

# Glossary

**Admissions** - The process of creating a student college account to register for college classes.

**Associate's Degree** - A degree awarded by a community college for the completion of a specified curriculum, usually consisting of 60-64 credits.

**Asynchronous Class** - No scheduled college class meeting times such as an online class.

**Bachelor's Degree** - A degree awarded by an upper-division higher education institution for the completion of a specified curriculum, consisting of approximately 120 credits.

**Blocked Services Hold** - Debt owed is \$100.00 or more. Impacts enrollment and graduation.

**CHS Hold** - Indicates a current High School Student and prevents the student from using self-service for registration.

**Class Number** - The five-digit numerical college code listed on the Course Offerings (66997).

**College Catalog** - The annual publication that explains college policies, procedures, programs and course descriptions.

**Course Description** - The brief official statement of the content and prerequisites of each college course.

**Course Equivalency Guide** - An agreement between colleges as to how college courses will be accepted in transfer.

**Course Number** - The three-digit number following the subject code, which identifies a particular college course, such as ENG101.

**Credit Hour** - Numerical unit assigned to a college course based on the content and amount of time spent in class.

**Drop/Add Period** - The period during which a student can make changes to his/her schedule. Fees include: \$15 per semester registration fee and may include the \$25 per semester Nelnet payment plan enrollment fee.

**Electives** - Courses a student can select in order to complete a program of study, sometimes with restrictions, depending on one's major.

**Enroll** - The process of enrolling/registering for college classes.

**FERPA** - Family Educational Rights and Privacy Act. Protects and restricts the release of student information and records. Only the college student can grant another person [permission](#) to access their student records.

**FOI** - [Fields of Interest](#) organize [degrees and certificates](#) that share similar areas of study, allowing the student to identify skills and interests to find a career path that's best for them.

**FOI Advisor** - A college resource person assigned to a specific FOI who assists students with planning their course of study and selecting appropriate courses. Also called an academic/program advisor.

**GCC** - Glendale Community College

**General Studies** - A core of classes required in most degrees that gives students opportunities to explore broad areas of knowledge such as social sciences, natural sciences, humanities, communication and mathematics.

**Hybrid (Synchronous)** - Hybrid college classes include both online and on-campus classroom time. Hybrid classes offer face-to-face time with the instructor and more accountability than an online-only class.

**Limited Services Hold** - Debt owed is under 100.00. Enrollment is allowed but other services are not permitted.

**Live Online (Synchronous)** - Live online college classes have sessions that meet online on specific days and times. Students interact with the instructor and classmates in a virtual environment. Access to a computer or mobile device with Internet connection is required.

**Lower Division** - Courses usually taken during freshman and sophomore college years.

**MEID** - Maricopa Enterprise ID is a unique login to access online services (including student email) with the college. Full login = MEID@maricopa.edu

**Online (Asynchronous)** - Online college classes are conducted over the Internet with no scheduled class time. Homework, quizzes and participation take place on Canvas, although some classes may require students to come to campus for a proctored examination.

**Prerequisite** - A requirement which must be met before enrolling in a specific college

class, usually the completion of a lower-level class in the same subject or demonstration of prior knowledge through a placement/testing assessment.

**Register** - The process of enrolling/registering for college classes.

**Scholarships** - Student financial aid based on academic achievement, financial need or a combination of factors. Scholarships do not have to be repaid.

**Student ID Number** - An 8-digit number that begins with a 3 issued when the student's college account is generated.

**Subject Code/Course Prefix** - The three-letter abbreviation, which identifies the subject area of a course, such as ENG for English courses.

**Syllabus** - A course outline and information on classroom policies, assignments, grading and materials to be used in a class, given to students by the instructor at the beginning of the course.

**Synchronous class** - Meets on specific days and times as with in-person, hybrid or live online classes. Also, synchronous components may include review sessions, office hours, etc.

**Term** - College semester to which a student will register for class. GCC uses Fall, Spring and Summer terms.

**Transcript** - An official record of a student's coursework and grades. This is required to transfer credits to another college or university.

**Transfer** - The acceptance of college coursework between institutions of higher learning. How transferred courses apply to a student's degree completion depends on the student's major and required curriculum at the school granting the degree. Students can access this information for all of Maricopa's transfer partners at [maricopa.edu/transfer](http://maricopa.edu/transfer).

**Tuition Assistance** - A form of financial assistance but not a scholarship.

**U18 Hold** - indicates a student is under age 18 and is required to have Parent/Guardian consent for financial responsibility and registering for college courses.

**Upper Division** - Courses usually taken during junior and senior college years.