

Glossary

Abstract: A summary of a larger work, such as an article, book, or dissertation, included with citation information in many databases.

Academic Advisor: Faculty or professional staff member who assists students with course selection and academic decision making appropriate to personal, professional, and academic needs and goals.

Academic Coordinator: A staff member at CU who helps student-athletes plan, coordinate and stay on pace with their academic and athletic goals.

Academic Calendar: A list of key dates associated with a specific term.

Academic Level: A student classification based on number of earned or awarded credit hours/units (e.g., freshman, sophomore, graduate).

Academic Load: A student classification based on the number of enrolled credit hours/units (e.g., full time, part time).

Academic Mentor: An academic mentor is someone whose responsibility is to help CU student-athletes organize their weekly tasks and enhance or improve current study skills. Balancing academics and athletics at the college level is an acquired skill. The academic mentor's primary focus is to assist a student-athlete's transition from high school to college, and develop a plan that will help the student become successful at CU. They teach and promote the development of academic skills ranging from time management, organization, study strategies, and prioritization.

Academic Plan: An area of study (e.g., major, minor) within an academic program that awards a single certificate or degree type (e.g., BFA in Studio Arts, BA in History).

Academic Program: A college/school/program to which a student applies, is admitted and graduates from (e.g., College of Business [undergraduate], College of Education [graduate])

Academic Subplan: A specialization within an academic plan (e.g., emphasis in Geophysics [for Geology major]).

Advisor: A qualified person, usually a faculty member, assigned to give you support and advice related to your academic and career plans.

Annotate: To add notes to (a text or diagram) giving explanation or comment.

Article Databases (e-Resources): Online tools that index, abstract, or provide electronic access to articles, books, dissertations and other types of content. Many of these databases offer limited full text.

B.A.: Bachelor of Arts. An undergraduate degree.

B.F.A: Bachelor of Fine Arts. The standard undergraduate degree for students seeking a professional education in the visual or performing arts.

Bibliography: A list often with descriptive or critical notes of writings relating to a particular subject, period, or author. The works or a list of the works referred to in a text or consulted by the author in its production, usually given at the end of a work.

Block Schedule: Weekly schedule of all academic and athletic activities.

Blue Book: A blank book sometimes required for written portions of exams. These books can be purchased cheaply at the University Memorial Center (UMC).

Booster: A representative of athletics' interest.

B.S.: Bachelor of Science; an undergraduate degree.

Buff OneCard: Your official university identification card. You are required to carry it with you when you are on campus. The Buff OneCard office is located in the C4C building on Regent Drive.

Bursar's Office: Coordinates the billing and collection of payments from university students, including tuition, fees, and residence hall expenses. (www.colorado.edu/bursar)

Call Number: A unique code assigned to each item in the library. The University Libraries primarily use the Library of Congress Classification (LCC) System.

Campus: A physical or administrative unit within an institution (e.g., Boulder Main Campus, Boulder Continuing Education).

Career: A grouping of academic work to which academic statistics are accumulated (e.g., undergraduate, graduate, non-credit).

C4C: CU's Center for Community, located on Regent Drive across from the Coors Events Center. This building houses most of the Student Affairs offices and features a 900 seat dining facility.

Catalog: The online *University of Colorado Boulder Catalog* provides definitive information on university academic and administrative policies, degree requirements and course descriptions. (www.colorado.edu/catalog/)

Catalog Number: A number used in conjunction with a subject to identify a specific course (e.g., ENGL 1234).

Circulation: The library department responsible for checking out and reshelving books, maintaining information on books that have been checked out, and tracing lost materials.

Citation: A standardized note documenting the exact title and author of a specific information source, as well as where and when the source was published.

Class: A specific course offering for a given term in which a student enrolls (e.g., MATH 1020-001).

Class Number: A system-assigned, five-digit number specific to a particular section of a class/class component (e.g., 12345 for MATH 1020-001), and which can be used for course selection.

Class Schedule: Comprises all classes in which a student has enrolled in a single academic term.

COF (College Opportunity Fund): Created by the Colorado Legislature, COF provides a stipend to eligible undergraduate students paying in-state tuition. The stipend pays a portion of total in-state tuition for eligible undergraduate students who attend a Colorado public institution or a participating private institution. Eligible undergraduate students must be admitted and enrolled at a participating institution to use the stipend for eligible undergraduate classes. (www.colorado.edu/registrar/registration-grades/apply-and-authorize-college-opportunity-fund)

Chancellor: The official title of the chief executive officer of the university.

