



Family Handbook

2022-23

Summer 2022

Welcome to the New Student Welcome Event. We are pleased that you are here and that your son or daughter has decided to attend Northampton Community College (NCC).

It is our pleasure to have the opportunity to greet the families of new students of the 2022-23 incoming class. I am confident as first-year students they will be embraced by NCC's warm and welcoming campus atmosphere. Your student will find a tremendous resource in the unity among their fellow students, faculty, staff, and alumni of the College.

The family portion of the orientation is designed to inform you of the offices and services that will support your student throughout his or her time at NCC. I encourage you to familiarize yourself with the information, which will help you understand your student's experience and support their efforts.

Today's program is the first step in building a partnership between NCC and your family. Our goals are to facilitate a smooth transition to NCC by introducing you to faculty and staff as well as providing information and resources to begin a successful, educational journey. We also hope that you will gain a broader understanding of NCC's commitment to student success and the many services and resources available.

As your student embarks upon his/her collegiate career, we are appreciative of the way you will continue to be a significant supporter. The orientation and handbook are designed to provide information and resources so you can best provide support.

Thank-you again, for attending. We are so pleased that you are a part of the NCC family.

Sincerely,

A handwritten signature in blue ink, enclosed in a thin black rectangular border. The signature is cursive and appears to read "Dr. Sedgwick Harris".

Dr. Sedgwick Harris
Vice President for Student Affairs & Enrollment

A Message to NCC Parents/Guardians
Dr. Eric Rosenthal, Dean of Student Success and Retention

As a parent, guardian, and/or loved one of a student, we know that you want your student to be successful. At NCC, we recognize the time, effort, and sacrifices that students make to achieve their goals and I would like to let you know of the ways that we can partner with you and your student to ensure success.

First, it is important to note what successful students do:

- They approach college with equal enthusiasm to work hard both inside and outside the classroom.
- They attend classes on a regular basis and prepare for class by studying the required two to three hours per credit outside the classroom, doing readings or homework assignments.
- They seek out a professor during office hours and ask clarifying questions regarding the material or assignments.
- They ask for help when they need it. Sometimes this may involve seeking academic support through the Learning Center or setting an appointment to meet with their success navigator, faculty advisor, or a counselor for help with issues such as time management, prioritizing, or personal concerns.

With all of the social interactions in which students engage, it may be easy to discount the power that you have as a parent or guardian. Your student really cares about your acknowledgment of his/her efforts, your opinion, and your expectations of him/her. I encourage you to have conversations with him/her about his/her achievements or about how persevering through challenges is a part of every journey. In fact, the most successful individuals are often the ones who have had to overcome obstacles. Remind your student that he or she is ultimately responsible for becoming a successful student. Then give him/her praise for every milestone reached.

Finally, I would like to invite you to get in touch with me when you and your student have questions or need information. I am here to support you and look forward to being a part of your time at Northampton Community College.

Eric Rosenthal

Dr. Eric Rosenthal
College Center 200
610-861-4558

Resources and Student Support Services

Understanding the resources available to all students maximizes the support they can receive.

Scan the QR codes to access the website for each resource.

Is your student clear about the academic program into which he/she wants to enroll? What experiences can prepare him/her to get more exposure to a job field and add to his/her skills?

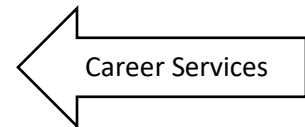
Career exploration opportunities allow students to identify the best match for academic programs and potential job choices. The Career Services Office also helps students identify internship and job opportunities, and to meet local employers.

Career Services Bethlehem

College Center, Room 250 (610) 861-5344

Career Services Monroe

Keystone Hall, Room 108 (570) 369-1871



Career Planning: Individual appointments are available to clarify goals, areas of interest, abilities, and employment needs. Career interest and personality assessments are available free to students enrolled in credit courses at NCC. NCC has a wealth of online career exploration and occupational resources that are available to students. Students can learn about descriptions of job responsibilities, salaries, employment outlook, and ability requirements.

