

### academic advisor

- [n.] a person who helps students make decisions about their academic programs

*Notes:* Students at U.S. universities and colleges are usually required to talk to an **academic advisor** in person on a regular basis. The **advisor** is generally a member of a college **faculty** who helps and advises students solely on academic matters. This **advisor** helps the students to plan their academic calendars, and ensures that the students are taking the classes they need to graduate.

*Example:* You should make an appointment to see your **academic advisor** before you decide.

### academic year

- [n.] the period of formal instruction at a college or university, usually September to May

*Notes:* An **academic year** may be divided into **academic terms** of varying lengths, e.g. **semesters**, **trimesters**, or **quarters**.

*Example:* The **academic year** in different universities can range from 7 to 10 months.

### to ace (an exam/a course/the final)

- [v. phr.] to get a very high score on a test

*Example:* You'd better find someone who **aced the course** to help you.

*Example:* I have to do my best to **ace the final**; otherwise I'll get a B in the **class**.

### (to pull) an all-nighter

- [v. phr.] to study all night

*Notes:* The term is popular with college and university students who spend the night before an exam studying (or "**cramming**"), trying to learn a lot of material in a short period of time.

*Example:* I had to **pull an all-nighter** to get ready for the **final exam**.

### assignment

- [n.] work that you have to do as part of the requirements for a class

*Example:* His homework **assignment** involves writing a 2000-word essay which is in tomorrow.

### assistant professor

- [n.] a college or university teacher who ranks above an **instructor / lecturer** and below an **associate professor**

*Notes:* **Assistant professors** do not have **tenure**. An **assistant professor** who receives **tenure** becomes an **associate professor**.

*Example:* When the **professor** is ticked off, he sends in his **assistant** to teach the class.

### assistantship

- [n.] an opportunity for a graduate student to teach or do research in exchange for a **tuition remission** or a **stipend**

*Notes:* Students (usually **graduate students**) can sometimes apply for an **assistantship** through part-time academic employment, that is in exchange for teaching or research tasks they perform for a faculty member, the department, or the college. A **graduate teaching assistant** (or **TA**) can typically expect to receive an annual **stipend** roughly between \$6,000 and \$15,000 as well as free **tuition**. An **assistantship** involves many duties and responsibilities like teaching sections of a course, running laboratory sessions, grading undergraduate student papers, meeting with students during regular **office hours**, etc. However, as an **assistant** you gain valuable experience in and out of the classroom, interact closely with **faculty members** in your department, establish yourself and develop crucial working relationships with your **professors** which might prove important to your future success.

*Example:* My roommate got an **assistantship** from State University.

### associate professor

- [n.] a college or university teacher who ranks above an **assistant professor** and below a **professor**

*Notes:* An **assistant professor** who receives **tenure** becomes an **associate professor**. An **associate professor** may later be appointed a **full professor**. **Assistant professors, associate professors** and **full professors** at American universities perform many duties: they teach classes, advise students, and carry out research that is published. They also serve on university committees and take part in other activities.

*Example:* Dr. Jacobs is an **associate professor** now but he is expected to be promoted to a **full professor** at the end of the year.

### to audit a course

- [v. phr.] to attend a course without taking it for **credit**

*Notes:* If a student wants to officially register for a **class** without earning a **grade** or **credit**, the **course** may be scheduled as an **audit**. Regular **tuition fees** may apply as if the **course** were **taken for credit** but the course does not count towards any **degree**, certificate, or **diploma**. A student **auditing a course** may be required to participate fully in the **class**. Expectations should be clarified with the **course instructor** at the start of the **semester** but students usually do not submit work or sit formal examinations.

*Example:* You should process a registration drop/add form **to schedule an audit**.

### to be behind / to get behind

- [v. phr.] to be late; to have a lot of work to do; to be off schedule

*Example:* I **am behind in** my psychology **class**.

*Example:* I **got behind in** my math **class** and now it is really confusing.

### to bring up your grades

- [v. phr.] to improve your grades

*Example:* If you do not **bring up your grades**, you may not get into **graduate school**.

### to call on students

- [v. phr.] to invite students to speak in class

*Example:* **Professors** tend to **call on students** who sit in the front of the room more often than those who sit in the back.

### to call the roll

- [v. phr.] to read the names of students from a list (roll) in order to take attendance

*Notes:* A person who **calls the roll** says each name on the list and waits to hear each person respond.

*Example:* Everyone, be quiet! I am going to **call the roll**.

## campus

- [n.] the buildings and grounds of a college or university

Notes: Usually a **campus** includes libraries, lecture halls, **residence halls**, and parks.

