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GLOSSARY

AB 540: A California law that qualifies certain non-resident students to pay the California resident tuition rate. AB540 was enacted in 2001.

Academic Calendar: A calendar of important dates for each term, including add and drop deadlines. The academic calendar is available in the catalog, each term's class schedule, and the Admissions and Records web page.

Academic Dishonesty: Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill which he or she does not possess. The two most common kinds of academic dishonesty are cheating and plagiarism.

Academic Renewal: A means whereby a student may petition to have previous college work (grades and credits) excluded from the current grade point average, if that work is over two years old and is not reflective of the student's present level of ability or performance.

Academic Year: The regular terms of instruction at Ohlone—not including summer term—are fall and spring semesters.

Accreditation: A voluntary process of institutional evaluation of educational quality and institutional effectiveness by peer professionals in order to support student success. Ohlone is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC).

Add Authorization Code: A code provided to students by an instructor, thereby allowing students to add a class after the last day to add without an add authorization code. Students will log on to their WebAdvisor account (<https://webadvisor.ohlone.edu>) and use the Add Authorization Code to enroll in the class. It is the student's responsibility to enroll in the class using the Add Authorization Code issued by the instructor. Add deadlines for each semester are available in the academic calendar, available on the Admissions and Records web page.

ADT: See Associate Degree for Transfer.

Advanced Placement: A national testing program whereby high school students may earn college credit by examination.

Advisory: A course that students are recommended—but not required—to take before registering in another course. Students are encouraged to take an Advisory course before registering in another course as the information in the first course will help them succeed in the second course. For example, AJ-101, Administration of Justice, has an Advisory of ENGL-101A, Reading and Written Composition.

Articulation: An agreement where one university agrees to accept a community college course in lieu of a course at the university. Ohlone's articulation agreements with the CSU and UC campuses are available online at www.assist.org.

ASOC: Associated Students of Ohlone College. ASOC serves as the governing student body of Ohlone College. ASOC's role is to act as a liaison between the College administration and the student body, and to serve as a forum to express student opinions and concerns.

ASSIST: Website for all California community colleges, CSU, and UC articulation; CSU and UC transferability; and CSU GE Breadth and IGETC approvals. C-ID approval information is also available on ASSIST. ASSIST is available to the public and can be found at www.assist.org.

Associate Degree: A degree awarded upon completion of a prescribed program of study in a major field and General Education courses at Ohlone College. The associate in arts (AA), associate in science (AS), associate in arts for transfer (ADT), and associate in science for transfer (ADT) are associate degrees that may be earned at Ohlone College.

Associate Degree Applicable Courses: Courses are degree applicable unless identified with the notation "Not applicable to associate degree" in the catalog, class schedule, and WebAdvisor. Only associate degree applicable courses are included in calculation of the grade point average and can be applied towards degree, certificate, and General Education requirements.

