

# GLOSSARY

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**Ability to Benefit** – Minimum CPT score requirements for Certificate of Completion students to be eligible for financial aid

**Active Student** – a student who has been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term

**Academic Year** – Year that begins with the Fall Term in August, extends through Spring Term and ends with the Summer Term the following August

**Accreditation** – Certification that the college has met established standards and is nationally recognized by appropriate accrediting agencies. Valencia's major accrediting agency is the Southern Association of Colleges and Schools (SACS)

**Automated Clearing House (ACH)** – An electronic network for financial transactions in the U.S. Valencia uses this network to process tuition and fee payments made through the student's Atlas account. All transactions are secured and encrypted to ensure a student's privacy. This method will allow anyone with a savings or checking account to make online payments

**ACT (American College Testing)** – College entrance testing program which may be used for placement in college-credit English and mathematics courses

**Advanced Placement** – College credits earned prior to enrollment at Valencia College through certain examinations, such as those administered by the College Board

**Alternative Delivery** – All modes of instruction other than traditional course delivery and may include Web-enhanced, hybrid, online, and computer-assisted. The intent of alternative delivery courses is to provide flexibility to students who are attempting to balance work, family and college, and still reach their career and academic goals

**Answer Center** – The Answer Center is where all student service activities begin. This is the first stop for students to submit an application, discuss financial aid, inquire about entry testing and orientation, and receive basic educational advising. A staff member, known as a Student Services Specialist, will meet with a student visiting the Answer Center to assist in the following areas:

- Admissions: Application, residency, and deadlines
- Financial Aid: Award information, proper documentation, and deadlines
- Transcripts: High school, college, AP, CLEP, Dantes, and IB
- Graduation: Proper documentation, commencement information, and deadlines
- Referrals: Referrals to other offices (as necessary)

**Articulation Agreement for the A.A. Degree** – Agreement between Florida's public colleges and universities assuring junior-level status to students who complete the community college general education and graduation requirements in university parallel (A.A. degree) programs

**Ask Atlas** – Online help within Atlas

**Assisted Registration** – The period of time each term from the beginning of classes through the Drop/Refund Deadline during which students may

drop courses and add only courses that have not met. To add a course on the same day it meets for the first time or to drop a course(s), students must go to a campus Answer Center to have a staff member complete the course registration

**Atlas** – Valencia's online learning community, customized to each individual's interests, that links students, faculty and staff to one another and to powerful learning resources such as LifeMap (Valencia's systematic approach for assistance in planning and achieving educational and career goals), online registration, grades, financial aid, and academic records

**Atlas** features defined alphabetically in this Glossary:

Academic Life  
Ask Atlas  
Atlas  
Atlas E-mail  
Atlas Groups  
Degree Audit  
My Atlas  
My Career Planner  
My Courses  
My Education Plan  
My Financial Planner  
My Job Prospects  
My LifeMap  
My Portfolio

**Atlas Access Lab** – The Atlas Access Lab is the resource for assistance with online tools and services. Through My LifeMap Tools, the staff assists with registration, online career and education planning, and accessing other student information such as financial aid, accounts, and degree audits

**Atlas E-mail** – Atlas e-mail is the official form of communication from Valencia to students. Atlas e-mail accounts follow the format: (first initial) (last name) (assigned number if there is more than one person in Atlas with the same first initial and last name) @mail.valenciacollege.edu. For example, jdoe8@mail.valenciacollege.edu

**Atlas Groups** – Atlas online learning communities through which Valencia students, faculty, and staff can "meet" around topics of mutual interest

**Audit** – Credit course taken for which no credit or grade will be received

**Award of Credit** – Process through which students can earn college credit based on certifications or licenses. See the appropriate Career Program Advisor for evaluation of credit

**BayCare Behavioral Health** – The contracted provider for Student Assistance Services. BayCare provides referrals for private and confidential counseling service to provide short-term assistance to credit students who need to resolve problems that are affecting their college performance. A referral can be obtained by calling 1-800-878-5470

**Blackboard and BBLearn** – See Course Management System

**Career Program Advisors** – Staff with specialized training to answer specific questions about requirements and program completion of A.A.S. and A.S. degrees, technical certificate and diploma programs

**Career Programs** – Applied Technology Diploma, Associate in Applied Science and Associate in Science Degrees, Technical and Career

Certificate programs with courses designed to prepare students for specialized occupations

**C.E.U. (Continuing Education Unit)** – One C.E.U. is awarded for every 10 contact hours of instruction in an organized continuing education/non-credit course

