



GLOSSARY OF EDUCATIONAL TERMS

Academic Advisors Academic advisors work with students who have more than 30 total credits earned and aid them in designing and implementing a career and educational plan focused on program completion. Advisors promote successful student practices and provide guidance about college resources, academic programs, services, policies, and procedures. Advisors also guide students through career exploration by using interest, strength, and other assessment tools.

Academic Coach Academic coaches work with students to develop the soft skills needed for academic success, including but not limited to time management; work, life, and academic balance; goal setting; study skills; note taking; organization; staying motivated; and connecting with additional resources when needed.

Academic Focus Area (AFA) A collection of academic programs that lead to related occupations or have similar learning objectives, outcomes, content and/or resources. Programs within an AFA share some course requirements, which allows students to explore within a broad field of interest without collecting excess units. Different than a major, an AFA is simply an organizing tool. Degree-seeking students will declare a specific major within their chosen AFA.

Academic Quality Academic quality describes how well learning opportunities, instruction, support, services, environment, resource utilization, and operations of a college result in student learning and student achievement of educational goals. Accreditation and scholarship standards and academic rigor adopted by the faculty, along with the college's local values and priorities, are factors in determining academic quality in the context of the institutional mission.

Academic Year Consists of four consecutive quarters running from Fall (FA), Winter (WI), Spring (SP) and Summer (SS).

Accreditation In the United States, schools and colleges voluntarily seek accreditation from non-governmental bodies. An institutional accrediting agency evaluates an entire educational organization in terms of its mission and the agency's standards or criteria. It accredits the organization as a whole. Besides assessing formal educational activities, it evaluates such things as governance and administration, financial stability, admissions and student services, institutional resources, student learning, institutional effectiveness, and relationships with internal and external constituencies. MCC is accredited by the Higher Learning Commission (HLC). Accreditation makes it possible to transfer completed course credit to most other institutions and to participate in federal financial aid programs.

Adult Education (AE) AE is a program sponsored jointly by the Nebraska State Department of Education and Metropolitan Community College. The student is offered the opportunity to develop basic skills in reading, writing and mathematics.

Advocacy Counselors provide services tailored to address nonacademic concerns, complex academic or financial situations, personal and emotional well-being or crisis, that may be affecting a student's success academically. They provide support, intervention, and referrals to community resources.

Applied Technology Course Course offerings in an instructional program intended to prepare individuals for immediate entry into a specific occupation or career within the skilled trades. The term "occupational course" is often used in the same context.

Apprenticeship MCC offers a four-year apprenticeship training program in electrical and plumbing trades, which combines classroom instruction with paid work experience, and results in a portable, nationally-recognized credential.

Articulation Term used to describe the courses taught at MCC that the four-year institution will accept because the content is the same. An Articulation Agreement is an officially approved agreement between two institutions, which allows students to apply credits earned at one institution toward advanced standing, entry or transfer into a specific program at the other institution. Agreements can

approve a course to transfer as equivalent to another course, or approve an entire associate degree to transfer to a specific four-year program. Such agreements help students make smooth transitions from one institution to another by minimizing duplication of coursework.

Assessment Services A basic skills assessment program is available on each campus. The student participates in basic skills assessment in reading, English, science and mathematics.

Attrition Withdrawal from an institution without formal completion.

Awards MCC awards certificates and degrees upon successful completion of a course of study:

Certificate of Achievement A certificate is awarded for a program of study that is at least 45 credit hours in length and includes general education course requirements.

Career Certificate Represents a structured sequence of courses that may be completed in a relatively short period of time – single term to multiple terms. Career Certificates do not require general education courses.

Degree The associate degree is offered to a student completing a two-year program of study. MCC offers Associate in Arts (AA) degrees, Associate in Science degrees (AS), Associate in Applied Science (AAS) degrees, and Associate in Science in Nursing (ASN) degrees.

Blended Course Combines elements of online, videoconferencing and on-campus learning, with on-campus time reserved for active learning and application. Splits online and on-campus time as course content dictates.

Board of Governors Scholarship for Graduating Seniors All graduation high school seniors in the four-county area are eligible to apply for this competitive scholarship which pays for all tuition and facility fees for up to 18 credit hours for eight academic quarters.

