

# PNC Words To Know

To go to where the link takes you click control and enter to get there.

**Academic Deficiency** – A student who lacks college preparatory courses to be admitted directly into a degree program. For additional information, contact Enrollment Services. [www.pnc.edu/admissions](http://www.pnc.edu/admissions)

**Academic Drop** – After approximately two semesters of poor academic performance (GPA), a student shall be academically dropped from the university for a minimum of one semester. For additional information, contact the Registrar's Office. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

**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)

**Accept Award**— Action taken by PNC students to accept their financial aid online in self service Banner. For additional information, contact Enrollment Services. [www.pnc.edu/financialaid](http://www.pnc.edu/financialaid)

**Accept Fees** – This is not the same as Accept Awards (which you do with Financial Aid when you accept offered aid). After you register for classes, and before the **fees** due date, you must Confirm Enrollment/Accept Fees. The Accept Fees applies your Accepted Awards to your tuition. This must be done each semester to secure your classes, or your registration will be canceled. For additional information, contact the Bursar's Office. <http://www.pnc.edu/br/payments.html>

**Advisor** – A staff or faculty member who advises on academic and career objectives; this person could discuss plan of study and career exploration. For additional information, contact the Director of Advising. <http://www.pnc.edu/academics/advisors.html>

**Alumni** – Students who have attended college and/or graduated with a college degree. For additional information, contact the PNC Alumni Office. [www.pnc.edu/development](http://www.pnc.edu/development)

**Associate's Degree** – A degree awarded after the successful completion of approximately 70 credit hours (typically attending full-time over a 2-year time frame). For additional information, contact Enrollment Services. [www.pnc.edu/admissions](http://www.pnc.edu/admissions)

**Bachelor's Degree** – A degree awarded after the successful completion of approximately 130 credit hours (typically attending full-time over a 4 to 5 year time frame). For additional information, contact Enrollment Services. [www.pnc.edu/admissions](http://www.pnc.edu/admissions)

**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)

**Career Exploration** – Career Exploration is the process of learning about yourself and the world of work, identifying and exploring potentially satisfying occupations, and developing an effective strategy to realize your goals. For additional information, contact Career Development. [www.pnc.edu/careers](http://www.pnc.edu/careers)

**Career Planning** – Career Planning is a career management and planning that is a life-long endeavor. The first step in career planning is determining whether your current career meets your personal and professional needs. 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>

**Civic Engagement** – A politically-based community service activity which involves participation and contribution to civic and public life through voting, political advocacy, lobbying efforts, and staying politically informed.

**Class Audit** – A student would take a course with full cost and without receiving a grade or credit. For additional information, contact the Registrar's office. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.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>

**Community Service** – An on-going activity, either short- or long-term, where the primary emphasis is on the service being provided and the primary intended beneficiary is the service recipient. 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)

**Conditional Admission** – Conditional Admissions is an admission status given to students who do not meet PNC's enrollment requirements for direct admission; these students are expected to complete 12 credit hours with a grade of 'C' or better before having the conditional code removed. For additional information, contact Enrollment Services. [www.pnc.edu/admissions](http://www.pnc.edu/admissions)

**Continuing Education** – A department within the university that provides learning opportunities which include contracted training that may or may not include courses for college credit, other non-degree professional development and workforce training, certificate and CEU programs, conferences, personal enrichment, scholastic preparation courses, online/distance learning programs, and travel/study credit programming. For additional information, contact Continuing Education. [www.pnc.edu/ce](http://www.pnc.edu/ce)

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

**Counselor** – A person who provides guidance by helping students with academic advising, career information, and life-planning. For additional information, contact the Dean of Student's Office. [www.pnc.edu/sa/index.html](http://www.pnc.edu/sa/index.html)

**Cover Letter** - A cover letter should address the needs of the employer, display enthusiasm and excitement, and describe how the skills, abilities, and experience outlined in your resume are a perfect match for the requirements of the position. For additional information, contact Career Development. [www.pnc.edu/careers](http://www.pnc.edu/careers)

**Credit Hour** – A credit hour is equivalent to one hour of class time during a given week and is a unit of measure used to determine if a student meets the graduation requirements for their degree program. For additional information, contact the Registrar or your academic advisor. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

