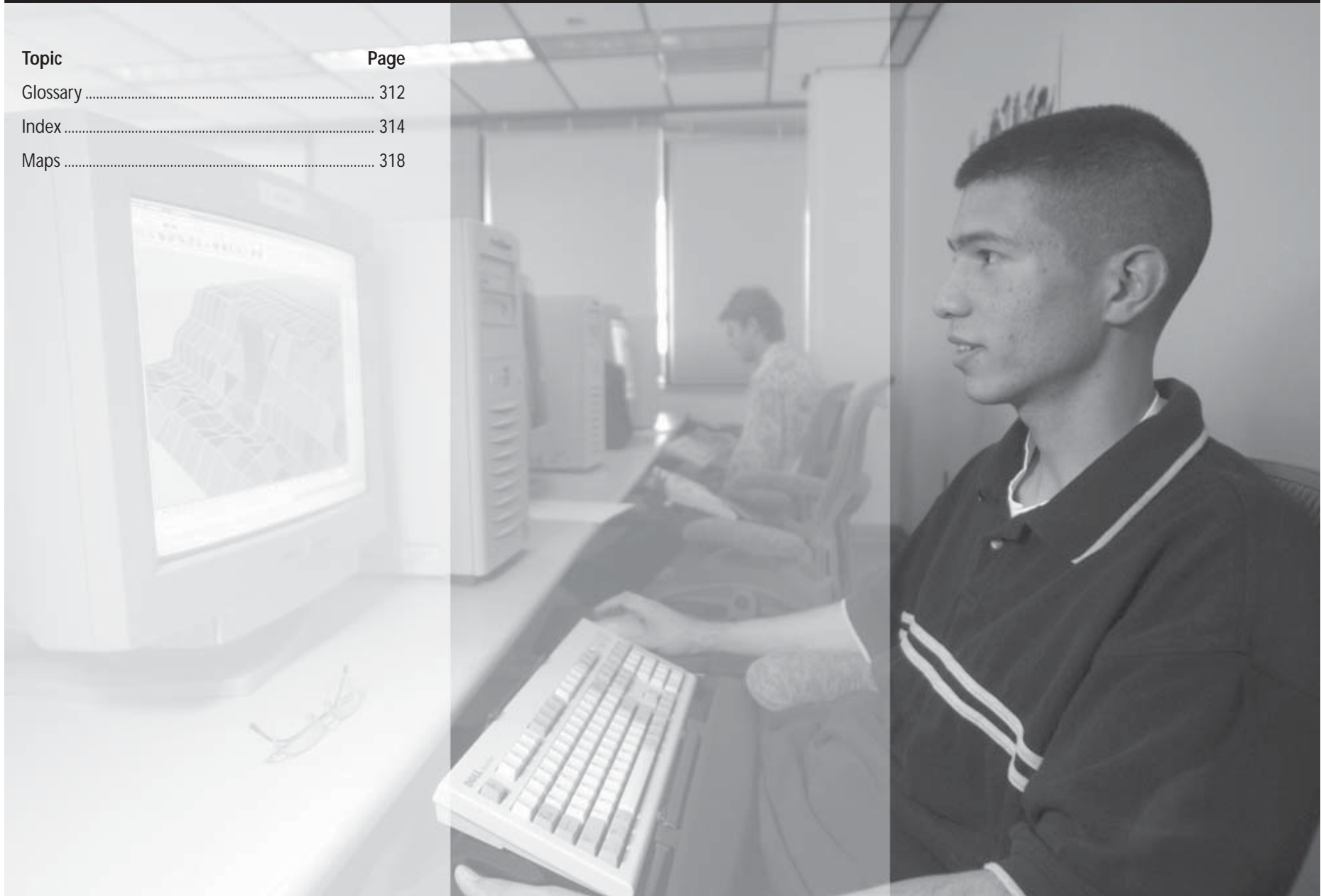


GLOSSARY, INDEX AND MAPS

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GETTING
STARTED

ACCESSING
TVI

EDUCATIONAL
OPTIONS

PROGRAMS
OF STUDY

COURSE
DESCRIPTIONS

CODES AND
POLICIES

GLOSSARY,
INDEX, MAPS

GLOSSARY

Abbreviated Schedule: classes begin at 10:30 a.m. Classes before that time are canceled. Information is given on the telephone hotline, (505) 224-4SNO, and on local media.