Job Search: Assistance is available with résumé preparation and interviewing techniques as well as finding full- and part-time employment and internship opportunities. Employers regularly contact Career Services with employment and internship opportunities which are posted on an online job board and campus bulletin boards. Job fairs and other career-related events are held on campus during the fall and spring semesters.

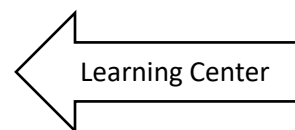
What happens if your student is having a tough time in class?

Please encourage your student to talk with the professor as early as possible in the semester to address the challenges he/she is experiencing. Frequently, students will seek support services after the semester to discuss an issue they had in the previous semester, and this does not allow for too many options to work with the professor or to remedy the situation. An essential resource is our Learning Center which provides tutoring in specific subject areas as well as academic coaching addressing time management and study skills.

Learning Center Bethlehem

College Center, Room 315 (610) 861-5517

Tutoring@northampton.edu



Learning Center Monroe

Keystone Hall, Room 140 (570) 369-1820

MCLC@northampton.edu

The Learning Center offers tutoring and academic coaching to all full- or part-time students enrolled in credit classes. Services include study groups, walk-in tutoring, online tutoring, and one-on-one appointments. All services are free. Computers, handouts, and academic software are also available for student use.

The majority of students who visit the Learning Center seek assistance in their general education and introductory courses, but some also receive tutoring to develop study skills and computer proficiency. Tutored students complete their courses, earn higher grades in their classes, and re-enroll the next semester at a higher rate than students who do not utilize tutoring.

In addition to the Learning Center, we also have the Science Resource Center (PENN 211) on the Bethlehem campus and the Monroe Learning Center (KEYS 140). The SRC provides an on-ground space where you can access anatomical models, microscopes, textbooks and tutoring all in one place. Our friendly, knowledgeable and welcoming tutors can help you understand course content and learn study skills to become a successful student in BIOS and CHEM.

What if your student is experiencing anxiety or depression? What if alcohol or substance abuse is impacting your student?

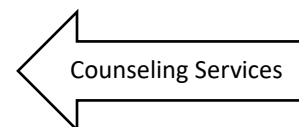
Our Counseling Services office works with students in a vast range of areas, from depression and anxiety to relationship or substance abuse issues. We have a short-term approach, working with students to identify their strengths and resources available and helping them to develop the skills they need to make informed decisions to support their success.

Counseling Services Bethlehem

College Center, room 250 (610) 861-5342

Counseling Services Monroe

Keystone Hall, room 130 (570) 369-1842



Do you want to make sure that your student only takes the courses required for his/her certificate or degree, at NCC and an intended transfer institution? Do you want your student to understand better the sequence of courses and how to plan the shortest route to completion?

Your student's assigned Success Navigator or faculty advisor will provide him/her with guidance, information, and options as he/she registers for classes each semester. Encourage your student to register for classes early so that he/she has the best chance to create the schedule he/she wants. Academic Advising is an integral part of the student experience at NCC. All full-time students are assigned an Academic Advisor (Success Navigator). Both full and part-time students interested in particular majors are assigned a Success Navigator who will work with them early in their initial semester before transitioning them to an advisor in their field for ongoing support.

There are many components, requirements, exceptions, exclusions, and unique situations that students will confront regarding the major or program they choose. The Associate in Arts, Associate in Science, and Associate in Applied Science degrees all have specific requirements, including a general education core. Students will need direction and guidance while navigating through their program of choice. Therefore, it is very important that students meet with their Success Navigators or Advisors on a regular basis to avoid any problems that may occur as graduation approaches.

Planning is essential for any student interested in transferring to a college or university after NCC. Advisors are available to help students navigate the transfer process, which includes selecting the most appropriate major/courses and when to begin submitting applications for admission.

Academic Advising: Success Navigators help students establish their academic, career, and transfer goals. All new students are assigned to a Success Navigator. A student's Success Navigator assignment can be found in Workday.