Board of Governors Special Recognition Scholarship The Board of Governors of the Metropolitan Community College Area may award up to eleven

annual Special Recognition Scholarships valued at \$1,000 each fiscal year. The scholarship is to be used only for tuition and mandatory fees at Metropolitan Community College.

Canvas A comprehensive and flexible e-Learning software platform that enables students and instructors to participate in online, remote, and technology-enabled coursework.

Career Academy A program that enables high school juniors and seniors to learn specific career knowledge and skills prior to high school graduation. Career Academy programs may take place at MCC locations or in partnering high schools, and may culminate in a career certificate or specialist diploma.

Career Placement Program Career Placement Program is a 40+ contact hour program that articulates to the MCC EXPL 1000 course that includes soft skills training, financial literacy, mock interviews, business interviews, and resume creation/review.

Career Services A wide range of career, employment and support services are available at the College's Elkhorn Valley, Fort Omaha, and South Omaha campuses. Career Services staff members provide individualized assistance to people in making career decisions, seeking employment opportunities, and upgrading skills to retain employment.

Catalog Year Academic year for which a student must meet documented graduation requirements

College for Kids A summer enrichment program for children ages 3-12 for the purpose of introducing children and their parents to the college environment and providing a service to the constituents of MCC's four-county area.

College for Teens A summer enrichment program for children ages 12-17 for the purpose of introducing teenagers and their parents to the college environment and providing a service to the constituents of MCC's four-county area.

CollegeNOW! CollegeNOW! is a program specifically designed for high school students to jumpstart their college education. Students enroll into sections taught by MCC faculty on campus or online.

College Success Navigator The College Success Navigator provides proactive, ongoing, individualized support to help students persist and successfully complete their education and career goals.

Community College An educational institution operating and offering programs pursuant to Nebraska Statutes Sections 85-1501 to 85-1540.

Concierge First point of contact for students and visitors who actively engages students to provide personalized, direct points of service, resources, or wayfinding information

Concurrent Enrollment Partnership between MCC and high school districts throughout the greater Omaha area. Concurrent enrollment allows high school students to earn both high school and college credit at same time. MCC credits earned may transfer to other college or university which accepts MCC credits. Courses are taught in the individual high school classroom by high school teachers that meet the MCC faculty requirements.

Contact Center The contact center is a multifaceted knowledge base available to help students and other community members via phone, text, chat or email.

Contact Hours Refers to the amount of time a student is in the classroom. Seat time is another term used to define contact hours.

Continuing Education The Continuing Education department offers non-credit technology, enrichment, recreational and career-oriented courses at College campuses and centers, cooperating schools, community centers, businesses and other local facilities.

Co-requisite When certain college-level courses require students to possess a set of academic competencies, a co-requisite course taken at the same time (concurrently) enables students to build needed competencies while enrolled in the college-level course.

Course Description This is a statement found in the College catalog which identifies the content of a specific course.

Course Number This number identifies a specific course, such as MATH 1220 (Business Mathematics).

Course Objectives Each course offered in the college has defined objectives which all faculty have agreed make up the essentials of the course. These objectives are part of the syllabus distributed at the beginning of each class. Individual instructors may determine how to best assess the extent to which students have mastered these objectives: tests, homework assignments, presentations, research projects.

Course Section This number, an example shown here as "1A", identifies a specific class such as BSAD 1000-1A (Introduction to Business at Elkhorn Valley on Monday, Wednesday and Friday [MWF] from 10:00 AM to 10:50 AM)

Course Subject This four letter code identifies the area of study, such as English (ENGL).

Credit Courses that apply to a degree or certificate awarded by Metropolitan Community College or meet pre-requisites for college level courses (Credit for developmental courses does not apply toward a degree, but satisfies pre-requisites for courses in degree programs.)

Credit Hour This is a unit used in giving credit for a course and usually determines the number of hours per week the student is in class.

Course Weight A number assigned by the state to each credit and noncredit course for funding purposes.

