

**Advisor**

Advisors assist with course registration, make sure you are taking the right courses in the right order, and help you make important academic decisions. Every first-year student is assigned a First-Year Advisor who also helps you acclimate to college, get access to resources, and answers questions you may have about your bill or other University requirements. Second-year students will be assigned an Academic Advisor who is within the department for your major.

**Academic Probation**

A status colleges give to students who are struggling to pass courses. Academic probation is used to warn students that they need to improve their performance. Students on academic probation may lose scholarships or become ineligible for university sports.

**Add/Drop Period**

A period at the beginning of each semester during where you can decide to add or drop a course. Depending on the date you wish to add or drop classes, additional approvals may be required.

**Audit**

A way for a student to take a course they're interested in without earning credit, or without having the grade affect their GPA.

**Bursar**

The Bursar's Office is responsible for the billing and collecting of all fees due to the University, and operates under University guidelines and policies. It also manages loan disbursements and Perkins Loan repayment. Many Bursar related questions can be addressed in the Center for Student Success.

**CSS Location:** Gengras Student Union Rm 230

**Phone:** 860.768.4999

**Email:** [CSS@hartford.edu](mailto:CSS@hartford.edu)

**Bursar Location:** Administration Building 2<sup>nd</sup> floor

**Career Studio**

The Office of Career and Professional Development can help with your resume and job searches. They also challenge you to explore career paths, learn new skills, and network with industry experts.

**Course Load**

The number of courses, or total credit hours, a student takes in any given semester.

**Credit Hour**

Each course is assigned a certain number of credit hours, usually corresponding to how often class occurs and how long classes are, as well as the course difficulty. Many classes earn a student 3 to 4 credit hours. To be considered full-time, a student must be taking at least 12 credits per semester.

**Dean**

The Dean is the head of a particular academic or administrative department at a college or university, for example, Dean of Admissions, Dean of Faculty, Dean of Student Affairs, etc.

**Associate Dean**

A member of the college's administration who supports a Dean (see definition above) in overseeing several academic or administrative departments. Associate Deans are often more accessible to students, and may act in place of the Dean when signatures or decisions are needed.

**Chair**

A faculty member who leads a department (see definition for "Department" immediately below). Chairs make administrative decisions that affect students. For example, if a class has hit its size limit, Chairs can grant permissions to students and advisors to register. Chairs also represent their departments at faculty meetings.

**Department**

Refers to a certain section of a university. Departments are usually aligned with degrees or areas of study within a college, such as the engineering department, English department, etc.

**Drop**

When a student leaves a course during the add/drop period, it's referred to as dropping. Students may drop a class because they feel their course load will be too heavy or they may want to switch to a different class. This is different from withdrawing (see below), which happens after the add/drop period is over.

**Electives**

Most bachelor's degrees require a student to complete a combination of specific courses and electives. Electives are courses the student chooses to take from a list of offerings that fulfill

general education requirements, or any courses outside the student's major. Electives give you the flexibility to study things just for fun or to expand your general knowledge and interests.

**Faculty**

The staff of professors and instructors at a university.

**FAFSA**

This stands for [Free Application for Federal Student Aid](#). Completing this online form is the first step in applying for need-based financial aid. All colleges require students who'd like to be considered for need-based financial aid to complete the FAFSA every year. You can complete this form at [studentaid.gov](http://studentaid.gov).

**FERPA**

This stands for Family Educational Rights and Privacy Act. This law protects the privacy of educational records and rights are transferred from parents to students when they turn 18 or start college. FERPA covers all school-related records, including your grades, information from the campus health center, disciplinary records, and more. If students want to give a parent or any other person access, they may complete a FERPA waiver. There is an exception: If the college feels there is a need to protect the health and safety of your student or others, they may disclose certain information.

**Finals**

Exams at the end of a semester that test a student's knowledge on everything covered in a course. In some courses, the grade on the final exam will be the biggest factor determining the student final grade in the course. Sometimes instead of an exam, the final will be a paper or big project.

**Financial Aid**

Refers to any type of student loan, scholarship, or grant you receive to help pay for college. Incoming first-year students receive a financial aid award along with their offer of admission. Work-Study is another form of financial aid. Financial aid can be need-based (based on student and family income and what the family can afford to contribute) or merit-based (based on a student's GPA, test scores, etc.).

**First Generation**

First generation refers to students who are the first in their families to attend college or whose parents didn't complete a college degree. Many schools have special offices or programs to provide guidance to first-generation students.

**Full-Time Student**

A student who is taking a full course load, typically 12 or more credits.

**General Education Requirements**

Most 4-year college programs come with a set of general education requirements, intended to ensure all students receive a broad education, with knowledge of topics outside of their chosen field of study.

**GPA**

Stands for Grade Point Average. This is a reflection of your academic achievement at school, and is calculated based on your grades and credit hours. Your GPA is on a scale of 0-4, with 4 representing the highest (best) possible GPA. The GPA is updated after each term's grades are finalized and reported. A low GPA can lead to academic probation and can jeopardize financial aid.

**Hold**

Holds may prevent the student from registering or making changes to registration. There are a number of different types of holds that can be placed on your record. Some examples are:

- Financial holds from the Bursar's Office for various reasons such as past-due balances, loan counseling, an unpaid degree application fee, or fines
- Immunization holds from Health Services when no record of vaccinations has been provided
- Address holds for mail returned by the post office that was addressed to the student's local or permanent address
- Dean of Students holds for a student on a medical leave of absence (the student must provide a letter from a doctor before returning to classes)

The above holds are examples of the types of holds that will prevent you from registering until the hold is released or you obtain an administrator's conditional permission to register. (Keep in mind that this is not a complete list.)