Example: I am going to look into the options for fitness **on** and **off campus**.

## carrel

- [n.] a private study space in the **stacks** of the library

Notes: Usually this is a small desk with high sides meant to partially or completely isolate its user from the surroundings. Most of the **carrel desks** are rectangular in shape and resemble the cubicle desks popular today but unlike them, **carrel desks** have no file drawers or other facilities. Sometimes the seat is integrated with the **carrel desk** and some **carrel desks** have AC power and Ethernet receptacles for students using laptop computers.

Example: I will go to the library early this evening to find a free **carrel**.

## cheat

- [v.] to act dishonestly during an exam

Notes: **Cheating** is a serious offence and students who **cheat** face serious penalties and may even **be expelled** from the university. Even copying a few sentences from a book without giving due credit is considered **cheating**. At present **cheating** has reached epidemic proportions. Some of the reasons for **cheating** are increased competition, the new revolution in high-tech digital info and gadgets.

Example: I saw a fellow student **cheat** during the test but I didn't report her.

## to check out books

- [v. phr.] to borrow books from the library

Notes: You usually take the material you wish to borrow to a **check-out desk**. A borrower must present a **university ID** or library **card** and a photo ID to **check out books**. Your library card and a photo ID will be requested also if you want to use Reserve material, the multimedia center or any material that you need to request from the library staff.

Example: You need a library card to be able to **check out books**.

### class discussion

- [n. phr.] an exchange of ideas during a class

*Notes:* Some **professors** tend to turn their **lectures** into **class discussions**.

*Example:* I am not ready for the **class discussion** today.

### class rank

- [n.] the number or ratio indicating a student's academic standing in his or her **class**

*Notes:* A student who ranks first in a **class** with 100 students will have a **class rank** of 1/100, and the one ranking last would have 100/100. Sometimes **class rank** is expressed in percentiles also.

*Example:* I **rank** among the top 5% in my **class**.

### to be closed out (of classes)

- [v. phr.] to be denied access to a class

*Example:* You'd better register tomorrow before you are **closed out of the classes** you want.

### coed

- [adj.] an abbreviation for **coeducational** – a system of education in which both men and women attend the same school or classes

*Example:* My parents do not want me to live in a **coed dormitory**.

### college

- [n.] an undergraduate division of a university or a school within a university which grants a **bachelor's degree**

*Notes:* In the United States the terms **college** and **university** are loosely interchangeable. A **university** typically has at its core an **undergraduate college** culminating in a **bachelor's degree**. **Universities** have, in addition, one or more **graduate schools** offering a variety of **graduate programs** granting different **master's degrees** and **doctorates**.

*Example:* I need to check the requirements for applying to the **college** of business at State University.

## commencement

- [n.] the graduation ceremony at which students receive their degrees

*Notes:* You usually need to wear **academic dress** (a cap and gown) for **commencement**. Larger colleges and universities usually have **commencement** more than once a year. The date of graduation is usually referred to as **degree day**. A **commencement speech** is a speech given to graduating students and their guests by a prominent student or a university alumnus. Universities will often invite a notable figure in the community to be a **commencement speaker** and give the **commencement speech**, including politicians, important citizens, or other noted speakers.

*Example:* George Bush and Bill Clinton attended the University of New Hampshire's 2007 **commencement**.

## committee

- [n.] a group of professors guiding a graduate student's program

*Notes:* The **committee** approves the **thesis** or **dissertation**.

*Example:* I am going to meet with my **committee** today and I hope they will sign my **dissertation**.

## counselor

- [n.] a person who gives students advice, often of a personal nature

*Notes:* You usually see your **advisor** for academic advice and a **counselor** for personal advice.

*Example:* Why don't you speak with your **counselor** about the problems with your roommate?

## course

- [n.] regularly scheduled class sessions

*Notes:* You usually pick up a **course request form** from the **registrar's** office and your **academic advisor** usually signs it so that you can register for a **course**. A **degree program** is made up of a specified number of **required and elective courses**. This varies from institution to institution.

*Example:* You need to take **courses** that apply to your **major**.

## cram

- [v.] to study just before a test or an exam, trying to learn a lot of material in a short period of time

*Notes:* **Cramming** for tests is less effective than studying far in advance and revising properly when the exam approaches. However, **cramming** in the last remaining minutes is a tactic preferred by many students worldwide. Key pieces of information, like formulas and fundamental aspects, are known as **crammables**.

*Example:* I have poor time management skills and last night I again had to **cram** for today's biology **final**.