- 0.0 = **Nonreimbursable** programs, are those that are not reimbursed with state funding, e.g. recreational, leisure
- 1.0 = **General Education** programs, a series of core requirements for each program including courses in communication, critical thinking, information literacy, numeracy, scientific inquiry and social cultural awareness
- 1.5 = **Career Education** programs e.g. Human Services, Criminal Justice, Child Care
- 2.0 = **Technical Education** programs e.g., Information Technology, Nursing, Welding, Autobody Technology

Degrees See Awards

Development Institutional efforts to bring in external financial resources to supplement college budgets. This includes private donations, in-kind gifts, and public/private grants. May also be known as “institutional advancement.”

Disaggregated Data Disaggregating data means breaking down information into smaller subpopulations. For instance, breaking data down into grade level within school-aged students, country of origin within racial/ethnic categories, or gender among student populations are all ways of disaggregating data. Disaggregating student data into subpopulations can help schools and communities plan appropriate programs, decide which evidence-based interventions to select, use resources where they are needed most, and see important trends in achievement.

Dual Enrollment Dual enrollment allows high school students to take college classes while they are still enrolled in high school. MCC offers five program pathways for High School students to enroll for dual enrollment: CollegeNow!, Concurrent Enrollment, Kickstart Online Institute, Gateway to College, and Career Academy.

Dual Enrollment Navigator The Dual Enrollment Navigator is embedded in assigned high schools to enhance dual enrollment and support the transition of high school students to MCC. Develops relationships and partners with MCC divisions, secondary teachers, and MCC faculty and staff to orient students, assist registration, advise placement, instruct technology, and answer questions to ultimately promote student learning and success. Represents MCC’s Secondary Partnerships programs at assigned high schools.

Duplicated Headcount Duplicated headcount counts each student for every course taken. Headcount and Seatcount are also terms associated with duplicated headcount. Unduplicated headcount counts each student only once.

Disability Support Services (DSS) Disability Support Service is the MCC department that provides support to students with disabilities who meet the academic and technical standards for participation, and who are eligible to request reasonable accommodations to

achieve equal access. DSS counselors are available on each campus to serve the needs of students with disabilities.

Early Career Navigator The Early Career Navigator is embedded in high school construction, manufacturing, and/or wheeled trade programs to enhance enrollment in MCC degree programs and Career Academies. The ECN is responsible for building and sustaining the Career Technical Education pathway to enhance early career awareness and work-based learning experiences for middle school and high school students. The ECN assists with Career Academy recruitment, retention and advising.

Expected Family Contribution (EFC) Based on the Free Application for Federal Student Aid (FAFSA), the EFC is used to determine the applicant’s eligibility for federal, state, and institutional student aid and is determined by the US Department of Education.

Elective An elective option permits the student to select a course of their choosing to apply toward program requirements.

English as a Second Language Classes (ESL) MCC’s English as a Second Language (ESL) program offers both credit and non-credit learning options for the student who needs to develop his/her English language proficiency.

Express Center A community-based MCC location that caters its services to the needs of neighbors and businesses in the immediate area.

F-1 International Students F-1 international students are non-immigrants pursuing a full course of study towards a specific educational or professional objective at an academic institution in the U.S., as designated by the Department of Homeland Security.

Federal Direct PLUS Loan This loan program is designed to assist the parents who want to borrow money to help pay for the educational expenses for each child who is a dependent undergraduate student. The student must be enrolled for at least six (6) credit hours.

Federal Direct Loan Program A federal loan program that provides low interest loans to students from the

federal government. For additional information review the [FSA Loan Programs Fact Sheet](#).

Federal Supplemental Education Opportunity Grant (FSEOG) Students with exceptional financial need are eligible to be awarded this limited grant. Priority is given to the student who is eligible for a Federal Pell Grant.

Federal Work Study (FWS) The Federal Work-Study program provides part time employment for the eligible student. Work study positions are located both on- and off-campus. Students must be enrolled in a minimum of six credit hours per quarter and in Good Standing for Financial Aid Satisfactory Progress to participate in the FWS program.

Flipped Classroom An instructional strategy that reverses the traditional educational arrangement by delivering lecture materials and tests online or outside the classroom, while prioritizing classroom time for hands-on and collaborative learning opportunities.

Free Application for Federal Student Aid (FAFSA) The standard form used by the federal government to determine eligibility in financial aid programs, such as grants, work-study programs, and loans.

