

## College Dictionary

### for Pre-College and Dual Credit Students

<b>Admission:</b>	Acceptance by a college to take classes and potentially pursue a degree there.
<b>Advisor:</b>	A college staff member who offers guidance to students about academic goals, degree pathways, course selection, overcoming challenges, transferring, and graduation.
<b>Application:</b>	A form to request admission to a college. UNM-LA's application can be submitted online or by paper.
<b>Apply:</b>	To submit a request to be admitted to a college or program.
<b>Associate's Degree:</b>	A degree given to a student who has completed an approximately two-year program of study (60 credit hours) at a college.
<b>Bachelor's Degree:</b>	A degree given to a student who has completed an approximately four-year program of study (120 credit hours) at a college or university.
<b>Bursar:</b>	A college staff member in charge of managing and monitoring student funds, bills, etc.
<b>Cashier:</b>	A college staff member who handles and processes monetary transactions such as bill payments, payment plans, etc.
<b>Certificate:</b>	Recognition given to a student from a college upon completion of an approximately one-year program of study (30 credit hours).
<b>Class Schedule of Courses:</b>	A list of courses available to take at the college each semester.
<b>Concurrent Enrollment:</b>	College classes taken before high school graduation/GED/HSE. The student is responsible for paying tuition and fees. Credits count only toward a college degree.
<b>Course / Class:</b>	A coordinated set of educational material, designed to teach students a specific subject matter within one semester. A class is often considered the specific meeting of a course (e.g., Mondays, 9:00-10:30 AM), in person or online. These two terms are often used interchangeably.
<b>Course Fees:</b>	An amount of money to be paid by students taking specific courses, above the standard tuition and student fees. This fee pays for the course's materials, technology, or software needed for students to participate in the course.
<b>Credit / Credit Hour / Hour / CR:</b>	A measure of a course's meeting time: 1 credit hour is awarded for every 800 minutes a course meets throughout the semester. Most academic courses are 3 credit hours. A course's credit hours are <i>approximately</i> equal to the number of hours a course meets in a given week (for full, 16-week courses).
<b>Degree:</b>	Recognition given to a student from a college upon completion of a program of study that is generally two or more years in length.
<b>Degree-Seeking:</b>	Student status, once admitted to the college, that indicates the student is pursuing a degree. This status makes a student eligible for financial aid.
<b>Dual Credit Enrollment:</b>	College classes taken while still enrolled in high school/GED/HSE. Credits count toward both high school and college degrees. Tuition is paid by the college; the student is responsible for paying any specific course fees. Books are generally purchased and loaned out by the student's high school.
<b>Enrollment in a College:</b>	Admission to the college, which grants a student the ability to sign up for courses.
<b>Enrollment in a Course:</b>	A student's current registration for a course. Student is listed on the instructor's roster. The course will appear on the student's account and transcript.

<b>FAFSA / Free Application for Federal Student Aid:</b>	A application submitted to the U.S. government to request federal financial aid. The application is free to submit online or on paper. The FAFSA must be submitted in advance for every academic year a student who intends to use it. Your previous tax information and/or your parent or guardian's previous tax information will be needed to submit a FAFSA. UNM encourages students to submit their FAFSAs by January 3 every year to receive certain types of financial aid.
<b>Financial Aid:</b>	A sum of money allotted to a student to pay for education-related expenses; often restricted to tuition and student fees. Some kinds of financial aid must be paid back, while others do not require repayment. Students must be degree-seeking to receive school-based financial aid.
<b>Foundations / FYE Program:</b>	A program at UNM-LA and other institutions to guide first-year students to make the choices of successful students to keep them on course in their classes, in their degree program, and on to their career goals.
<b>Full-Time Status:</b>	The status of a student who is actively enrolled in a minimum of 12 credit hours of college courses. This status is often required for many scholarships and internships. The required number of credit hours for this status may be higher for 4-year universities.
<b>General Education Courses / Gen Ed / Core Curriculum / Core / Basics:</b>	A collection of courses from a variety of categories, which provide a base of knowledge and skills foundational to student success in their education and after graduation. Students are required to take a certain number of courses from each category based on their degree requirements.
<b>Grant:</b>	A sum of money allotted to a student to use for education-related expenses; often granted by government organization because of a student's qualifications through the FAFSA. Students are not required to pay back this amount of money if they successfully complete the courses for which it pays.
<b>Internship:</b>	A temporary employment opportunity for students meeting certain criteria to gain work-related experience in a field of interest to them before they graduate. Internships may be paid or unpaid. Students should talk with their college's career services staff or with specific businesses in which they are interested in working to determine eligibility criteria.
<b>Loan:</b>	A sum of money temporarily borrowed by a student (or a supporting parent or guardian) to pay for education-related expenses. Loans must be paid back within a certain time frame, often with interest, based on the amount borrowed. A variety of student loans exists and should be discussed with a Financial Aid officer.
<b>Non-Degree:</b>	Student status, once admitted to the college, that indicates the student is not pursuing a degree—just taking a few classes. This status is not eligible for financial aid.
<b>Office Hours:</b>	An instructor's scheduled times to be available outside of class time for student questions and assistance.
<b>Official Transcript:</b>	Verifiable record of a record of a students' courses, degrees, withdrawals, probation, and/or disciplinary action at an individual college, maintained by that college, sealed and/or unable to be altered.
<b>Orientation:</b>	A meeting for new students to become familiar with the college and its resources. UNM-LA's orientation includes a campus tour and presentations on financial aid, cashier's office, school accounts, useful technology, academic support, and many campus resources.
<b>Part-Time Status:</b>	The status of a student who is actively enrolled in 6 to 11 credit hours of college courses. The number of credit hours for this status may be higher for 4-year universities.
<b>Placement:</b>	A student's identified level of skills in mathematics and English reading and writing. Placement tests, including ACT, SAT, and Accuplacer, are used to determine which courses students will take first in their math and English sequences.