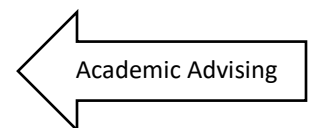
Academic Advising Bethlehem

College Center, room 115, (virtual appointments and walk-in advising available in the Enrollment Center)

(610) 861-5346

Academic Advising Monroe

Keystone Hall, room 103 (570) 369-1871



What if my student has a disability, had an IEP in high school or needs further accommodations?

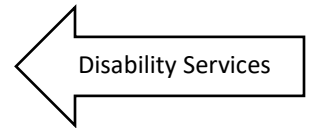
Reasonable accommodations are available for qualified students with disabilities. For information regarding eligibility and available services, please contact the Accessibility Resource Center (ARC)/Disability Services Office.

Disability Services Bethlehem

College Center, rooms 240-250 (610) 861-5342

Disability Services Monroe

Keystone Hall, room 137 (570) 369-1910



Who's Where?

Bethlehem

<i>OFFICE</i>	<i>LOCATION</i>	<i>PHONE NUMBER</i>
Admissions	Student Enrollment Center	610-861-5500
Advising & Transfer Services	College Center 341	610-861-5346
Athletics	Spartan Center	610-861-5369
Bookstore	College Center	610-861-5322
Bursar	Student Enrollment Center	610-861-5407
Career Services	College Center 250	610-861-5344
Counseling	College Center 348	610-861-5342
Dean of Student Success/Retention	College Center 200	610-861-4558
Disability Services	College Center 341	610-861-5342
Financial Aid	Student Enrollment Center	610-861-5510
Fitness Center	Spartan Center	610-332-6156
Health and Wellness Center	College Center 120	610-861-5365
Housing & Residence Life	College Center 200	610-861-5324
Judicial Affairs	College Center 201	610-332-6075
Learning Center	College Center 315	610-861-5517
Library	College Center 4 th Floor	610-861-5360
Registration and Student Records	Student Enrollment Center	610-861-5494
Security	Richardson Hall	610-861-5588
Student Life & Leadership Development	College Center Student Life Zone	610-332-6112
VP Enrollment & Student Affairs	College Center 205	610-861-4558

Monroe

<i>OFFICE</i>	<i>LOCATION</i>	<i>PHONE NUMBER</i>
Admissions/Financial Aid	Keystone Hall 102A	570-369-1800
Enrollment Services/Student Records	Keystone Hall 105	570-369-1800
Academic Advising/Transfer/Career	Keystone Hall 103	570-369-1871
Athletics	Pocono Hall 134	570-369-1840
Bookstore	Pocono Hall 100	570-369-1830
Counseling Services	Keystone Hall 130	570-369-1842
Disability Services	Keystone Hall 130	570-369-1910
Fitness Center	Pocono Hall 140	570-369-1899
Judicial Affairs	Keystone Hall 131	570-369-1872
Learning Center	Keystone Hall 140	570-369-1820
Library	Keystone Hall 160	570-369-1810
Security	Pocono Hall	570-369-1911
Student Life & Leadership Development	Pocono Hall 110A	570-369-1851

Attendance Policy

Class attendance during the learning process is critical for student success. Northampton Community College students are expected to attend all class sessions and participate in courses in which they are enrolled and are responsible for all material presented in class sessions or in online activities for these courses.

Verification of attendance involves instructors confirming that students have begun participation in NCC courses. Instructors are required to verify attendance by the final drop deadline for the course. Refer to the academic calendar for specific dates based on course start date and length.

Attendance at NCC is defined as:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters.
- Logging into an online class or online tutorial without any further participation does not count for attendance.

After the verification of attendance is complete, students are still expected to attend and participate in courses in which they are enrolled. If a student misses 15% of an on-campus class or does not participate in 15% of academic activities, as define above, in a virtual course, they may be withdrawn by the instructor.

Clinical and lab courses may have a different attendance policy and it will be so noted on each syllabus.

Confidentiality

As outlined in the Family Educational Rights and Privacy Act of 1974, a student has the right to have his/her educational records remain confidential. The act states that: (a) an institution must establish a written policy and (b) must notify students of adopted procedures covering their privacy rights.

Northampton Community College's policy on the confidentiality of student educational records includes a detailed outline of both the rights and responsibilities of a student as provided under the law, and contains the operational procedures necessary for implementing the policy. For purposes of compliance with FERPA, the College considers all students independent.

