



PRESBYTERIAN COLLEGE
Academic Success Office

College Terminology

Academic Advisor: Each new student to PC is assigned a faculty advisor. The student should arrange a consultation with the advisor (1) before registering for courses each semester, (2) before dropping courses, (3) when planning a program of study and selecting a field of concentration, and (4) any time an academic issue arises.

Academic Honesty: demonstrating and upholding the highest integrity and honesty in all academic work.

Academic Honor Code: PC students pledge to abstain from all deceit and dishonorable conduct in their academic work, as in their lives outside of the classroom. Though many acts may at times be considered deceitful or dishonorable, students at PC agree that lying, cheating, plagiarism, and failure to enforce the Academic Honor Code are by definition dishonorable and are, therefore, always in violation of the Honor Code.

Academic Plan: A chart or document to help plan classes to take and keep track of classes completed in your chosen program of study.

Academic Record: A transcript is also known as an academic record.

Academic Success Office: this office can help you to develop better study skills, time management skills, and help you to organize yourself for your college classes. We are also home to the First Scholars program!

Academic Calendar: The fall term at PC is from mid-August to mid-December, while the spring term is from early January to early May. Each semester is approximately 15 weeks long, including coursework and final examinations. Summer courses offer two terms of five weeks each, with six credit hours for each term, or 12 credit hours for both terms (up to 14 hours if a laboratory science is included).

Accreditation: Presbyterian College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and doctoral degrees.

Adjunct faculty: Part-time faculty member

Advance Deposit: The Advance Deposit of \$300 is due March 1 by all returning students and will be credited to the student's account and applied toward the upcoming fall semester charges. Payment of the Advance Deposit serves a threefold purpose: it is used to indicate the student's intent to continue enrollment, while assisting the College in formulating plans for meeting the needs of the students; it allows completion of registration; and it confirms housing assignments.

Alumnus/alumni: A person or persons who attended or graduated from a particular school. All Presbyterian College students who receive a degree are alumni.

Assessment: All undergraduate PC students will take part in regularly scheduled assessment programs in order to honor the College's commitment to the integration, development, and success of each student. Assessment instruments evaluate a range of constructs including, but not limited to, students' levels of engagement in the classroom, participation in service and religious life, approaches to ethical dilemmas, satisfaction with college experiences, critical thinking patterns, and progress in cognitive development. Students who complete assessment expectations will receive an 'S' on their academic transcript, whereas non-participation without a valid excuse or unsuccessful participation results in a 'U' on the student's transcript.

Audit: Registered students at PC may audit courses, subject to permission and requirements imposed by the instructor. If a record of the audit is to appear on the transcript, the student must fulfill attendance requirements for the course. A course may neither be converted to audit status nor from audit to graded or pass/fail status after the drop/add date.

Auditory learner: A person who learns best by listening is an auditory learner. Verbal discussion, lectures and listening are the main auditory modes of transmission. Auditory learners may benefit from reading text out loud or using a digital recording devices.

BannerWeb: This is PC's college system used for class registration, records, housing, and official student account information. Use this to check your holds or registration status and time, look for and register for classes for the next semester, and add or drop current classes. For more information, consult the [BannerWeb for Students Guide](#).

Bachelor's degree: is an undergraduate academic degree awarded by colleges and universities upon completion of a course of study lasting three to seven years (depending on institution and academic discipline). PC offers programs of study that lead to the Bachelor of Arts and Bachelor of Science degrees in the College of Arts and Sciences.

Bachelor of Arts: a degree awarded for an undergraduate program in either the liberal arts, sciences, or both. This degree normally involves creating a well-rounded course of study. It gives students a broad perspective of the world through the study of various different topics.

Bachelor of Science: a degree awarded for an undergraduate program from an area of study typically in the sciences. The coursework in this degree is generally more strictly focused on the subject matter, requiring more credits that are directly linked to the major. Students concentrate their academic energies on mastering the technical and practical facets of their field.

Business Office: the office at the college who is in charge of collecting all fees and managing other monetary transactions.