Full-time Student Any student enrolled in 12 or more quarter credit hours per quarter is considered a full-time student. A student enrolled in fewer than 12 quarter credit hours is considered a part-time student.

FTE Full-Time Equivalent. One FTE is equal to 45 credit hours of instruction.

Gap This state financial aid program provides tuition assistance to qualified Nebraska residents enrolled in credit or non-credit programs that are not eligible for Pell and could lead to full-time employment in high-needs fields.

Gateway to College Program Gateway to College is a nationally recognized dual-credit high school diploma completion program. The program serves students ages 16-20 years old who would like an educational setting that is individually tailored for student success.

General Education Development (GED) These classes prepare the adult for the GED examination, which is a

nationally standardized test of high school equivalency for adults.

General Education Requirements A series of core requirements that must be completed by every student that completes a degree at MCC.

Grade Point Average (GPA) This is the cumulative, numerical average of the grades the student has received. The range may be from a low of 0.0 to a high of 4.0.

Grading System An alphabetical representation of academic achievement:

- A – Excellent
- B – Above Average
- C – Average
- D – Below Average
- F – Failed
- I – Incomplete
- P – Pass
- R – Re-enroll
- V – Audit
- W – Withdrawal
- Z – No Grade Reported
- CV – No Grade Issued due to COVID-19

Headcount A measure of enrollment. “Unduplicated headcounts” count each student only once during the term. “Duplicated headcounts” count each student for every course taken. Headcount and Seatcount are also terms associated with duplicated headcount.

Hybrid Course This is a coordinated approach to learning, using both online technology and classroom interaction with faculty and peers.

Independent Study Independent study allows a student to pursue, for credit, subject areas of interest outside of the existing College course structure.

Integrated Education and Training This is an Adult Education and Workforce Development program that provides simultaneous instruction in basic skills such as Math, reading, or spoken English, workplace readiness activities, as well as occupational or industry-specific training. Students who participate in career readiness activities will receive certifications upon completion.

Internship This is work related to the student's program of study for which s/he receives college credit. The internship is generally taken near the end of a program of study.

Kickstart Online Institute Kickstart Online Institute (KSOI) is a series of MCC general education courses that are scheduled for college-ready high school students ready to kick start their college degrees while still in high school. All instructors are Nebraska Department of Education certified. KSOI courses count toward most MCC degrees, are transferable, and may count toward high school credit.

Learning Management System Software application used to plan, implement, and assess a specific learning process. It provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance.

Learning & Tutoring Center Provides free tutoring, academic assistance, access to state-of-the-art equipment, and academic coaching services to enhance enrolled students' learning success. Assistance is available online days, evenings, and weekends, and in person at the Elkhorn Valley Campus, Fremont Area Center, Fort Omaha Campus, Sarpy Center, and South Omaha Campus.

Language & Literacy Center Offers ESL support and reading assistance to MCC students. ESL services are available to English learners at any level, whether they are enrolled in MCC's ESL program or are taking general education or program-area courses. Reading assistance is available to any MCC student in any course. The LLC also consults with faculty on issues related to English language acquisition.

Libraries Provide research materials and instruction in support of the College's curriculum. Libraries are located at the Elkhorn Valley and South Omaha campuses. Online library resources and services are available at the Fort Omaha campus and college wide. The Library website includes links to more than 60 research databases containing eBooks, streaming videos, journals, magazines, newspapers, encyclopedias, and more for current students, faculty, and staff. The Elkhorn Valley and South Omaha campus libraries also house a collection of print books, DVDs, journals, magazines, and newspapers.

Lifelong Learning A process or system through which individuals are able and willing to learn at all stages of life, from preschool years through old age.

Major A major indicates a specific group of classes needed to complete a certificate or degree program. It is also referred to as the program of study.

Math Centers Math Centers provide specialized drop-in math assistance, tutorial software and preparation for math placement exams and are available to all students taking MCC math classes.

