

# GLOSSARY:

## *University Speak 101*

### **Academic Advisor**

A faculty member assigned to help students with enrollment in required and elective courses, declaring a major, changing majors, or other curriculum requirements.

### **Add/Drop**

A brief window of time allotted for students add a class to their schedule or drop it from the semester schedule. There is a fee for this process. The forms are available from the office of the Registrar.

### **ABLE**

Part of the School of Professional Studies aimed at providing working adults with a one-night a week degree completion program.

### **BRIDGE**

Classes to meet the needs of the underprepared student (based on ACT, SAT or other test scores). Classes to address scholastic deficiencies include *Developmental English*, *Developmental Math*, and *Developmental Reading*. Classes to address and assist student success include *Introduction to the Bible* (based on a Bible knowledge test) and *Information Literacy*. These success classes are not remedial but assist the student achieving greater success at SCU and at the university level. The Athletic Department sponsors, Eagles Bridge, a mandatory study hall for all playing or practicing athletes.

### **Capstone**

Identified in the catalog with (\*\*), these are courses serving as the required capstone experiences within a major. These *Senior Discipline Specific Worldview Integration Courses* provide challenging opportunities for students to find innovative ways to integrate effectively the Christian worldview into their particular subject field. As they explore the ethical challenges, issues and opportunities of their field they are challenged to utilize their faith as a vital problem solving tool and to truly influence their world for Jesus Christ. These are courses taken the senior year, usually in the final semester.

### **Class Numbers**

Classes are designed by the building and then the specific room within the building. The buildings with classroom space include: Springer (the library level S101), Patrick (P105, 103, etc.), Roberson (R-106, 108, 112, etc.), and the SPS/Able building (A101).

### **Course Numbering**

Courses are numbered from 0000 (non credit) to 4000 in the under graduate program. The numbering provides a guide as to the level of the course – 1000 (Freshman level), 2000 (Sophomore level), 3000 (Junior level) and 4000 (Senior level). Courses numbered 5000's and 6000's are graduate level courses which are open to graduate students and select undergraduate seniors. Courses numbered 4000's are advanced upper division undergraduate courses which may be open also to graduate students. The last digit provides the number of credit hours for the course, i.e., BIBL 4123 is a three hour course designed for senior level students.

### **Concentration**

A subset of the major, the concentration is 15 hours in a specific and focused area of study within the major field.

**Concurrent Enrollment**

This occurs when a student simultaneously enrolls in courses at SCU and another college or university. A student concurrently enrolled cannot transfer any of the work at the outside college to a program at SCU without the approval of the Vice President of Academic Affairs prior to beginning the concurrent enrollment.

**Concurrent High School**

Academically prepared high school students may enroll in a limited number of approved classes of university classes prior to completing high school.

**Cross-Enrollment**

This occurs when a SCU student is simultaneously enrolled in courses at SCU and another college or university in order to fulfill the degree requirements of an SCU degree program. Cross-enrollment will be permitted only in courses required in the student's major which are not obtainable at SCU. The approval of the Vice President of Academic Affairs must be secured in writing prior to the beginning of a cross-enrollment semester.

**Credit Hour**

A unit of study at a university; most classes are worth three (3) credit hours and meet for three hours per week, but others may meet for one (1), two (2), or (4) credit hours.

**Curriculum**

A prescribed set of course requirements for specific degrees and majors within those degrees and reflect a combination of state requirements, academic standards for specific programs, and specific institutional requirements. An Associate of Arts is normally a minimum of 64-72 hours, a Bachelor degree is a minimum of 128-180 hours, and a Master's degree a minimum of 36 – 98 hours (depending on the programs or institution selected).

**Databases**

The school library subscribes to various paid databases providing the student or faculty with access to thousands of journals, newspaper, reports, and periodicals. These are: *EbscoHost*, *World Cat (First Search)*, and *Sirs*. Links and other information are found on the school webpage for the library. They are accessible on campus and remotely.

**Dean**

An official of a university, usually one in charge of students, faculty, or a division of studies.

**Degree**

A degree is any of a wide range of status levels conferred by institutions of higher education: Associate of Arts (A.A.), Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Master of Arts (M.A.), Master of Ministry (M.Min.), Doctor of Philosophy (Ph.D.), etc.

**Directed Studies**

Directed Studies are an *emergency* substitute for a required course that is needed in the student's program of study but not offered in time for them to graduate. SCU offers few of these, preferring to substitute other courses or have the student pick up a course in a different semester or in summer sessions. The material covered in such courses is essentially the same as that covered in traditional courses, with added assignments or instructor interactions in lieu of lectures. Taking such a course requires a clear emergency need, the permission of the Academic Dean, and the professor.

**Distance Learning/ Correspondence Course**

The typical correspondence course involves the exchange of teaching materials between a student and an instructor geographically remote from one another. The student generally obtains a textbook (locally, from a bookseller, or library), detailed lesson plans, lecture notes, and problem sets are sent by the instructor to the student (by mail or electronically). The student works at their own pace within a time

frame, sends completed assignments back to the instructor for grading, and takes exams proctored by someone local to the student (public librarian, educator, employer, etc.)

