level course work.

Distance Learning – Take courses any time, any place through video, online and at off-campus sites.

Drop/Add – If students need to add a course or drop a course after registering or want to change sections, they have to complete the drop/add process, either on a form or on the web (Internet).

Early Childhood Education Centers (ECEC) – Provides full- or part-time care for young children and also serves as a learning laboratory for early childhood education academic programs.

Elective – Courses that fulfill the requirements for a degree but aren't in the academic program subject area.

Enrollment Center – If a student is new to Sinclair and has been through the admissions process, this is the next step. This office has information about enrolling, placement testing, orientation, academic programs, and registering for the first term.

Entrance Counseling – A student loan borrower must complete an online entrance counseling session before an initial loan disbursement can be paid to the student's account.

Estimated Family Contribution (EFC) – Is a calculated formula established to determine a family's financial strength and what they are able to contribute toward the students' education.

Exit Counseling – A student loan borrower must complete online loan exit counseling prior to graduation, when the student withdraws from school or ceases to be enrolled in at least six hours.

Federal Parent Loan for Undergraduate Students (FPLUS) – A federal direct loan program designed to assist parents with student's educational costs.

Federal Stafford Loan Program (FSLP) – A federal direct loan program designed to assist a student with educational costs.

Federal Supplemental Educational Opportunity Grant (FSEOG) – A federal grant provided to assist a student with exceptional financial need as determined by the EFC.

Federal Work Study Program (FWSP) – Provides opportunities for part-time employment either on or off campus. To determine eligibility, stop by the office of Financial Aid & Scholarships.

Financial Aid – Grants, scholarships, loans and federal work-study positions that help in financing college education.

First Year Student – One who is registered in a specific program and has earned fewer than 46 quarter hours of credit, including transfer credit.

Free Application for Federal Student Aid (FAFSA) – The application submitted by a student and parent(s) to the U.S. Department of Education to determine eligibility for federal and state financial aid.

Fresh Start Policy – Those returning to the college after an absence of at least three consecutive years, can choose a one-time-only "Fresh Start" option of having their grade point average recalculated from the point of re-enrollment. Students won't lose credit for previous course work with a grade of "S," "P," "C" or better.

Full-Time Ohio Instructional Grant (OIG) – A state grant funded by the state of Ohio. Eligibility is determined by the Ohio Board of Regents based on the information submitted on the FAFSA. If eligible, the student must enroll in a minimum of 12 credit hours. Beginning 2006-2007 this is only available for returning students and pays tuition charges only.

Full-time Student – Carries 12 or more credit hours per quarter.

General Education Diploma (G.E.D.) – This nationally recognized high school equivalency diploma is awarded for successfully completing the G.E.D. test.

Grade Point Average (G.P.A.) – Students can calculate the G.P.A. by dividing the total number of points assigned to the letter grades earned (for instance, a B = 3 points) by the total number of credit hours completed in a given period.

Hold – Those students who owe fees or have books or equipment that belong to the college, they will not be able to register further or get a transcript. (This is called putting a “hold” on the students records.)

I.D. Card – See “Tartan Card.”

Individualized Degrees – These are Associate of Technical Study and Associate of Individualized Study. Students design the program with help of A.I.S./A.T.S coordinator.

Individual Learning Plan (ILP) – A customized success plan for selected new degree and certificate students interested in support for completion of educational goals.

Internship – Academic course in which students apply career skills and competencies learned in the classroom in a supervised work setting. Credit is earned for learning that occurs as a result of work place experience and is assessed through written assignments and evaluation by work site supervisor.

Kiosk – Stand alone information centers to check personal information, grades, locations on campus.

Live Interactive Television – The distance learning Lifelong Education and Resources Network provides “live” interactive courses, one-way video, two-way audio broadcast to multiple remote sites using video conferencing technology and allows for live interactivity between the sites.

my.sinclair – The college’s online portal designed to provide a home for web based services and instructional tools. Available on the Internet at <http://my.sinclair.edu>.

my.sinclair e-mail – E-mail accounts provided by the college to all students. Accounts are accessed through the my.sinclair portal at <http://my.sinclair.edu>.

National Student Loan Database System (NSLDS) – Is the database for federal student aid where a student can find out about the aid received throughout his or her academic history.

Neighborhood Centers – Students may take classes for college credit at these locations around Montgomery County.

Non-credit – No grades are awarded for certain educational experiences, such as one-day workshops on improving skills.

Ohio College Opportunity Grant (OCOG) – A new program for first-time college students beginning with the 2006-2007 academic year. OCOG grants may be awarded to either full-time or part-time students. The OCOG grant covers tuition charges only and varies depending on the number of hours enrolled.