- Associate Degree for Transfer (ADT):** Senate Bill 1440 (SB1440) was signed by Governor Schwarzenegger in September 2010. SB1440 guarantees admission to a California State University (CSU) campus for any California community college student who completes an “associate degree for transfer,” a variation of the associate degrees traditionally offered at a California community college. Ohlone currently has twenty-six approved associate degrees for transfer.
- Audit:** An enrollment status in a class where no units or grades are awarded.
- Baccalaureate:** Refers to the bachelor’s degree usually achieved after four years of undergraduate college study. Ohlone College offers the first two years of baccalaureate work in many fields of study.
- Basic Skills:** Basic Skills courses prepare students for college-level work with an emphasis in reading, writing, mathematics, and English as a Second Language.
- California Code of Regulations:** The official compilation and publication of the regulations adopted, amended, or repealed by state agencies pursuant to the Administrative Procedure Act (APA). Properly adopted regulations that have been filed with California’s Secretary of State have the force of law. Title 5 of the California Code of Regulations specifically governs California Community Colleges.
- California College Promise Grant (CCPG):** Formerly called the Board of Governors (BOG) waiver. The CCPG is a non-monetary award program that covers the cost of the Enrollment Fees for the primary academic semesters and summer term.
- Certificate of Accomplishment:** A specific program of study and training of less than 18 semester units, completed usually in one year.
- Certificate of Achievement:** A focused program of study and training of 18 or more semester units.
- C-ID:** A statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. For example, Ohlone’s MATH-101A has a C-ID number of MATH 210; this information appears in the course listing in the catalog, the class schedule, and WebAdvisor.
- Class Load:** The number of units a student takes in any given term. A full-time class load is twelve or more units during Fall and Spring Semesters and six units during Summer Term. A standard class load is fifteen units.
- Clear Standing:** Indicates that a student’s grade point average in the previous semester and cumulative grade point average are C (2.0) or better.
- Clergy Act:** A federal law that requires colleges and universities in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. The Clergy Act was first enacted by Congress in 1990 and amended in 1992, 1998, 2000, and 2010.
- Comprehensive Student Education Plan (cSEP):** Individualized plan to guide students in completing educational goals and/or degree requirements. Students should see an Ohlone counselor for assistance in creating a comprehensive Student Education Plan.
- Continuing Student:** A student who was enrolled at Ohlone College during the most recent previous semester, not including Summer Term.
- Corequisite:** A course that must be taken during the same term as another course. Students need to take both courses during the same semester as information is shared between the courses and students will have a better chance of succeeding. For example, students who register for MUS-110A, Music Theory and Harmony, must also register for MUS-111A, Musicianship I, during the same semester.
- Course Identification Numbering System:** See C-ID.
- Credit:** A completed unit of study recorded on the student’s official college record.
- Credit by Examination:** A means of awarding college credit by assessing knowledge achieved elsewhere.
- CSU GE (Plan B):** A pattern of general education courses for students pursuing CSU and Ohlone College degrees.
- CSU:** The California State University System. Of the twenty-three California State University campuses, the two closest to Ohlone College are California State University, East Bay and San José State University.
- Curriculum (plural, curricula):** Often called discipline, it includes all of the courses of study offered by Ohlone College. It may also refer to a particular course of study (major) and the courses in that area.
- Dismissal:** A status caused by low academic or progress performance. A dismissed student may not continue at Ohlone College without approval for reinstatement. See the Academic Regulations chapter in this catalog for more information.
- District:** The area served by Ohlone College is the Ohlone Community College District. The District is the governing entity of the College.
- Drop/Add:** Process when students remove (drop) or add a class(es) to their schedule. At Ohlone students add and drop classes online via their WebAdvisor account (<https://webadvisor.ohlone.edu>).
- DSPS:** Disabled Students Programs and Services. DSPS is designed to open doors to educational and occupational opportunities for students with physical or medical disabilities.
- e-Cashier:** A third party vendor that allows students to sign up for a monthly payment plan to pay for their classes.
- Elective:** Any course not required for a major field or general education requirements.
- ELI:** English Language Institute. International students who are not yet proficient enough in English to gain direct admission to an Ohlone College degree program may wish to first join the Ohlone College English Language Institute (ELI). The ELI is a full-time, intensive English language program designed for non-native speakers of English who have or wish to obtain an F-1 Student Visa.
- Enrollment:** Official recorded placement of a student in a class.
- Enrollment Verification:** Enrollment verifications certify enrollment, unit load, and dates of attendance at Ohlone College for the current and any prior terms.
- EOPS:** Extended Opportunity Programs and Services. EOPS provides special support services, financial assistance, and educational programs to assist students who have experienced economic, educational, or social disadvantage.
- ESL:** English as a Second Language. Courses designed to assist students whose first language is not English.
- FAFSA:** Free Application for Federal Student Aid. Students can file a FAFSA online at www.fafsa.ed.gov beginning January 1 of each year for the Fall and Spring semesters of the upcoming academic year.
- Federal Direct Subsidized Loan:** For this type of loan, the U.S. Department of Education pays interest while the borrower is in school.
- Federal Direct Unsubsidized Loan:** For this type of loan, the borrower is responsible for paying interest during all periods.
- FERPA:** Formally known as the Family Educational Rights and Privacy Act of 1974. Federal regulation which protects the privacy of a student’s academic records.
- Former student:** A student who has attended Ohlone College at some time but did not enroll during the most recent previous semester.
- Freshman:** A student who has earned from 0 to 29.5 semester units of college credit.
- Full-time student:** A student taking twelve or more units in the Fall or Spring Semesters. During Summer Term, six units is considered full-time.
- General Education Certification:** Transferable courses certified by Ohlone College as meeting General Education requirements at campuses of the California State University or University of California.
- General Education Requirements:** Required courses satisfying the breadth requirements of a liberal education expected of students who receive an associate degree. Ohlone has three GE Plans—Ohlone GE (Plan A), CSU GE (Plan B), and IGETC (Plan C).
- G.P.A.:** Grade Point Average. The G.P.A. is computed in the following manner. Students receive a certain number of points for each grade. Per unit an A grade is worth 4 points, a B worth 3, a C worth 2, D worth 1, and an F worth 0. The total number of points accumulated is then divided by the number of course units taken for a letter grade. The result is the grade point average. Pass (P), No Pass (NP), Withdraw (W), Military Withdraw (MW), or Incomplete (I) grades are not computed in the grade point average. Current G.P.A. is for the most recent semester. Cumulative G.P.A. is for all college work to date. Only associate degree applicable courses are included in calculation of the G.P.A.
- Grant:** Financial Aid funds that do not need to be repaid.
- Half-time student:** A student enrolled in 6 or fewer semester units.
- IGETC (Plan C):** A pattern of general education courses used to fulfill lower division GE requirements for Ohlone College, CSU, some UC, and some private/out-of-state university degrees.