Classification/class standing: Students at PC are classified according to the number of hours earned: 0-27 hours = Freshman, 28-59 hours = Sophomore, 60-89 hours = Junior, and 90 hours and above = Senior. Classification is updated at the end of every academic term.

College of Arts and Sciences: the undergraduate division of PC offering programs of study that lead to the Bachelor of Arts and Bachelor of Science degrees.

Commencement: The formal graduation ceremony

Commuter student: one who does not reside/live on the campus and travels to and from campus each class day.

Core: the common set of courses that every student must complete as part of their degree. It's often referred to as General Education.

Co-requisite: a class that is taken at the same time as another course or prior to the course to be taken.

Course Description(s): Found in the Academic College Catalog, the course description section lists all classes taught at PC and provides a brief description of each class along with required prerequisites/corequisites and class, lab, and credit hours. Courses are numbered to indicate the level at which they are offered. Those intended primarily for freshmen have numbers ranging from 100 to 199 (1000 to 1999); for sophomores, 200 to 299 (2000 to 2999); for juniors, 300 to 399 (3000 to 3999); for seniors 400 to 499 (4000 to 4999). Some departments use these ranges to signify area topics or chronological topics.

Course Load: Number of credit hours a student is enrolled in for a semester. A regular student at PC must take a minimum of 12 hours each semester to remain enrolled. The normal semester load is 12 to 18 hours. Additional hours may be taken with the following overload limitations: 19 hours with 2.80 GPA previous semester, 20 hours with 3.00 GPA previous semester, 21 hours with 3.30 GPA previous semester. No student will be given more than 21 credit hours per semester. This total includes correspondence, extension, and audit courses. A maximum of six hours (seven hours with a laboratory science course) may be earned in an approved summer term. To graduate in four years, a student must successfully complete an average of slightly more than fifteen hours per semester

Credit Hour: is the unit of measuring educational credit, usually based on the number of classroom hours per week throughout a term. Students are awarded credit for classes on the basis of the Carnegie unit. This defines a semester unit of credit as equal to a minimum of three hours of work per week for a semester.

Critical thinking skills: the skills used when you actively conceptualize, apply, analyze, synthesize, and/or evaluate information gathered from or generated by observation, experience, reflection, reasoning, or communication, and are used for making sound decisions.

Curriculum: A program of courses leading to a degree. Through its liberal arts curriculum, the academic program of Presbyterian College seeks to develop in students the capacity of understanding, the intellectual curiosity, and the strength of character necessary for leadership and service in today's world. Effort is first directed toward giving a general comprehension of our intellectual, scientific, and religious heritage—and the modern relationships among these forces—after which students intensify their study in specialized fields. The curriculum combines traditional work with innovative educational programs that occur both on campus and off campus.

Dean: a member of the college administration who is in charge of a division or school within the institution.

Dean's List: Students who receive a 3.30 grade point average or better at PC and are enrolled in 12 or more hours for graded credit with no grades of "I" or "U" will be on the President's List for the fall or spring term.

Degree Works: An online tool that you can use to track your progress towards graduation and perform "what if" scenarios, such as class or major changes, additions, and deletions to develop an academic plan that works for you.

Diploma, Cap & Gown Fee: This \$125 fee is automatically added to a student's bill once you have reached 90 credit hours or upon officially declaring dual-degree candidacy.

Disability Services: Presbyterian College is committed to providing reasonable accommodations for all persons with documented disabilities. If you are seeking academic accommodations under the Americans with Disabilities Act, you must register with the Academic Success Office, located on 5th Avenue (beside Campus Police).

Diversity: PC's commitment to diversity and inclusivity is grounded in the College's Mission Statement and extends to the entire PC community. The College seeks to foster mutual respect and understanding among and for all people of different cultures, ethnicities, races, religions, sexual orientations, genders, ages, national origins, socioeconomic backgrounds, and physical abilities. We strive to enrich our community by attracting, supporting, and retaining students, faculty, and staff from a diversity of backgrounds and perspectives who bring a variety of talents, passions, and world views. We believe PC should be a place where those who live, work, and study see difference as an opportunity and stimulus to learn about themselves, one another, and the larger world. We are committed to assisting students in developing humane instincts and disciplined and creative minds for lives of leadership and service. We are intentional about deepening our knowledge, awareness, and understanding for all people, and we seek to develop skills to interact constructively across our differences. We are compelled to act to make our community and the world more socially just because we recognize the dignity and worth of every person.

