



## Glossary

## A. Glossary of Terms

Term	Definition	Abbreviation
Audit	Audit status may be allowed for some classes when the student has exhausted repeat possibilities. A transcript of the record will not be maintained, nor are the units recognized for enrollment verification purposes.	AU
Contact Hours	The number of hours per week that the student is required to attend. Usually a combination of lecture hours and lab hours.	
Combined Course	Do not confuse this with a linked course. The combined course is a class that is taken in the same classroom as other classes. Although they might be different courses, they are combined not only in a physical sense: in the classroom, but also in the enrollment limit. Only a maximum number of people will be allowed in the actual classroom.	Comb Key
Contract Education	Companies may contract with a college to offer a class for their employees. Most often this is for training purposes; no grades are given, and fees are deferred and then the company is invoiced. If this is a graded class, it may show up in the REG Program. If so, notice if the class is restricted and if the fees have been deferred.	Contract Ed
Corequisite	When two or more classes are connected, such that the student is required to enroll in all courses during the same term. Each course is a corequisite of the other.	
Concurrent Course	When one class is connected to another, such that the student is required to enroll in both during the same term. An example of this would be a science class and a required lab.	
Deferred Fee	A fee that will be paid by the student or another agency (such as the State Department of Rehabilitation) at a later date. See <i>waived fees</i> .	
Degree Applicable Units	The total units applicable towards an AA or AS degree.	Deg Applic Units

Term	Definition	Abbreviation
Delinquent Debt	A debt on which payment is due.	
Educational Status	Highest level of education completed.	Ed Status
Field	The common denominator between the user and the computer. When you interactively query and update your database, you reference your data by field name. Examples of fields are NAME, ADDRESS, DATE OF BIRTH and AMOUNT DUE.	
First Census	Used for determining state apportionment, this is the date when 20% of the class or semester has passed. (see Second Census)	
Group Add	A function which allows a registration clerk to enroll a list of students into one section. The class must be a non-credit class.	
High School Enrichment	High school student attending classes at the college.	
Linked Section	Occasionally sections are set up with a curriculum that must be taken together. An example of this would be a 'Basic Reading Skills Class'. This class might be linked to College Preparation Skills, which means that the student will be required to concurrently enroll in both sections.	Link Key
Nonresident Student	One who does not have legal residence in California for more than one year immediately preceding the beginning of the semester. Such students are required to pay a non-resident fee. See Resident Student.	
Petition	A request for a waiver of college regulations. Examples of this could be: registering or adding a class after the deadline, adding a conflicting class or lab, or requesting a refund of fees after the deadline has passed due to extenuating circumstances. The petition code is the code assigned to the special circumstance.	
Pick List	Sometimes called a pop-up list. It is a list of items from which the user can select. After the user has made a choice from the list, the list vanishes and the chosen value is displayed on the screen.	

<b>Term</b>	<b>Definition</b>	<b>Abbreviation</b>
PIN Number	Personal Identification Number. For added security, a student may request a PIN number.	PIN
Pushed Fees	Refund money that is applied to new student fees.	
Prerequisite	Course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program. Completion of the prerequisite is required prior to enrolling in the course. Successful completion of a prerequisite course means that a grade of CR, or C, was earned; D, F, or NC grades are not acceptable	
Probation	A trial period for students who are being permitted to redeem academic failures, misconduct, etc.	Prob
Provisional Prerequisites	Allows a department to test the validity of prerequisites by allowing a percentage of students to take the class without meeting the prerequisites.	Provisional Prereqs
Resident Code	Indicates the student's legal residence.	Res or Res Code
Resident Student	One who has had legal residency in California for one year plus one day prior to the beginning of the semester and who demonstrates the intent to remain. See Nonresident Student.	
Restricted Class	A class that requires department or instructor approval (signature or add code) before enrollment in the class is permitted.	
Second Census	Formerly used to determine state apportionment, this is the date when 60% of the class or semester has passed. (See First Census)	
Section	This is a particular offering of a course. There can be many sections for the same course. The sections are differentiated by time of day, days of the week, and the start/end dates.	Sect
Short Course	Any course less than a semester in length.	
Status	Indicates the degree of a students overall attendance at the college.	Stat

<b>Term</b>	<b>Definition</b>	<b>Abbreviation</b>
T-OUT	User re-cap fee report. Used for balancing monies at the end of the shift/day.	
Transaction Date	The effective date of an enrollment transaction. This date is supplied by the system or can be changed by Admission and Records clerks. It can be backdated to before First Census. (See First Census, Second Census, and Date Posted)	Trans or Date of Trans
Unit Load	The maximum number of units in which the student is allowed to register. This number varies. For example, there are unit loads for CR/NC classes, HS Enrichment students, students on probation, etc.,	
Wait Limit	The maximum number of students that are allowed to sign up on the waiting list.	Wt Limit
Waived Fee	A fee that does not have to be paid due to special circumstances. <i>See deferred fees.</i>	
Waiver Group	A group that is permitted to have fees waived or reduced.	Wvr Group