Option – This specialized curriculum is approved as a specialized area of study under an academic degree program.

Part-time Student – Carries 11 credit hours or less per quarter.

PELL – A federally funded grant awarded by the federal government. If eligible, this award adjusts to how many hours the student is enrolled. Enrollment status is full time (12 or more hours), three-quarter time (9-11 hours), half-time (6-8 hours), or less than half (5 hours or less).

Personal Identification Number (PIN) – Originally the student’s birth month and birth date, must be used for telephone registration, grade and reporting.

Personal Interest (P.I.) Courses – Courses which may be taken for personal interest rather than as part of a degree program.

Physical Activity Center (PAC) – A place to take classes or relax with sports and entertainment. Located in Building 8, with access from the lower levels of Building 4, 5, and 6.

Placement Testing – Those who want to work toward a Sinclair degree or certificate take this assessment of skills in English, mathematics and reading to help determine course placement.

Prerequisite – For a particular area of study, students have to complete all courses as preliminary work before they can register for a more advanced course.

Proficiency Exam – Those who have had extensive knowledge in a subject may be able to earn college credit in that subject by taking the appropriate exam.

Program Outcomes – At the end of the degree program, students need to have acquired specific skills and knowledge called outcomes.

Promissory Note (PN) – The binding legal document the student signs before he or she receives a student loan.

Quarter – The academic year at Sinclair is divided into four terms known as fall, winter, spring and summer quarters.

REAP – Reserve Educational Assistance Program, Chapter 1607. Education program designed to provide educational assistance to reservists activated after September 11, 2001 for 90 continuous days or more.

Registration for Classes – Before each quarter begins, students have a registration period to sign up for courses and pay fees.

Residency for Fee Purposes – Established by the State of Ohio and Montgomery County, these rules determine the amount of tuition and fees a student has to pay based on several factors, including where he or she lives. Changing an address doesn’t automatically change residency.

Residency for Graduation Purposes – Students have to complete the last 30 hours of credit at Sinclair to get a degree.

Satisfactory Academic Progress (SAP) – To be eligible for federal student aid at Sinclair Community College, a student must complete 75% of the hours he or she enrolls in and earn a 2.0 G.P.A. each quarter. The student also has a maximum of 153 credit hours to complete a degree program and a maximum of 77 credit hours to complete a certificate program.

Second Year Student – One who is registered in a specific program and has earned at least 46 quarter hours of credit, including transfer credit, but not a degree.

Section of a Course – A section is one of a number of classes offering the same course in the same quarter. When a student registers, he or she must choose both a course and a section for that course.

Sequence – A series of courses taken in a specific order.

Service Learning – Service Learning is a teaching method that combines community service with academic instruction focusing on critical, reflective thinking and civic responsibility. Service Learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility and commitment to the community.

Short Term Certificate – Short term certificates include courses that are standard, quarter long that meet the same amount of contact hours. The time frame, however, is less than one full quarter.

Sinclair Central – Students receive registration assistance here, Building 10, Second Floor.

Sinclair Guarantee – This policy guarantees transfer credit for graduates earning Associate of Arts and Associate of Science degrees at Sinclair Community College and job competency for graduates earning Associate of Applied Science degrees at Sinclair.

Specialized Courses – Single courses that lead to industry recognized certificate.

TBA – “To be arranged,” indicates that meeting details are still pending with an academic department to complete a course requirement.

Telecommunications Device for the Deaf (TDD/TTY) – A keyboard connects with most analog telephones to enable people who are deaf, hard of hearing or speech impaired to communicate with others who have TDD/TTY.

Tartan Card – Students need this Sinclair student I.D. card, which they can obtain after registration. It is for certain facilities like the Library or PAC, and can use it to pay for services on campus (bookstore, copiers, parking, etc.).

Teleport (Technology Enhanced Learning Environments Port) – This state-of-the-art computer lab provides equipment, software and support personnel for students.

Transcript – Prospective colleges, universities and employers may require this official written record of students’ course registrations and grades.

Tuition – The dollar amount students pay for academic instruction. Sinclair’s tuition is one of the lowest in the state.

Tutor – Person who provides help on academic work. Sinclair offers free academic assistance outside the regular classroom through Tutorial Services.

University Parallel – A program designed to transfer to four-year colleges and universities.

Verification – A process by which the U.S. Department of Education or Sinclair Community College requires the student and parent to submit certain written documents to confirm the information on the FAFSA. The documents may include, but are not limited to, tax forms, household size and untaxed income received.

Waitlisting – An upgrade to registration that allows students to electronically “wait in line” for the next available seat in class. See Registration for information.

Web Advisor – Sinclair’s online Registration & Student Records system.

www.sinclair.edu
my.sinclair.edu