



# Minnesota Association of Counselors of Color

## TERMINOLOGY

### STUDENTS

**Undergraduate Student:** An undergraduate is a student who is pursuing either a one-, two-, or four-year degree.

**Commuter Student:** A student who lives off-campus and drives to class, or commutes.

**Transfer Student:** Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply toward graduation requirements.

### PEOPLE & OFFICES

**Admissions Counselor:** This person helps prospective students with the admissions process to their school. They can help with general questions about their school, degree programs available, costs and scholarships, student activities, housing, etc. They will be the main contact person until the student begins their first semester and will help with each step of the admissions process.

**Academic Advisor:** This person will help students select and register for their classes. They will also review course requirements and helps students with any academic problems they may encounter.

**Business Office:** This office is responsible for all monetary transactions of the school, such as tuition bill payment. It may also be called the Bursar's Office on some campuses.

**Financial Aid Office:** This office is responsible for all financial aid transactions including FAFSA, scholarships, grants, and loans.

**Academic Department:** Each field of study in a school operates under an academic department in which the professors work (e.g. Psychology Department). Each department is responsible for the academic functions in their field of study.

### APPLYING TO A COLLEGE OR UNIVERSITY

**Application:** The process by which a prospective student submits the required forms to a school for admission. Application criteria may include application forms, application fees, transcripts, test scores, recommendations, interviews, etc.

**Transcript:** The transcript is a permanent academic record of a student from their high school(s).

**Official Transcript:** A transcript that has an official stamp and has been mailed directly from the high school. Most schools require an Official Transcript with their applications for admission.

**Unofficial Transcript:** A transcript that does not have an official stamp and has been mailed, faxed, or emailed by the high school or the student.

**ACT and SAT:** Tests that are designed to measure a student's level of knowledge in basic areas such as math, science, English and social studies.

**Acceptance:** A student applicant who meets the admission requirements and is accepted to a school.

**Confirm:** After a student has been accepted and has chosen to attend a school, they must confirm that they will attend that school. Most schools require a deposit payment to confirm.

**Enrollment:** A student is enrolled in a school when they have registered for their classes.

**Full-Time Enrollment:** A full-time student is enrolled in 12 or more credit hours in a semester (full-time status for a Summer term is usually 6 credit hours).



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**Part-Time Enrollment:** A part-time student is enrolled in less than 12 credit hours in a semester (less than 6 in a Summer term).

**Denial:** A student applicant who does not meet the standard admission requirements of an institution and is denied acceptance to that institution.

**Appeal/Petition:** A student applicant who does not meet the standard admission requirements of a school often has the opportunity to appeal/petition for acceptance. The appeal process may include an appeal form, writing an appeal letter, and/or acquiring recommendation letters.

## TYPES OF DEGREES

**Certificate (1-2 years):** A document granted by a college or university indicating that a student has successfully completed specified courses or requirements to develop a certain skill to be trained for a specific job.

**Associate's Degree (2-year):** This degree typically requires 60 or more credits and takes at least two years of full-time study obtainable at a two-year community or junior college.

**Bachelor's Degree (4-year):** This degree typically requires 120 or more credits and takes at least four years of full-time study offered by four-year colleges and universities. A bachelor's degree is required to go on to a graduate degree.

**Associate/Bachelor of Arts (AA/BA):** Requires that a portion of the student's studies be dedicated to the arts- literature, language, music, etc.

**Associate/Bachelor of Science (AS/BS):** Requires that a portion of the student's studies be in the sciences- chemistry, biology, math, etc.

**Associates in Applied Science (AAS):** Requires that most of the student's studies be in professional courses particular to a specific field for entry level positions upon completion of a 2-year degree.

**Major:** A student's chosen field of study.

**Minor:** A student's secondary field of study.

**Graduate Degree:** Advanced academic degree (i.e. Master's, Doctorate) that can be obtained by a student who has earned an undergraduate Bachelor's degree.

## TYPES OF COLLEGES AND UNIVERSITIES

**College:** A school that grants degrees and certificates.

**University:** A school composed of undergraduate, graduate, and professional colleges (e.g. College of Engineering at XYZ University) and offers degrees in each.

**Technical/Vocational/Trade/Art College:** These are two-year colleges which provide mostly job-specific skills for trained labor, such as welding, culinary arts and office management.

**Junior/Community College:** A two-year school of higher education. Course offerings generally include an occupational or technical curriculum with courses of study designed to prepare students for employment in two years. They also offer credits transferable toward a bachelor's degree at a four-year college.

**Open-Door Institution:** A school that has an admission policy that states that anyone who is 18 years of age or older, whether or not a high school graduate, can be admitted to that college.



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**Public College/University:** Public schools are largely supported by state funds. Students who attend a public institution in their own state (in state) will get a break on tuitions costs as a state resident. Students who attend colleges in other states (out of state) will pay a higher tuition.

**Private College/University:** Private schools are supported by tuition, endowment, and donations from alumni. They generally have higher admission standards and are usually more expensive than public colleges, but sometimes they can offer more scholarships.

**Religious Affiliated:** Many private schools also have a specific religious affiliation and require students to take some courses in that religion. Some religious schools require their students to be of their religious affiliation, but many do not.