**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)

**Deferment** – The act of putting student loan payments on hold once a student re-enters school by filing a form found in the Enrollment Services office. For additional information, contact the Enrollment Services office. [www.pnc.edu/financialaid/](http://www.pnc.edu/financialaid/)

**Direct Admission** – Admission statuses granted to an applicant that meets or exceeds PNC's enrollment requirements. For additional information, contact Enrollment Services. [www.pnc.edu/admissions/](http://www.pnc.edu/admissions/)

**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)

**Distance Education** – A method of educating that does not take place in a traditional classroom setting and is facilitated through electronic transmission such as online courses. For additional information, contact an academic advisor. [www.pnc.edu/ssc/distance.html](http://www.pnc.edu/ssc/distance.html)

**Division** – Courses may be divided into divisions or sections, which may be offered at different times of day or different days of the week. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.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)

**EFC** – An acronym for Estimated Family Contribution which refers to how much the federal government feels your family can contribute to your college costs, tuition, and books. For additional information, contact Enrollment Services.

[www.pnc.edu/financialaid](http://www.pnc.edu/financialaid)

**Elective** – An elective is a course students choose to take to fulfill their degree requirement, but the course does not need to be part of the major field of study. For additional information, contact an academic advisor.

<http://www.pnc.edu/academics/advisors.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>

**Externships** – An externship is an opportunity to shadow a professional in their workplaces for a day to a week. An externship is different from an internship in that students are responsible for their own expenses and for arranging their own housing and transportation. For more information, contact Career Development. [www.pnc.edu/careers](http://www.pnc.edu/careers)

**Faculty** – Members of the teaching staff at a college or a university, which may include, but are not limited to, lecturers, instructors, professors, and full professors.

**FAFSA (Free Application for Student Aid)** – It is a financial aid form that parents AND students (under 24) must complete to be identified as eligible for loans, grants, and or work study. For additional information, contact Enrollment Services. [www.pnc.edu/financialaid/](http://www.pnc.edu/financialaid/)

**Financial Aid** – Financial assistance used for paying college expenses. Financial aid packages can include loans, grants, scholarships and work study. For additional information, contact Enrollment Services. [www.pnc.edu/financialaid/](http://www.pnc.edu/financialaid/)

**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/)

**Full-time Student** – A student enrolled for 12 or more credit hours per semester.

**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>

**Grants** – Funds that do not need to be repaid as long as the individual stays within eligibility guidelines and are garnered from organizations and or the government. For additional information, contact Enrollment Services Office. [www.pnc.edu/financialaid/](http://www.pnc.edu/financialaid/)

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

<b>Grade</b>	<b>Weight</b>
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.

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

**Graduation Audit** – A procedure in which the student's academic record is examined by the department to assure that all university obligations and academic requirements have been met for a degree. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

**Honor Societies** – An organization of scholastic rank.

**Internship** - An internship is a temporary position with an emphasis on on-the-job training that provide opportunities for students to gain experience in their field, determine if they have an interest in a particular career, create a network of contacts, or gain school credit. Internships may be part-time or full-time and typically they last 6-12 weeks. For more information, contact Career Development. [www.pnc.edu/careers](http://www.pnc.edu/careers)

**Intramural Sports** – Recreational sports played among students of the campus. <http://www.pnc.edu/athletics/>

**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/)

**Non-Traditional Student** – This is a student who has been out of school five or more years, a student who is twenty-five years or older, a student who attends college part-time while holding a full-time or part-time job, a degreed student taking classes in pursuit of additional certifications or degrees, and a student who may have dependents such as children or elderly parents, etc.

**Part-time Student** – This is a student who is enrolled for less than 12 credit hours per semester

**Pass/Fail Options** – A grade option (P/N) to receive credit without impact on the GPA: cannot be a major course requirement. Student must initiate this process through the Registrar's Office with course instructor and academic advisor's approval. <http://www.pnc.edu/academics/advisors.html>

**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>

**PNC Assessment** – This is a series of tests, English and Math, that helps new students enroll in the appropriate courses. For additional information, contact the Student Success Center. [www.pnc.edu/ssc/pa.html](http://www.pnc.edu/ssc/pa.html)

**PNC- Porter County** – An off campus-site located in Valparaiso where credit courses are held. Enrollment Services are available on site. For additional information, contact PNC Porter County. [www.pnc.edu/portercounty](http://www.pnc.edu/portercounty)

**Pre-requisite** – A course that students must successfully pass or demonstrate knowledge in before enrolling or taking a course.