MyWay MCC's online portal that provides students access to do the following:

- Register for credit and non-credit classes
- View grades and class schedule
- Request official transcripts
- Drop classes
- Change address
- Obtain account summary by term
- Make a payment
- View and print degree audit
- Access online courses

Nebraska Opportunity Grant (NOG) Nebraska residents with financial need are eligible to be awarded this grant. The student must have an EFC that does not exceed 110% of the Federal Pell Grant maximum EFC to be eligible.

Noncredit Refers to programs and courses that are not awarded college academic credit.

Non-Resident An individual who does not qualify for the resident tuition rate and is not an international student is considered a non-resident and his/her assessed tuition is according to the non-resident schedule.

Online Courses Coursework, assignments and testing are all completed online via the Internet. Students can complete their coursework at the time of day and a place convenient to them.

Option A degree or certificate option is a specialization within a program. A degree or certificate is awarded for the program, not the option.

Part-Time Student Any student enrolled in fewer than 12 quarter credit hours is considered a part-time student. A student enrolled in 12 or more quarter credit hours is considered a full-time student.

Pell Grant This Federal program provides a direct grant to the student to help pay college costs. Amounts awarded to the student depend on the cost of attendance, financial need, EFC, and student's enrollment status.

Persistence A standard measure of attrition. The degree to which a student persists in attaining her/his educational goal.

Prerequisite Requirements to enter selected courses have been established. The student must complete these requirements before enrolling in the course.

Program of Study A program of study indicates a specific group of classes needed to complete a certificate or degree program. It is also referred to as the major.

Quarter This is one of four periods of instruction offered at MCC: Summer (SS), Fall (FA), Winter (WI) and Spring (SP). Each quarter is approximately 10-11 weeks in length.

Re-Entry (Re-Entry Assistance Program/180 RAP) Based at MCC Fort Omaha Campus, 180 RAP provides services and support to incarcerated individuals and those transitioning from correctional facilities and treatment centers so they can make a successful transition and achieve their education and employment goals.

Remote Delivery Course Offers synchronous (at the same time) delivery of course content through live video conferencing during scheduled class times. Any hands-on or applied learning also occurs remotely, with no on-campus activity required.

Resident Students qualify to register for resident tuition rates at Metropolitan Community College if they meet one of the following criteria:

- Has a Nebraska mailing address (PO Box not acceptable);
- Is a minor whose parents or legal guardian have a Nebraska mailing address (PO Box not acceptable);
- Is married to a spouse who has a Nebraska mailing address (PO Box not acceptable);
- Has attended or graduated from a Nebraska secondary school during the school year immediately prior to registration at MCC.

Retention A student is "retained" when they return the following term (term-to-term retention) or the following academic year (year-to-year retention).

Seatcount A measure of duplicated headcount. "Duplicated seat counts" count each student for every course taken.

Secondary Partnerships Support early college experiences for high school students by providing the opportunity to earn college credit while in high school. Examples include: Career Academies, College NOW!, Kickstart Online, Concurrent Enrollment and Gateway to College.

Single Parent Homemaker Services Located at the Fort Omaha Campus, Single Parent/Homemaker provides a wide range of special support services, workshops and personal assistance to single parents, single pregnant women and displaced homemakers.

Student Educational Plan Individualized term-by-term plan of courses a student should take based on program selection. It is a comprehensive educational plan that maps the path to the degree/certificate completion.

Student Success Team Cross-divisional teams of individuals who collaboratively engage in cohort management to support and assist a group of students from entry to completion, with a focus on equitable outcomes.

Success Navigators Success Navigators work with students who have fewer than 30 total credits earned; provide individualized guidance to new students, and assist them through the complexities of the College environment. They connect students to services and resources, including career exploration, review programs and requirements, and develop their educational plan.

Tenth Day State aid enrollment is computed using as a cutoff date the tenth (10th) day of instruction (business day) of each term. Tenth day data is not the same as audited or year-end data and should be interpreted as a snapshot of the term.

Term This is one of four periods of instruction offered at MCC: Summer (SS), Fall (FA), Winter (WI) and Spring (SP). Also known as quarter, each term is approximately 10 - 11 weeks in length. The student must register and pay for each term they attend. The academic year begins with fall term. Fall, Winter, and Spring terms are labeled by the calendar year of the fall term; Summer is labeled by the calendar year in which it occurs. (E.g., 22/FA, 22/WI, 22/SP, 23/SS).