IGETC for STEM for CSU: A pattern of general education courses for students pursuing certain STEM associate degrees. Currently at Ohlone College only students pursuing the Biology associate degree for transfer are able to use IGETC for STEM for CSU.

Incomplete Grades: An incomplete grade may be assigned by the instructor only when a student has failed to complete the final examination, a final class project, or a term paper because of illness or an unforeseen personal emergency. It is the student's responsibility to contact the instructor in such cases.

International Student: A person who has or wishes to obtain an F-1 Student Visa to study in the United States.

Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act: See Clery Act.

Learning Community: A group of 2-4 classes linked together during the same semester; Learning Community classes have a common theme and a common group of students.

Loan: Financial aid funds that must be repaid with interest.

Major: Area or field of concentration for an associate degree or an occupational certificate.

Megan's Law: A California law that provides the public with detailed information on registered sex offenders so that communities may protect themselves and their children. California's Megan's Law was enacted in 1996.

Non-resident: A person who has not lived continuously in California for one full year and a day prior to enrollment and therefore does not meet residency requirements.

Ombudsperson: An Ohlone office that assists students in garnering disputes (academic and otherwise), as well as administrative complaints. The Ombudsperson Office can direct students to the appropriate channels to be used in requesting a review of an action or decision.

Orientation: A program for new students to learn about the programs and services available to Ohlone students.

Part-time student: Any student enrolled for less than twelve units of coursework in a Fall or Spring Semester.

Pass/No Pass Grades: A "pass" grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

Peer Mentors: Ohlone students who help in recruiting and College relations.

Petition: A request, usually written on a standard form, to adjust a study list or curriculum to fit an individual situation and/or request exception to a policy or regulation.

Placement: The process Ohlone uses to determine the appropriate English, Math, and English as a Second Language level for students to start in their first college semester.

Prerequisite: A course that needs to be successfully completed with a grade of C or better before a student can register for another course. The prerequisite course contains knowledge and skills that will enable the student to be more prepared for the next course. For example, students must complete MATH-188, Pre-Calculus, with a grade of C or better before being able to register for MATH-101A, Calculus.