**Regional Campus Transfer** – A student who transfers from one campus in the Purdue University system to another. For additional information, contact Enrollment Services. [www.pnc.edu/admissions/](http://www.pnc.edu/admissions/)

**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)

**Resume** – The first formal communication between a potential candidate and an employer that provides a brief account of your professional work experience and qualifications. For additional information, contact Career Development. [www.pnc.edu/careers](http://www.pnc.edu/careers)

**SAR** – This stands for Student Aid Report and is a summary of a student's FAFSA information which reflects financial aid eligibility. For additional information, contact Enrollment Services. [www.pnc.edu/financialaid](http://www.pnc.edu/financialaid)

**Scholarship** – Award money that is applied to a student's tuition over one year. For additional information, contact the Financial Aid Office. [www.pnc.edu/financialaid](http://www.pnc.edu/financialaid)

**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 Engagement** – Any service focused endeavor that brings the community into the university and the university into the community, while addressing a social concern, ultimately leading to a fully engaged campus and community. For additional information, contact the Center for Service Learning & Leadership. [www.pnc.edu/csll](http://www.pnc.edu/csll)

**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)

**Sinai Forum** – A forum of celebrities and professional speakers who discuss current happenings. This is free to PNC students. Open to the public with a paid ticket. For additional information, contact PNC-Porter County. [www.pnc.edu/portercounty](http://www.pnc.edu/portercounty)

**SOCAT** – A test out exam for CNIT 10700 (Computer Literacy). The test is offered throughout the year for a minimal cost. For additional information, contact Continuing Education. [www.pnc.edu/cit/socat.html](http://www.pnc.edu/cit/socat.html)

**Student Government Association** – Elected by the student body, SGA has 10 members, who includes a president, vice president, treasurer, and secretary who represents the student body on the PNC campus. For additional information, contact the Student Government. <http://clubs.pnc.edu/government> or Office of Student Activities [www.pnc.edu/activities](http://www.pnc.edu/activities)

**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/>

**sSs Tutors** – Peer tutors who provide free, one-on-one or group tutoring in a variety of subjects for sSs students. These tutors go through an comprehensive training program. For additional information, contact Student Support Services. <http://www.pnc.edu/depts/s3/index.html>

**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>

**Syllabus** – A course document given to students the first or second day of class by the instructor. The syllabus provides overall course content and expectations including: instructor name, office hours, contact number, grading and course policies, and more. For additional information, contact course instructor.

**TBA** – The abbreviation used for “To Be Announced.”

**The Portals Contest** – An annual writing and art contest held at PNC. Entries are published in a paper literary journal entitled ‘Portals.’ For additional information, contact the English and Modern Languages Department. <http://www.pnc.edu/engl/>

**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)

**Traditional Student** – A full-time student between the ages of 18-24, who generally enrolls in college after graduating from high school.

**Transcripts** – A copy of a student's academic record including courses taken and grades received. For additional information, contact the Registrar's Office. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

**Transfer Student** – A student who began their college education at another college other than PNC. For additional information, contact Enrollment Services. [www.pnc.edu/admissions](http://www.pnc.edu/admissions)

**Tuition and Fees**– The cost of course charges and fees, and does NOT include textbooks. For additional information, contact the Bursar’s Office. <http://www.pnc.edu/br/index.html>

**Tutors** – PNC students or faculty members who provide FREE assistance to other students in specific subjects. For additional information and tutor schedules, contact the Student Success Center. <http://www.pnc.edu/ssc/>

**University Park Apartments** – An off-campus housing development located directly across from PNC on Highway 421. Students and the community may rent apartments. The development is owned and operated by South Coast LLC. For additional information, contact University Park Apartments. <http://www.pnc.edu/housing/>

**Vice Chancellor** – A representative from 4 different areas on campus (Academic Affairs, Business Administration, Enrollment Management and Student Services and Development) who directly report to the Chancellor.

**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).

**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>

**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)