Transcript An official record of the grades earned in an institution.

Transfer The conveyance of a student's credits from one institution to another.

TRIO Services Specialized TRIO Services counselors are assigned to each campus to provide assistance to students from low-income, first-generation, or educationally disadvantaged backgrounds, or those with disabilities. Program objectives help the student address educational deficiencies and overcome barriers of higher education.

Tutoring Subject-oriented instruction is offered through the learning centers, math centers, and writing centers by certified tutors.

Unduplicated Headcount "Unduplicated headcounts" count each student only once during the term. "Duplicated headcounts" count each student for every course taken. Headcount and Seatcount are also terms associated with duplicated headcount.

Vocational Education Training for a specific vocation in industry or trade. Often referred to as "Applied Technology" education.

Work Study Programs The programs are campus-based financial aid programs funded by the federal and state governments and by the institution.

Writing Centers The Writing Centers provide specialized writing assistance. They are open to all

students enrolled in the College in either credit or non-credit classes.

GENERAL USE ACRONYMS**A-to-B** Associate to Bachelor**AA** Associate in Arts**AAS** Associate in Applied Science**AE** Adult Education**AC** Academic Council**ACBSP** Accreditation Council for Business Schools and Programs**ACFEF** American Culinary Federation Education Foundation Accrediting Commission**AFI** Adjunct Faculty Institute**ARELLO** Association of Real Estate License Law Officials**ASN** Associate in Science in Nursing**BGTG** Board of Governors Tuition Grant**BGTS** Board of Governors Tuition Scholarship**BOG** Board of Governors**CAD** Computer-Aided Drafting**CCPE** Coordinating Commission for Postsecondary Education (Nebraska)**CDS** Curriculum Design Studio**CHRIE** Council on Hotel, Restaurant and Institutional Education**CSHSE** Council for Standards in Human Service Education**DSS** Disability Support Services**ECH** Equivalent Credit Hour**EFC** Expected Family Contribution**ESL** English as a Second Language**FA** Fall Quarter**FAFSA** Free Application for Federal Student Aid**FERPA** Family Educational Rights and Privacy Act**FIG** Faculty Information Guide**FSEOG** Federal Supplemental Education Opportunity Grant**FTE** Full-time Equivalent**FWS** Federal Work Study**GED** General Education Development**GeoWeb** Electronic Library Catalog**GPA** Grade Point Average**HDIM** Health Data and Information Management**HLC** Higher Learning Commission**HR** Human Resources**I/IE** International/Intercultural Education**IFEX** Institute for Faculty Excellence**IDS** Instructional Design Services**INS** Immigration and Naturalization Services**ITS** Information Technology Services**MCC** Metropolitan Community College**NATEF** National Automotive Technicians Education Foundation**NCEC** Nebraska Correctional Education Centers**NFI** New Faculty Institute**OAC** Outcomes Assessment Committee**OIE** Office of Institutional Effectiveness**PM** Procedures Memorandums**REU** Reimbursable Educational Unit**SP** Spring Quarter**SS** Summer Quarter**SS** Student Services**WI** Winter Quarter**WID** Workforce Innovation Division

CAMPUSES, BUILDINGS, AND SITES

ATC Applied Technology Center
AUTT Automotive Training Center
BVC Bellevue/Offutt Center
CAET Center for Advanced and Emerging Technology –
Fort Omaha Campus
CAM Center for Advanced Manufacturing – South
Omaha Campus
CASC Career and Academic Skills Center – Fort Omaha
Campus
CEC Construction Education Center
CON Connector Building—South Omaha Campus
DO Do Space—72nd & Dodge
EVC Elkhorn Valley Campus
FRC Fremont Center
FOC Fort Omaha Campus
ICA Institute for the Culinary Arts—Fort Omaha
Campus
MHY Mahoney Building—South Omaha Campus
MXN MCC North Express—Highlander Accelerator
Building, 3rd floor
MXS MCC Express—24th & Vinton
OFT Offutt Air Force Base
SCC Swanson Conference Center—Fort Omaha
Campus
SOC South Omaha Campus
SRP Sarpy Center