

# GLOSSARY

**Academic Dismissal:** A student who neglects academic responsibilities may be dismissed on recommendation of the academic dean.

**Academic Probation:** An indication that a student is in academic difficulty which could lead to dismissal from the college.

**Advisor:** A person, usually a college faculty member, who helps students achieve their educational goals by providing guidance on courses, degree programs, policies and procedures, and internships.

**Apply for Admission:** The process of submitting written or electronic application and supporting credentials so that an official determination of eligibility to attend the college can be made.

**Associate of Ministry Degree:** (A.M.) A two year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry.

**Audit:** After paying an audit fee to attend a course regularly without participating in course work and without receiving academic credit.

**Bachelor of Arts Degree:** (B.A.) Generally a four year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry. A study of the Greek language, or other modern language, is required.

**Bachelor of Science Degree:** (B.S.) Generally a four year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry. A study of science and mathematics is required.

**Classification:** Level of progress towards a degree with classifications of freshman, sophomore, junior, and senior depending upon the number of semester hours completed.

**Course:** A unit of study a student enrolls in during a semester.

**Credit Hour:** A unit of measurement used in determining the quantity of work taken. Each credit hour is roughly equivalent to one hour of class time per week. For example, a class meeting three hours a week would be a three credit hour class.

**Degree Program:** Courses required for completion of a particular degree.

**Drop/Add:** Changing the student's course schedule by adding and/or dropping a course.

**Dual degree:** Minimally a five year program of study in which a student earns a bachelor degree from MCC and a bachelor degree from Kansas State University upon confirmation of completion of requirements at both institutions. Note: Recommended MCC degree is B.A. or B.S. in Bible.

**Electives:** Courses chosen by a student that are not required for a major or minor. The number of elective hours varies in degree programs.

**Emphasis:** A 12-hour academic program of study in the Christian Ministry major.

**Enrollment:** The process of selecting courses and arranging a schedule of classes for the semester.

**Grade Point Average:** (GPA) A measure of scholastic performance. A GPA is obtained by dividing the number of grade points by the hours of work attempted. Only work taken at MCC is used to calculate the GPA.

**International Students:** Individuals who are not citizens or permanent residents of the United States.

**Major:** The subject area in which a principal emphasis is placed in an academic program.

**New Freshmen:** High school graduates with no earned college credits since the summer after high school graduation. Students taking college-level work while in high school are considered new freshmen.

**Non-Degree Students:** Students not pursuing a degree from MCC. Non-degree students are limited in the number of hours per semester they may enroll in. Other restrictions may apply. Non-degree students do not qualify for financial assistance.

**Official Test Scores:** ACT, SAT, GED, and TOEFL results that are received directly from the testing service. Personal reports, results marked "student copy" and so on are not official test scores.

**Official Transcript:** An official copy of a student's permanent academic record. A transcript that is sent directly by mail from the Registrar of a credit-granting institution to MCC is considered official. Transfer credit decisions are only made from official transcripts. Unofficial transcripts, hand-carried documents, and personal grade reports maybe used for admission decisions.

**Prerequisite:** A requirement, usually credit in another course, which must be met before a particular course can be taken.

**Provisional Acceptance:** Students who have been admitted to the college under special circumstances. Provisional acceptance is granted for one semester only.

**Readmitted Students:** Any student who has previously been admitted and attended MCC on any campus at any time since high school graduation.

**Registration:** The process of enrollment and paying fees.

**Special Student:** Students who have been admitted on probation.

**Track:** A 6-hour academic program of study in the Christian Ministry major.

**Transfer students:** Students who have earned college-level credit after the summer following high school graduation.