

## Office of the Registrar

### Common Terminology

**Academic Calendar:** The academic calendar represents important semester-specific dates and deadlines for students, faculty, and staff. The academic calendar is created in the Academic Affairs office, is approved by the Presidential Cabinet and Board of Trustees, and then placed on Wilberforce University's webpage.

**Academic Program:** A sequence of courses that lead to an academic credential (degree, certificate)

**Academic Standing:** Students are classified by their credits earned and GPAs. At the conclusion of each semester, a term and cumulative GPA is calculated for all students. Academic standing may be impacted by GPA and/or credits earned.

**Academic Year:** The period of instruction composed of the fall, spring, and summer semesters.

**Admitted Student:** An admitted student is one that has been accepted by the university into a degree-seeking program and who has confirmed their acceptance through the Office of Admissions.

**Baccalaureate Degree:** The baccalaureate degree is awarded after completing an undergraduate program of study. Wilberforce University offers two baccalaureate degrees: Bachelor of Arts and Bachelor of Science.

**Banner/SSB:** The computer system used to manage all student-related information. Students can access their SSB to see course schedule, unofficial transcripts, and any fees they may owe the university.

**Corequisite:** Classes that require simultaneous registration, such as a science lecture and lab.

**Course:** A particular class, such as A&H 215, MGT 110, etc.

**Course Catalog:** The complete and entire list of courses offered as part of the official curriculum.

**Course Section:** A unique offering of a particular course, such as MAT 101-02. There can be multiple offerings of a course each semester. Section numbers are also used to dictate which program the course is for.

**Course Student Learning Outcomes:** The course student learning outcomes are statements formalizing the competencies, practical and professional skills, higher-level thinking and analytical skills that the instructor expects students to obtain by the conclusion of the course.

**Curriculum Map:** A proposed breakdown of the audit sheet semester-by-semester to potentially guide a student through commencement.

**Degree Audit/Audit Sheet:** The courses required for the bachelor's or master's degree awarded from Wilberforce University. In addition to the course requirements listed on the degree audit, students must complete all other university requirements before they can receive their degree.

**Diploma:** A formal document symbolizing that a Wilberforce degree has been awarded. The student's transcript is considered the official record of a student's degree(s).

**Enrolled Student:** Any student is who registered for at least one course.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of, and limit access to, student educational records.

**Freshman:** An undergraduate student who has completed and earned less than 30 credit hours.

**Full-time Student:** An undergraduate student who is registered for 12 or more credit hours per semester. A graduate student who is registered for 9 or more credit hours per semester.

**Good Standing:** A student is considered in good standing if his or her cumulative grade point average is 2.00 or higher and has a completion rate of 67%.

**Grade Point Average (GPA):** This is computed by dividing the number of quality points earned by the number of hours a student was enrolled.

**Graduate Student:** A student that has earned an undergraduate degree and is enrolled in the Master of Science program at Wilberforce University.

**Hold:** A hold is a restriction that prevents a student from registering for courses and/or requesting an official transcript. A hold may be removed only by the office which placed it.

**Incomplete (I):** A grade assigned to students with the intention that the student will complete missing work before the assigned date in the academic calendar. Failure to submit missing work will result in a grade of incomplete failure (IF).

**Junior:** An undergraduate student who has completed and earned a total of 61-90 credit hours.

**Part-time Student:** An undergraduate student enrolled in less than 12 credit hours. A graduate student enrolled in less than 9 credit hours.

**Prerequisite:** a course which the student must have satisfactorily completed prior to registering for the desire course.

**Quality Points:** A numerical point system that coincides with a letter grade. Total quality points, divided by GPA hours, will equal GPA.

**Overload:** An overload is defined as going over 18 credit hours in one semester. Permission must be granted from different offices before a student can officially add more than 18 credit hours to their schedule.

**Preparation Hour:** The preparation hour is represented by 50 minutes of outside of class or nonscheduled preparation work the typical student is expected to complete. This hour, along with contact hour, is used to calculate semester credit hour.

**Repeat Policy:** Students may repeat a course that they earned a D or F. A course may be repeated only once without incurring additional hours attempted, and only the second attempt will be used in calculating the GPA. Both the original grade and the repeat grade will be displayed on the transcript. Any course repeated more than once will incur additional hours attempted in the calculation of the GPA.

**Schedule Adjustment (Drop-Add) Form:** This form is used to make any changes to a student schedule once it has been entered into Banner. Students may add a course to their schedule during the first week of instruction only. Students may drop a course without record during the first two weeks of the semester. Students may drop a course with record of W until one week after midterm exams. This form must be signed by the student and student advisor.

**Semester:** Typically, 15- or 16-week of instruction plus a final exam week during the fall and spring semester.

**Senior:** An undergraduate student who has completed and earned a total of 91 or more credit hours.

**Sophomore:** An undergraduate student who has completed and earned a total of 31-60 credit hours.

**Student:** Any individual who is or has been in attendance at Wilberforce University and for whom the university maintains education records.

**Transcript:** The transcript represents the official university record of a student's academic history of coursework completed and grades and associated Grade Point Average received. The transcript also contains academic degrees, when earned.