Chinook: The University Libraries online catalog and database gateway. Chinook provides access to the millions of holdings in the University Libraries -- including all departments in the Norlin Library building and the five external libraries (Business, Earth Sciences, Engineering, Math/Physics, Music). It includes, but is not limited to, books, periodicals, compact disks, microfilm and microfiche, musical scores, videocassettes and DVDs, electronic databases, and more.

Clicker/iclicker: Is a radio frequency device that allows you to respond to questions your instructor poses in class. Many professors and instructors take attendance through iclickers.

Commencement: A graduation ceremony.

Co-Requisite: A course that is required to be taken simultaneously with another course.

Core Curriculum: Requirements in the college of Arts and Sciences in various skill and content areas. See the University of Colorado Boulder Catalog (www.colorado.edu/catalog) for details.

Course Catalog: The full set of courses that may be offered by an institution.

Course Reservation: The Course Reservation Program helps undergraduate degree-seeking students get the courses they need to graduate. The Course Reservation Program allows students who have been waitlisted for a course but did not get in to reserve their enrollment in that course the next time it's offered. (registrar.colorado.edu/students/registration/course_reservation.html)

Course Schedule: Consists of all courses for which a student has registered in a single academic term.

Course Section #: This three-digit number refers to the specific meeting pattern of the course.

Credibility: The trustworthiness (credentials, education, experience, etc.) of an author.

Credit Hours (semester hours/ credits/ hours/ units): Credit/units earned for the successful completion of a course in an academic term.

Cross-Listed Course: A course that is offered through two different departments or careers, is taught at the same time by the same instructor, and can typically be used to fulfill a requirement in either department or career. For example, MATH 4120 is cross-listed as APPM 4120. A

mathematics major enrolls in MATH 4120, and an applied mathematics major enrolls in APPM 4120, and each student would receive credit in their program for the course.

Cumulative: All parts combined. A “cumulative exam” tests material learned not just in one unit, but in all units covered up to that point.

Database: A collection of related electronic records in a standardized format, searchable in a variety of ways, such as title, author, subject, and keyword. Common examples of databases are the library catalog and citation indexes.

Degree (vs. Major): A major is the area of study within the larger college degree program. For example, students may earn a Bachelor of Arts degree in the College of Arts and Sciences, with a major in sociology.

Degree Audit: DARS, the Degree Audit Reporting System, is a web-based tool that displays your progress towards graduation. It tracks your Minimum Academic Preparation Standards (MAPS), core, major, and elective requirements and lists courses that fulfill each requirement you still need. You can access DARS 24 hours a day, 7 days a week on MyCUInfo.

Departmental Advisor: A professional staff or faculty member who advises declared majors in one or more academic departments.

Desire2Learn (D2L): Desire2Learn (D2L) is CU-Boulder's online learning environment. Instructors will post information pertaining to their course on Desire2Learn to complement material discussed in lecture, lab, or recitation.

Disability Services: Provides students with disabilities the tools, reasonable accommodations, and support services to participate fully in the academic environment. DS works cooperatively with students as they develop self-awareness and independence, learn self-advocacy, and create a network of resources. Their services are based on their evaluation of each individual's diagnostic/assessment information. DS addresses students' needs and concerns on a case-by-case basis. Emphasis is placed on developing strategies so that students feel empowered and self-reliant. 303-492-8671 (www.colorado.edu/disabilityservices)

Double/Dual Degree: Two different degrees within a college or school (e.g., a BA and a BFA from the College of Arts and Sciences) or two degrees earned from different schools or colleges (e.g., a BA from the College of Arts and Sciences and a BS from the College of Engineering and Applied Science). As of January 2013, requirements for double degrees have changed. See [Degree, Majors and Minors \(/catalog/node/41261/\)](http://catalog/node/41261/) for more information.

Double Major: Two declared majors within one degree program. For example, a student in the College of Arts and Sciences with a double major in history and philosophy will earn one bachelor of arts degree.

Drop/Add Period: The period after registration during which a student can add or drop courses and change credit designations without instructor signatures. (www.colorado.edu/registrar/registration-grades/adddrop-courses)

Elective Credits: Credit hours students can choose out of interest or toward a minor or certificate program. Elective credits are simply hours that students need toward graduation that are not used to fulfill core or major requirements.

