ACADEMIC LINGO

a guide for academic terms and language at TSU

ASC Advisement

2022 - 2023

DIVISION OF ACADEMIC AFFAIRS
**TSU BUILDING CODES**

As you view your schedule, you will see some building abbreviations that may be confusing. We have you covered! Below, you see a list of building names that you may find on your schedule.

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<thead>
<tr>
<th>Abbreviation</th>
<th>Building Name</th>
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<tr>
<td>AGR</td>
<td>Lawson Hall</td>
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<tr>
<td>AITC</td>
<td>AG Information Tech Center</td>
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<td>AWC</td>
<td>Avon Williams Downtown Campus</td>
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<tr>
<td>CB</td>
<td>Holland Hall</td>
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<tr>
<td>BDL</td>
<td>Library</td>
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<tr>
<td>BPSA</td>
<td>Strange Music Building</td>
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<tr>
<td>CLH</td>
<td>Clement Hall</td>
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<tr>
<td>HSB</td>
<td>Health Science Building</td>
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<tr>
<td>HUM</td>
<td>Humanities Building</td>
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<tr>
<td>FWAC</td>
<td>Westbrook Agricultural Complex</td>
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<tr>
<td>CHM</td>
<td>Boswell Complex</td>
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<tr>
<td>ED</td>
<td>Clay Hall</td>
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<tr>
<td>EH</td>
<td>Elliot Hall (Women's Building)</td>
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<tr>
<td>ET</td>
<td>Torrence Hall</td>
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<tr>
<td>GC</td>
<td>Gentry Center</td>
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<tr>
<td>GRD</td>
<td>Crouch Hall</td>
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<tr>
<td>HEN</td>
<td>Humphries Hall</td>
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<tr>
<td>HLLRC</td>
<td>Student Success Center (LRC)</td>
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<tr>
<td>HH</td>
<td>Harned Hall</td>
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<tr>
<td>IND</td>
<td>Tom Jackson Building</td>
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<tr>
<td>JNMH</td>
<td>McCord Hall</td>
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</tbody>
</table>

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MY CLASSES MEET ON WHAT DAYS?

Most Common Multi-Day Combinations
MW - Monday and Wednesday
TR - Tuesday and Thursday

Other Multi-Day Combinations
MWF - Monday, Wednesday, and Friday
MTW - Monday, Tuesday, and Wednesday
MWR - Monday, Wednesday, and Thursday
MTWR - Course meets Monday through Thursday

Single Meeting Days
M - Monday
T - Tuesday
W - Wednesday
R - Thursday
F - Friday
S - Saturday

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Students, Staff, Faculty, Alumni, and Friends may use terms you aren't familiar with. Here are some terms to create a smooth transition to TSU.

Academic Advisor: See the term “Advisor.”

Academic Calendar: The academic calendar is a list of important dates for the school year and includes fall, spring, May, and summer term dates. You will find add/drop dates, holidays and breaks, withdrawal deadlines, reading days, and exam dates.

Academic Department: A unit within a college representing a discipline. For example, the Department of Sociology is in the College of Liberal Arts.

Academic Good Standing: An indication that a student meets or exceeds minimum academic requirements to be enrolled at the University.

Academic Probation: See Academic Recovery or click here

Academic Recovery: An academic status that indicates a student is not in good academic standing. There are two categories of Academic Recovery Students:

Academic Probation: Students are placed on Academic Probation when either their cumulative grade point average (GPA) falls below the minimally acceptable level after grades are calculated. Students who do not improve their GPA after being placed on probation will be placed on academic suspension.

Academic Suspension: An indication of inefficient academic performance. The process of denying enrollment to a student for a set length of time when the student has not been able to meet the academic standards. For more information, click here.
Academic Success Advisor: See the term “Advisor”

Academic Success Center: The Academic Success Center (ASC) is committed to empowering students with skills and knowledge to successfully transition through the first and second year. The center consists of the Advisement, Reading, Mathematics, Tutoring, and Writing Centers. We are located in the Student Success Center, which is also called the LRC.

Academic Suspension: See Academic Recovery or click here

Advisor: Your advisor is the person who helps you make decisions about courses you need to take to graduate, refers you to campus resources when you need them, answers your questions about college, and explains college policies. Meeting with your advisor is required prior to each term for which you plan to register at TSU. At TSU, there are three types of advisors (see below or click here):

Academic Success Advisor: Advisors located in the ASC are assigned to continuing freshmen who have earned 0-29 credit hours with the following conditions: completed 1 year (2 consecutive terms) at TSU or returned after sitting out a term. ASC Advisors also support sophomores through non-mandatory academic coaching services.

