College Vocabulary

Adjunct - Adjunct professors are part-time instructors. Many are employed in their field or are retired.

Advisement - _many changes_. See the KCC website for details.
Advisement - a discussion with an advisor about curriculum, requirements, and optimal course distribution spreads.

Registration - course enrollment on CUNYfirst. Commencing in Fall 2013, Common Core/Pathways, is the new CUNY general education requirement for incoming freshmen and continuing students who opt-in to Common Core after a discussion with their advisor/counselor. Civic Engagement is also a new requirement; see separate listing.

Assessment Exams - Unless exempt, students must pass assessment exams in reading, writing and math to meet pre-requisites for certain courses which are necessary for graduation. Not meeting minimal standards will result in enrollment in developmental classes to prepare for re-testing. Developmental classes offer non-equated credits which do not count towards meeting graduation credit requirements.

Bookstore – Campus store for textbooks, popular reading material, magazines, folders, pens, calendars, etc.

Blackboard (Bb) - an on-line course management system which provides access to course material, assignments, and class discussions. A CUNY Portal account is needed to access Bb. Upon accessing Bb, students will see a roster of prior and current courses. Many professors utilize Bb and expect students to know the system.

Bursar - the college financial transaction office (A-205) for tuition and other payments such as parking permits, replacement IDs, and other fees. This office is not the same as the financial aid office. See Financial Aid Office.

Civic Engagement - a new requirement which may be fulfilled through community service, engagement in leadership roles, or by completing pre-approved courses which inform students of issues related to social change.

College Calendar - Under Academics on the website, see College Calendar. Review the current calendar at the start of every semester to see if classes follow the schedule of another day. This is done as an adjustment to ensure that all courses meet 13 times each semester in light of holidays.

College Catalogue – Prior catalogues, and the current one, are on-line under Academics on the KCC website. Although degree requirements change, those specified in the catalogue which was used during your first year, if you have remained in the same major, remain binding, with some exceptions.

Common Core/Pathways - See Advisement

Co-requisites – mandated simultaneous courses. The college catalogue or schedule of classes will inform about co-requisites.

CUNYfirst - the student information management system which students can use for obtaining and updating information such as class schedule, grades, enrollment dates, enrollment transactions, account balances for financial aid, etc. CUNY Portal - is the gateway to CUNY and will grant access to Blackboard, e-Permit and other CUNY services. Create a CUNY Portal Account by going to CUNY’s homepage/Log In/CUNY Portal; follow the prompts.

Dismissal - Students are terminated upon failing to elevate their grade point average to 2.0 or higher after one semester of probationary status.

E-Permit - the on-line permit process for taking courses at other CUNY Colleges.
FERPA – The Family Educational Rights and Privacy Act is a federal law which protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high-school.

Financial Aid Office - the college office (U-201) for all inquiries regarding financial aid eligibility.

Full-time - the status of students who take 12 credits/equated credits or higher during a semester. Students are considered full-time if their combined credit load for the semester and the module total 12 credits or higher.

Grade Point Average (GPA) – the numeric average of your total performance based on a grade of A=4.0.

Dean’s List & Honor Societies – See the college catalogue for a listing.

KCC e-mail - Every student is provided with an e-mail account that includes storage space for access to files anyplace, anytime. KCC now sends information through KCC student e-mail accounts so set up your account on the KCC homepage under Webmail next to Quick Links. If you need additional assistance, visit L-106.

Modules – extensions of the fall and spring semesters, usually 5 to 6 weeks in duration, called winter and summer semesters or Fall II or Summer II, respectively.

Part-time – the status of students who take 12 credits/equated credits or less during a semester.

Pell - is a post-secondary educational federal grant targeted for low income students. They are awarded on a financial need formula determined by Congress using criteria submitted through the Free Application for Federal Student Aid (FAFSA) form.

Pre-requisites – courses which need successful completion prior to taking another course. The college catalogue or schedule of classes will inform about pre-requisites.

Probation – Students are placed on probation when their grade point average falls below 2.0. They have one semester to elevate the grade point average in order to avoid dismissal from the college.

Provost – is the chief academic officer of the college.

Registration – See Advisement.

Student Programs and Services – See the college catalogue or website (About/Administrative Offices) for a listing.

Syllabus - is an outline and summary of topics, prepared by professors or department chairs, and distributed the first day of class. Information includes course expectations, content, descriptions of assignments, exam dates, information on contacting the professor, and the grading policy.

Tutorials - enhance classroom learning by engaging one-on-one or in mini-groups with tutors who facilitate integration of class content. The reading and writing center in the library offers reading and writing tutorials. For math and other subject matter, go to L-605. Some student programs retain their own tutors.

TAP – Tuition Assistance Program is a grant offered to eligible NY State residents enrolled in college. Students must take 12 or more credits per semester in their major to receive TAP. Students with disabilities can take 6 credits in their major to receive TAP.