Eligibility: The ability to remain officially able to participate in NCAA sports, depending upon compliance to NCAA bylaws, particularly the need to maintain full-time enrollment and a minimum GPA, and adherence to the NCAA's percent and progress towards degree requirements.

Enrollment Appointment (Registration Time): Designated time for a student to start registering for courses. Generally designed so that seniors register first, followed by juniors, sophomores and freshmen. Students can locate their enrollment appointment time on the MyCUinfo portal.

E-Reserve: An electronic database that is part of the CU Library system where you can find articles, essays and other reading material assigned for your class readings.

Extra Benefits or Special Benefits: The NCAA defines an extra benefit as any special arrangement by an institutional employee or a representative of the institution's athletics interest ("booster") to provide a student-athlete (or a student-athlete's relative or friend) a benefit that is not generally available to other University of Colorado Boulder students and their relative and/or friends or, is not expressly authorized by NCAA legislation.

Faculty: A division within a university focused on teaching a single subject. For instance, "the economics faculty." Someone who is a "faculty member" or "on the faculty" is an official teacher at CU.

FAFSA (Free Application for Federal Student Aid): Annual federal financial aid application, located at www.fafsa.ed.gov.

Faculty Mentor: A trusted and knowledgeable teacher who can offer you support, encouragement, and direction.

FERPA(Family Educational Rights and Privacy Act of 1974): A federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.

Final Exams: Students may find the final exam schedule on the registrar's office website each fall and spring semester. Exams are listed by class meeting time. If you have three or more final exams scheduled on the same day, you are entitled to arrange an alternative exam for the last exam or exams scheduled on that day. To qualify for rescheduling final exam times, you must provide evidence that you have three or more exams on the same day, and arrangements must be made with your instructor no later than the end of the sixth week of the semester.

(www.colorado.edu/registrar/calendars-schedules/final-exams-schedule)

Full-Text: An electronic resource that provides the entire text of a single work or article, in addition to the citation and (in most cases) an abstract of each work. Also spelled fulltext.

“Full-Time” Status: To be considered a full-time student, students must be registered for a minimum of 12 credit hours in a single term. “Full-time” status may affect NCAA eligibility, on campus housing, tuition, health insurance, etc.

G.A.: A graduate assistant pursuing a graduate degree.

General Education Requirements (Core): Refers to those requirements that apply to all students within a particular college regardless of major. Such requirements, in addition to major requirements, must be fulfilled at the time of graduation.

G.P.A.: Grade Point Average. A number (4.0 - 0.0) that corresponds to academic letter grades (A, B, C, D, F). GPA can be measured for one semester at a time, or cumulatively, which averages your GPA for all the semesters you've been in school.

GradesFirst: GradesFirst is a web-based student performance monitoring system that provides automated student services and communication between academic coordinators and student-athletes. The program allows your Herbst Academic Center Coordinator to create a real time block schedule for you that you can easily view on an iPad, smartphone, or P.C. The system is also where student-athletes visit to request tutoring appointments.

Honor Code: The rules that govern issues related to academic integrity (i.e., plagiarism, cheating). The honor code is a fundamental social contract within which the university community agrees to live. All students of the University of Colorado Boulder enrolled in credit or non-credit classes are subject to the Honor Code for academic matters. The CU Honor Code Pledge reads: "On my honor, as a University of Colorado Boulder student, I have neither given nor received unauthorized assistance on this work."

Honors: Distinction achieved through general honors courses or a departmental honors program (requires special courses and thesis).

IdentiKey: Automatically assigned to all incoming students. An IdentiKey account consists of your CU login name and a unique password. New students need to activate their accounts via MyCUInfo. For help, call 303-735-4357.

Index: A list of citations to journal articles and/or books arranged by subject, author, or title. Indexes may be in print format, electronic format, or both.

Instructor: A teacher. A person whose occupation is teaching. The Instructor role has the highest level of privilege within a course. Typically, the Instructor is the person developing, teaching or facilitating the course.

Intra-University Transfer (IUT): The process by which a student currently enrolled in one CU-Boulder college/school/program may pursue admission to a different CU-Boulder college/school/program. Decisions for admission are based on course preparation, hours completed, grade point average and other criteria required by the specific college/school/program.