<b>Prerequisite:</b>	A requirement that must be completed before taking a certain course, often a placement test score or a foundational course in the same subject.
<b>Program / Program of Study:</b>	A set of college courses intended to teach students an area of specialized education and/or skills. When the program is completed, students often receive a degree or certificate from the college (e.g., Bachelor of Arts in English).
<b>Provisional Admission:</b>	Admitted to the college while still lacking specific admission requirements; may be granted when specific, unofficial documentation is provided while waiting for official records to arrive.
<b>Register:</b>	To sign up for or enroll in a course; to be on the instructor's roster. The course will appear on the student's transcript. Registering for a course will also create a bill for the student. Change to a student's registration during the semester will likely also affect a student's bill. Students must register themselves for the courses they choose each semester.
<b>Registrar:</b>	A college staff member who processes registration, verifies degree completion, and assists in resolving registration errors.
<b>Residency:</b>	Proof of established living in New Mexico for at least a year to verify qualification for in-state tuition rates; may be established by moving to NM for a job, marriage, and/or military assignment. Verification documentation may be requested by UNM-LA Admissions.
<b>Scholarship:</b>	A sum of money allotted to a student to use for education-related expenses; often granted by specific organization because of a student's qualifications and/or enrollment. Students are generally not required to pay back this money.
<b>Section:</b>	An individual offering of a course within a given semester. One course may be offered at several different times or in different formats. Each time or format will have its own section number to identify it and distinguish it from other times and formats for registration purposes (e.g., CLST 1110, section 301 on Mondays at 5:00; section 302 online).
<b>Semester:</b>	A length of time by which colleges divide an academic year. UNM's and UNM-LA's semesters are 16 weeks long. Individual courses start and finish within one semester.
<b>Student Aid Report (SAR)</b>	A paper or electronic document that summarizes information students submit on their FAFSAs and provides some basic information about their eligibility for federal student aid.
<b>Student Fees:</b>	An amount of money to be paid by students alongside tuition for taking any college-level courses. These fees pay for technology and facilities maintenance, new academic resources, and other broad-scale needs across the campus.
<b>Student ID / Banner ID / ID Number:</b>	A number assigned to a potential student when an application has been submitted. This number is used to link all of the student's records in the UNM database systems.
<b>Syllabus:</b>	A summary of course resources, expectations, requirements, procedures, assignments, exams and other information necessary to be successful in a course.
<b>Term:</b>	A length of time by which colleges divide an academic year. This may refer to semesters or shorter periods of time; often used to identify a specific semester (e.g., the Fall 2019 term).
<b>Transcript:</b>	A record of all classes taken at a college and degree earned, as well as withdrawals, probationary status, and/or disciplinary action taken while the student attended the college.
<b>Transfer:</b>	To withdraw from one college to enroll in another college or university. The transfer process is unique to each institution receiving a transferring student. This process may be initiated by student at any point in one's education but may prolong the student's degree completion. Credits are not guaranteed to transfer between many institutions.
<b>Tuition:</b>	An amount of money to be paid by the student for instruction in any college-level courses, allotted by credit hour (e.g., UNM-LA charges \$82 per credit hour to take a course).
<b>UNM Learn:</b>	An online learning management system used by UNM and UNM-LA that allows students to take structured, online courses without being present on campus.

<b>Unofficial Transcript:</b>	Unverified record of a students' courses, degrees, withdrawals, probation, and/or disciplinary action at an individual college, maintained by that college. Transcript may be unsealed or the document may not be verified as unaltered.
<b>Verification for FAFSA:</b>	A form often required by the IRS to confirm the accuracy of a student's FAFSA submission. See the Financial Aid officer for assistance with this form.
<b>Work-Study:</b>	A student employed by a college or university to work on campus. Wages are often paid by the student's financial aid or by state or federal funding. To be eligible, students must mark on their FAFSAs that they are interested in work-study opportunities.