

# Freshman PNC Words To Know

**Academic Probation** – After approximately one semester of poor academic performance (GPA), a student will be placed on academic probation. For additional information, contact the Registrar's Office. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

**Blackboard Vista** – Software that some instructors use for course information. Included could be quizzes, tests, grade book, chat lines and any homework or notes. For additional information, contact Information Services Help Desk. <http://www.pnc.edu/is/>

**Bursar** – The university office where student tuition and fees are paid; the office also cashes checks and sells stamps. For additional information, contact the Bursar's Office. <http://www.pnc.edu/br/index.html>

**Career Development** – This Office assists students and alumni developing resume, cover letter, interview preparation or putting together an effective job search strategy. For additional information, contact Career Development. [www.pnc.edu/careers](http://www.pnc.edu/careers)

**Chancellor** – The person who is head of one campus of a university in the Purdue system.

**Change Check** – Excess Financial Aid disbursed to the student in the form of a paper check which is available in the Bursar's office at the start of the semester. For additional information, contact the Bursar's Office. <http://www.pnc.edu/br/index.html>

**CODO** – CODO is an acronym for Change of Degree Objective. Students seeking to declare a change of major should complete a CODO form. For additional information, contact an academic advisor. <http://www.pnc.edu/academics/advisors.html>

**Co-requisite** – A course that is required to be taken at the same time as another course.

**Dead Week and Testing** – Dead Week is the week before final exams. No course exams or tests should be given during Dead Week (with exception of lab exams) in order to allow students time to prepare for final exams. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

**Dean of Students** – This is the office for the interpretation and regulation of policies and procedures as they apply to student life. This office provides services in academic advising, career counseling, disability accommodations, educational and personal counseling. For additional information, contact the Dean of Student's Office. [www.pnc.edu/sa/index.html](http://www.pnc.edu/sa/index.html)

**DISCOVER** – An online career skills test to offer guidance and information to help students make important career and educational decisions. For additional information, contact the Dean of Student's Office. [www.pnc.edu/discover/index.html](http://www.pnc.edu/discover/index.html)

**Drop/Add** – This is a 'time window' during which a student may change her/his semester schedule. For additional information, contact the Registrar's Office. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

**Encumbrance Fee** – An additional fee charged to students who have not yet paid for the previous semester's fees or another miscellaneous item (i.e. printer units). For additional information, contact the Bursar's Office. [www.pnc.edu/br/index.html](http://www.pnc.edu/br/index.html)

**Excess Financial Aid** - The remainder of student aid (grants and loans) after tuition and fees are paid. This can be in the form of a Change Check or Direct Deposit. For additional information, contact the Bursar's Office. <http://www.pnc.edu/br/payments.html>

**Financial Aid Probation** – When a student is at risk of losing financial aid, and different than academic probation, it is determined by a formula. If the number of classes completed with a passing grade divided by the number of classes attempted (including all withdrawals and F's) is less than 67%, then you are on financial aid probation. You have one semester to improve that percentage above 67% before not being able to use financial aid to pay tuition. For additional information, contact Enrollment Services. [www.pnc.edu/financialaid](http://www.pnc.edu/financialaid)

**FYE (First-Year Experience)** — An introduction to PNC and the resources and opportunities available to help students succeed; also a first course in college-level general education, and an introduction to the requirements and expectations of college study, through an interdisciplinary curriculum. <http://www.pnc.edu/academics/FYE/index.html>

**General Education** — A bachelor's degree in any area of study should equip students with a broad range of skills and knowledge that will help them succeed throughout life, not just in a specific job or discipline. <http://www.pnc.edu/cd/Policy/gened.html>

**GPA** – This stands for Grade Point Average. Each grade is worth index points (see chart below).

Grade	Weight
A+,A	4xsem hrs=index pts
A-	3.7xsem hrs=index pts
B+	3.3xsem hrs=index pts
B	3xsem hrs=index pts
B-	2.7xsem hrs=index pts
C+	2.3xsem hrs=index pts
C	2xsem hrs=index pts
C-	1.7xsem hrs=index pts
D+	1.3xsem hrs=index pts
D	1.0xsem hrs=index pts
D-	0.7xsem hrs=index pts
E, F, EF, IF	0.0xsem hrs=index pts
P, N, I, PI, SI, W, WF, WN, WU, IN, IU, S, AU	Not included

For each course you have taken, multiply the number of semester hours for each course by the number of points for the grade you received. For example:

Course	Sem Hours	x	Grade	Index Points
ENGL 101	3		C (2)	6
BIOL110	4		C (2)	8
PSY 120	3		B (3)	9
MA 153	3		D (1)	3
	13 Sem Hrs			26 Index Points

Now, divide the number of index points by the number of semester units to get your semester GPA.

$$26 \text{ divided by } 13 = 2.0 \text{ GPA.}$$

**Lost/Found** – Items left somewhere on campus by students, staff, and faculty are taken to the campus police station to be claimed (found). [www.pnc.edu/pd/](http://www.pnc.edu/pd/)

**Lost/Found at PNC-Porter County** – Items left in either of the buildings at PNC-Porter by students, staff, and faculty are put in the student lounge of each building at the end of each semester to be claimed (found). [www.pnc.edu/portercounty](http://www.pnc.edu/portercounty)

**My PNC Portal** – This is a website allowing PNC personnel and students with one log-in to gain access to personal information and check email and view the latest calendar updates. For additional information, contact Information Services Help Desk. [www.pnc.edu/is/](http://www.pnc.edu/is/)

**Plan of Study (POS)** – This is a four or five year plan of courses that will meet the requirements of the student's chosen degree. This plan can be created by the student with the assistance of an academic advisor. <http://www.pnc.edu/academics/advisors.html>

**Registrar's Office** – This office on a university or college campus is responsible for maintaining and transferring all student's academic achievement records such as, transcript, grade audits, graduation requirements. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

**Self Service BANNER (SSB)** – An online link for students to review personal information, register for courses, conduct business with the Bursar's Office, and review financial aid information etc. For additional information, contact Information Services Help Desk. [www.pnc.edu/is](http://www.pnc.edu/is)

**Self Service BANNER Registration** – Students will sign up for classes online after an orientation to SSB with an advisor. For additional information, contact an academic advisor. <http://www.pnc.edu/academics/advisors.html>

**Service learning** – A course-based, credit-bearing educational experience that combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. For additional information, contact the Center for Service Learning & Leadership. [www.pnc.edu/csll](http://www.pnc.edu/csll)

**Student Organizations (Clubs)** – Over forty clubs are currently active at PNC. Clubs are sanctioned by the Student Government and must have a constitution, by-laws, club advisor, etc. Anyone interested in forming a group or participating should contact the Office of Student Activities. [www.pnc.edu/activities](http://www.pnc.edu/activities)

**Student Photo ID** – A card that serves as proof of an individual's status with Purdue North Central. For additional information or to have a photo taken, contact the Media Services Department. <http://www.pnc.edu/ms/>

**Student Success Center** – This center offers academic support services to all PNC students. <http://www.pnc.edu/ssc/>

**Student Support Services (sSs)** – A federally funded TRIO program, in which professional staff assist students in meeting their academic goals, to make personal and career decisions, and participate in extracurricular activities. For additional information, contact Student Support Services. <http://www.pnc.edu/depts/s3/index.html>

**The Voice** – The student newspaper written and organized by students. Editor and co-editors are paid positions. For additional information, contact the Voice, [www.thepncvoice.com](http://www.thepncvoice.com) or Office of Student Activities [www.pnc.edu/activities](http://www.pnc.edu/activities)

**Wash** – The cancellation of a student's class schedule for non-payment or non-deferment of tuition. For additional information, contact the Bursar's Office. <http://www.pnc.edu/br/index.html>

**Volunteerism** – Any one-time activity where the primary emphasis is on the service being provided and the primary intended beneficiary is clearly the service recipient. This activity may or may not be connected with an academic course or campus organization, and does not include the act of reflection. For additional information, contact the Center for Service Learning & Leadership. [www.pnc.edu/csll](http://www.pnc.edu/csll) or the Office of Student Activities [www.pnc.edu/activities](http://www.pnc.edu/activities).

**Withdrawal** – To complete paperwork to withdraw from a class. For additional information, contact an academic advisor or the Registrar's Office. Refunds are time sensitive and students must submit completed paperwork to the Registrar's Office within the timeframe outlined in the catalog. For additional information, contact the Enrollment Services Office.

**Work Study** – A federally funded student aid program in which eligible students may earn money each semester working on or off campus. Monies are earned in the form of an actual paycheck, and not applied toward tuition. For additional information, contact Enrollment Services. [www.pnc.edu/financialaid](http://www.pnc.edu/financialaid)