First-Year Advisor: Advisors within the Division of Enrollment Management who advise first-year students who are new or currently in their first or second semester at TSU. First-Year Advisors help you understand major and course requirements, course registration, and guide you during your first year at TSU.

Faculty or Department Advisor: Advisors within your academic department who advise students with 30 or more earned credit hours. These advisors help you understand department opportunities, upper-division requirements, and internship/job opportunities within your chosen career path.

Student-Athletes and students in the Honors College also retain an advisor in these areas.

Accreditation: Recognition granted to schools and colleges by interested professional agencies upon examination by groups of visiting professionals based upon objective standards. An accredited school or college has measured up to the standards of quality imposed by professional groups and accrediting agencies.
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Add/Drop Courses: Students can add or drop courses during regular and late registration dates only. When late registration closes, students may withdraw from a course.

Advanced Placement (AP): See Prior Learning Credit

Bachelor’s Degree: a degree that’s usually awarded after four years of prescribed study in a major area. TSU awards a Bachelor of Arts (B.A.), Bachelor of Science (B.S.), and Bachelor of Business Administration (B.B.A.).

Block Scheduling: A scheduling method used during the first term for First-Time Freshmen. This method creates cohorts and communities by grouping students with the same major or similar classes.

Bursar, Office of the: The office responsible for ensuring that student accounts are accurate and paid in a timely manner. This office assists in maintaining a single record of school-related charges and payments for tuition, room, board, fees, and other miscellaneous items (i.e. deposits, supplemental examinations, etc.).

Co-Requisite: A course that must be taken together with another. For example, BIOL 2211 (Lab) is a co-requisite to BIOL 2210 (Lecture).

College: This term refers to a part of the university offering a wide selection or a specialized group of courses leading to a variety of degrees. TSU’s colleges are as follows:

Agriculture
Business
Education
Engineering
Health Sciences
Liberal Arts
Life and Physical Sciences
Public Service
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**Concentration:** A specific focus within a major. For example, Business Administration majors may choose to concentrate on Supply Chain or the standard curriculum for general business administration.

**Course Load:** The total number of credit hours taken in a semester. For example, the average course load for any semester is 15 to 16 credit hours. Students registered for at least 12 hours are considered full-time.

**Course Number:** The course number is used to specify a particular section of a course, that is a section that is taught at a particular day and time. A first-year biology lab, for example, may be taught in multiple time slots on multiple days. The course number you choose will decide which of these times you will attend class and where.

**Cumulative GPA:** The cumulative GPA is the average of all quality points divided by all course credits attempted during any time at college. See quality points for how to calculate GPA.

**Curriculum:** The total program of courses required for a degree in a particular subject.

**Credit Hours:** Generally, the number of hours a course meets each week determines its worth in credit hours. This can also refer to the number of hours you’ve attempted or earned, which will determine your classification (ex. freshmen, sophomore, etc.), too.

**Deans:** The administrative authority for a school, college, academic-related unit, or student-related unit within the University. Academic-related deans report to the Provost/Vice President for Academic Affairs.

**Degree-In-Three:** A program that allows students to finish a four-year curriculum in three years. The use of Mini-Semesters helps students achieve this goal. To learn more about this program, click here.
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**Degree Map:** This document contains the courses you need for graduation, department information, and your career. Degreeworks is a tool students can use to see degree progress and the remaining courses needed to graduate.

**Department Chair:** An administrator over an academic department within the University (i.e. the Department Chair of the Art Department).

**Dual Enrollment Credit:** See Prior Learning Credit

**eCampus Course, Tennessee:** Course sections that are offered online and are administered by the Tennessee Board of Regents System. These courses are designated by having a section number that begins with the letter “R.” (Examples: R01, R25, R50, etc.) These courses have additional fees and require permission.

**Elective:** A course that is accepted toward fulfillment of credit for a degree and may or may not be required for that degree. It is so termed because a student “elects” or chooses to take the course. Some majors have room in their degree programs for elective classes. Electives are an opportunity for you to study something that interests you outside your major or to fulfill requirements for a minor.

**Evaluation:** Any credit for academic work completed at another institution and transferred to TSU must be evaluated and compared with TSU requirements. This type of evaluation is completed by the Records Office only.

**Faculty Advisor:** See Advisor.
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Finish in Four, 15 to Finish: Also known as the “Take 15” initiative, this is where students are encouraged to take 15 or more credits to graduate in four (4) years.

Full-time Student: A student who registers for 12 or more credits in a given semester.