No one outside the institution will have access to, nor will the institution disclose any information from a student's educational record without the written consent of the student, except as authorized by the act. In the event a written consent is requested, but no written consent is received within twenty (20) days of the request, the information will not be disclosed. No oral request for disclosure shall be granted.

Within the Northampton Community College community, only school officials with legitimate educational interests may have access to educational records. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, insurance agent, or official of the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the requested information is necessary for that official to: (a) perform tasks required by their duties; (b) perform a task related to the student's education; (c) perform a task related to the discipline of a student (d) provide a service or benefit to the student. Disclosure to a school official having a legitimate educational interest does not constitute institutional permission to transmit, share or disclose any or all information received to a third party.

At its discretion, the institution may provide directory information in response to inquiries concerning individual students in accordance with the provision of the act to include:

- student name and address
- major field of study and degree sought or completed
- degrees and awards received
- participation in officially recognized activities and sports
- most recent previous educational agency or institution attended by the student

- full or part time enrollment status and student classification (freshman or sophomore)
- dates of attendance
- expected date of completion of degree requirements and graduation

Northampton Community College will release only the following directory information to telephonic requests: student's name, degree sought or completed, expected dates of completion of degree requirements or graduation, and enrollment status.

The College may disclose education records without consent in certain other circumstances:

- to comply with a court order or certain types of subpoenas
- to appropriate parties in a health or safety emergency
- to officials of another school, upon written request, in which a student seeks or intends to enroll
- in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid
- to certain officials of the U.S. Department of Education, the Comptroller general, to state and local educational authorities, in connection with certain state or federally supported education programs
- to accrediting organizations to carry out their functions
- to organizations conducting studies for or on behalf of the College
- the results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

The NCC directory is the property of Northampton Community College and is intended to be used by NCC faculty, staff, administration, students and other affiliated users for College-related purposes only. The information is not to be used or disseminated for solicitation by any person, business, or organization for non-College purposes without approval from the Office of the Chief of Staff.

Students may restrict the release of directory information, except to school officials with legitimate educational interest and those listed immediately above. A student must make the request in writing to the Records Office. Requests are valid until the student notifies the Records Office, in writing, to cancel that restriction. Students must understand that withholding directory information prevents the College from verifying attendance or graduation and from publishing the student's name in a graduation program or dean's list.

A student who wants to review his/her education record must make a written request to the Records Office, listing the record(s) they want to inspect. Only records covered by the act will be made available within 45 days of the request. The Registrar will make arrangements for access and notify the student of the time and place to inspect the record. If the Records Office does not maintain the records the student requested, the Registrar will advise the student of the correct official to contact.

The only exceptions are outlined by law and are listed below. A student may not inspect or review the following:

1. Financial information submitted by his/her parents
2. Confidential letters and recommendations associated with admissions, employment or job placement and honors to which he/she has waived his/her rights of inspection and review
3. Educational records containing information about more than one student, in which case the institution will permit access only to the part of the record which pertains to the inquiring student
4. Health records which are created by a health professional and are used only in connection with treatment of the student. However, an appropriate health professional of the student's choice may review the health records

The institution is not required to permit a student to inspect and review confidential letters and recommendations placed in his/her files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

A student may have copies made of his/her records with the following exceptions:*

- the student has an overdue financial obligation to the College with a financial hold
- a transcript from an institution other than Northampton Community College

*Copies of any requested records are made at the student's expense.

Educational records do not include records of institutional, administrative, and educational personnel, which are the sole possession of the maker. Also, educational records do not include law enforcement records, student health records, employment records, or alumni records. However, a Northampton Community College student may review his/her health records, employment records, or alumni records by contacting the respective offices.

Students have the right to request the amendment of education records that the student believes are inaccurate or misleading. They should write to the College official responsible for

the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

FERPA is not intended to provide a process to question substantive judgments which are properly recorded. The rights of challenge do not apply, for example, to a student's argument that they deserved a higher grade in a course, if the grade recorded is the grade submitted by the faculty member. See the College catalog for policies applying to grade appeals.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student in writing of his or her right to a hearing regarding the request for amendment. The College will provide the student with specific information in writing regarding the hearing procedures at the time of notification.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. Contact the office that administers FERPA at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington DC, 20202-4605.

