



## GLOSSARY OF EDUCATIONAL TERMS

**Academic Advisors** Academic advisors works 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), Associate in Applied Science (AAS) degrees, and Associate in Science in Nursing (ASN) degrees.

**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 Graduating Seniors** All graduation high school seniors in the four-county area are eligible to apply for this competitive scholarship which pays for all tuition and facility fees for up to 18 credit hours for eight academic quarters.

**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 an opportunity for high school juniors and seniors to learn specific career knowledge and skills prior to high school graduation. Career Academy programs culminate in a career certificate or specialist diploma.

**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. Students enroll into sections taught by MCC faculty on campus or online.

**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.

**Concurrent Enrollment** Partnership between MCC and high school districts throughout the greater Omaha area. Concurrent 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.

**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. Seat time 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.

**Dual Enrollment** Dual enrollment allows high school students to take college classes while they are still enrolled in high school. MCC offers five program pathways for High School students to enroll for dual enrollment: CollegeNow!, Concurrent Enrollment, Kickstart Online Institute, Gateway to College, and Career Academy.

**Dual Enrollment Navigator (DEN)** The Dual Enrollment Navigator is embedded in assigned high schools to enhance dual enrollment and support the transition of high school students to MCC. Develops relationships and partners with MCC divisions, 9-12 teachers, and MCC faculty and staff to orient students, assist registration, advise placement, instruct technology, and answer questions to ultimately promote student learning and success. Represents MCC's Secondary Partnerships programs at assigned high schools.

**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.

**Early Career Navigator (ECN)** The Early Career Navigator (ECN) is embedded in high school construction, manufacturing, and/or wheeled trade programs to enhance enrollment in MCC degree programs and Career Academies. The ECN is responsible for building and sustaining the Career Technical Education pathway to enhance early career awareness and work-based learning experiences for middle school and high school students. The ECN assists with Career Academy recruitment, retention and advising.

**Expected Family Contribution (EFC)** Based on the Free 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 Direct 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 Direct Loan Program** This federal program provides low interest loan(s) to the student from the federal government via the Direct Loan Program. For additional information review the FSA Loan Programs Fact Sheet.

**Federal Supplemental Education Opportunity Grant (FSEOG)** Students with exceptional financial need are eligible to be awarded this limited 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. Students must be enrolled in a minimum of six credit hours per quarter and in Good Standing for Financial Aid Satisfactory Progress to participate in the FWS program.

**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 is a nationally recognized dual-credit high school diploma completion program. The program serves students ages 16-20 years old who would like an educational setting that is individually tailored for student success.

**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

**(Grading System cont.)**

- 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 Course** This is a coordinated approach to learning, using both online technology and classroom interaction with faculty and peers.

**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 kick start 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 Opportunity Grant (NOG)** Nebraska residents with financial need are eligible to be awarded this grant. The student must have an EFC that does not exceed 110% of the Federal Pell Grant maximum EFC to be eligible.

**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 attendance, financial need, EFC, 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 10-11 weeks in length.

**Remote Delivery Course** Offers synchronous delivery of course content through live video conferencing during scheduled class times. Any hands-on or applied learning also occurs remotely, with no on-campus activity required.

**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.

**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 10 - 11 weeks in length. The student must register and pay for each term they attend. 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  
**AS** Dean's Office, Academic Success  
**ASN** Associate in Science in Nursing  
**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  
**EFC** Expected Family Contribution  
**ESL** English as a Second Language  
**FA** Fall Quarter  
**FAFSA** Free Application for Federal Student Aid  
**FERPA** Family Educational Rights and Privacy Act  
**FIG** Faculty Information Guide  
**FSEOG** Federal Supplemental Education Opportunity Grant  
**FTE** Full-time Equivalent  
**FWS** Federal Work Study  
**GED** General Education Development

**GeoWeb** Electronic Library Catalog  
**GPA** Grade Point Average  
**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  
**IN** Dean's Office, Industrial Technology  
**INS** Immigration and Naturalization Services  
**ITS** Information Technology Services  
**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  
**WI** Workforce Innovation

## **CAMPUSES, BUILDINGS, AND SITES**

**ATC** Applied Technology Center

**BVC** Bellevue/Offutt Center

**CAET** Center for Advanced and Emerging Technology –  
Fort Omaha Campus

**CAM** Center for Advanced Manufacturing – South  
Omaha Campus

**CASC** Career and Academic Skills Center – Fort Omaha  
Campus

**CEC** Construction Education Center

**CON** Connector Building—South Omaha Campus

**DO** Do 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

**MHY** Mahoney Building—South Omaha Campus

**MXN** MCC North Express—Highlander Accelerator  
Building, 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