

Glossary of Terms

Academic Calendar: a document published by post-secondary institutions that outlines the policies, procedures, program requirements, and important dates for the institution each year.

Academic Program: a program of study involving theoretical knowledge and research, leading to a certificate, diploma, applied degree, or bachelor's degree.

Admission: acceptance into a program based on admission requirements. Some admission is limited by spaces available and by selection criteria.

Admission Requirements: a set of rules that each post-secondary institution outlines for students to follow in order to gain acceptance into the institution. These can include specific courses, grade point average, portfolio work, and/or letter of intent.

Appeal: the act or process of requesting the review of a decision by an official of the College. Students may appeal decisions on transfer credit, grades, tests, assignments, final grades, questions of process, and/or disciplinary action. The Academic Calendar outlines MHC's appeal procedure.

Application: formal request notifying a post-secondary institution that you want to be a student.

Applied Degree: an applied degree blends theory or academic studies with enhanced career preparation. Colleges and technical institutions offer applied degrees.

Articulation: the system used by post-secondary institutions to determine which courses are equivalent to one another.

Audit: taking a course for interest and not for credit. Auditing students usually do not complete assignments or write exams, and do not get a grade.

Bachelor's Degree: a formal credential awarded by a post-secondary institution after completion of a four-year degree program (120 credits = 40 credit courses), often with a specific major, minor, or concentration.

Certificate: a formal credential awarded upon successful completion of a program of study. Certificate programs often require up to one year of study.

College: colleges offer developmental programs that prepare adult learners for post-secondary studies, as well as courses and programs in trades, vocational, career technical and academic studies leading to certificates, diplomas, applied degrees, and collaborative degrees.

Conditional Acceptance: an offer of admission contingent upon meeting the admission requirements before specified deadlines. The seat will be revoked if admission requirements are not met.

Continuing Education: non-credit courses, lectures, workshops, and seminars, usually offered in the evening or on weekends in a variety of areas, such as general interest, employment, language skills, vocational, and business.

Co-requisite: a course that must be taken concurrently with another course.

Course Outline: a description of the main content, organization, and expected outcomes of a course, normally including the number of credits awarded, hours of class time, evaluation criteria, assignments, and texts. Also called a syllabus.

Credential: a degree, diploma, or certificate awarded upon successful completion of a program.

Credit: the number assigned to a course based on the amount of classroom (contact) hours per week.

Diploma: a formal credential issued to a student who has successfully completed a program that is usually not less than two academic years of full-time study towards employment in a particular career.

Distributed Learning: usually involves learning online, by correspondence, telephone, or interactive video. Occasional visits to campus may be required. Also referred to as Distance Learning.

Electives: courses you take for interest, to help boost your grades, and/or to make up the remaining credit requirement in your degree.

Faculty: the teachers at a post-secondary institution. Also a grouping of departments and programs in a similar area.

Full-Time Studies: at MHC, full-time studies consists of taking at least nine credit hours per semester.

GPA or Grade Point Average: the average overall grade for all courses taken for credit in a particular semester, year, or institution. A cumulative GPA (CGPA) is the average of all grades for courses taken to date at one institution. A competitive GPA is determined using a specific number of credit from your most recent courses. Each institution uses different criteria.

Letter of Permission (LOP): a document which gives you permission to take a course at an institution other than the institution in which you are currently enrolled.

Major: a specific discipline you focus on in your area of studies (i.e. Business Administration Diploma - Major in Accounting)

Minor: a secondary academic focus pursued as a supplement to a major program.

Part-Time Studies: at MHC, part-time studies consists of taking less than nine credit hours per semester.

Plagiarism: the willful act of presenting another person's work as one's own without the proper academic acknowledgment and recognition.

Portal: an online service that provides access to various functions such as course registration, account information, and course schedule. Portal also links to other online services; for example, Dashboard, Webmail, and Blackboard to access course material, email, and forms.

Practicum: a practical component of a course includes supervised, discipline-related time in actual work settings.

Pre-requisite: a course you must successfully complete before taking the requested course. For example, MHC students must achieve a grade of C- or higher in PSYC 205 (pre-requisite) before taking another psychology course (requested course).

Prior Learning Assessment and Recognition (PLAR): Prior Learning Assessment and Recognition is a process used to assess whether previous experience equals or exceeds the knowledge, skills, and competencies defined in the learning outcomes of courses at Medicine Hat College.

Program Plan: your informal checklist of the requirements for a program. Also includes how many of the requirements you have satisfied with your various courses (including transfer credit).

Registration: the process of enrolling in individual courses after accepting your offer of admission.

Section: the time of a course (lecture and/or lab) in a semester. We offer some courses multiple times in a week, or in different sections. Section codes (i.e. LCMA) differentiate sections.

Student ID: a unique 9 digit numerical identifier assigned to you upon contact with Medicine Hat College. You are notified of this number upon application to a program. This is not the same as an Alberta Student Number or a Campus ID barcode.

Transcript: official academic record detailing place and time of study, courses completed, and grades achieved. It also indicates credentials awarded.

Transfer Credit: credit you receive for classes completed at other recognized institutions. When granted these credits may be used towards completing your program.

University Studies: credit courses and/or programs of study – usually in arts, social sciences, and sciences – that are transferrable toward degree programs at universities or partnership degree programs offered at Medicine Hat College.

Unspecified Credit: credit granted for a course transferring to an institution but not as a specific course. For example, ENGL 202 at MHC transfers to the U of C as ENGL Jr.: Unspecified English credit.

Web-Based Course: a course offered entirely online following the regular academic schedule.