Academic Course: A course offered by the Arts & Sciences department or through the Vice President of Instruction's office that is usually transferable to other postsecondary institutions and for which tuition is charged.

Academic Year: A school year consisting of a fall, spring and summer term.

Accreditation: formal recognition of an educational institution that maintains standards qualifying its graduates for further study or for professional practice. TVI is accredited to grant certificates and associate degrees by The Higher Learning Commission; individual programs are accredited or approved by professional organizations.

Accuplacer: Reading, Sentence Skills (English), and Math exams used to determine appropriate course placement for students

Adding Courses: Registering for courses (see Registration)

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.

Arts & Sciences Courses: Liberal arts courses that support degree and certificate programs. All courses are transferable to other degree-granting institutions as freshman and sophomore electives or requirements. Arts & Sciences courses are numbered 101 and above with subject codes of AFAS, ANTH, ART, ASTR, BIO, CHEM, COMM, CSCI, ECON, ENG, FREN, GEOG, GNHN, HIST, HUM, JOUR, MATH, MUS, NUTR, PHIL, PHYS, PSCI, PSY, RLG, SOC, SPAN, THEA

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: A grade option/grade that reflects a student's enrollment in a course but does not carry course credit or count for enrollment verification, cannot be used to meet pre- or corequisite requirement, and does reflect competency in a course.

Certificate: Awarded upon completion of a prescribed series of courses. A certificate indicates skill competency in many technical and vocational areas.

Challenge Exams: used to establish credit for occupational and Arts & Sciences courses.

College and Career Bound: A high school-aged student enrollment program in which eligible high school and home schooled students can enroll at TVI and earn college credit.

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.

Concentration: An area of emphasis within a program of study (major).

Concurrent Enrollment: A high school-aged student enrollment program in which eligible high school students can enroll at TVI and earn both high school and college credit.

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 this Catalog.

Course Load: The number of credit hours enrolled in each term.

Course Repeat Limit: The number of times a course may be repeated. At TVI, a student may only enroll in the same TVI course a maximum of three times without special approval from the Advisement and Counseling department. Topics, problems, internship, cooperative education, and physical fitness activity courses are exempt from the course repetition limit.

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: Courses numbered below 101, to prepare students to enter liberal arts or occupational majors, offered in the Department of Adult and Developmental Education (DADE).

Designed Skill Set: A document issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills.

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.

Drop-In: A high school-aged student enrollment program in which those, 16 or 17 years of age, who are no longer actively enrolled in high school and are released from compulsory education may enroll at TVI.

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 program credit requirement that allows the student to choose from a list of approved courses or disciplines.

Freshman: A student who has completed fewer than 30 credits at TVI

Fulltime Status: A schedule of 12 or more credit hours per term

GED: General Educational Development diploma; may be considered equivalent to high school diploma

General Education Course: See *Academic Course*

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

Graduation: Official confirmation of the completion of a certificate or degree program. Graduation is dependent on the approved completion of all program and institutional graduation requirements and is approved by the Office of the Registrar.

Major: A specific program of study consisting of a specific group of courses designed to provide intensive education or training in a specialized area and leading to a certificate and/or associate degree.

Non-Degree Student: one who has not yet chosen a major or who does not wish to earn a certificate or degree.

Occupational Certificate: See *Certificate*

Occupational Courses: courses 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.

Optional Courses: courses identified as being related to a program that are not part of the program's graduation requirements. Optional courses provide students with additional and/or related skill development in their field of study.

