



THE OFFICE OF THE DEAN
OF STUDENTS

OFFICE OF
STUDENT AFFAIRS



TERMS

A GLOSSARY OF THE
TERMINOLOGY COMMON
TO THE CONTEMPORARY
COLLEGIATE EXPERIENCE

2006-2007



TERMS

INTRODUCTION

Now that you have become a part of the Northeastern Illinois University community, you will discover that the university has a language of its own. Some words, jargon, and terms have meanings specific to Northeastern, while others are college jargon and standard from university to university. "Terms" is designed to help you comprehend the different terminology on campus. However, if you hear or see a word you do not understand and it is not listed, ask your advisor to explain it or stop by the Dean of Students Office for assistance.

ACADEMIC ADVISOR

All degree seeking students are assigned an academic advisor. The advisor serves as a resource for all academic and nonacademic services and can help students plan their schedule, choose a major, and understand the system.

ACADEMIC CALENDAR

The university operates on a semester system. The academic calendar or year consists of a 16-week fall semester, a 16-week spring semester, and a summer session.

ACADEMIC PROBATION

An undergraduate student at Northeastern must maintain a cumulative grade point average of 2.0 (on a 4.0 scale) or a “C” average to remain in good standing. An undergraduate whose cumulative average falls below 2.0 will be placed on academic probation and must meet specific criteria to be allowed to continue as a student. For additional information, see the University Catalog.

ACTIVITY HOUR

Activity Hour takes place on Tuesdays and Thursday at 1:40 pm - 2:40 pm during the regular academic year. During this time, no classes are scheduled. It allows for NEIU students to take part in extra-curricular activities, meetings, and programs offered on campus.

ADD

To register for a course or courses.

ADD/DROP

Add/Drop is a change of registration process conducted during each semester when a student may add or drop classes, make section changes, or completely withdraw from the university. Consult the Schedule of Classes for refund policies and deadline dates.

ADULT RE-ENTRY

The Adult and Women Student Programs Office sponsors a program for adults who are returning to college after an extended absence or attending college for the first time. The Returning Adult Program (RAP) assists both male and female students through the initial re-entry period and offers activities such as orientation sessions, study strategies workshops, and support groups for single parents and returning students.

Currently enrolled students and students admitted or readmitted prior to the beginning of Advance Registration may be eligible to participate in the Advance Registration process. The process allows students to register for the term in advance. Refer to the Schedule of Classes for registration dates and details.

A male (alumnus), or female (alumna) graduate or former student of Northeastern Illinois University. The term alumni refers to more than one alumnus and/or alumna.

See Professor.

An associate degree in arts or science (A.A. or A.S.) is a two-year degree offered primarily at community and junior colleges and technical schools.

See Professor.

Students who meet the admission requirements of the university and are registered for a course may audit the course with written permission of the instructor. An auditor cannot later have his/her registration changed to secure course credit. Auditors pay the same fees as credit students. For additional information see the current Schedule of Classes.

A computer file maintained by the academic departments which indicates whether a student has been given permission to register for a course which is closed or restricted. During the change of registration period students may register for open classes prior to the day of the first class session without authorization. Beginning with the day of the first class session courses will require authorization from the department. Once authorization has been entered by the department the student must register for the course via the Touchtone Telephone Registration System (TTRS).

See Bachelor's Degree.

**ADVANCE
REGISTRATION**

ALUMNUS/ALUMNA

**ASSISTANT
PROFESSOR**

**ASSOCIATE
DEGREE**

**ASSOCIATE
PROFESSOR**

**AUDITING
CLASSES**

**AUTHORIZATION
FILE**

**BACCALAUREATE
DEGREE**

BACHELOR'S DEGREE

The formal name for a four-year college degree. Northeastern offers both the bachelor of arts (B.A.) and the bachelor of science (B.S.) dependent on the major and the college.

BOOK WAIVER

NEIU students who have an existing financial aid package (grants and/or loans) may qualify for a paper book waiver. The paper book waiver amount is determined based on the difference between the student's balance due to the University and the student's total financial aid package for a given term. The paper book waiver is submitted to Becks' Bookstore in exchange for books and supplies.

