

# Hutchinson Community College

## Glossary of College Terms

### Ability to Benefit:

To be admitted to Hutchinson Community College as an Ability to Benefit student, you must meet eligibility conditions. For example, you must be at least 18 years old, not be a high school graduate from an accredited high school or a holder of a GED Diploma, and you must have completed the Ability to Benefit Assessment at HCC with acceptable minimum scores. Please visit the Admissions homepage for a comprehensive list of all requirements to be admitted as an Ability to Benefit student.

### Academic Advisor:

This person will help you with setting academic goals, selecting the correct courses, reviewing the degree requirements in the field you have selected to pursue, and aiding you with academic problems you may encounter.

### Academic Probation:

You will find yourself on academic probation if you are unsuccessful at HCC. Please refer to the HCC catalog for more on circumstances under which you might be on academic probation, as well as how to be removed from academic probation.

### Accessibility Services:

The Accessibility Services Office provides and coordinates services to students with disabilities, promotes equal educational opportunities, and provides equal access to all institutional programs and services. Students requesting accommodations must provide current documentation regarding the nature of his or her disability and the need for accommodation. Please visit the Student Services homepage for more.

### Accredited:

This is a type of assurance process by which the quality of an academic program or institution has been approved by an external rating agency. If standards are met, accredited status is granted by the agency.

### Admissions Office:

This office provides information about HCC for incoming students, including the application for admission, scheduling campus tours, the Step Ahead Program, and majors and programs available at HCC. Please visit the Admissions homepage for more, including a virtual tour of HCC, the steps of the admissions process, and staff information.

## Adult Basic Education:

This program is open to adults sixteen and older who have an interest in improving their abilities in reading, math, writing, and basic computer skills. Please visit the Adult Basic Education homepage for information about schedules, fees, and how to get started.

## Advanced Placement (AP):

During high school, if you took an Advanced Placement (AP) course and earned a qualifying score, you may be able to receive college credit.

## Allied Health:

Allied Health programs prepare students to become productive and contributing members of the healthcare field. Please visit the Allied Health homepage for specific programs, admissions requirements, and staff.

## Alumni:

As a graduate or former student at an institution, you are considered alumni.

## Articulation Agreement:

An articulation agreement is an officially approved agreement that matches coursework between schools. These are designed to help students make a smooth transition when transferring in to and from HCC.

## Associate's Degree:

Hutchinson Community College offers three Associate's degrees, depending on your area of interest: the Associate of Applied Science, the Associate of Arts, and the Associate of Science. Please visit the HCC catalog online for more on specific degree programs.

## Audit:

In order to audit a class, you attend and participate, but do not earn college credit. Please visit the Business Office homepage for cost information.

## Bachelor's Degree:

After graduating from HCC, you can transfer to a four year college and earn this degree, which usually requires at least 124 credit hours in specific course work.

## Book Buyback:

Book buyback is a service that HCC provides to our students at the end of each semester. Book Buyback gives students the opportunity to get back some of the money you paid for your textbooks while at the same time providing used textbooks for others. A book buyback is held periodically in Hutchinson, McPherson, and Newton.

## Business Office:

The Business Office is responsible for financial transactions of the institution, including payment options for students. Please visit the Business Office homepage for more on cost information, staff, and the refund policy.

## Campus Store:

The Campus Store allows you to purchase books, official HCC merchandise, or other supplies. Refer to the Campus Store homepage for additional information regarding hours, locations, book buyback, and special shipping requests.

## CANVAS:

This is your portal for online or web-supported face to face classes, accessed through DragonZone.

## Catalog:

The HCC catalog provides resources regarding academic and institutional policies, cost information, course descriptions, graduation requirements, and majors available at HCC.

## Certificate:

HCC offers a number of valuable certificate programs, which require the completion of specific coursework in an organized program of study in a technical area to get you into the work force quickly.

## CLEP:

The College Level Examination Program (CLEP) is a way to obtain college credit by taking proficiency tests in selected courses. Please visit the Student Success Center homepage to view a list of CLEP examinations for which HCC awards credit.