*Example:* You need to be more organized so you will not have to **cram** for your tests.

## credit

- [n.] a unit of study; part of a college or university **course** that you have completed successfully

*Notes:* A student earns **credits** for the successful completion of each **course** for each **academic term (semester/trimester/quarter)**. The state or the institution generally sets a minimum number of **credits** required to **graduate**. Different systems of **credits** exist: one per course, one per hour/week in class, one per hour/week devoted to the course (including homework), etc.

*Example:* I have to take thirty more **credits** toward my **master's degree**.

*Example:* This **course** counts as one **credit** towards your **degree**.

## credit hour

- [n.] the number that represents one hour of **class** per week for one **term**

*Notes:* To calculate a **grade point average (GPA)**, the **grade** received in each **course** is weighted by multiplying it by the number of **credit hours**. Thus, a "B" (three **grade points**) in a four-**credit class** gives 12 "quality points", which are added together, then divided by the total number of **credits** a student has taken, to get the **GPA**.

*Notes:* **Credit hours** are also known as **course credits** or simply **credits**.

*Example:* This **course** is three **credit hours**.

## curve

- [n.] a grading system based on the **normal curve of distribution** so that there are a few **A grades**, the majority are **C grades** and there are a few **failing grades**

*Notes:* The term **curve** refers to the “bell curve” – the graphical representation of the probability density of the normal distribution. It is generally believed that **grading on the curve** encourages competition. It is also used to compensate for testing error or to control the **distribution of grades**. **Grades** are awarded as performance is compared to all other individuals rather than to an absolute standard.

*Example:* The exam was **graded on the curve** so my score of 95 resulted in a B.

## to cut class / to skip class / to miss class

- [v. phr.] to be absent from **class**, often without having a good excuse

*Example:* I can't believe you **cut class** on Thursday to sleep in, with all those absences that you have!

## dean

- [n.] an administrator who ranks above a **department chair** and below a **vice president**

*Notes:* A **dean** is usually the head of a significant collection of **departments** within a **university** (e.g., “**dean** of the college of art and sciences” or “**dean** of the school of medicine”). A **dean** usually approves faculty hiring, sets academic policies, controls the budget, and does other administrative duties.

*Example:* I think you should meet with the **dean** about your problem.

## dean's list

- [n. phr.] the **honor roll** at a college or university

*Notes:* The **GPA** requirements for qualifying for the **dean's list** vary from institution to institution. Generally, using the **GPA** scale from 0-4, 4 being an A, students who maintain a **3.5 grade point average** are included **on the dean's list**.

*Example:* I had to improve my grades substantially but I finally **made the dean's list** last **semester**.

## to declare your major

- [v. phr.] to make an official decision about a **major** field of study

*Notes:* Most students **declare their major** in their third year at the university.

*Example:* I need to **declare my major** soon.

## degree

- [n.] a academic title awarded to a student who has completed a **course** of study

*Notes:* The three most common **degrees** are a **bachelor's**, a **master's**, and a **doctorate**.

*Example:* She graduated with **a degree in** music theory.

## department

- [n.] a division of a college or university devoted to a particular **academic discipline**

*Notes:* There are different models of organization of faculties into **departments**. There are usually **departments** of History, English, Physics, Chemistry, Psychology and so on. Some **academic disciplines** may be part of different **departments** at different institutions. **Courses** are generally given within a **department** and are often named for the **department**, e.g. Physics 230: Quantum Mechanics.

*Example:* Can you check the list of the **department** offices for me, please?

## department chair

- [n.] a university administrator responsible for a **division** of a college or university

*Notes:* **Department chairs** may be elected by the **faculty** of a **department**, appointed by the **dean** of the faculty, or assigned by simple rotation from among the **tenured faculty**. The **professors** in a **department** report to the **department chair**.

*Example:* You will have to speak to the **department chair** about **auditing the class**.

## diploma

- [n.] the certificate of completion for a **degree**

*Notes:* Students receive their **diplomas** at a **graduation ceremony**.

*Example:* I'll show my **diploma** to my family and then get it framed.

## dissertation

- [n.] a **thesis** that is written in partial fulfillment of the requirements for a **doctorate**

*Notes:* Usually **dissertation** is the term used for the required submission for a **doctorate** while **thesis** refers only to the **master's degree** requirement.

*Example:* I considered several ideas for a topic, did a lot of research and wrote my **dissertation on** global warming.

## distance learning

- [n. phr.] **courses** organized so that students can complete the requirements by computer and without going to **campus** much

*Example:* I am considering signing up for that **course** through **distance learning**.