Part of Term: A period of time within a term in which courses are scheduled. Parts of terms can be 1-16 weeks in duration.

Part-time: A schedule of fewer than 12 credit hours per term

Permission to Enroll: The special approval, by an instructional department, for a student to enter a restricted course and/or to waive a course pre- or corequisite.

PIN: A student's personal identification number used to access TVI's secure online registration system and STARS.

Prerequisite: A specific requirement that must be successfully completed before a student may enroll in a course.

Program: See *major*

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

R: Thursday in the *Schedule of Classes* and online registration system.

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 processing fee assessed to each student for the term in which he/she is registering for classes

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

S: Saturday in the *Schedule of Classes* and online registration system.

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.

Short Session: See Part of Term.

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, (505) 224-4SNO, and on radio stations.

Sophomore: A student who has completed 30 or more credits at TVI

STARS: TVI's Student Telephone Access Registration System.

Step Back: The special approval, by an instructional department, for a student to move back to a lower-level course within a term.

Step Up: The special approval, by an instructional department, for a student to advance to a higher-level course within a term.

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

Substitution: An approved exchange of courses and credit because the competencies and/ or learning objectives of the substituting course are comparable, but not equivalent, to those of the required course.

Term: A portion of an academic year. TVI has three terms a year: fall (beginning in August or September), spring (January) and summer (May). The fall and spring terms last 16 weeks, the summer term lasts 12 weeks.

Topics Course: A course that is not a part of TVI's regular course offerings and may change each term. Topics courses compliment TVI's regular course offerings in a subject area or program. They may emphasize subject matter or content introduced in other courses, content at a more advanced level, or content that is not covered in other TVI courses.

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 20.

Transcript: An official educational record of a student's enrollment at a college, showing courses attempted and completed, grades and grade point average, and graduation.

Transfer Credits: 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 and, in the case of non-residents, occupational and developmental courses as well. Tuition is based on the number of credit hours, type of course and the student's residency classification for tuition purposes.

U: Sunday in the *Schedule of Classes* and online registration system.

Verification of Completion: See *Designed Skill Set*

Waiver: An approved exemption from a course because the competencies and/or learning objectives of the course have already been attained due to prior training, educational or work experience.

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

wpm: words per minute (keyboarding).

