



University of Wisconsin-Eau Claire

Dictionary of Commonly Used Terms & Phrases

Academic Department Associate: Often the first person a student meets in a department. They assist departmental chairs, as well as other staff with administrative duties.

Baccalaureate or Bachelor's Degree: A four-year Bachelor of Arts or Bachelor of Science degree.

Catalogue: Published every year, the University Catalogue lists all requirements for all programs and degrees, and it briefly describes all departments and courses. You will enter UW-Eau Claire under the *2009-2010 Catalogue*, so its requirements are the ones you need to meet.

Chair: The head of an academic department at the university.

Class, Course: These words mean the same thing – a specific subject you are studying. “Introduction to College Writing,” for example, is the name of a class or course.

Class Schedule: Only available on-line, the Class Schedule shows all the courses that will be offered during a specific semester. It gives the call numbers, section numbers, prerequisites, professors, meeting times, meeting days, and meeting location of each course.

Classification: Students are classified according to the number of degree credits they have earned: 0-29 = freshman; 30-59 = sophomore standing; 60-89 = junior standing; 90+ = senior standing.

College: UW-Eau Claire has four undergraduate colleges: the College of Arts & Sciences, the College of Business, the College of Education and Human Sciences, and the College of Nursing and Health Sciences. The head of a college is called the Dean.

Competency: The level of achievement that students must reach in English, math and a foreign language is called competency and is usually measured by coursework and/or examination.

Course Level: Course numbers that are assigned on the basis of course content. 100 level courses are generally introductory courses, 200 level courses are a continuation of introductory courses, delving into particular categories of study areas, 300 and 400 level classes are designed for Juniors and Seniors, covering a more in-depth look at subjects, usually in a student's major field of study

Course Fee: Some classes assess a charge beyond tuition, usually to cover the cost of materials or travel. Fees are listed in the Class Schedule.

Credit or credit hour: You are required to take at least 120 credits, or credit hours, in order to earn a bachelor's degree at UW-Eau Claire. Although there are quite a few exceptions, you usually can think of a credit as representing an hour in class over a semester. Full-time students register for 12-18 credits each semester. The international student must be a full-time student, which means that you have to take 12-18 credits each semester.

Dictionary of Commonly Used Terms and Phrases

Dean of College: Each college has a dean that oversees all aspects of the different departments that make up that college. The deans are responsible for reviewing and approving students' plans for a degree.

Degree Audit: Accessed through MyBlugold, the degree audit is a computerized listing of all the requirements for a degree. It indicates which requirements a student has met, and which remain. The system allows a student to monitor his/her progress towards a degree.

Department: An administrative unit of the university that offers instruction in a particular branch of knowledge is known as a department. A department may offer several majors and/or minors. The head of the department is called the "Department Chair." He or she will be the person who monitors all majors, assists with advising, as well as making rulings on overrides of protocol.

Developmental course: These courses are designed to improve students' academic learning strategies and critical thinking skills. These 1-2 credit courses will count towards elective credits, but not general education credits.

Elective: An elective is a course that does not fulfill a specific degree requirement but can be counted toward graduation.

FERPA: Family Educational Rights and Privacy Act of 1974. This refers to a student's right of privacy concerning release of academic information without authorized consent.

General Education: All students must earn General Education credits in four areas: Communications, Natural Science, Social Science, and Humanities. Specific requirements vary among schools and departments.

Grade Point Average: Your G.P.A. is based on the grades you earn for the courses you complete. The G.P.A. is determined by a) multiplying the number of credits earned for a course by the grade point for that letter grade (see below); 2) Adding all the grade points earned together; 3) Dividing by the number of credits taken.

The highest possible G.P.A. is 4.00, and all students need at least a 2.00 to maintain good academic standing. Some schools, departments, and programs require higher G.P.A. requirements.

Grading system/grade points: UW-Eau Claire uses letter grades, including pluses and minuses. Each letter grade gives a student a certain number of grade points which are then multiplied by the number of credits to determine the grade point average. A= 4.00; A-=3.67; B+=3.33; B=3.00; B-=2.67; C+= 2.33; C=2.00; C-=1.67; D+=1.33; D=1.00; D-=.67; F=0.00

Interdisciplinary: A course or academic program that consists of content or courses drawn from two or more disciplines.

Load: Short for course load, this refers to the total credits for which you are registered.

Major: Your major is the subject or field in which you decide to specialize. A standard major is 36 credits. A "comprehensive major" is at least 60 credits.

Matriculate: This means you have actually started classes at UW-Eau Claire.

Dictionary of Commonly Used Terms and Phrases

Minor: Your secondary field of emphasis is your minor. A minor is required for students choosing a standard major.

MyBlugold: Accessed from the UW-Eau Claire homepage, MyBlugold contains password protected information available only to UW-Eau Claire staff and students, as well as links to non-confidential sites. It is where you would access your degree audit, change your meal plan and look up course scheduling information.

PAC: Personal Advising Code. Students must receive this code from their advisers each semester before registration if they are a freshman or sophomore (<60 credits) or if they are a junior or senior and on “academic warning” or “probation.” In addition, all students within the College of Business must have a PAC regardless of year in school.

PIN: Personal Identification Number. Every student who is enrolled in a credit course is assigned a PIN number. This 4-digit number remains the same as long as the student is enrolled and should be kept confidential. It is required to access the university computers, MyBlugold and webmail until the student changes the password. .

Preassignment: Some courses require students to be preassigned, that is, they must get the permission of the department to sign up for a course. That department then clears the student on the computer for registration in that course. Students may also make these requests through email.

Prerequisite: This is a requirement that must be met before you can enroll in certain courses. The *Catalogue* and *Class Schedule* alert you to prerequisites.

Registration Hold: When a student is not allowed to register or drop and add, usually because of unpaid bills or failure to provide a transcript. Once the fees/fines are paid, or the documentation is acquired the hold will be lifted and the student may register.

Remedial Course: Placement test scores often show that beginning students need remedial, or compensatory, coursework in English and Math to prepare them for the required courses in those areas. Remedial courses are designated in the catalogue with numbers below 100. While these courses do not count as credits toward a degree, they are counted when full-time status and financial aid are determined.

Requirement: While you choose your own electives, required courses are prescribed by the university, by your school, and by the department of your major and minor.

Satisfactory/Unsatisfactory (S/U): Once students attain sophomore standing they can take some courses on an S/U basis. A student must earn a C to receive an S, (not a C-), otherwise they do not receive credit for the course. There are restrictions on what courses can be taken for S/U and on the number allowed for a degree.

Schedule: Your schedule for any one semester is the list of classes in which you are enrolled.

Section: The same course – English 110, for example – will be offered at a number of different times with a variety of professors. The section number is a three-digit number that is used to distinguish one class from another.

Dictionary of Commonly Used Terms and Phrases

Semester: The two semesters at UW-Eau Claire are Fall and Spring. Fall semester is September through December, and Spring semester is January through May. Each semester is about sixteen weeks, concluding with final exam week and commencement.

Syllabus: An outline of a course prepared by the instructor. It includes testing methods, papers, due dates and a weekly schedule of the topics, readings and assignments. You should read it carefully and keep it.

Summer Session: Summer classes, spanning from May into August, vary in length –most are from three to eight weeks.

Terms: Fall, Winterim, Spring and Summer.

Winterim: This term is held during our winter break between Fall and Spring semesters. Lasting 3 weeks, students have the option to take a variety of courses.