For purposes of compliance with FERPA, the College considers all students independent.

Academic Calendars

Academic calendars are important to keep up with. They include all important dates and deadlines for the college, including deadlines for tuition payment, course registration, holidays, closures and more.

For the most updated academic calendar- please scan the QR code or visit:

<https://bit.ly/3P2CAL>



Glossary of Academic Terminology

As parents, we understand that sending our students to college for the first time can be a bit intimidating. From financial aid and the application process to academic credits and on-campus life, there are a lot of new terms and concepts to learn.

If you are the parent of a first-generation college student, the many terms associated with the college experience may be even more difficult to navigate, which can make it hard to reassure and guide your student. If you're feeling overwhelmed by the terms being thrown around at the new student welcome event, on college websites, and on applications, look no further.

A

Academic advisor: An academic mentor who guides your student through their academic program, making sure they are taking the right courses for graduation and/or transfer and helping them make important academic decisions.

Academic Probation: A status colleges give to students who are struggling to pass courses. They are then connected to resources to help them get back on track.

Accelerated courses: These courses are the same as standard courses but are compressed into a shorter time frame. For example, a course that typically meets for 14 weeks meets in 7 weeks. Students must complete the same amount of work in the shorter time frame, so it's best if not too many accelerated courses are taken together.

Accredited: An accredited university or college is certified to provide a high-quality education in the United States. Most employers and graduate programs only consider degrees from accredited schools.

ACT: A standardized test used by colleges to help determine if they will admit your student or not. The ACT is typically taken in the spring of the junior year of high school, and/or the fall of the senior year of high school.

Add/drop period: Time frame when students can drop or add courses to their course load without consequences, such as "W" grades on their transcripts.

Adjunct faculty/professor: Adjunct professors work as independent contractors who teach a limited number of classes, as opposed to full-time faculty.

Adult learner: This term typically refers to a student 25 years or older who usually has experience in the workforce or military and didn't necessarily attend college right after high school.

AP Course: An advanced placement (AP) course is a class your student can take in high school, usually during their senior year, that could earn them credit toward their college degree.

Application: This is the term for all the materials your student will fill out and submit to apply for admission to a college.

Associate's degree: A degree you can earn in 2-3 years, typically from community colleges. The credits earned from this degree can sometimes be transferred to a 4-year bachelor's degree.

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.

B

Bachelor's degree: A 4-year degree, usually in the form of either a Bachelor of Arts (in a Liberal

Arts program) or Bachelor of Science (in an applied learning program such as engineering).

Bursar: Manages the institution's financial services and all accounting, including student accounts. Payments are processed by the Bursar.

C

Campus Visit: When you and your student visit campus, you usually go on a tour to see all the facilities.

Center for Career Development: A department where your student can get help deciding on a major and career and receive assistance in finding internships and with the job hunt for after graduation.

Co-ed: Refers to any program, residence hall, or activity that includes all genders. This term is typically used to describe dorms that have both boys and girls living on the same floor.

College fair: Where high school students can go to meet with representatives from different colleges and learn about what each school has to offer. College fairs are typically held at high schools, community facilities, and conference centers, and are usually in the spring.

Commencement: A formal graduation ceremony that celebrates recent graduates of the institution with their family and friends

Community college: A school that typically requires only a high school degree to attend, with no further requirements. Students can take one-off courses or pursue associate's degrees at community colleges.

Often, credits from a community colleges can be transferred to a 4-year university.

Core courses: Include fundamental classes like English, math, general science and history that provide a foundation for major-specific classes. The exact class requirements may vary depending on your major. Core courses may also be referred to as general education courses.

Course load: The number of courses, or total credit hours, your student takes in any given semester.

Credit for prior learning: College credit granted to students who can demonstrate knowledge gained outside of a traditional college setting that is used to satisfy course requirements. Examples can include work and life experience, military experience, independent study or industry certifications.