## College:

Within a university, the majors of study are often divided into subheadings, or colleges. For example, a Psychology major may be categorized under the College of Arts and Sciences or a Physical Therapy major may be categorized under the College of Health Professionals.

## Commencement:

HCC commencement, also known as graduation, is held once a year in May, on the campus in Hutchinson, for students who have earned certificates or degrees.

## Concurrent Enrollment:

It is the policy of the Kansas Board of Regents (KBOR) to encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling. For more, please visit the Admissions homepage to access a checklist for high school students interested in concurrent enrollment.

## Confirming Intent:

If you are ready to accept the class schedule that you have selected for the upcoming semester and the financial obligation that accompanies that class schedule, you will need to log into your DragonZone account, enter your username and password, and complete the step-by-step instructions to confirm your intent.

## Corequisite:

A corequisite is a class that must be taken along with another class in order to receive credit. For instance, at HCC, if you are taking English Comp IB, you must also take Elements of Writing at the same time to receive credit.

## Course Number:

Courses offered at HCC are identified by departmental abbreviation and a number. For instance, BI 101 represents General Biology.

## Credit Hour:

For most full semester classes, the number of credit hours corresponds with how many hours you will spend each week in the class. For instance, if you are taking General Psychology and it is a 3 credit course, this is how many hours you would spend in class and how many credits you are awarded at the end of the semester, upon successful completion. For online and classes meeting in a shorter time frame, the credit hours represent how many credits you are awarded at the end of the semester.

## Dean's List:

At the end of the semester, students at HCC with a GPA between 3.5 and 3.99 are awarded this special distinction, which is also noted on your transcript.

## Degree:

This is an award bestowed upon a student to show completion of a course of study. At HCC, you may earn an Associate of Arts, Associate of Science, or Associate of Applied Science degree.

## Degree Audit:

The degree audit is a computer generated analysis, available through DragonZone that enables you to assess your academic progress, including unfulfilled degree or certificate requirements. Please review your degree audit often and use this tool to plan your class schedule each semester.

## Dismissal:

You will find yourself on academic dismissal if you are unsuccessful at HCC or another institution. Please refer to the HCC catalog for more on dismissal and the reinstatement policy.

## DragonZone:

For online access to your student account, including your class schedule, degree audit, financial aid account information, books required for the semester, and transcripts, log in to your DragonZone.

## Drop:

The refund date on your schedule is the last date you can drop a class and receive a full refund for tuition and fees. You must drop your class through DragonZone.

## Enrollment:

This is the process of setting your educational goals, deciding what major to pursue, and choosing classes to take.

## Faculty/Instructors:

This is a collective name for teachers at a college or university.

## FAFSA:

The Free Application for Federal Student Aid (FAFSA) is the form you need to complete in order to receive financial aid from the government. If you are interested in grants, work study, or loans, this is your first step and must be submitted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## Fees:

These additional charges, on top of tuition, are required for some programs and courses. Please visit the Business Office homepage for more on fees at HCC.

## FERPA:

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of your educational records, to establish the right of students to inspect and review your educational records, and to provide guidelines for the correction of inaccurate and misleading data.

## Financial Aid Office:

If you are interested in applying for money to help pay for your education, the Financial Aid Office can assist with information regarding FAFSA, grants, loans, scholarships, work study, and other opportunities. Please visit the Financial Aid homepage to find your Financial Aid advisor, aid forms, and for more on eligibility.

## Freshman:

At HCC, this is your classification if you have completed less than 24 credit hours.

## Full Time:

A student taking at least 12 credit hours during the fall or spring, or taking at least 6 hours during summer is considered a full time student at HCC.

## General Educational Development Test (GED):

The Tests of General Educational Development (GED) are designed to measure the skills and knowledge equivalent to a high school course of study. Hutchinson Community College is a State Testing Center for the GED Test.

## Grade Point Average:

Your grade point average (GPA) is a calculation to numerically represent the quality of your performance in classes. It is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0.

## Grants:

Grants are a type of financial aid that do not need to be repaid. While the most common is the Pell Grant, there are also other grants available.

