

GLOSSARY

abbreviated schedule: classes begin at 10:30 a.m. Classes before that time are canceled. Information is given on the telephone hotline, 224-4SNO, and on local media

academic courses: those which carry transfer credit toward a bachelor's degree as well as meeting requirements for an associate degree (see occupational courses).

accreditation: formal recognition of an educational institution that maintains standards qualifying its graduates for further study or for professional practice. Albuquerque TVI is accredited to grant certificates and associate degrees by the North Central Association of Colleges and Schools; individual programs are accredited or approved by professional organizations.

adding courses: Students may add (register for) TVI courses through the fifth day of a full-term session and the third day of a short session. If the course has a corequisite it must be added as well.

admission: the process of applying and being accepted by TVI (as opposed to registering for a particular course).

adult education: free courses to prepare for the GED, or to improve the skills of English as a second language speakers, offered in the Department of Adult and Developmental Education (DADE)

advisor: a TVI staff member who provides program information and checklists, handles credit transfer issues, assists students with setting and meeting academic goals and provides referrals to other departments.

articulation agreement: a list of community college courses which are equivalent to corresponding courses at four-year colleges and universities. In other words, a transfer school, such as UNM or NMSU, has agreed, in writing, that these courses will fulfill many or all of the lower-division requirements for a bachelor's degree.

associate degree: a degree awarded by a community college upon satisfactory completion of an organized program. TVI offers the associate of arts, associate of science and associate of applied science degrees. They require 64 to 84 credit hours and include a minimum of 15 credit hours of general education courses as well as those in the major field of study. Some credit hours are transferable toward a bachelor's degree.

audit: TVI students may register for occupational or Arts & Sciences courses for audit—which means no grade or credit is recorded on the transcript—if they have met the prerequisite(s). Students are expected to attend all class sessions but are not responsible for completing assignments. Audit courses do not count for enrollment verification and cannot be used to meet prerequisite or corequisite requirements.

challenge exams: used to establish credit for occupational and Arts & Sciences courses.

community college: a postsecondary institution like TVI which offers adult education, college preparation and courses/programs (certificates and degrees) in technical and occupational fields of study as well as for transfer to four-year schools.

concurrent enrollment: enrollment of secondary level students in academic and/or vocational courses at postsecondary institutions for which they are eligible to receive credit at the secondary and postsecondary levels.

corequisite: a course which is either recommended or required to be taken in combination with another course. Often a lab is the corequisite for a lecture: CHEM 121/121L, for example. A student who drops one of a pair of corequisite courses must drop the other as well.

counselor: a TVI staff member who provides academic, career and personal counseling as well as referrals.

course fee: a charge for materials, equipment and supplies for a course, listed in the Schedule of Classes and the Catalog.

course load: the number of courses taken in a term, usually measured in credit hours. At TVI, 12 hours is considered a full load. Students wishing to take more than 18 hours must meet certain conditions.

credit hour: a unit of measurement for courses. At TVI, each hour of credit in a lecture class requires a minimum of 750 minutes of instruction per term; each hour of credit in a laboratory class requires at least 1,500 minutes. For transfer purposes, one TVI credit hour generally equals one semester credit hour at other institutions.

credit/no credit: CR/NC, a grade option in some TVI courses, replacing the traditional letter grade.

CRN: course reference number, assigned to each course in the Schedule of Classes and used in registering.

developmental education: free courses to prepare students to enter liberal arts or occupational majors, offered in the Department of Adult and Developmental Education (DADE).

distance learning: course sections offered via the Internet, videotape, correspondence or television or in an electronic classroom. These sections cover the same material and carry the same credit as their in-class counterparts. Separate fees are charged. For details, see the Schedule of Classes.

dropping courses: removing your name from a course roll if you no longer wish to attend and will not receive a grade. Deadlines for dropping courses are printed in the Schedule of Classes. If you drop a course with a corequisite you must also drop the corequisite. Dropping courses may affect your financial aid.

elective: a course not required for graduation or for a major.

full-time status: 12 credit hours constitute a full course load.