## division

- [n.] a group of **departments** in a college or university

*Notes:* There are various types of **divisions**: e.g. Humanities (e.g., History, Philosophy), Social Sciences (e.g., Archeology, Economics), Natural Sciences (e.g., Physics, Chemistry), Formal Sciences (e.g., Mathematics, Statistics), Professional and Applied Sciences (e.g., Business, Law). The **division** of modern languages at a **university** may include, for example, the Spanish **department**, the French **department**, and the German **department**.

*Example:* I need to find out what programs the **division** of social sciences offers to international students.

## doctorate

- [n.] the **degree** after a **master's degree** awarded to an **academic doctor**

*Notes:* This is the highest level of **academic degree**. A medical doctor holds an M.D. (Medical Doctorate). But you can earn a **doctorate** at almost any subject area (and get a **Ph.D.** or "Doctor of Philosophy"). Typically, a **doctorate degree** takes four years to complete after a **bachelor's degree**. If you already hold a **master's degree**, you may be able to complete a **doctorate** in the same subject area after only three years of additional full-time study. Some **doctorate** programs require the completion of a research **thesis**.

*Example:* I must finish my **dissertation** before I get my **doctorate**.

## dorm

- [n.] an abbreviation for **dormitory**; a hostel for students to live on campus

*Notes:* These days the term **residence hall** seems to be taking over the term **dorm**.

*Example:* You need to apply now if you want a room in the **dorm**.

## draft

- [n.] a first copy of a paper

*Example:* I never turn in my essays having written only the **first draft**.

## to drop a course

- [v. phr.] to withdraw from a course

*Notes:* If you **drop a course** early in the term, you may get a partial refund.

*Example:* I am seriously considering **dropping this class** because it is way too hard for me.

## to drop out

- [n.] to withdraw from a college or university before graduating

*Notes:* The list of notable **university dropouts** includes names like Bill Gates (Harvard University), Mark Zuckerberg (Harvard University), Steve Jobs (Reed College), Michael Dell (University of Texas), Ted Turner (Brown University), etc.

*Example:* My roommate began working full-time so he **dropped out**. He says he will try to reenter next semester, though.

## due

- [adj.] expected on a certain date

*Example:* The assignment is **due** tomorrow.

## an elective (course)

- [n./adj.] an optional academic course

*Notes:* Students can take **elective classes** in their areas of outside interest.

*Example:* So you **took an elective in** art appreciation, then?

### to enroll in/on

- [v.] to register for a course or a university program

*Example:* You have to **enroll in** the computer **class** early before it fills up.

### excused absence

- [n.] absence with the permission of the professor

*Notes:* Some professors might allow every student one **excused absence** in their class per **semester**.

*Example:* I will try to **take an excused absence in** Dr. Stephens' **class** as I do not have one yet so that we could leave early next Friday.

### to be expelled

- [v.] to be dismissed from school

*Notes:* You might **be expelled from** the university for many reasons, for example if you **cheat on an exam**.

*Example:* I am sorry, I can't help you. I would **be expelled!**

### extension

- [n.] additional time

*Notes:* You can ask a **professor** for an **extension** in case you do not have enough time to complete an assignment.

*Example:* They reminded about the deadline for the group projects several times. No wonder your request for an **extension** was denied!

### faculty member

- [n.] a teacher in a college or university

*Notes:* A **faculty** is a collective term for the **academic staff** of a **university**.

*Example:* Do you know any of the other **faculty members** in your **department** well?

### to fail (an exam / a test / a class / a course)

- [v. phr.] to receive an unacceptable grade

*Notes:* Usually **failing grades** are D+, D, D-, and F.

*Example:* If you don't complete the project, you will **fail the class**.

### field trip

- [n.] a trip to a place that gives students the chance to study something in a real environment, rather than in a classroom or laboratory

*Notes:* **Field trips** might really take place at a rough terrain, for example in a geology **class**, so sturdy shoes are a good idea in such cases, but they might also involve visits to a museum or an art gallery.

*Example:* Have you signed up for the **field trip** on Saturday already?

### a final (exam)

- [n.] the last examination of an **academic course**

*Notes:* Not all **courses** end with a **final exam**; in some **courses** instructors may assign a **term paper** or **final project**. The weighting of the **final exam** also varies.

*Example:* I am going to use both my notes and the textbook to review for the **final exam**.

### fine

- [n.] a sum of money you pay for violating a rule

*Notes:* Libraries, for example, might charge a **fine** for keeping a library book after the due date.

*Example:* Move your car to avoid a **fine**!