**CLEP (College Level Examination Program)** – from the College Board. General and subject exams covering material taught in college courses. Credit for courses may be granted to students who achieve specific scores on the exams

**College Night** – An evening for students, prospective students, families, and friends to visit Valencia campuses to meet representatives of more than 100 colleges and universities. Usually held in early October

**Common Prerequisites** – The State of Florida has identified Common Prerequisites for all public university programs. These prerequisites must be completed by all students entering the specific program in a state university

**Compass ESL** - Test used for entry testing of English language proficiency of non-native speakers of English

**Computer-Assisted Instruction** – A learning technique used in mathematics courses that combines lecture and learning via computer activities

**Continuing Education** – Courses and programs designed to meet the professional development and training needs of the workforce

**Continuous Enrollment** – From your initial term of registration, enrollment in at least two of the three terms in each academic year

**Core Competencies** – Valencia has four core competencies that we seek to develop in all of our students: Think, Value, Communicate, and Act

**Corequisite** – A course required to be taken at the same time as another course

**Course Load** – Number of credits a student takes in a term

**Course Management System** – A computer program that facilitates computerized learning or e-learning, especially by helping teachers and learners with course administration. Valencia currently uses Black Board Learn as its approved course management system

**Course Reference Number (CRN)** – Five digit course number used in Atlas for registration. Fall CRNs begin with a 1, Spring CRNs begin with a 2, and Summer CRNs begin with a 3

**CPT (Computerized Placement Tests)** – Entry test used for placement in English, reading and mathematics

**Credit Hour** – The unit of measurement for academic work to indicate requirements for academic programs. Valencia uses a semester credit system

**Credit by Examination** – College credit in specified subjects granted by successful completion of local or national tests

**Degree Audit** – Formal list of the course requirements a student has completed and still must complete in order to satisfy the course requirements for a specific degree or certificate program. Students can view their degree audit in Atlas at any time

**Degree Verification** – Certification of degree(s) awarded (obtained via the National Student Clearinghouse at [www.nslc.org](http://www.nslc.org))

**Department** – Academic discipline related to each course, e.g., English, Geology, Sociology

**Developmental Courses** – Courses in reading, writing, mathematics and English as a second language designed to assist students who, through entry testing, do not place in college-level course work in the corresponding skill area(s). These courses do not apply toward any associate degree.

**DirectConnect** – An agreement with UCF in which Valencia students receive guaranteed admission to a bachelor's degree program, increased opportunity to complete a bachelor's degree on a Valencia campus, and preferential admission to select bachelor degree programs

**Division** – Academic administrative unit responsible for a set of departments

**Drop** – Procedure student uses at specific times to remove a course from his/her class schedule without penalty

**Dual Enrollment** – Enrollment by a high school student in one or more courses that count for credit in both high school and college

**EAP (English for Academic Purposes)** – Developmental and college-level courses in English as a Second Language for Academic Purposes taught for non-native speakers of English

**E-mail** – See Atlas E-mail

**Enrollment Verification** – Certification of registration for a particular term available 5 business days after the Drop/Refund Deadline via Atlas account

**Entry Testing** – An evaluation of basic skills to determine initial placement in reading, mathematics and English courses. Initial placement may include developmental and/or college-level courses. See CPT, Companion Test, LOEP, and PERT.

**Educator Preparation Institute (EPI)** – prepares students with a bachelor's degree in a discipline other than education, to become a classroom teacher in Florida

**Expired Test Scores** – ACT, CPT, or SAT scores that are more than two years old

**Fee** – A financial charge for courses and services

**Flex Start** – Schedule of all classes that start on a day other than the official first day of classes for any Fall, Spring or Summer Full Term

[FloridaShines.org](http://floridashines.org) (<http://floridashines.org>) – The State of Florida's Web site about Florida colleges and universities that provides information on institutions and degree programs, admission requirements, financial aid, scholarships, students' academic records, degree audits, transfer requirements, and being a transient student at a Florida public institution

**Foreign Language Proficiency Requirement** – The requirement by Florida's state universities that students transferring to the university must have earned two years of sequential foreign language at the high school level or the equivalent at a community college and the inclusion of this requirement in Valencia's A.A. degree requirements

**Freshman** – A student who has completed less than 30 college-level credits toward a degree

**Full Cost of Instruction Fee** – The amount, exclusive of state funding, established by the college to pay all costs associated with teaching a course. The amount is equivalent to non-Florida resident tuition

**Full-Time Student** – Student enrolled for 12 or more credits in Fall, Spring or Summer Term

**General Education** – Specific number of credits of basic liberal arts courses required as foundation in university parallel A.A. degree. general education courses also are required in A.A.S and A.S. degree programs

