

# Glossary

**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 Life** - Atlas page that provides information on college programs and services and links to learning resources such as the national and international libraries, Valencia's Learning Resource Centers and much more.

**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).

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

**Activity Period** - A non-class period set aside for student activities and various presentations.

**Advanced Placement** - College credits earned prior to enrollment at Valencia Community College through certain examinations, such as those administered by the College Entrance Examination Board.

**Alternative Delivery** - All modes of instruction other than traditional course delivery and may include Web-enhanced, hybrid, online, video-on-demand/telecourse, 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 professional 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 and CLEP
- Graduation: Proper documentation, commencement information, and deadlines
- Referrals: Referrals to other offices (as necessary)

**Arena** - West Campus student development publication which contains announcements and important information for students and staff.

**Articulation Agreement for the A.A. Degree** - Agreement between Florida's public community 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 the Atlas Access Lab in the Student Services area 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**  
**College Services**  
**Degree Audit**  
**E-mail**  
**Groups**  
**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.

**Attribute Code** - When a number of courses may be used to satisfy a degree requirement, a course attribute code identifies each course that may be used to satisfy that specific requirement.

**Audit** - Credit course taken as non-credit.

**Basic Skills Exit Test** - The state-mandated exit test required for students who do not place at the college level in mathematics and/or the level of ENC 1101 Freshman Composition on entry testing at Valencia. The Basic Skills Exit Test is a component of each exit-level college-preparatory and English for Academic Purposes courses and must be passed in order to pass the corresponding course.

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

**Career Programs** - Applied Technology Diploma, Associate in Applied Science and Associate in Science Degrees, Technical Certificate, and Vocational Credit Certificate programs with courses designed to prepare students for specialized occupations.

**Catalog, Governing** - The Valencia Catalog in effect at the time of a student's initial enrollment at Valencia.

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

**CLAST (College-Level Academic Skills Test)** - State-mandated test of college-level competencies in English language skills, essay, reading, and mathematics given to students who have earned no fewer than 18 college-level credits, including ENC 1101 and ENC 1102 or equivalents and one college-level mathematics course with grades of C or better. To qualify for the A.A. Degree, a student must meet college-level academic skills requirements in all four areas by test and/or alternative methods.

**CLAST Alternatives** - Methods by which students can satisfy the CLAST requirement without taking the examination. The alternatives include minimum grades in certain courses and/or minimum scores on the ACT and/or SAT.

**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.

**Code, Course Attribute** - Every course is assigned at least one course attribute to be used in degree audits. Course attribute codes are reflected with program requirements and on degree audits when more than one course may be used to satisfy a specific program requirement.

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

**College-Preparatory 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.

**College Services** - The Atlas page that provides links to college transactions such as registration, financial aid, fee payment, grades, and academic history.

**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.

**Companion Test** - A paper/pencil version of the Computerized Placement Tests (CPTs).

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

**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 WebCT as its approved course management system.

**Course Reference Number (CRN)** - Course number used in Atlas for registration.

**CPT (Computerized Placement Tests)** - Primary entry testing used for placement in English, reading and mathematics.

**Credit** - 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.

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

**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** - College-preparatory and college-level courses in English as a Second Language for Academic Purposes taught for non-native speakers of English.

**Early Enrollment** - Enrollment by a high school senior in one or more college courses that do not count for credit toward high school graduation.

**East Wind** - East Campus student development publication which contains announcements and important information for students and staff.

**E-mail** - Atlas delivered 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) @atlas.valenciacc.edu. For example, jdoe1@atlas.valenciacc.edu.

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

**FACTS** (Florida Academic Counseling and Tracking for Students) - 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, and transfer requirements.

**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.

**Foreign Language 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.

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

**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.

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

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

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

**Overall GPA:** all course work (including college-preparatory)

**Program GPA:** only course work applied toward program requirements

**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 a another grade in the same course when certain conditions are met.

**Graduation Application** - The application a student must file online through Atlas or at <http://valenciacc.edu/graduation> to be awarded a degree. This application must be submitted by the deadline date listed in the Academic Calendar in the online official catalog.

**Grant** - Funds, which do not require repayment, awarded for college expenses to qualified students in financial need.

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

**Hybrid/Blended Course** - A course that blends online and face-to-face delivery. A hybrid/blended delivery may be TV/Online, Onsite/Online, Hybrid Onsite/TV, Hybrid Onsite/TV/Online, etc. What makes a course hybrid is simply the degree of use of the alternative modality.

**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. An additional fee is charged.

**International Student** - A student who has entered the United States on a nonimmigrant 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.

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

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

**LINC** - a program of linking two or more courses in 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 college-preparatory reading, mathematics, and English; college-preparatory 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.

**Matador Day** - Annual event of entertainment and fun in Fall Term.

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

**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** - Home page to Atlas that provides personal and campus messages, academic resource links, headline news links, and links to the Valencia home page. Sign on at <http://atlas.valenciacc.edu>.

**My Career Planner** - Valencia’s Web-based tool in Atlas that provides assessments, exploration of careers and majors, and the ability to select and save career, major and occupational goals.

**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, project the time it will take to complete a degree, and 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; another component, which is under development, will allow students to develop and save personal budgets.

**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 and My Portfolio.

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

**Nonimmigrant Student** - A student who has entered the United States on a nonimmigrant visa, most often an individual on a student visa.

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

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

**Osceola On Campus** - Osceola Campus student development publication which contains announcements and important information for students and staff.

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

**Pre-Major** - A prescribed plan of study at Valencia, including general education courses and courses prerequisite to a specific university major, that leads to the A.A. Degree.

**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** - A status given to students who fail to maintain satisfactory academic progress.

**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 4 to 0, for grades from A to F for all courses completed, used in determining a grade point average. (Also see GPA.)

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

**Residency** - To qualify for Florida resident fees, students must meet the residency requirements, including the submission of supporting documentation, by the Proof of Florida Residency Deadline for the term for which Florida residency is sought.

**ROTC Courses** - 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.

**Servicemembers Opportunity College** - Programs and special services designed to meet 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.

**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.

**Subject Prefix** - The three letter code related to each course offering, e.g., ENC, MAT, TPA.

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

**Telecourse** - See Video-on-Demand/Telecourse entry in Glossary.

**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.

**The Park News** - Winter Park Center student development publication which contains announcements and important information for students and staff.

**The Valencia Source** - Collegewide student newspaper published biweekly during Fall and Spring Terms as part of journalism offerings.

**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.

**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 envelope has not been broken.

**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.

**Tutorial Assistance** - Special academic help in specified subjects.

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

**Valencia Television** - See Video-on-Demand/Telecourse Course

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

**Video-on-Demand/Telecourse Course** - A course in which the content is delivered via high-speed Internet connection, videotape, and/or television.

**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. (See entry on Withdrawal in this catalog.)