### **Full Time Student**

For purposes of financial aid a full time student is one enrolled in twelve (12) or more hours. Students should be aware that if they wish to complete a program in two (2) or four (4) years, they will need to do more than twelve (12) hours a semester to accomplish that goal. They will need to carefully balance course load, extra-curricular activities, and work profiles as they plan their courses and manage their time.

### **Independent Study**

Only occasionally a student will need an extension or a “spin-off” to an existing course. Such a course provides the *highly* motivated student with an opportunity to pursue research or studies in a subject area with more depth, greater pace, and in a more independent manner than possible within a traditional course.

### **Library Information Center**

A place on a campus providing resources in many formats (books, non-print, electronic), professional assistance for finding information, devising a research plan, and advising as to resources, access to electronic resources, connectivity to the Internet, and a place to read or study. The library webpage has many resources, links, and other helps for the student.

### **Major**

Term used for the university student’s main field of specialization during his or her studies.

### **MAP**

“**Ministry Application Project**” is the capstone course of the Graduate School of Ministry. All Ministry Application (MAP) papers are approximately 50 pages and must be written in the area of concentration or emphasis. An advisor is assigned to guide the student through the process. The MAP involves preparing a written proposal, conducting approved field work research, typing the research into document form, and presenting a synopsis of the research to a group of peers, professors, and guests.

### **Mid-term Tests and Grades**

These are tests or grades provided at the mid-point of the semester to provide the student and the instructor information on how well the student is learning the material. It provides the student with vital information on which subjects they may need to focus on to achieve excellence in their academic work.

### **Minor**

At SCU, The Religious Studies Minor, is 18 hours and included in all traditional undergraduate four year programs, except for the School of Theology; a Minor is 18 hours in a subject, usually different from the major, serving as a secondary field of study or specialization.

### **Moodle**

An online source for class notes, syllabi and online courses. Not all classes will utilize Moodle and a password or key will be required from the professor. It is linked on the campus webpage for ease of access.

### **Online Courses**

A growing number of courses are being developed to respond to the need for this delivery system. At present, enrollment in such courses requires the permission of the Dean of the Graduate School of Ministry (if in that program) or the Dean of Office of Academic Affairs.

### **Pre-Register/Pre-enroll**

At the end of the semester students are encouraged to register ahead of time for the next one, i.e., to preregister. It is very important for students to do this so officials can insure that necessary classes are available, course needs are met, and make plans for the next semester.

**Professor**

At SCU, all individuals who teach or provide instruction are referred to by the title, "Professor."

**Registrar**

The official records office of the University. It is charged with the responsibility for student academic records and related processes, including registration, academic transcripts, grade reporting, degree audit, graduation, re-enrollment, withdrawal, and more. If you need a transcript this is where you go.

**Specialization**

Synonymous with the term 'cognate' and often used to describe Graduate level work (Master's and doctoral levels) where the educational plan is tailored to fit, within the bounds of best academic practices and accrediting standards, the professional goals and interests of the student.

**Study on Consignment**

See also "Concurrent Enrollment". Term used in the Graduate School of Ministry. Study on consignment is designed to allow the student to enroll in another institution for up to six semester hours of course work which is consistent with the student's approved ministry objectives. Work on consignment must have prior approval of the Dean of the Graduate School. Total graduate course credit accepted by transfer and/or on consignment shall not exceed six semester hours.

**Summer session**

An accelerated offering of required and elective courses on campus in May, June or July. Generally offered 8 a.m. to Noon for two weeks, but may include weekend sessions of three Friday and Saturdays from 8:00 to 4:00, or other similar profiles.

**Syllabus**

A description of the course content, goals, requirements, textbooks, grading, course calendar, attendance and absence policies (which may differ from the general statements in the catalog), and assignments provided by the instructor for the student in a class. It is important to keep this handy throughout the semester.

**Thesis or Senior Thesis**

An in-depth scholarly writing on an approved topic. A faculty member from the selected undergraduate department supervises and serves as advisor to the research and writing of a 25-30 page paper. Students investigate a particular area of personal interest, with approval, and build upon earlier coursework, reading, and research. The finished thesis will then be reviewed by an examination committee comprised of departmental specialists. The paper is normally completed the final semester of the senior year and requires specific preparatory courses.

**Transcript**

The official record of all courses attempted and the grade assigned. A student must arrange for official transcripts from each school where they have taken classes to be sent to SCU when applying for admission.

**Withdrawal (W)**

The process of dropping a course (or courses) after the first 4 calendar days of the semester. Withdrawing from ALL coursework is referred to as a Complete Withdrawal. When a student withdraws from a course, a grade of "W" is assigned. Students must complete a form for official withdrawal. Failure to formally withdraw will be an automatic "F" at the end of the semester.