Probation: An indication that performance is below standard because of academic or progress deficiencies; a trial period in which a student is permitted to redeem failing grades or deficient units.

Quarter: A subdivision of the academic year consisting of four terms (fall, winter, spring, and summer quarters). To convert semester units to quarter units, multiply by 3/2. To convert quarter units to semester units, multiply by 2/3.

Registration: The process of signing up for classes each term.

Reinstatement: Readmission to the college after having been dismissed.

Resident: A person who has resided in California for one full year and a day prior to enrollment and who meets other residency requirements.

SB1440: Senate Bill 1440 was signed by Governor Schwarzenegger in September 2010. SB1440 guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. Ohlone currently has twenty-six approved associate degrees for transfer (ADT).

Scholarship: Financial aid funds awarded to students to pay for educational expenses. These funds do not need to be repaid.

Selected Topics: Courses that are designed to offer instruction in topics of current concern in any of the instructional disciplines. The topics selected will be related to existing subject fields, but not necessarily offered within the regular catalog courses. Selected Topics courses are not CSU or UC transferable.

Semester: A subdivision of the academic year into two sessions, usually fall and spring, each lasting approximately sixteen weeks. To convert semester units to quarter units, multiply by 3/2. To convert quarter units to semester units, multiply by 2/3.

Sophomore: A student who has earned from 30 to 60 semester units of college credit.

Special Projects: Courses designed for students who wish to undertake an individual study or to complete research related to a particular field.

Special Student: A Kindergarten-12th grade student who attends Ohlone before graduating from high school, either by taking classes on an Ohlone campus or at their local high school.

Student Code of Conduct: The Student Code of Conduct communicates the College's expectations of students as positive and responsible members of the college community.

Student Help: Students working at on-campus jobs funded by Ohlone College.

Student Learning Outcomes (SLOs): The knowledge, skills, and abilities that students will have attained as a result of completing a course or program successfully.

Student Right-to-Know: Also known as SRTK. A federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice.

Student Success and Support Program: A program with the intent of increasing student access and success through the provision of core support services, including orientation, placement, counseling, advising, education planning services, and follow-up for at-risk students. The goal is to provide all students with the support services necessary to assist them in achieving their educational goal and declared course of study.

Subject to Dismissal: An academic standing status caused by low academic or progress performance.

TAG: See Transfer Admission Agreement.

TBA: To Be Announced (TBA) is noted in the class schedule or WebAdvisor when information about a class is not yet known.

Title 5: The education component of the California Code of Regulations, which all public educational institutions in California (Kindergarten-12th grade, community colleges, CSUs, and UCs) must follow.

Transcript: Official copy of a student's academic record (courses and grades).

Transfer: Receiving credit at a CSU, UC, or private college/university for coursework completed at Ohlone.

Transfer Admission Agreement (TAG): Transfer students have an opportunity to secure a seat at a specific college or university prior to the regular admission application period through the Transfer Admission Guarantee (TAG) program. By signing a TAG agreement and meeting TAG requirements, admission to the chosen university is granted. See Ohlone's Transfer Center for more information.

Unit: Courses are assigned a unit value based on one unit of credit for every hour of lecture or three hours of laboratory time per week by the student. A student's progress at Ohlone is determined in part by the number of units completed.

UC: University of California. There are ten University of California campuses; the closest UC campus to Ohlone is UC Berkeley.

Veteran: A person who has served in the U.S. military.

Waitlisting: A process where students can "wait in line" electronically for a full class. Students are notified via email once they are added into a class via the waitlist, and can monitor their status on the waitlist via their WebAdvisor account.

WebAdvisor: Web registration system for students to add and drop classes, pay fees, and check grades. WebAdvisor is available at <https://webadvisor.ohlone.edu>.

Work Experience Education: A program of college credit for work experience combined with college study.

Work Study: A program of federal aid that provides funds for student jobs on campus.