### fraternity

- [n.] a social organization for male college students

*Notes:* American student societies usually include **initiations** and formal use of symbolism.

*Example:* I have been invited to join three **fraternities**!

### fraternity row

- [n.] a street where many fraternity houses are located

*Notes:* Such areas with a concentration of **fraternities** and **sororities** are frequently found in college towns.

*Example:* I am going to live on Fifth Street, near **fraternity row**.

### freshman

- [n.] a first-year college student

*Notes:* Being a **freshman** can be a stressful experience – you might be away from family and friends, live in a **dorm**, take **requirements**, you should establish good study habits, etc.

*Example:* I lived in a **dorm** when I was a **freshman**.

### full-time

- [adj.] the number of hours for standard **tuition** at a college or university, usually 9 hours for a **graduate student** and 12-15 hours for an **undergraduate student**

*Example:* I am going to register as **a full-time student** so that I am eligible for a loan.

### to get into a final club

- [v. phr.] to join a final club

*Notes:* Former US Presidents and other important figures were members of various clubs, like the Porcellian Club, the Phoenix Club, etc.

*Example:* You don't stand much chance **getting into that final club** – it's exclusive!

### to get punched (by a club)

- [v. phr.] to be invited to join a university club

*Notes:* To become a member of a club, sometimes you need to pass a several-stage process, the first of which, after **getting punched**, is, usually, going to **a punch party** of some sort. Then you **make the second cut** and so on. Sometimes, as part of your **initiation**, you might be made to do something embarrassing to prove your determination to join the club.

*Example:* Occasionally you might **get punched** by an exclusive club just as a diversity thing.

## GPA

- [n.] abbreviation which stands for **grade point average**

*Notes:* Grades used in the calculation of your **GPA**: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

*Example:* I can't imagine how much Tiffany's **GPA** dropped last **semester**!

## grade point average

- [n.] a grading scale, usually 0-4, on which **grades** are calculated

*Notes:* If a student maintains a 3.5 **grade point average**, they might **make the dean's list**.

*Notes:* If a student's **grade point average** falls below 2.0, they will **be placed on probation**.

*Example:* Do you think that your **grade point average** is more important than **work experience**?

## grades

- [n.] a standard number or letter indicating a student's level of performance

*Notes:* The following scale for calculating the **grade points** is usually used:

Grade	Grade Points						
A+	4 1/3	B+	3 1/3	C+	2 1/3	D+	1 1/3
A	4	B	3	C	2	D	1
A-	3 2/3	B-	2 2/3	C-	1 2/3	D-	2/3
						F	0

*Example:* You will get your **grades** in the mail a week after the **semester** is over.

## graduate school

- [n.] a **division** of a college or university attended by students who have a first degree and who are pursuing **master's** or **doctoral degrees**

*Example:* I think going to a **graduate school** is a tremendous investment of time and financial resources.

### graduate student

- [n.] a student who already holds a **bachelor's degree** and is pursuing a **master's** or **doctorate**

*Example:* Only **graduate students** are allowed to take this **class**.

### grant

- [n.] funds for research or study

*Example:* Are there any **grants** available for **undergraduate students**?

### group project

- [n.] an assignment to be completed by three or more students

*Example:* We need to select our **group project** before **midterm**.

### handouts

- [n.] notes prepared by a teacher and circulated to the class

*Example:* I have collected all Dr. Peterson's **handouts** but I need to organize them before I start studying for the **final**.

### head resident

- [n.] the dormitory advisor

*Notes:* **Head residents** are usually the first point of contact for students with problems or queries regarding **dorm** life. They are usually students at the college who receive free accommodation and other benefits in return for their services.

*Example:* If I were you, I would go and speak with the **head resident** about the problems with your roommate.

### health centre

- [n.] a clinic on **campus** which provides basic health care for students

*Example:* I am going to the **health centre** tomorrow to have my eyes examined.

### health insurance

- [n.] protection for students who may need medical care

*Notes:* **Health insurance** is a requirement on most **campuses**.

*Example:* I don't have enough money to pay for my **health insurance**.

### to hit the books

- [v. phr.] to study very hard

*Example:* I can't come to the party with you 'cause I have to **hit the books** tonight to get ready for my **midterm**.

### homestay

- [n.] Living arrangement of staying with a family instead of in a dorm or at a rented place

*Example:* I prefer **homestay** as you get to experience local culture more.

### honors

- [n.] special recognition for exceptional students

*Notes:* **Honors students** are students recognized for their academic achievement on special lists published periodically throughout the school year, known as **honor rolls**.