General Education Requirement: One of the requirements for a baccalaureate (bachelor’s) degree. It is a pattern of courses that students complete, regardless of their major, to ensure that they have a broad educational experience. For more information, visit the Undergraduate Catalog.

Grade-Point Average (GPA): A student’s grade-point average may be computed numerically by dividing the number of quality points earned by the number of hours of course work attempted.

Hold: A hold is a block on your account that prohibits you from performing an action like registering for classes or requesting a transcript. Before a hold is lifted, there may be conditions that you have to meet to have it lifted. The Advisement, Bursar, and Admission offices all may have holds that may affect registration. The A6 (also known as the freshman hold) is a hold for students who have earned 0-29 total credits. Students should contact their appropriate advisor to get the hold lifted. The hold is not lifted until a student completes an advisement appointment. See "Advisor" for more information.

International Baccalaureate (IB): See Prior Learning Credit

Lab Course: See Co-Requisite

Learning Support Workshop: A college-level course that first-time freshmen take to boost mathematics, reading, and writing skills. Entrance test scores (ACT and SAT) are used to determine eligibility for these courses. If students do not submit test scores, they are automatically enrolled in these courses in their first semester. Click here for more information.
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Lower Division (LD) Course: A general term describing courses that are 1000- or 2000- level and cover introductory content. Students usually take these courses within years 1 and 2.

Major: Refers to primary study in a subject area of special interest. A full list of majors and programs of study can be found here.

Matriculation: Enrollment in the university or a particular college or school. This includes payment of fees.

Mini Semesters: A special semester or term where classes are offered in an abbreviated timeframe. More information can be found here.

Minor: Refers to an academic area in which a student gains additional knowledge as a secondary specialization.

MyTSU: Online portal for official info like semester course schedule, unofficial transcript, registration, Degreeworks, financial aid, and billing.

Part-time Student: A student who registers for less than 12 credit hours in a given semester.

Prerequisite: One or more courses that must be completed or other knowledge, skills, or standards that must be demonstrated before a student is permitted to take certain courses. Prerequisites (if any) for a course are listed in the Undergraduate Catalog. For example, ENGL 1010 is a prerequisite for ENGL 1020. In other words, you cannot take ENGL 1020 until you have successfully passed ENGL 1010.
Prior Learning Credit: Denotes coursework that was completed before admission to college. This may include credit earned from Dual Enrollment, Advanced Placement (AP), or International Baccalaureate (IB). A final test is required to determine credit for AP or IB, while a college transcript is used to determine credit from dual enrollment. See the current catalog for more prior learning credits, including ACT and SAT considerations.

Records, Office of: The office responsible for maintaining student records, administering policies and procedures, maintaining class schedules, and course enrollment information. The Records Office verifies degree completion before a student can graduate and officially evaluates transcripts.

Registration: The act of signing up for classes on the Web (MyTSU)

RODP Course: See eCampus Course

Semester or Term: Semester and term are used to identify the formally designated period when classes are scheduled. The fall semester begins in August, the spring semester begins in January, and the summer semester begins in May.

Semester Hour of Credit: A semester hour is a unit of academic credit. A student, for example, must earn a minimum of 120 semester hours in order to graduate. The number of hours earned in a given semester is the measure of a student’s academic load. A normal load ranges from 12 to 18 semester hours of work. The hours of credit for various courses are indicated in the catalog.

Summer Completion Academy: A program for first-time freshmen to complete a learning support requirement before their first semester. More information here.

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Syllabus: A course outline provided by the instructor that expresses course requirements, grading criteria, course content, faculty expectations, deadlines, examination dates, grading policies, class attendance requirements, and other relevant course information.

T-Number: Unique nine-digit number generated for students upon admission to the university. This number is used to look up student files and information. Students should include t-numbers when emailing instructors, advisors, or other administrative authorities at TSU.

Transcript: The official record of a student's course work maintained by the Office of Records. Transcripts show attempted hours, earned hours, courses transferred and evaluated, degree program, and earned grades.

UNIV 1020: Also known as Academic Success Strategies, this course is mandatory for students who have been placed on academic probation or are returning from suspension. See Academic Recovery for more information about students who are not in good academic standing.

Upper Division (UD) Course: A general term describing courses that are 3000- or 4000-level and cover more in-depth and major-specific content. Students usually take these courses during years 3 and 4.

Withdrawal: Refers to a student's decision to remove a class after the add/drop period is over. If the student withdraws prior to the withdrawal deadline, they receive a W on their transcript. To discuss withdrawing, please reach out to your advisor. Students who wish to withdraw from the University must complete a withdrawal form in the Records Office.