## Guardian Account:

HCC offers DragonZone accounts to guardians of students. Each student controls guardian access to their information, which they can change anytime. You may request a guardian account from the DragonZone homepage.

## Holds:

If on your DragonZone, you notice you have a hold on your account, this is an indication that you must contact HCC to resolve an issue. Please contact the office that corresponds with your hold. For instance, if you have a Business Office hold, please call the Business Office.

## Humanities:

Courses concerned with human culture, especially literature, history, art, music, foreign language, theater, and philosophy. To earn an Associate of Arts or an Associate of Science degree, you must complete the requirements for each specific category, including Humanities. Please visit the HCC catalog online for more on specific Humanities options.

## Human Resources:

The Human Resources office is responsible for hiring new HCC employees and providing benefit and health insurance information, professional training, and resources for student employees. Please visit the Human Resources homepage for more on job openings at HCC.

## Incomplete:

The grade of incomplete is a contract agreed upon between you and your instructor. An incomplete will only be granted under special circumstances. Please see your instructor, before the end of the semester, for more information.

## International Student:

Students from numerous countries such as Japan, Brazil, Bosnia, Australia, and Germany have chosen to study at HCC. Please visit the Admissions homepage for more on international students, including applications, pre-arrival information, and a new international student check-list.

## ITV:

HCC offers distance learning classes via interactive television (ITV.) Therefore, students at a remote site may join an HCC class that is broadcasted from a campus in Hutchinson, Newton, or McPherson. The instructor can see, hear, and interact with the students at any of the remote locations and students can see, hear, and interact with the instructor during each class meeting.

## Loan:

A loan is a type of financial aid that must be repaid. Please visit the Financial Aid homepage for more information on the types of loans and requirements.

## Major:

HCC offers a number of majors, or specific courses of study, that lead to a transfer or technical degrees or a certificate.

## Noncredit Class:

Non-credit courses are available at HCC to find a new skill, explore a new business idea, or just for the fun of learning something new because you can. These are classes that do not meet the requirements for a certificate or a degree at HCC.

## Online Class:

Online classes at HCC use the same syllabus and course outcomes as used in our face to face classes. They are not easier but allow you to take classes if face to face classes do not work with your schedule. You can locate your online class through your DragonZone account.

## Online Learning:

The Online Learning department provides support to the faculty and staff at HCC in the areas of instructional design, the use of technology in education, and in the delivery of courses and training both locally and at a distance. Online Learning is also the channel for delivering distance classes at HCC.

## Outreach:

Along with the main campus in Hutchinson, there are campuses in Ft. Riley (classes and advising only), Newton and McPherson in which to take placement tests, take classes, make payments, buy textbooks, and speak with advisors.

## Part-Time Student:

A student taking less than 11 credit hours during the fall or spring, or taking less than 5 hours during summer is considered a part-time student at HCC.

## Pell Grant:

This grant does not need to be repaid and the amount is based a number of factors, including your financial need, costs of attendance, and status as a full-time or part-time student. To be eligible for a Pell Grant, you must complete your FAFSA and submit any addition documentation required by the Financial Aid Office.

## Placement Testing:

HCC uses ACT and ACCUPLACER placement tests to place students in the appropriate level coursework. For example, if your placement scores indicate placement in Intermediate Algebra you will not be allowed to enroll in an upper level math class (College Algebra, Calculus, Statistics, etc) until Intermediate Algebra is passed with a C or better.

## Prerequisite:

A prerequisite class is a course taken in preparation for another class. For example, passing Accounting I with a C or better is a prerequisite for Accounting II.

## President's List:

At the end of the semester, students with a GPA of 4.0 are awarded this special distinction, which is also noted on your transcript.

## Private University:

This is a non-state assisted college or university that relies on private funding, tuition, and fees.

## Proctored Exam:

If you are taking an online class, you may be required to take your tests at a location with someone to supervise your testing. You may take your proctored exams at the Hutchinson campus, an Outreach campus, or another approved location.

## Public University:

A public university is primarily financed by state funds.