Elective: A course that is chosen from a list of approved choices in a program of study. A maximum of 24 credit hours of elective courses may count toward graduation requirements.

FERPA: Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. For more information or to request that information not be disclosed, a student must complete the required forms in the Registrar's Office.

Financial Costs: [Financial Planning Guide for Success](#) is a guide for understanding annual costs at Presbyterian College

Free Application for Federal Student Aid (FAFSA): This is the U.S. Department of Education form for students seeking financial aid.

Full-Time Student: A student enrolled in 12 or more credit hours a semester

FYE: All PC students must complete a one-hour First-Year Exploration (FYE) course. The FYE course is required for all first-year students, including transfer students who do not have transferable credit for an equivalent similar course taken at another accredited institution. Topics vary across sections. This course is known as COLS 1000.

General Education: The curriculum includes a group of courses that are required of all students as prerequisite to the degrees conferred by Presbyterian College. It includes courses designed specifically for freshmen or new students and courses to broaden students' intercultural education as well as work in English composition and literature, fine arts, history, mathematics, natural sciences, religion, foreign languages, and social sciences.

Grade Point Average (GPA): The cumulative and term grade point average (GPA) is based solely on work attempted at Presbyterian College and is determined by dividing the total quality points earned by the number of semester hours attempted (grades of "W," "I," "S," "U," and "AU" are not included in this calculation).

Graduation Requirements: Requirements that must be fulfilled before graduating. It is the student's responsibility to ensure that all requirements for graduation have been completed. This includes, but is not limited to, completion of required courses, attaining a minimum cumulative GPA of 2.0, attaining a minimum cumulative GPA of 2.0 in all courses used to complete the general education requirements, and attaining a minimum GPA of 2.0 in major coursework. Students completing degree requirements during the spring term are required to participate in Commencement events.

Humanities: Courses focusing on history, modern languages, religion, literature, philosophy, and the fine arts.

Incomplete grade: A student who, for reasons beyond his or her control, is unable to complete the requirements for a course before the end of the semester shall, upon recommendation from the professor involved and approval from the Provost, receive a grade of "I" (incomplete).

Internship: a position where a student works in an organization, sometimes without pay, in order to gain work experience or satisfy requirements for a major. Internships require a minimum GPA of 2.00 at the time of application (or higher if specified by the department in which the internship is taken). A maximum of six credit hours may be counted towards graduation. Internships are graded on a pass/fail basis only. A department may, at its option, allow the hours earned in an internship to count toward the major.

Kinesthetic learner (also known as tactile learner): A person who learns by doing is considered to be a kinesthetic learner. A hands-on learner does best with activities, demonstrations and opportunities to actively engage in what is being taught.

Latin Honors: Students who earn a minimum of 60 semester hours of credit here and have a cumulative GPA of at least 3.75 on all courses taken at PC and elsewhere are graduated summa cum laude; those with 3.60 but less than 3.75, magna cum laude; and those who average 3.30 but less than 3.60, cum laude. Grades earned at other institutions are used in this calculation.

Learning Style: The method by which a person learns new information best (See Visual Learner, Auditory Learner, and Kinesthetic Learner)

Liberal Arts: a curriculum in which Presbyterian College seeks to develop in students the capacity of understanding, the intellectual curiosity, and the strength of character necessary for leadership and service in today's world.

Loggia: The front area of Belk Auditorium is called a loggia, meaning a covered space running along the length of a building similar to a porch, but with columns or arches on the open side.

Major: A program of study or curriculum

Matriculated: this means you have been fully admitted to the institution and that you are working towards a degree.

Maymester: consists of a term following Commencement and offers courses involving off-campus study. Participation is optional.

Mentor: an individual that helps and supports you in the attainment of an important goal. Mentors often provide opportunities for you to discuss your particular situation and your needs in a caring environment. While many students seek to find a mentor, it is also important to note that you yourself can perform in the role of mentor to a less experienced student.