general education courses: courses outside the major field that are required for an associate degree. Examples are ENG 101 and MATH 121; at TVI, general education courses are offered by the Arts & Sciences Department.

grade point average (GPA): computed by multiplying the number of credit hours of a course by the points assigned to the letter grade, then dividing by the total number of hours. Point values are: A=4, B=3, C=2, D=1, F=0.

major: a group or series of courses designed to provide intensive education or training in a specialized area. A major prepares students for immediate employment and/or further education; a student's major is the certificate or degree program in which he or she is enrolled.

non-degree student: one who has not yet chosen a major or who does not wish to earn a certificate or degree. Adult & Developmental Education students are classified as non-degree. Credits earned in non-degree status may be transferred to a certificate or degree program. Non-degree students may not be eligible for financial aid or veterans' benefits.

occupational certificate: a document issued by the college that acknowledges that all courses within a TVI Board approved program have been successfully completed.

occupational courses: those designed to prepare students for entry-level jobs. At TVI occupational courses (also called vocational courses) are offered in the Business Occupations, Health Occupations, Technologies and Trades & Service Occupations departments.

PIN: personal identification number used as an access code in STARS. Your PIN is pre-set to your birth month/day/year (June 12, 1970, is 061270, for example). To protect your privacy, you should change your PIN as soon as you begin using STARS. If you forget your PIN, come to the Records Office with a picture ID which includes your Social Security number.

prerequisite: a requirement which must be successfully completed before a student may enroll in a course. Often the prerequisite is a lower-level course in the same subject which must be completed with a passing grade.

program director: an instructor who provides in-depth information about a certificate or degree program

R: Thursday (really!) in the TVI Schedule of Classes, where T R means a class meets Tuesday and Thursday.

recommended prerequisite: a course or other prerequisite which is strongly suggested for successful completion of a course but is not required (See prerequisite.)

registration: the process of signing up for courses, including paying tuition and fees.

registration fee: a charge paid before registering for classes (\$22.25 per term in 2000–01).

repeating courses: A course may be repeated up to three times, with each enrollment appearing on the transcript.

S: means a class meets on Saturday (generally used in the TVI Schedule of Classes)

Schedule of Classes: a printed list of classes to be offered in the upcoming term, including CRN, day/time and location, with information about admission, payments and registration.

snow day: Under extreme weather conditions, TVI may close or operate under an abbreviated schedule, with classes beginning at 10:30 a.m. Information is announced on a telephone hotline, 224-4SNO, and on radio stations.

STARS: TVI's Student Access Telephone Registration System. It allows students to register for classes, add and drop classes and find out their grades by using a touch-tone telephone. Instructions for using STARS are published in the Schedule of Classes.

SU: means a class meets Saturday and Sunday (generally used in the TVI Schedule of Classes)

term: the length of a specific course and, therefore, a portion of the academic year. TVI has three terms a year: fall (beginning in September), spring (January) and summer (May).

topics course: a course on a special topic offered irregularly and indicated with a = footnote in the Schedule of Classes.

traditional grade: letter grade (A, B, C, D or F) used in calculating the grade point average and recommended for courses in the major and for courses to be transferred to another institution. For details on grade options, see page 18.

transcript: an official copy of a student's academic record at a college, showing courses attempted and completed, grade and the grade point average. TVI transcripts are available from the Records Office.

transfer credit: credits for courses taken at another institution and counted toward a TVI certificate or degree or taken at TVI and applied toward a degree at another institution.

tuition: a charge for TVI's Arts & Sciences courses: in 2000–01 New Mexico residents pay \$33.00 per credit hour. Non-residents also pay tuition: \$91.40 per credit hour for Arts & Sciences and occupational courses.

U: means a class meets on Sunday (generally used in the TVI Schedule of Classes)

verification of completion: a document issued by an instructional department, upon successful completion of a group of occupational courses, to confirm that specific skills have been attained.

withdrawal: dropping all courses and ceasing to be a TVI student.

wpm: words per minute (keyboarding).

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