CATALOG

The catalog describes the university, its academic programs, and support services, and provides a description of all the courses offered. It outlines general course requirements that all students must fulfill and courses in a student's major and minor that are necessary for graduation, as well as elective course options. The University Catalog is available free of charge at the bookstore, located in the Village Square area or at the Enrollment Services Center. It is also available on Northeastern's website, www.neiu.edu.

CHAIR

A faculty member who is the head of an academic department, such as the biology or special education department. Also refers to the head of a committee.

CHANGE OF REGISTRATION

Beginning with the first day of classes, students may register for open classes prior to the day of the first class session without authorization. Beginning with the day of the first class session courses will require authorization from the department. Students may also drop a course, put a course on pass/fail, or completely withdraw. Registration will be held via the Touchtone Telephone Registration System (TTRS). See the Schedule of Classes for dates and instructions.

CLASS STANDING

Class standing or student classification for undergraduates at Northeastern is dependent upon the number of credit hours students have earned: freshmen (1, 2: 0-29 earned credit hours), sophomores (3, 4: 30-59 earned hours), juniors (5, 6: 60-89 earned hours), seniors (7, 8, 9: 90+ earned hours). For students with an earned bachelor's degree there are four (4) classifications: graduate students admitted to a graduate degree program (A), second bachelor's degree candidates (B), graduate students-at-large (T), and graduate students-at-large in a certification program (C). In addition, undergraduate students-at-large have a separate classification (X).

Credit for successful performance on the general examinations may be granted to students who have participated in the College Level Examination Program. A maximum of 30 hours of lower division credit may be awarded through CLEP. For additional information and guidelines, visit the Enrollment Services Center or call the Admissions Office.

The university is divided into four academic colleges: the College of Arts and Sciences, the College of Business and Management, the College of Education, and the Graduate College. For specific requirements and application procedures of each college, see the University Catalog.

A broad-based, interdisciplinary, research-based topics course featuring the expertise of contributors from diverse fields.

A day set aside to award degrees and to honor graduating students. Students wearing commencement regalia (caps and gowns) participate in a special ceremony attended by family members and friends who, along with university faculty and administrators, observe as students receive their degrees and other honors.

To drop ALL courses for the semester. By taking this action, the student does NOT intend to be registered for ANY course.

The process of a student confirming his/her registration with the Cashier's Office each semester by the published deadline. Confirmation must occur regardless of whether funds are owed and whether a bill is received. This applies to students with financial aid, scholarships or tuition waivers. Failure to confirm, even though no funds are owed, will result in a student's registration being cancelled. (Refer to Payment.) For additional information, see the Schedule of Classes.

In order to graduate from Northeastern, students must have passed the Illinois and United States Constitution Examination or successfully completed the American National Government course in the Department of Political Science. For additional information, see the University Catalog or contact the Department of Political Science.

CLEP TESTS
*(CREDIT THROUGH
COLLEGE LEVEL
EXAMINATION
PROGRAM)*

COLLEGE

COLLOQUIUM

COMMENCEMENT
*(GRADUATION
CEREMONY)*

**COMPLETE
WITHDRAWAL**

CONFIRMATION

**CONSTITUTION
REQUIREMENT**

**COURSE
NUMBER**

Every course has a name and number. Numbers range from the 090-level to the 500-level. The 090s are developmental and do not count toward graduation. The 100-level are usually taken during the freshman year, 200-level during the sophomore year, 300-level are upper division courses which are for advanced undergraduate and, under some conditions, graduate students, 400 and 500-level are for graduate students only. Most freshmen and sophomores take lower division or 100-200 level courses (and when required 090s), juniors and seniors generally take upper division or 300-level courses.

**CREDIT
BALANCE**

Money owed to the student by the university. Students with a zero or a credit balance are still responsible for confirming their registration with the Cashier's Office.