## Records Office:

The Records Office is responsible for creating and maintaining accurate student academic records, including transcript processing, graduation paperwork, residency classification, and enrollment, GPA, and degree verifications. Please visit the Records Office homepage for more on transcript requests, enrollment verifications, and policies relating to grades.

## Refund Date:

The refund date on your schedule is the last day you can drop a class and receive a refund for the class. If you need to drop a class, you must do this through DragonZone.

## Residence Halls:

The HCC Residence Halls provide a home away from home for approximately 500 students in two co-ed dormitories, Elland Hall and Kent Hall, as well as in Kent Suites and Residence Apartments. Please visit the Residence Hall homepage for more on applications, costs, and meal plans.

## Retest Policy:

After completion of assessment testing, if you have placed into an English or math class there are some circumstances under which you can retest. Please refer to the Student Success Center for more on course placement guidelines.

## Scholarships:

HCC offers a variety of scholarships that is as diverse as our student body. Whether you are a full time or part time student, seeking vocational training, or looking to transfer to a university, HCC has a scholarship for which you may qualify.

## Self-enrollment:

Degree seeking students at HCC now have the option of managing their semester schedules in DragonZone. Degree seeking students must first meet with their academic advisor to discuss degree requirements before being allowed to self-enroll. Non-degree seeking students do not need to meet with an academic advisor before self enrolling but may seek advice from an academic advisor if needed.

## Social/Behavioral Science:

Courses concerned with society and the relationships among individuals within a society, especially psychology, sociology, economics, geography, and government. To earn an Associate of Arts or an Associate of Science degree, you must complete the requirements for each specific category, including Social/Behavioral Sciences. Please visit the HCC catalog online for more on specific Social/Behavioral Science options.

## Sophomore:

At HCC, you are classified as a sophomore if you have successfully completed 24 or more credits.

## South Campus:

Located 13 miles south of the main campus in Hutchinson is the site for instruction in agriculture, agri-diesel mechanics, farm and ranch management, emergency medical sciences and paramedic and some adult education in five buildings: Pioneer Building, Wagner Hall, Cameron Hall, Ag Diesel facility and the greenhouse.

## Step Ahead Program:

Take some classes from HCC while you are attending a Kansas high school. After you graduate, enroll and attend full-time at HCC for your freshman year and you can be reimbursed the cost you spent on tuition, providing you meet the necessary requirements. Visit the Admissions homepage for more on tuition reimbursement and eligibility.

## Student Success Center:

Formerly known as Guidance and Counseling, this office provides assistance regarding advising, personal and career counseling, and accessibility services. Please visit the Student Success Center homepage for more on tutoring, career exploration, and staff.

## Syllabus:

The syllabus is an outline of the important information regarding your course. Written by your instructor, it usually includes important dates, assignments, expectations, and policies specific to your course.

## Transcript:

The transcript is your permanent academic record at an institution. It may show courses taken, grades received, academic status, and honors received. Transcripts are not released by HCC if you have any holds, or if you still have a balance on your account. Please visit the Records Office homepage for more on requesting a transcript.

## Tuition:

Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, course fees, or room and board, and may vary for reasons like residency status. Please visit the Business Office homepage for more on tuition and fees.

## Undergraduate:

An undergraduate is a student pursuing a certificate, two, or four year degree. Anyone attending HCC without a Bachelor's degree is considered an undergraduate.

## University:

A university is an institution of higher learning offering a range of degrees from an Associate up to a Doctorate degree, depending on the institution.

## Withdrawal Date:

This date, located on your schedule, is the last day that you can withdraw from a class, meaning you still must pay for the class, but there will be a “W” on your transcript. The “W” does not impact your grade point average, but might affect your financial aid.

## Workforce Development Center:

Located on HCC campuses in Hutchinson, Newton, and McPherson, Workforce Development advances economic well being of the region by matching employer needs with applicant skills through employment resources, training, and education and economic development services for job seekers, workers, and employers.

## Work-Study

The Federal Work-Study Program (FWS) is intended to stimulate and promote part-time student employment, particularly for students from low-income families, who are in need of extra funds to attend college. Please visit the Financial Aid homepage for more on Work-Study.