- **Core Courses** - A common set of courses determined by the State of Florida that will be offered and accepted at every public community college, state college and state university. Students must take one core course from each of the General Education areas (Communications, Humanities, Mathematics, Science and Social Science)
- **Institutional Courses** - Additional General Education courses selected by each institution that contributes to a liberal arts education. Students must take one institutional course from each of the General Education areas (Communications, Humanities, Mathematics, Science and Social Science). Students may take two courses from the Core Courses offerings in Mathematics and Science in lieu of taking course from the Institutional Courses offerings

**Gordon Rule** – State Board of Education rule that requires students to successfully complete 12 credits of course work in which they must demonstrate writing skills and 6 credits of mathematics course work at the level of college algebra or higher

**Governing Catalog** – The Valencia Catalog in effect at the time of a student's initial enrollment in associate or bachelor's degree credit courses as a degree-seeking student at Valencia. A governing catalog is valid for five years provided the student maintains continuous enrollment. Any program of study added to the student's record will be governed by the catalog in effect at the time of the change

**GPA (Grade Point Average)** – Obtained by dividing quality points earned (based on grades) by credits. GPAs range from 0.0 to 4.0. Following are the types of GPAs calculated at Valencia:

**Institutional GPA:** all course work at Valencia

**Overall GPA:** all course work (including transfer and developmental)

**Term GPA:** all course work attempted and earned for a given term

**Transfer GPA:** all course work from other institutions

**Grade** – Alphabetical measure of academic achievement ranging from excellent (A) to failure (F)

**Grade Forgiveness** – Refers to one grade in a course replacing another grade in the same course when certain conditions are met

**Graduation Application** – The application a student must file online through Atlas to be considered for a degree. This application must be submitted by the deadline date listed in the Academic Calendar in the online official catalog

**Grant** – Funds, which typically do not require repayment, awarded for college expenses to qualified students with financial need

**Half-Time Student** – A student enrolled in six to eight credits in Fall, Spring or Summer Term

**Home Institution** – If you are a transient student, the institution where you plan to complete your degree

**Host Institution** – If you are a transient student, the institution where you plan to take courses for transfer to the institution where you plan to complete your degree

**Hybrid/Blended Course** – Course that blends online and face-to-face delivery. A certain percentage of course instruction is delivered via electronic means and a certain percentage of instruction is conducted face-to-face

**IELTS (International English Language Testing System)** – Test used for entry testing of English language proficiency of non-native speakers of English

**Inactive Student** – A student who has not been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term

**Independent Study** – Capable students may acquire course credits at their own pace through non-classroom, student-faculty interaction. Approval is required from both the professor and the Academic Dean and an additional fee is charged for Independent Study

**Intensive Tutorials** – Courses designed for English and Mathematics, specifically for students who completed the college preparatory course work, but did not pass the Basic Skills Exit Test. Faculty recommendation and Academic Dean approval is required to register

**International Student** – A student who has entered the U.S. on a non-immigrant visa, most often an individual on a student visa. Immigrants, refugees, and U.S. citizens who do not speak English as a native language are not classified as international students at Valencia

**Junior** - You are classified as a Junior if you have completed at least 60 college-level credits, are admitted to a Bachelor's degree program, and are registered for 3000/4000 level courses

**Late Registration** – Registration for courses after the second fee payment deadline during which a late registration fee may be assessed

**Learning Day** – A college-wide assembly built into the college calendar in order for employees to have the opportunity to come together and collectively focus on Valencia's learning-centered mission

**Less-Than Half-Time Student** – A student enrolled in one to five credit hours in Fall, Spring or Summer Term

**LifeMap** – Valencia's system of advising, programs, curriculum, and services to assist students in the design and achievement of their career and educational goals

**Limited-Access** – Limited-access status occurs when student demand exceeds available resources such as faculty, instructional facilities, equipment, etc. Admission to Valencia does not imply acceptance to a limited access degree or certificate program in which the number of students who may enroll is limited. Limited-access programs have specific admission requirements

**LinC – Learning in Community** – a program of linking two or more courses into one integrated course in which professors from different disciplines tie their courses together around a common theme

**LOEP (Levels of English Proficiency)** – Test used for entry testing of English language proficiency of non-native speakers of English. Students

who take the LOEP also will write an essay to be used with the LOEP for course placement