*Example:* **Honors students** are academically superior to their **non-honors** counterparts.

### housing office

- [n.] an administrative office for **residence halls** and off-campus rentals

*Example:* The **housing office** provides students with access to rental listings.

### incomplete

- [n.] a grade in a course that allows students to complete requirements the following term

*Notes:* An **incomplete** is a label given with permission instead of a **grade** for a **course** which the student has not been able to complete. The student is usually given a specified period for completion of the program, failure at which results in an "F" (a **failing grade**).

*Example:* You can ask the professor for an **incomplete** in his **class**.

## instructor

- [n.] a college or university teacher who ranks below an **assistant professor**

*Example:* My **instructor for** biology is from Alaska.

## interlibrary loan

- [n.] a system allowing students on one **campus** to borrow books from other libraries on other **campuses**

*Notes:* The student makes a request with their local library, which, acting as an intermediary, finds other libraries which have the desired item, places the request, receives the item, makes it available to the student, and arranges for its return.

*Example:* I am going to check if this book is available through **interlibrary loan**.

## international student advisor (ISA)

- [n.] a university administrator who consults international students

*Notes:* **International student advisors** provide information and guidance to international students about government regulations, visas, academic regulations, social issues, languages, finance, housing, travel, insurance, legal matters and all other related issues with studies, etc.

*Example:* I am going to discuss visa renewal with the **international student advisor**.

## internship

- [n.] a training opportunity that a recent **graduate student** takes in order to get experience

*Notes:* This is usually done under an arrangement by which a student works in a company/organization for a limited period of time.

*Example:* I need to serve a two-year **internship** at the University Hospital.

## junior

- [n.] a third-year college student

*Example:* I need to carry eighteen **credit hours** both **semesters** of my **junior year**.

### learning assistance center

- [n.] an area used for **tutoring** and special programs to help students with their **classes**

*Example:* I am still a **sophomore** and the **tutors** at the **learning assistance center** are all **juniors** and **seniors** so I do not qualify.

### lecture

- [n.] a presentation for a **class** delivered by a **professor**

*Example:* It is so hard to take notes during Dr. Stephens' **lectures** because he speaks so fast.

### lecturer

- [n.] a college or university teacher, usually without a rank

*Notes:* **Lecturers** teach **classes**, but they may or may not have a **doctorate**.

*Example:* Mr. Wilkinson is only a **lecturer** but his **lectures** are really interesting.

### a lower-division course/class

- [n. phr.] an introductory-level **course** for first- and second-year students

*Example:* You have to take a **lower-division course** before you can take the advanced course.

### major

- [n.] a field of study chosen as an academic specialty

*Notes:* Students usually have to **declare their major** at the end of their **sophomore** year.

*Example:* I have to tell my advisor my **major** tomorrow.

*Example:* My friend is a business **major**.

### makeup test

- [n.] a test taken after the date of the original administration

*Notes:* If there is a good reason for being absent, a **professor** will normally allow you to take a **makeup test**.

*Example:* I need to speak with Mr. Lewis about taking a **makeup test** before the spring break.

### married student housing

- [n.] apartments on or near **campus** for married students

*Notes:* You usually need to apply for **married student housing** and hope for a vacancy.

*Example:* Let's go and see if we are on the waiting list for **married student housing**.

### master's degree

- [n.] a type of **degree** you can earn in **graduate school**

*Notes:* It can be an **M.A.** ("Master of Arts") – in a subject such as languages or history – or an **M.Sc.** ("Master of Science") – in a scientific subject. A **master's degree** generally takes two, sometimes three, years to complete. Programs involve coursework and exams, **internship** or another kind of applied experience.

*Example:* Some **master's degree programs** require a written **thesis**, others offer an option between a **thesis** and **comprehensive exam**.

### midterm

- [n.] an exam in a subject that is given in the middle of the term

*Notes:* This exam covers all class material studied until that point of time.

*Example:* I got an A on my **midterm in** economics.

### minor

- [n.] a secondary area of study

*Notes:* It is a subject which the student takes as the second greatest concentration of **courses**.

*Example:* With my **major in** economics I decided to do my **minor in** accounting.

### non-resident

- [n.] a student who does not meet the domicile requirements of a state

*Notes:* International students in the USA are usually classified as **non-residents**.

*Example:* **Tuition fees** and admission policies may sometimes differ for a **resident** and a **non-resident**.

## notes

- [n.] a brief record of a **lecture** to help students recall the important points

*Example:* Can I borrow your **notes** from today's lecture on environmental issues.