In accordance with the University's published policy, Bursar holds will also prevent the Registrar's Office from sending out your academic transcript and prevent you from obtaining your diploma upon graduation.

To discuss holds that have been placed on your record, contact the following departments:

- Financial holds—Center for Student Success [css@hartford.edu](mailto:css@hartford.edu) 860.768.4999 or Bursar's Office [bursar@hartford.edu](mailto:bursar@hartford.edu) 860.768.4360
- Immunization holds—Health Services [imrecords@hartford.edu](mailto:imrecords@hartford.edu)

**Location:**

Health Services is located on the ground floor of the Sports Center and has its own entrance on the left side of the building.

**Phone:** 860.768.6601

- Address holds—Center for Student Success or Registrar’s Office
- Dean of Students holds—Office of the Dean of Students
- Admission holds—Admission and Student Financial Aid

**Phone:** 860.768.4296

**Meal Plan**

The meal plan dictates how many meals a student can eat at on-campus dining facilities. All students living in campus housing are required to have a meal plan, and commuter students can also purchase meal plans. Some meal plans include funds that can be used as cash at campus restaurants or snack shops. For questions regarding your meal plan you may contact the I.D. Office at [idooffice@hartford.edu](mailto:idooffice@hartford.edu)

**Midterms**

Exams that occur in the middle of a semester to test a student’s grasp of topics covered in a course up to that point. Midterms are typically weighted more heavily than other tests and coursework, but not as heavily as finals.

**Major**

A major is a specific subject that students can specialize in while aspiring to a college degree. By completing a major, you demonstrate sustained, high-level work in one subject. In some majors, you prepare for a specific career. Depending on the college or university, you might be able to major in two subjects, have a major and a minor or even create your own major.

**Minor**

A secondary focus of study, typically earned in tandem with a major. For example, you might graduate with a major in biology and a minor in psychology. It takes fewer course credits to complete a minor, and the minor might complement the major area of study or be something a student pursues just because they love the subject.

**Part-Time College Student**

A student who does not have a full course load. A student taking fewer than 12 credit hours in any given semester is typically considered a part time college student.

**Pass/No Pass Course**

A class in which no letter grade is given; a student simply passes or does not pass. Pass/No Pass grades do not impact a student's GPA, but the Pass or No Pass notation will be listed on the transcript. Colleges limit how many (if any) classes a student can take pass/no pass, and typically students may not opt for pass/no pass in required general education or major classes.

**Prerequisite**

Many college classes must be taken sequentially — in a certain order, from lower to higher level. A prerequisite is a course a student must complete before taking another specific course.

**Registrar**

The Office of the Registrar is responsible for the maintenance and security of student academic records. The registrar maintains information about registration, transcripts and records, degree verification, FERPA, Commencement, benefits for veterans, and more.

**Email:** registrar@hartford.edu.

**Location:** Offices are located on the second floor of the Beatrice Fox Auerbach Computer and Administration Center.

**Registration**

The period during which a student can sign up for the classes they wish to take in the following semester. Students are assigned a date after which they are allowed to register for the next semester's classes. Registration dates are generally determined based on how many credits you have earned, but may also be dictated by other factors such as academic accommodations or being in the honors program. Students can register on their registration date, or anytime thereafter (up until the add/drop period is over); however, it is best to register as early as possible to give you the best chance of having the classes you need with the schedule you want.

**Resident Assistant (RA)**

An older student, usually a sophomore or junior, who lives in a section or floor of a dormitory and oversees student relations. RAs are often expected to be mentors and advisors, and they also organize events and activities for dorm residents. RAs can help mediate roommate conflicts, or provide information about campus resources if you have a question or a concern.

**Room and Board**

The price paid to cover on-campus living and meal plan expenses, usually billed for a semester at a time. When figuring out the cost of a year of college for a student living on campus, room and board is included in the total cost of attendance.

**Scholarship**

A financial award to help pay for college. Scholarships can come from the institution (the college or university) or from outside groups and organizations. Unlike student loans, this is gift money that does not need to be paid back.

**Study Abroad**

Most colleges and universities run programs that give students a chance to live and take classes in another country for a period of time. The Study Abroad office maintains information about available programs, and nearly all students can take advantage of some type of study abroad program during their course of undergraduate study. Some programs last just a week, others a full semester or year.

**Syllabus**

A general summary of a course handed out to students at the beginning of the term (and also available electronically). The syllabus includes required textbooks and other study materials along with dates of assignments, papers and exams. The professor's contact information and office hours will also be listed. Reading and following the syllabus is a key success tool for college students!

**Teaching Assistant (TA)**

A TA may lead a small discussion section, help with labs in science courses, run study sessions and hold their own office hours. TAs may be undergraduate students or graduate students.

**Transcript**

A transcript is an overview of a student's academic progress — it includes names and grades for all completed courses, their GPA and their total credit hours.

**Transfer Credits**

Credits that can be transferred from one school and applied toward a degree at another.

**Tuition**

The amount paid to attend a college. Tuition is only part of the bill: all students also pay fees, and residential students will have room and board charges as well.

**Withdraw**

Withdrawing is when you leave a course after the add/drop period is over. While withdrawing from a class does not affect a student's GPA, it is shown on their transcript as a "W."

Withdrawing can also refer to a student withdrawing from the University entirely.

### **Work-Study**

A federal program which gives colleges and universities funding to hire students for part-time jobs. [Federal Work-Study](#) is part of a student's financial aid package but instead of being money a student receives outright, it comes in the form of employment and students may use their income to cover any expenses they want. Students are responsible for applying for available work-study positions; receiving Work-Study doesn't guarantee them a job.