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.

D

Dean: The head of a college or university academic or student affairs division or unit.

Dean's List: A regularly issued list of students who have achieved high academic excellence. Qualification for the Dean's List varies from school to school.

Degree: A degree is the final result of a college education. It's awarded when a student earns a certain number of qualifying credit hours. Examples of degrees include Associate of Arts, Associate of Science, Associate of Applied Science, Bachelor of Science, Bachelor of Arts, Master of Business Administration, Doctor of Philosophy (Ph.D.), and more.

Department: Refers to a certain section of a college. Departments are usually aligned with degrees or areas of study within a college, such as the engineering department, English department, etc., or student services such as academic advising, financial aid, etc.

Dissertation: Usually refers to a doctoral dissertation, and is typically required for a Ph.D. A dissertation is a lengthy paper that is the result of academic research that results in an original contribution to the student's chosen field of study.

Distance learning: Refers to classes taken remotely, away from the college that offers the classes. These often include online classes.

Doctorate (Ph.D./Ed.D./Psy.D.): The highest level graduate degree, pursued after a student has received a bachelor's and/or master's degree.

Drop: When a student cancels registration in a course during the add/drop grace period, it's referred to as dropping. There is no penalty for dropping a course during the grace period. Students may decide to drop because their course load is too demanding, or want to take a different class. This is different than withdrawing, which comes after the add/drop period is over and results in a W grade on their transcript.

E

Electives: Classes students choose to fulfill a general education requirement or just because they're interested a topic outside of their major's core courses.

F

Faculty: The group of professors and instructors at a college or university.

FAFSA: Stands for Free Application for Federal Student Aid. This is the first step in applying for financial aid, and most colleges and universities require incoming students to complete the FAFSA form.

FERPA: Stands for Federal Educational Rights and Privacy Act. This act gives college students the right of privacy over their school records, even if they're under 18. This means you, as their parents, cannot access their academic information, such as their grades. There is an exception for health and safety information: If a college feels it would be important to share that sort of information with you, they may.

Finals: Exams at the end of a semester that test a student's knowledge on everything covered in a course. Finals are usually weighted more heavily than other exams and coursework.

Financial aid: Refers to any type of student loan, scholarship, or grant your student receives to help pay for college.

Financial need: This is determined by the difference between the cost of college and the student's ability to pay for it. Typically, this takes into account the ability of the student's parents to help pay for school, as well.

First generation college student: A student who is the first in their family to attend college. The term first generation college student typically refers to a student whose parents didn't earn a college degree.

Fraternity: A social organization for college men. Many fraternities operate their own houses where members live and host events.

Freshman: a student in the first year of college.

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

G

Gap Year: A year-long break between high school and college.

General education courses: Curriculum that creates the foundation of an undergraduate degree. It generally includes lower-level courses in English, mathematics, natural sciences and social sciences.

GPA: Stands for grade point average. This is a reflection of your student's academic achievement at school. The GPA is updated after each semester's grades are finalized and reported.

Grading scale: System in which letter grades are awarded a grade point or number to help calculate GPA.

Graduate school: A school attended after a student has received a bachelor's degree. Graduate school is where students can receive a master's degree. Many universities offer graduate programs in addition to bachelor's programs. Graduate school typically takes 2 years to complete.

H

HIPAA release form: The Health Information Portability and Accountability Act (HIPAA) gives your student a right over the privacy of their medical records when they turn 18. A HIPAA release form signed by your student gives you, as their parent, the ability to access their medical records, and make important medical decisions for them in the case of an emergency.

Homesickness: A term for the emotional stress our students undergo when they miss being home.

Hybrid degree: Also called a blended degree, hybrid programs combine traditional learning on campus with online components.

I

Independent Study: A type of non-traditional course that allows students to work outside of the classroom. Independent study is usually not heavily supervised, and the student develops the topic they wish to pursue.

In-state student: A status conferred onto students who have established residence in the same state as the college they're attending. In-state students pay much less in tuition than nonresident students.