**Mandatory Courses** – Courses in developmental reading, mathematics, and English; developmental and college-level English for Academic Purposes; and Student Success which, based on entry testing scores, a student may be “mandated” to take and complete successfully. Additionally, students seeking an Associate in Arts Degree who are eligible for the Florida Statute 1008.30 exemption are mandated to take SLS 1122 (New Student Experience) within their first two terms of enrollment at Valencia

**Math Path** – The sequence of math courses and prerequisites at Valencia

**Meta-Majors** - Meta-Majors are collections of academic majors that have related courses. Meta-Majors cluster groups of majors that fit within a career area. There are eight Meta-Majors used by colleges in the state of Florida. Within each Meta-Major are degrees and certificates that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills and abilities. Selecting a Meta-Major will also help you select classes that relate to a specific degree. All degree-seeking students (AA and AS) need to decide upon a Meta-Major. The eight Meta-Majors are: (a) Arts, Humanities, Communication and Design, (b) Business, (c) Education, (d) Health Sciences, (e) Industry/Manufacturing and Construction, (f) Public Safety, (g) Science, Technology, Engineering, and Mathematics, and (h) Social and Behavioral Sciences and Human Services. With a Meta-Major, you can narrow down your major choice and begin developing an educational plan that will help lead you to degree completion

**Multiple Credit Course** – A course designated as “multiple credit” in the course description, meaning it can be repeated for credit; a repeat will not count as an attempt for full cost of instruction or for withdrawal, and grade forgiveness cannot be applied

**My Atlas** – Atlas homepage that provides personal and campus messages, academic resource links, headline news links, and links to the Valencia homepage. Sign on at [atlas.valenciacollege.edu](http://atlas.valenciacollege.edu) (<http://atlas.valenciacollege.edu>).

**My Career Planner** – Valencia’s Web-based tool in Atlas that provides assessments, and exploration of careers and majors

**My Courses** – Atlas page that provides links to course home pages for students and faculty

**My Education Plan** – Valencia’s Web-based education planning tool in Atlas that allows students to plan their degree completion requirements, determine course sequence, and project the time it will take to complete a degree. A student can save up to three education plans

**My Financial Planner** – Valencia’s Web-based tool in Atlas that assists students in developing a budget plan for financing their education. The current content includes modules for learning about the budget planning process

**My Job Prospects** – Valencia’s Web-based tool in Atlas to learn about job and occupational information in Central Florida through an easily-searchable database

**My LifeMap** – Atlas page that describes the LifeMap System and provides links to educational and career planning tools including My Education Plan, My Career Planner, My Job Prospects, My Portfolio and Me In The Making.

**My Portfolio** – Valencia’s Web-based tool in Atlas through which students save examples of their academic work, receive faculty reviews, post an online résumé and link learning to the Valencia Student Core Competencies of Think, Value, Communicate, and Act

**Non-immigrant Student** – A student who has entered the United States on a non-immigrant visa, most often an individual on a student visa

**Official Transcript** – See Transcript, Official Transcript

**Online Course** – A course in which all of the content is delivered online using the college-approved course management system (WebCT and BBLearn)

**Orientation** – Prior to registering for courses, degree-seeking students new to Valencia must participate in a New Student Orientation program that includes information on education planning and college resources, and group advising

**Part-Time Student** – Student enrolled for fewer than 12 credits in Fall, Spring or Summer Term

**PERT (Postsecondary Education Readiness Test)** – Primary entry testing used for placement in English, reading and mathematics

**PIN** – Personal Identification Number used to access your Atlas account

**Post-secondary Institution** – Education that takes place following graduation from a high school (study beyond the level of high school)

**Pre-Major** – Prepares you for transfer to a Florida public university to pursue a bachelor’s degree with the majority of the prerequisites met within a specific major

**Prerequisite** – Course which must be satisfactorily completed before a higher-level related course can be taken

**Prerequisite or Corequisite** – Course that is required to be taken prior to, or with, a specific course

**Probation, Academic** – A status given to students who fail to maintain satisfactory academic progress

**Probation, Financial Aid** – A status given to students receiving financial aid who fail to meet the standards of satisfactory academic progress for financial aid

**Provisional Student** – A student who has not met all necessary requirements for admission and, thus, has restrictions on the courses that may be taken

**Quality Points** – The value, ranging from 0 to 4, for grades from A to F for all courses completed, used in determining a grade point average (Also see GPA)

**Readmit Student** – A returning student not enrolled in credit courses within the 24 months prior to the beginning of the full Term in which the student intends to enroll

**Registration** – The process of selecting courses and class times for an academic term

**Residency for Degree** – Percentage of courses (25%) that must be completed at Valencia in order for a degree to be awarded