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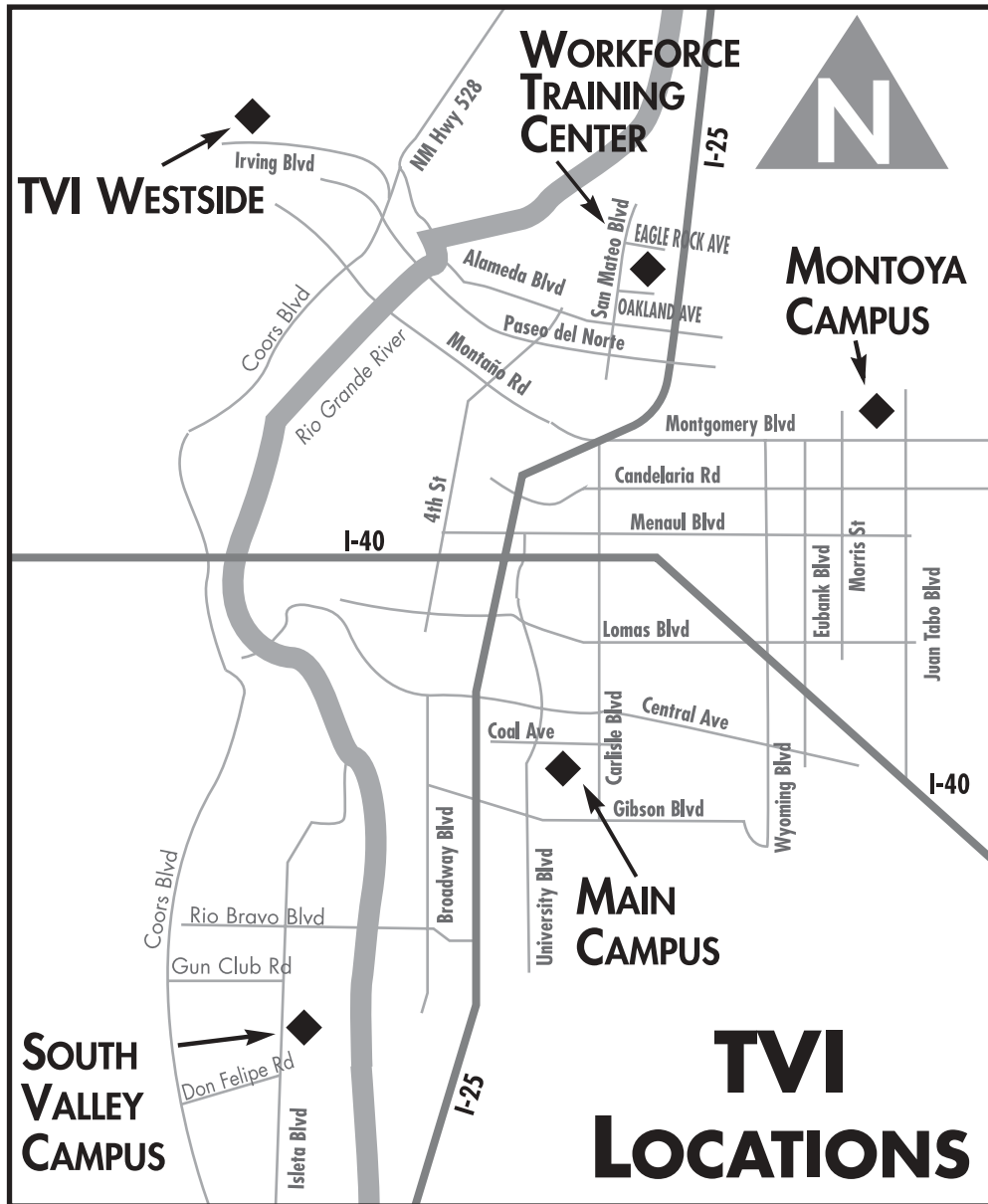
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Main Campus