**Liberal Arts College/University:** Public and Private Liberal Arts schools require students to take a variety of classes to provide a broad general knowledge in a wide range of academic subjects including the arts, humanities, social sciences, mathematics and natural sciences along with their major and minor classes.

**Distance Learning/Education:** Instruction which is not time- or place-specific which can include correspondence courses, televised or videotaped lectures, online courses (internet and e-mail), etc.

## COST & AID

**Tuition:** The amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board.

**Fees:** Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs, and publications.

**Room and Board:** The costs for housing and meal plans.

**Financial Aid:** Aid is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Awards from these programs may be combined in an "award package" to meet the cost of education. The types and amounts of aid awarded are determined by financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

**Scholarship:** A type of financial aid. Organizations may give scholarships according to academic achievement, financial need, or any other basis. Usually there is a competitive application process.

**Merit Based Scholarship:** Scholarships awarded based on academic achievement.

**Need Based Scholarship:** Scholarships awarded based on financial need and achievement.

**Grant:** A type of financial aid that does not have to be paid back after the student leaves school. Grants are available through the federal government, state agencies, and educational institutions.

**Loan:** A type of financial aid that must be repaid to the government agency or other lending organization when the student leaves school.

**Work Study:** A type of financial aid which pays students to work part-time, often on campus, during the academic year.

**FAFSA:** Free Application for Federal Student Aid. The almost universal application for financial aid, including loans, grants, college work-study and other federal and state programs. It is often required before a student can be considered for scholarships. [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Net Price Calculator:** All schools have one on their website. Students can use it to calculate the cost of their annual net price – how much the student will be responsible for paying *after* federal, state and school aid has been awarded. With this, students can have a better idea of how much the school will really cost them individually.



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## **CLASSES**

**Credit Hours:** College courses are measured in terms of credit hours. One credit hour represents one hour of class each week for one term. Classes are generally offered in 1 - 5 credit hour increments.

**Prerequisite Courses:** A course taken in preparation for another course. For example, Accounting 1 is a prerequisite for Accounting 2.

**Remedial Courses:** Courses that are often used to stress the basics in a subject such as math or English. They are useful in helping students who are having problems with advanced concepts fully understand the basis of a subject before they take the required course in that subject. Students with low math and English ACT/SAT scores often have to take remedial classes.

## **Important General Deadlines**

**Applications:** The best time to apply to Colleges/Universities is early in the fall semester of the senior year.

**Scholarship Applications:** Some institutional scholarship applications are due as early as December, but most are due January-March. Other outside scholarships will sometimes have later deadlines.

**FAFSA:** After the student and/or the parents receive their income taxes they should file as soon as possible. If the family filed their taxes online, the student must wait 2 weeks to file their FAFSA online (to be able to link up to income tax information from the IRS). If the family filed their taxes via the mail, students need to wait 4-6 weeks to file their FAFSA online. During this wait time both the parents and the student can apply for PIN numbers which act as electronic signatures on the online FAFSA. There is no deadline for the FAFSA Application, but there is a Priority Deadline of March 15, as much of the aid is first come, first serve.

**Deposits:** As soon as a student decides on the school that they for sure want to attend (and they have been accepted) they should Deposit to save their spot at that school and Confirm their attendance. A good time to Deposit is anytime January-March.

**Housing Application:** Generally after a student has deposited they will be able to apply for housing (or around March and after deposited). It is better to do sooner rather than later to get into a dorm that they like.

**Class Registration:** Students should work to get any necessary requirements (e.g. Immunization Records, Email and Web Account setup, any additional testing, etc.) done in time to sign up for Class Registration options that typically occur April-July.

## **Types of Programs Offered at Each Type of School**

### **Vocational/Technical/Art/Fashion Colleges – specific trades**

Architecture, Automotive, Aviation, Commercial Art, Computer Maintenance/Repair, Construction, Cosmetology, Criminal Justice, Culinary Arts, Dental Assisting, Design, Electronics, Emergency Medical Services, Fashion,



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Floral Design, Gemology, Graphic/Computer Design, Interior Design, Medical Administration, Medical and Dental Support/Assistance, Message Therapy, Mortuary Science, Musical Instrument Making/Repairing, Office Administration, Paralegal, Restaurant Management, Radiology, Technology, Travel and Tourism, Trucking, Ultrasound Technology, etc.

### **Junior/Community Colleges – specific trades and beginning degrees within general program areas**

Arts, Business, Computer Science, Culinary, Education, Engineering, Environmental Science, Health Sciences, Journalism and Mass Communication, Legal, Liberal Arts, Medical, Physical and Biological Sciences, Public and International Affairs/Relations, Social and Behavioral Sciences, Technology Science, Trades, etc.

### **Four Year Public and Private Universities – large list of degrees within general program areas**

Allied Health/Health Sciences, Business, Computer Science, Education and Human Development, Engineering Science, Environmental Science, Ethnic/Cultural Studies, Fine Arts, Journalism and Mass Communication, Law and Criminal Justice, Liberal Arts, Medicine, Physical and Biological Sciences, Political Science, Public and International Affairs/Relations, Social and Behavioral Sciences, Technology Science, etc.