Internship: An internship is a short-term job, usually for the summer or a semester, which your student takes to get experience in their field of interest. It may be paid or unpaid, and sometimes leads to a job offer.

J

Junior: A student in their third year of study, coming immediately before their senior year. Juniors are considered upperclassmen/women.

K

Kinesthetic learning: refers to the need for movement and realistic, situational examples when acquiring information.

L

Lecture: The term for a class that does not involve lab work.

Letter of recommendation: A letter written by your student's high school or college teacher/instructor, employer, or mentor, explaining to a college/university admissions department or employer why the student would be a good fit for their school/organization.

Liberal arts: Refers to non-technical, vocational fields of study, including literature, art, mathematics, philosophy, and social and natural sciences.

M

Major: The primary focus of study in a college degree. For example, your student might major in biology, philosophy, or aerospace engineering.

Matriculate: A matriculated student is admitted, registered for classes and in good academic standing at a college or university.

Master's degree: A degree received in graduate school, post-undergrad. Master's degrees usually take two years to complete.

MBA: Stands for Master of Business Administration. An MBA is a type of master's degree, and typically requires a bachelor's degree to pursue.

Meal plan: The plan that dictates how many meals a student can eat at on-campus dining facilities. Some meal plans also include a discretionary spending fund that can be used as cash at campus restaurants or snack shops.

Midterm: An exam given approximately halfway through a course term that generally covers all lecture, reading and discussion material presented so far.

Minor: A secondary focus of study, typically earned in tandem with a major. Your student, for example, might graduate with a major in biology and a minor in chemistry. NCC does not have minors.

N

Nonresident: Status applied to students who do not live in the same state as the college or university they're attending. Nonresidents usually pay much higher tuition than in-state students.

O

Off-campus living: Your student doesn't have to live in a residence hall. Off campus living refers to any living arrangement not facilitated by the college, such as a rented house, apartment, or at home with you.

Orientation: College orientation is a chance for your student to go to their college before freshman year begins to get a tour of the campus, receive important information, and ask questions.

P

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.

Post-secondary: Any education, whether degree-seeking or not, pursued after high school.

Pass/fail course: A class in which no grade is given — a student simply passes or fails.

Plagiarism: Copying some or all of someone else's work and claiming it as your own. Plagiarism is taken seriously in college and could result in an F, probation, or expulsion.

Pre-requisite: A course a student must complete before taking another specific course. For example, Calculus 1 is a pre-requisite to Calculus 2 — a student can't take the latter without having passed the former.

Private college vs. public college: Public colleges and universities are funded by state governments while private colleges and universities are not publicly-owned, often relying on tuition payments and private contributions to operate.

Provost: Sometimes called the Vice President of Academic Affairs, a provost is a senior academic administrator who works closely with academic deans, department deans and faculty to ensure the quality of academic programs.

PSAT: Stands for Preliminary Scholastic Aptitude Test. It's a pre-SAT, which serves to give high school students a chance to practice for the real deal. It's typically taken in the sophomore or junior year of high school.

Q

Quarantine: A state, period, or place of isolation in which people or animals that have arrived from elsewhere or been exposed to infectious or contagious disease are placed.

Quiz: a quick and informal assessment of student knowledge.

R

Registrar: The leader of the Registration and Records Office, responsible for many administrative academic duties like registering students for classes, recording grades, preparing student transcripts, preparing class schedules and analyzing enrollment statistics.

Registration: The period in which a student can sign up for the classes they wish to take in a semester.

Residence halls: On-campus student living facilities. Most residence hall living is connected with a meal plan, and is covered by a room & board payment.

Resident Assistant (RA): A student who lives in a section or floor of a residence hall and facilitates positive student relations. RAs are often expected to be mentors and advisors, and they also organize events and activities for residents.

Room and board: The price paid to cover on-campus living and meal plan expenses, usually paid for a semester or year at a time.

Roommate: Most residence hall rooms are shared by two students. A roommate is the other person with whom your student shares their room.

S

SAT: Stands for the Scholastic Aptitude Test. Like the ACT, it is used by many schools to determine a prospective student's eligibility. It is usually taken in the spring semester of the junior year of high school, and can be retaken in the fall of the senior year of high school.