**Residency for Tuition Purposes** – A Florida resident for tuition purposes is a person who, or a dependent person whose parent or legal guardian,

has established and maintained legal residence in Florida for at least 12 consecutive months immediately preceding his/her first enrollment at Valencia

**ROTC Courses** – Military Science courses offered at the University of Central Florida through which Valencia students may earn college credit

**SAT (Scholastic Assessment Test)** – College entrance test which may be used for placement in college-credit English and mathematics courses

**Scholarships** – Financial assistance for tuition and fee payment granted by donors to qualified recipients

**Senior** - You are classified as a Senior if you have completed at least 90 college-level credits, are admitted to a bachelor's degree program, and are registered for 3000/4000 level courses

**Servicemembers Opportunity College** – Programs and special services designed to meet the unique needs of active-duty military personnel

**SGA (Student Government Association)** – Official representatives of the student body to the administration in matters concerning student life

**Sophomore** – A student who has completed at least 30 college-level credits toward a degree

**Spirit Day** – Annual event created to provide students, faculty and staff the opportunity to interact outside the classroom in an informal setting each Fall term

**Student Activities** – Various college-sanctioned projects, endeavors, contests, and functions of an extracurricular nature engaged in by students

**Student Classification** – Pertains to a student's status as active or inactive, full-time or part-time, freshman or sophomore, degree-seeking or non-degree-seeking

**Student Development** – Located on each campus, provides access to and coordination of campus activities, student clubs, student government, photo IDs and information services

**Student ID Card** – Your student ID card must be presented to utilize Campus services such as the Library and Testing Centers. You can obtain your student ID card at any Campus Student Development/Security office once you have registered and paid for courses

**Subject Prefix** – The three letter code related to each course offering, e.g., ENC (English), MAT (mathematics), PSY (psychology)

**Supplemental Learning** – Classes that are supported by small group study sessions lead by Supplemental Learning Leaders (former students). These study sessions are regularly scheduled, casual sessions in which students in the class compare notes, discuss assignments, and develop organizational tools and study skills

**Suspension** – Student status under which a student is not permitted to attend college for a specific period of time

**Term** – Academic time period for which classes meet. Fall, Spring and Summer Full Terms are approximately 14 weeks each; through Flex Start scheduling courses also are taught in five, six, eight, and ten week time periods

**Testing** – See Entry Testing entry in this Glossary

**Third Attempt** – Related to the number of times a student enrolls in the same course, the rule has different meanings in the contexts of attempts for academics and for full cost of instruction fees. See the Index for reference to sections of the catalog that describe "third attempt" in these contexts

**Three-Fourths Time Student** – A student enrolled in 9 to 11 credits in Fall, Spring or Summer Term

**TOEFL (Test of English as a Foreign Language)** – Test used for entry testing of English language proficiency of non-native speakers of English

**Traditional Course** – A course with face-to-face classroom delivery in which no online technology is used

**Transcript** – A student's academic record of courses

**Complete Transcript** – A transcript that includes course work and final grades for all credits attempted and earned at an educational institution

**Official Transcript** – A transcript Valencia receives electronically or in a sealed envelope from another educational institution or an evaluation agency. A transcript issued to the student may be considered official by Valencia as long as the seal on the sending institution's envelope has not been broken

**Transfer Plan** – A transfer guide for the State University System and the Florida College System

**Transfer Student** – Student who attended a college or university before coming to Valencia

**Transient Student** – Student who takes one or more courses at Valencia to apply to academic requirements at another institution or a Valencia student who takes one or more courses at another institution to apply to degree requirements at Valencia. Information for students who wish to attend a Florida public institution as a transient student is available at f (<http://facts.org>)loridashines.org (<http://floridashines.org>)

**Tutorial Assistance** – Special academic help in specified subjects

**Tutorial, Intensive** – See Intensive Tutorial

**University Parallel Program** – Courses of study leading to the A.A. degree which parallel the lower division requirements of a bachelor's degree

**Valencia Voice** – Collegewide student newspaper published online biweekly during Fall and Spring Terms as part of journalism offerings

**Valencia Volunteers** – Community service organization that matches student interest in service projects with community needs

**Web-Enhanced/Facilitated Course** – A course which uses Web-based technology to enhance a face-to-face course delivery

**Weekend Courses** – Classes offered Friday evenings through Sunday evenings

**Withdrawal** – Removal from a course(s) at the student's request or by a faculty member or by the college. No credit is awarded for the course. Tuition and fees are not refunded (See entry on Withdrawal in this catalog)