## objective test

- [n.] a test with one possible correct answer

*Notes:* Such tests typically have a multiple-choice, matching, or true-false format.

*Example:* Will the **final exam** be an **objective test** or we will have to write an essay?

## office hours

- [n.] the posted days and times a **professor** can be expected to be in his / her office available to students

*Notes:* **Office hours** are usually posted on the door of the respective professor's office. This is a job requirement for all instructors. Actually, students pay for those hours and should feel free to take advantage of them as this is one of the most valuable learning tools universities offer. Some students are just too busy while others simply feel shy to meet a professor one-on-one. But, generally, the purpose of **office hours** is to give busy students access to busy teachers and most professors will expect students to show up for their **office hours** with a specific question or concern related to the class they are taking.

*Example:* Do you know Dr. Graham's **office hours**?

## on probation

- [prep. phr.] on a trial period to improve your **grades** before disciplinary action

*Example:* I have to keep my grades up or I will end up **on probation**.

## on reserve

- [prep. phr.] books **on reserve** are retained in a special place in the library and can be used only in the library

*Example:* You have to check if that book is **on reserve**.

### open-book test

- [n.] a test during which students can consult their books and **notes**

*Example:* Don't assume you may go there tomorrow unprepared even though it is an **open-book test**.

### orientation

- [n.] a program for new students at a college or university during which they receive information about the school

*Example:* As a **freshman**, it is a good idea to go to tomorrow's **orientation**.

### override

- [n.] permission to enter a **class** for which a student does not qualify

*Example:* If you want to take that **class**, you should request an **override**.

### part-time

- [n.] less than the full work day or school day

*Notes:* A **part-time student** is a student who is enrolled at a university or college but is not taking the minimum number of **credits** (often 12) to meet the university's requirement for a **full-term course**.

*Example:* I applied for a **part-time** job on **campus**.

### placement office

- [n.] the office where students receive assistance in locating appointment

*Example:* You should check the interview listing in the **placement office** to see when your interview is scheduled.

### plagiarize

- [v.] to use someone else's written work without giving that person credit

*Notes:* **Plagiarizing** can be grounds for academic dismissal.

*Example:* To avoid **plagiarizing**, you should always cite the source.

### pop quiz

- [n.] a quiz that is given without notice

*Example:* Let's not be late for class today in case there is a **pop quiz** at the beginning of class.

### to post a grade

- [v. phr.] to display a list with **grades** in a public place

*Example:* Let's get back to **campus** to see if the **grades are posted**.

### prerequisite

- [n.] a **course** required before a student is eligible to take a higher-level **course**

*Example:* I have to pass two **prerequisites** before I can register for the next **class**.

### (full) professor

- [n.] a college or university teacher who ranks above an **associate professor**

*Notes:* **Assistant professors**, **associate professors** and **full professors** at American universities perform many duties: they teach **classes**, advise students, and carry out research that is published. They also serve on university **committees** and take part in other activities. Other **faculty members** at American universities are not expected to do all those jobs. They are not **on a tenure track**. Instead, they might be in **adjunct** or **visiting positions**. A **visiting professor** has a job at one school but works at another for a period of time. Being an **adjunct professor** is also a limited or part-time position, to do research or teach **classes**.

*Example:* I want to speak with my **professor** about the project, so let's go and check if the **professor's office hours** are posted.

### program of study

- [n.] a list of **courses** that a student must take to fulfill the requirements for graduation

*Example:* The **advisor** told me that this **program of study** is a four-year plan.

### quarter

- [n.] an academic **term** that is usually ten to twelve weeks in length

*Example:* I have to finish my **thesis** this **quarter**.

### registrar

- [n.] a university official in charge of keeping records

Notes: You see the **registrar** about your **transcript**, about **grade** change, etc.

Example: You have to file a change of address with the **registrar**.

### requirements

- [n.] **classes** that are required for your **major** and that make up the core for your **degree**

Example: I have several more **requirements** to complete.

### resident advisor

- [n.] an advisor who lives in a **dormitory** and provides student counseling and supervision

Example: Why don't you speak to the **resident advisor** about your problem?

### review session

- [n.] a study meeting led by a **professor** to revise material before a test

Example: Let's schedule a **review session** with our study group.

### room and board

- [n.] **fees** for room rent and meals

Example: My **scholarship** doesn't cover **room and board**.

### schedule

- [n.] a list of **courses** with dates, times, and locations

Example: My **schedule** this **semester** doesn't include evening **classes**.

### scholarship

- [n.] financial help awarded to a student

Example: I sent my application for **scholarship** yesterday.