Scholarship: A financial award to help your student pay for college.

Semester: An approximately half year of college. There is a fall semester and a spring semester. Most courses are one semester long. Students may also take classes during more abbreviated winter and summer terms.

Senior: A student in the year preceding graduation from college.

Sophomore: A student in the second year at college.

Sorority: A social organization for college women. Many sororities operate their own house where members live and host events.

Student handbook: A student's primary resource on their school's academic policies, code of conduct, and college resources.

STEM: Science, Technology, Engineering, and Mathematics. STEM is used to refer to this general field of study.

Study abroad: Many programs offer the ability to study abroad for a semester, in which your student can live in another country while attending school there.

Syllabus: An outline of course expectations handed out to students at the beginning of a semester. Students are responsible for knowing all information contained in the syllabus.

Synchronous learning: Online classroom format where students learn together at the same time and can engage with classmates and instructors via chat rooms and video conferencing.

T

Tenure: Employment track for professors that essentially guarantees a permanent position at the institution (barring termination for cause or financial insolvency).

Terms vs. quarters vs. semesters: The academic year is often divided into terms—most commonly in the form of semesters or quarters. Semesters typically include a fall and spring semester and summer session that may be shorter. Quarters divide the year into four terms—each usually 10 or 11 weeks.

Thesis: Similar to a dissertation, a thesis is often required at the end of a graduate program, and sometimes an undergraduate program. A thesis is a paper summarizing a student's findings in their chosen topic of research.

Traditional vs. nontraditional student: Traditional students generally attend college right after High school, are financially dependent on parents and attend full-time. While there's no universal definition, "nontraditional student" typically refers to adult students (usually 25 or older) who either work full time, are financially independent, have children or attend college part-time.

Transcript: A transcript is an overview of a student's academic progress — it usually includes their GPA and 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, in addition to any fees assessed.

Tutor: A more experienced student or teacher who offers one-on-one academic help usually in a specific subject.

U

Undecided or undeclared: A student who is enrolled in courses but has not yet declared a major.

Undergraduate: An undergraduate is any student pursuing a specialized diploma, certificate, or associate's or bachelor's degree.

V

Virtual Tour: When you can't do a campus visit, a virtual tour is often an option. This is a tour hosted online, either through an interactive website or as part of a live video stream presented by the institution.

W

Waitlist: A term commonly seen during registration periods. Students hoping to enroll in a full class can opt to be placed on a waitlist. This essentially saves a place in line in case spots open up from registered students dropping the course.

Withdraw: To drop a class after the add/drop grace period. Withdrawing often means receiving a W grade on your transcript.

Work-study program: A federal program which provides colleges and universities with funding to hire students for part-time jobs to help them pay for school while they attend.

X

X-axis: is one of the axes of a two- or three-dimensional graph.

Y

Y-axis: is the line on a graph that is drawn from bottom to top.

Z

Zoom classrooms: are online learning environments that allow instructors to live-stream class sessions or pre-record them and share them with students at a later date.

First-generation students and their parents are likely to have a lot of questions about the college experience, even after reading this list of terms. The best person to ask is the student's Success Navigator. If they don't know the answer, they will know who to ask.

Parent Engagement (FYE) Class

We are excited to introduce a new program to parents and those providing support to students. If you are a parent, spouse, or serve in a supportive role for the student attending NCC, this program is for you. If your student is first generational, returning to college after a hiatus, or an adult student, you are a candidate for the NCC Parent First-Year Engagement (FYE) program.

We are recruiting family members to participate in this pilot program to improve student success. If interested, please complete the interest form by scanning the QR code to participate.

This program will offer the opportunity to complete a set of online modules called FYE, which provides essential content designed to lay the groundwork for what the student's NCC experience will look like and how you can support their success. While our new students are the primary audience for First-Year Experience, we recognize that providing the opportunity for parents and supportive family members to complete an NCC Engagement experience of their own will improve the overall experience for everyone.

If you are interested in participating in the pilot of this Parent Engagement Course please scan the QR code below or visit: <https://bit.ly/3PpFYE22>