Keyword: A significant word or phrase in the title, subject headings, contents notes, abstract, or text of a record in an online catalog or database which can be used as a search term in a free-text search to retrieve all the records containing it.

Library Catalog: A database that organizes materials our library collects and identifies where these material are located. The University Libraries Catalog is named "Chinook".

Linked Activity: A course that has at least two components that are linked together (ex. a lecture and a lab, or a lecture and a recitation). Where a course has a linked activity, you register for the lab or recitation and are automatically enrolled in the lecture.

Lower-Division/Upper-Division: Courses numbered 1000-2999 are lower-division. Courses numbered 3000-4999 are upper-division. It is rare for first-year students to take upper-division classes.

M.A.: Master of Arts. A graduate degree.

M.S.: Master of Science. A graduate degree.

Major (vs. Degree): A specific area of concentrated study, usually within one department. Required major credit hours vary. See the University of Colorado Boulder Catalog for details (www.colorado.edu/catalog).

Major Restriction: A restriction placed on certain courses in order to ensure that only students with a particular major have access to those courses.

MAPS (Minimum Academic Preparation Standards): Admission requirements for all students graduating from high school. MAPS requirements must be completed after starting at CU-Boulder through course work or equivalency tests.

Matriculate: To register, show up, and attend school.

Matriculation Date: Serves as the official date of initial registration as a degree-seeking student.

Midterm: An exam, paper, or assignment, given in class or to take home, sometime around the middle of the semester.

MyCUHub: An online platform that supports many functions and administrative offices across campus, MyCUHub allows a student to review his/her academic performance, as well as communicate and schedule appointments with advisors via a calendar app, email and social media-like tools.

MyCUInfo: The primary online portal where students register for classes, view their course schedule, check grades, apply for graduation, and access financial aid information.

Office Hours: Hours in which professors are in their office when students can stop by and talk about a class or problem they would like to discuss.

Open Option: Major category for freshmen and sophomore students who have not yet declared a major.

Online Catalog: An online database containing records of the materials owned by the libraries. The University Libraries Online Catalog is called "Chinook".

Pass/Fail: An option that some students may use for some classes, which allows them to use a different grading system than the typical A, B, C, D, F format. In a pass/fail class, you either pass (P) or your fail (F). A grade of D- or above is converted to a P; an F remains an F. Only the F is calculated as part of your GPA; a grade of P is not counted.

Percent to Degree: The percentage of your degree that is complete. When you reach 100% you graduate. NCAA regulations require that student-athletes meet certain percentage requirements at the end of their fourth (40%), sixth (60%) and eighth (80%) semester.

Peer Review: The process by which articles are chosen to be included in a refereed journal. An editorial board consisting of experts in the same field as the author review the article and decide if it is authoritative enough for publication.

Periodical: A magazine, journal, newsletter, or newspaper produced on a regular basis. This term is sometimes used interchangeably with "serial".

Periods: The number of separate meetings of a class in a week. For example, a MWF class has three (3) periods.

Plagiarism: The act of taking the literary composition of another author, or excerpts, ideas, or passages therefrom, and passing the material off as one's own creation.

Popular Articles: Serials that target general audiences with popular or current news stories. Authors are not usually scholars in a specific discipline and do not conduct original research. These articles are not peer reviewed.

Pre-Law: If a student is thinking about attending law school after graduating from CU, the pre-law advisor at the Pre-Professional Advising Office can help them achieve their goals. Each year, several hundred CU graduates are accepted by law schools across the nation. A pre-law advisor can help a student determine, first, if law school is the right choice, and then help determine a student's path through undergraduate preparation and the application process. No specific prerequisites are required to apply to law school. Students are expected to complete the requirements for an undergraduate major and to get involved in campus activities and take advantage of leadership opportunities.

Pre-Requisite: A course that is required to be taken before taking a more advanced course.

Print Card: Students use their Buff OneCard to print documents in computer labs on campus. Once the print card runs out of money each Academic Coordinator can provide a print card to student-athletes only in the Dal Ward Athletics Center for academic purposes. Students must use their Buff OneCard print money first.

Priority Registration: A 24-hour time period where only student-athletes are able to enroll in courses. After this time period expires, the registration window for non-student-athletes opens. This opportunity is afforded to student-athletes because the university understands how complicated scheduling classes around practice and competition can be.