Minor: similar to a college major, but with a smaller concentration and fewer classes. While all students must select a major, choosing a minor may be optional for you. Students often select a minor that will complement their major, give them knowledge in an area of personal interest, or both.

Mission: The compelling purpose of Presbyterian College, as a church-related college, is to develop within the framework of Christian faith the mental, physical, moral, and spiritual capacities of each student in preparation for a lifetime of personal and vocational fulfillment and responsible contribution to our democratic society and the world community.

Moodle: Also known as a course management system (CMS) or learning management system (LMS) used by many instructors at Presbyterian College to house course materials, grading calculations, and to retrieve student submissions of assignments

Orientation: All new students participate in a free new student orientation in order to promote adjustment to the educational programs and services of PC.

Part-Time Student: A student enrolled in less than 12 credit hours in a semester.

Payment Due Dates: Payment and/or arrangements are due on August 15 for the Fall semester and December 15 for the Spring semester.

Payment Plan: pay smaller amounts towards tuition instead of paying full balance in one large sum. Can be set up through the Business Office or online at presby.afford.com. The enrollment period begins on May 1.

Peer Tutoring: Tutoring services in selected general education courses are offered free of charge.

PELL Grant: Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree.

Plagiarism: is defined as the presentation in or as one's own work of the words, work product, or ideas of another person without appropriate citation or acknowledgement.

Prerequisite: a course that must be completed prior to registering for a course.

President's List: Students who receive a 4.0 grade point average at PC and are enrolled in 12 or more hours for graded credit with no grades of "I" or "U" will be on the President's List for the fall or spring term.

Registration: Registration is the process of signing up for classes through BannerWeb for an upcoming semester. Students must meet with their advisers during registration to discuss their academic progress and to establish a plan for the upcoming semesters.

SAP: SAP stands for Satisfactory Academic Progress. To be eligible for federal financial aid, a student must maintain satisfactory academic progress (SAP), measured by both qualitative and quantitative means in the following three areas of performance: completion rate for coursework enrolled, cumulative grade point average earned, and the maximum time frame to complete a degree.

Semester hour: A semester hour is the unit of academic credit representing one hour of lecture class or three hours of laboratory work each week for an academic semester. If a class meets three times each week, the credit earned is three semester hours.

Special Students: non-degree seeking students who intend to audit courses or obtain dual credit may be admitted to such classes and will officially be classified as "special students."

Starfish: Starfish is PC's retention software that allows for a collaborative effort among faculty, advisors, staff, and administrators, allowing all of us to engage in the active process of supporting your student success and retention. The software platform identifies our at-risk

students in real time, pinpoints areas of concern, connects you with valuable services, and helps us assess which services and interventions will help to keep you track.

Student Engagement: the degree to which students actively participate in and initiate scholarly interactions in both formal and informal academic settings. A high level of engagement means a strong commitment to take part in all aspects of college life and results in a broader array of learned skills and characteristics.

SYE: Designed for sophomore students at PC, this Sophomore Year Exploration (SYE) course will introduce students to problem-solving and decision-making strategies, while continuing to connect their exploration of personal and professional interests, values and skills with their academic, professional and vocational training. This course is known as COLS 2200.

Syllabus: An outline or summary describing the content of the course, policies and expectations is communicated to students for each class

Transcript: Your academic record is known as your transcript and can be requested from the Registrar's Office.

Tuition: money charged for instruction by the college; cost of attendance

Visual Learner: A person who learns best by reading, watching or viewing is considered a visual learner. These students may benefit from reading class material multiple times, creating flash cards, and effective note taking strategies.

Withdrawal from course: A student may, during the first 11 weeks in the fall and spring terms (in summer school, after three weeks of class), withdraw from a course with a grade of "W."

Work Study: The work study program provides jobs for students with established financial need who must earn a part of their educational expenses. Payments are made to the student by check each month.

Writing Center: In the PC Writing Center, tutors consult one-on-one with students on writing assignments for any class. Students make appointments at any point in the process of writing papers, from brainstorming ideas to editing a final draft.