### section

- [n.] one of several options for the same **course**

*Example:* I prefer to take the **section** that Dr. Brown teaches.

### semester

- [n.] a period of study usually 15-18 weeks long

*Example:* I have to take eighteen **credit hours** next **semester**.

### senior

- [n.] a fourth-year college student

*Example:* I will be a **senior** next **semester** and I will have to take five classes.

### shuttle

- [n.] a bus that has a short route around the **campus**

*Example:* I use the **campus shuttle** to save time.

### to sign up (for a class)

- [n.] **to enroll in a class**

*Example:* I **signed up** for the same music theory **class** as my friend Nancy.

### sophomore

- [n.] a second-year college student

*Example:* As a **full-time** student you will be a **sophomore** by the third **semester**.

### sorority

- [n.] a social organization for female college students

*Example:* There are many **sororities** on **campus**.

*Example:* There are frequent social gatherings at **sorority houses**.

### stacks

- [n.] the bookshelves at the library

*Example:* Some librarians let you look in the **stacks** yourself for the book you need.

### student I.D. number

- [n.] a number used for identification at a college or university

*Notes:* Often the social security number is used as a **student ID number**.

*Example:* I can't remember my **student ID number**.

### student union

- [n.] a building on **campus** where students can relax and socialize

*Example:* The oldest **student union** in the US is Houston Hall at the University of Pennsylvania.

### study lounge

- [n.] an area in a **dormitory** where students can go to study

*Example:* Is the **study lounge** in this **dorm** quiet?

### T.A.

- [n.] an abbreviation for **teaching assistant**

*Example:* Talk to the **T.A.** if you have questions about the **lecture**.

### tenure

- [n.] an academic rank that guarantees permanent status

*Notes:* A person with **tenure** cannot be easily dismissed as such appointments are permanent. **University teachers** and **researchers** who are hired with the understanding that they will **seek tenure** are said to be **on a tenure track**. **Assistant professor** is the first job on this path.

*Example:* You'd better check the requirements for **tenure** but I think you will first have to get your **Ph.D. to qualify for tenure**.

## term

- [n.] a time period when colleges are in session

*Notes:* **Academic terms** may be of varying lengths, e.g. **semesters**, **trimesters**, or **quarters**.

*Example:* Mark passed all of his **classes** last **term**.

## thesis

- [n.] a written research on a specific topic prepared by a candidate for a **bachelor's** or **master's degree**

*Example:* You would need at least one **semester** to write your **thesis**.

## transcript

- [n.] a printed and certified copy of a student's educational records

*Example:* My friend requested an extra copy of his **transcript**.

## transfer

- [v.] to change schools

*Example:* If I **transfer** colleges, I will lose **credits**.

## trimester

- [n.] a period of study that usually covers three equal terms of roughly 10-12 weeks during an **academic year**

*Example:* My college uses a **trimester** system.

## tuition (fee)

- [n.] the money charged by an institution for instruction and training

*Notes:* **Tuition fees** do not include the cost of books and other expenses related with accommodation, travel, food and any other expenses. **Tuition payments** are normally required to be made each **quarter** or **semester** and may depend on the number of **credits** for which a student is enrolled. This also depends on one's status as a **resident** or **non-resident**.

*Example:* **Tuition** at private **colleges** is more so I will need a **scholarship**.

### tuition hike

- [n.] an increase in the **tuition fees**

*Example:* I signed the petition protesting the **tuition hike** as I can't afford another one.

### tuition remission / tuition remittance

- [n.] the setting aside of the responsibility of a payment due for education provided

*Notes:* Some schools offer part or 100% **tuition remittance**, which means you do not pay **tuition** regardless of the period of study. **Tuition remission** is sometimes offered to state employees or employees of higher-education institutions and can sometimes be extended to their immediate families, including spouses and children.

*Example:* I am going to apply for the Massachusetts state **tuition remittance** program.

### to turn in (your homework/paper/assignment)

- [v. phr.] to submit your work

*Example:* Can I **turn in** my paper tomorrow?

### tutor

- [n.] a private instructor

*Notes:* This can be another student providing academic help to a struggling student, typically in a classroom setting, so that they do not fall behind.

*Example:* I am meeting my **tutor** at the library this afternoon.

### undergraduate student

- [n.] a student pursuing a **bachelor's degree**

*Notes:* Most **undergraduate courses** are four-year programs.

*Example:* Dana completed her **undergraduate courses** in three years.

### an upper-division course

- [n.] an advanced **course** for third- and fourth-year students

*Example:* **Upper-division courses** are usually numbered 400 or above.