525 Buena Vista SE
Albuquerque, NM 87106-4096
(505) 224-3160

Joseph M. Montoya Campus

4700 Morris NE
Albuquerque, NM 87111-3704
(505) 224-5551

South Valley Campus

5816 Isleta SW
Albuquerque, NM 87105
(505) 224-5000

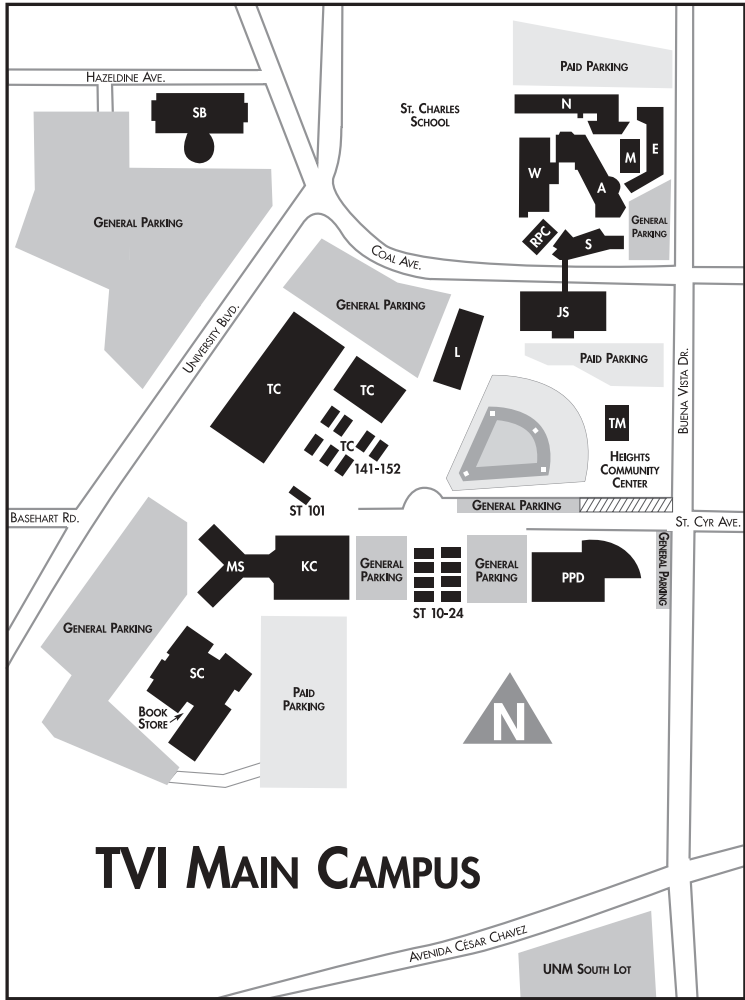
TVI Westside

10549 Universe Blvd., NW
Albuquerque, NM 87114
(505) 224-5301

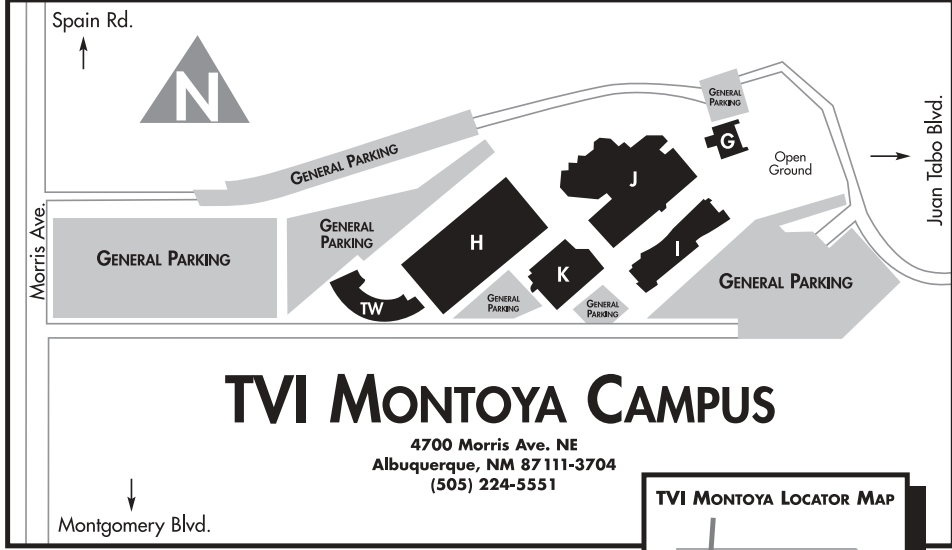
TVI Workforce Training Center

5600 Eagle Rock Ave. NE
Albuquerque, NM 87113-1711
(505) 224-5200

TVI LOCATIONS



- A:** Administration Building
- E:** East Building
- JS:** Jeanette Stromberg Hall
- KC:** Ken Chappy Hall
- L:** Science Laboratory Building
- M:** Main Building
- MS:** Max Salazar Hall
- N:** North Building
- PPD:** Support Services/Physical Plant
- RPC:** Records & Property Control
- S:** South Building
- SB:** Smith Brasher Hall
- SC:** Student Services Center
- ST:** South Temporary Buildings
- TC:** Ted Chavez Hall
- TM:** Tres Manos Child Development Center
- W:** West Building



TVI MONTOYA CAMPUS

4700 Morris Ave. NE
Albuquerque, NM 87111-3704
(505) 224-5551

- G:** G Building (Maintenance)
- H:** H Building
- I:** I Building
- J:** J Building
- K:** K Building
- TW:** Tom Wiley Hall



