



College Vocabulary

Adjunct - Adjunct professors are part-time instructors who may be employed in their field or are retired.

Advisement - *many changes. See the KCC website for details.*

Advisement - a discussion with an advisor about curricula, requirements, and optimal course distribution spreads. **Registration** - course enrollment on **CUNYfirst**. **Common Core/ Pathways** is the CUNY general education requirement for incoming freshmen and continuing students.

Assessment Exams - Unless exempt, students must pass entrance exams in reading, writing and math. Not passing results in developmental classes (remediation) to prepare for re-testing. Developmental classes are not credit bearing.

Bookstore –Campus store for textbooks, popular reading material, magazines, folders, pens, calendars, etc.

Blackboard (Bb) - an on-line course management system which provides access to course material, assignments, and class discussions. A **CUNY Portal** account is needed to access Bb. Upon accessing Bb, students will see a roster of prior and current courses. Many professors utilize Bb and expect student utilization.

Bursar - the college financial transaction office (A-205) for tuition and other payments such as parking permits. This office is not the same as the financial aid office. See **Financial Aid Office**.

Civic Engagement - a requirement for graduation. It may be fulfilled through community service, campus leadership roles, or by completing pre-approved courses related to social change.

College Calendar - Under *Academics* on the website, see *College Calendar*. Print and review the current calendar at the start of every semester to see notable dates and if classes follow the schedule of another day.

College Catalogue – Prior catalogues and the current one are on-line under *Academics* on the KCC website. Although degree requirements change, students follow the requirements in effect during their first year, with exceptions.

Common Core/Pathways - See **Advisement**

Co-requisites – mandated simultaneous courses. The college catalogue or schedule of classes informs about co-requisites.

CUNYfirst - the student information management system for obtaining information such as class schedules, grades, enrollment dates, enrollment transactions, account balances for financial aid, etc.

CUNY Portal - is the gateway to CUNY for access to Blackboard, e-Permit and other CUNY

systems. Create a CUNY Portal Account by going to CUNY's homepage/*Log In/CUNY Portal*; follow the prompts.

Dismissal - Students are dismissed upon failing to elevate their grade point average to 2.0 or higher after one semester of probationary status.

E-Permit -the on-line permit process for taking courses at other CUNY colleges.

FERPA – The Family Educational Rights and Privacy Act is a federal law which protects the privacy of student educational records. FERPA gives parents certain rights to their student's educational records; rights which transfer to students at age 18 or enrollment in post-secondary institutions.

Financial Aid Office - the college office (U-201) for all inquiries regarding financial aid eligibility.

Full-time - the status of students who take 12 credits/equated credits or higher during a semester. Students are considered full-time if their combined credit load for the semester *and* the module total 12 credits or higher.

Grade Point Average (GPA) – the numeric average of the total performance based on A=4.0, B=3.0, etc.

Dean's List & Honor Societies – See the college catalogue for a comprehensive picture of eligibility.

KCC e-mail – Students are provided with an e-mail address through which KCC sends information. Students should set up accounts as instructed on the homepage under *Webmail* next to Quick Links or by visiting L-106.

Modules – extensions of the fall and spring semesters, usually 5 to 6 weeks in duration, called winter and summer modules or Fall II or Summer II, respectively.

Part-time – the status of students who take less than 12 credits/equated credits during a semester.

Pell - is a post-secondary educational federal grant awarded on a financial need basis.

Pre-requisites –courses which need successful completion prior to taking another course. The college catalogue or schedule of classes informs about pre-requisites.

Probation – Students are placed on probation when their grade point average falls below 2.0. They have one semester to elevate the grade point average in order to avoid dismissal from the college.

Provost – is the chief academic officer of the college.

Registration – See **Advisement**.

Student Programs and Services – See the college catalogue or website (*About/Administrative Offices*) for a listing.

Syllabus - is a class outline and summary distributed the first day of class. Information includes course expectations, content, descriptions of assignments, exam dates, information on contacting the professor, and the grading policy.

Tutorials - enhance classroom learning by engaging one-on-one or in mini-groups with tutors who facilitate integration of class content. CAWS, Center for Academic Writing Success, in L-219 assists with reading and writing. For math and other subject matter, go to L-609. **TRiO** has independent one on-one and group tutorials.

TAP – Tuition Assistance Program is a grant offered to eligible NY State residents enrolled in college. Students must take 12 or more credits per semester in their major to receive TAP. Students with disabilities can take 6 credits in their major to receive TAP.