Probation: Once a student has a cumulative GPA below 2.0; student has one more semester to get GPA above a 2.0 or will be dismissed from the university.

Provost: The official title of the senior academic administrator at a university.

RAP (Residential Academic Program): Academically themed communities in many CU-Boulder residence halls in which students take courses together and have additional co-curricular opportunities.

Recitation: A component of several classes at CU, usually involving smaller meetings and more discussion and review.

Reference: The library department which aids patrons in using the library, helps with research problems, and assists in locating information. Materials such as dictionaries, encyclopedias, and biography guides are found in reference.

Registrar's Office: Assists students in the processes of registration, orientation, and many specialized services such as transcript distribution, enrollment verification, and withdrawal. The office is located in the Regent Administrative Building. (registrar.colorado.edu)

Registration Appointment: Time designated for a student to start registering for courses. Generally designed so that seniors register first, followed by juniors, sophomores, and freshman. Student-athletes are entitled to priority registration.

Relevance: The degree to which a source addresses a research topic (some relevant sources may be more broad or more narrow than the specific research topic.)

Rubric: An explanation of the expectations for an assignment or class, or an explanation of how grades will be determined for an assignment or class.

Schedule of Classes: The set of course selections offered during a specific term.

Scholarly/Professional Journal: Journals that present in-depth, original research in a specific field. These articles have been reviewed by other scholars in the field for scholastic standards and validity. Professional journals may also contain profession or industry related news.

Serials: A publication that is issued in parts, indefinitely over time. Serials include journals, periodicals, magazines, almanacs, annual reports, numbered monographs, and other materials. This term is sometimes used interchangeably with "periodical."

Session: A subset of a term during which courses are scheduled (e.g., summer session M [Maymester]).

SID (Student Identification Numbers): SIDs are assigned to all students. SIDs are system-generated and unique, and students will be asked to use their Student IDs as their primary student identifier on campus.

Stacks: The area of the library where books and bound periodicals are shelved. These are items that can be checked out of the library. The Norlin Stacks are located on floors 3A, 3B, and 3C. The departments and branch libraries have their own stacks.

Student Academic Services Center (SASC): The Student Academic Services Center provides eligible students with comprehensive academic support services designed to improve their learning potential and reach educational goals. The center helps students develop effective academic strategies for college courses and obtain tutoring when necessary. 303-492-3842 (www.colorado.edu/SASC)

Stops/Flags/Holds: A stop, flag, or hold can prevent a student from registering, returning to school, obtaining an official transcript, or receiving their diploma. Students can check for any stops/flags/holds on MyCUInfo and follow up with the originating office about how to have to resolve the issue.

Subject: A specific area of instruction in which courses are offered within an academic department/organization (e.g., ENGL, HIST, DNCE).

Subject Headings: Terms, names, or phrases that are assigned to a publication (book, journal article, video, etc.) and used to describe the contents of that publication. They form a standardized set of terms that are consistently used to group materials together.

Subject Tutor: A qualified person who provides additional academic support in a particular subject area.

Syllabus: Course outline provided by professors that lists course requirements, grading criteria, course content, expectations, and other relevant course information.

Tardy: Being late for an appointment, meeting, job, or class.

T.A.: Teacher's Assistant. T.A.'s are usually graduate students who, in partial fulfillment of their degree, or to earn their stipend, are required to teach courses or help faculty members teach courses in the subject of their expertise.

Tenure: When a professor has earned the right to be kept employed on the faculty permanently.

University Memorial Center (UMC): The University Memorial Center is the central gathering place on campus where students can grab a bite to eat (Subway, Domino's Pizza, Jamba Juice, etc.), go to the bookstore, meet friends, enjoy free entertainment, shop, study, or just hang out.

Validity: The quality of research being used to support the argument being made.

Waitlists: Throughout the registration and drop/add periods, if a student is eligible to take a course but finds it is full, s/he may be able to put her/his name on a computerized waitlist. As spaces open in a course, students may be automatically enrolled in the class. It is the student's responsibility to monitor if s/he has been enrolled in a course from the waitlist. If the student does not attend a course s/he has been enrolled in, s/he will receive an F for that course. See the online Schedule of Courses for details.

Withdrawal: A formal leave from the university.
(registrar.colorado.edu/students/withdraw.html)