**CREDIT
HOUR**

Credits at Northeastern are measured in semester hours. One semester hour consists of the equivalent of one 50-minute lecture or discussion period, or two laboratory periods per week, for one term. For individual study programs, requirements for a credit unit are arranged on an individual basis. Also called unit of credit.

**CUMULATIVE GRADE
POINT AVERAGE**

The cumulative grade point average is the average of all the courses taken at Northeastern. For additional information, see Grade Point Average (GPA).

CURRICULUM

All the courses required for a degree. Majors/minors will have a specific course of study that students must follow. Students should consult the University Catalog or their major/minor advisor for information on their curriculum.

DEAN

A college administrator who is the head of a specific college or organizational division or unit at the university. Northeastern includes the Dean of the College of Arts and Sciences, the Dean of the College of Education, the Dean of the College of Business and Management, the Dean of the Graduate College, the Dean of Academic Development, and the Dean of Students among its deans.

DEBIT CARD

An ID card that is used as debit card in photocopiers and library microfilm printers located around campus.

See Major.

See Pre-Major.

Each college within the university is organized into academic departments that offer courses and a curriculum for a major and/or a minor in that specific area, such as the history department or biology department.

Diagnostic exams are placement tests that incoming freshmen must take in English language, reading, and mathematics either before their first registration or during their first semester at Northeastern.

Select courses that are delivered through a two way interactive teleconferencing network. For specific courses refer to the current Schedule of Classes.

To officially withdraw from a class.

The action taken when a student has not met the required academic standards of the university and is no longer eligible to attend. For more information, see the University Catalog.

Electives are optional rather than prerequisite or required courses in an academic curriculum.

E-mail accounts are automatically created for students enrolled at Northeastern. To obtain your account information, go to the Student Computing Services website at <http://www.neiu.edu/~scs> and click on the "Student E-mail Account Look-up" icon.

Students may request an escort to locations on campus by calling the Public Safety Office.

**DECLARED
MAJOR**

**DECLARED
PRE-MAJOR**

DEPARTMENT

**DIAGNOSTIC
EXAMINATIONS**

**DISTANCE EDUCATION
COURSES**

DROP (A COURSE)

**DROPPED
FOR POOR
SCHOLARSHIP**

ELECTIVES

E-MAIL ACCOUNTS

ESCORT SERVICE

EXTRACURRICULAR (CO-CURRICULAR)

Extracurricular refers to activities outside of a student's classes and course requirements. These activities are open to all students and include clubs and organizations, recreation and intramurals, and cultural, social, and entertainment events. For information on activities, contact the Student Activities Office or Campus Recreation.

FACULTY

The title or rank of a teacher or instructor within the university is usually dependent upon his/her years of experience, educational background, and professional accomplishments in teaching, research, and service (lecturer, instructor, assistant professor, associate professor, and professor).

FEEES

Fees are costs that students pay in addition to tuition. These fees include Student Union Fee, Student Activity Fee, Academic Enhancement Fee, Computer Resource Fee, Performing Arts Fee, Campus Recreation Fee, Parking Fee, Health Service Fee and the Student Health Insurance Fee. Individual courses may also have fees assessed. Refer to the Schedule of Classes for an explanation of all fees.

FIELD PLACEMENT

See Internship.

FINALs, FINAL EXAMS

These are exams given at the end of each semester. In some courses, final exams may be comprehensive and include all the material covered during the course, while other courses may have more specific exams. Sometimes, a professor will require a final paper or project instead of or in addition to a final exam. The course syllabus should indicate when the final will be given, what it will cover, and how much it will count toward the final grade. For official final exam schedule refer to the Schedule of Classes.

FINANCIAL AID

Northeastern Illinois University participates in all of the U.S. Department of Education Title IV Funding programs. These include: Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Stafford Loan, State Monetary Award Program, State Veteran's Grant, State National Guard Grant and State Illinois Incentive for Access.

The General Education Program requirement consists of 39 credit hours of courses designed to familiarize students with a wide range of subject areas in the fine arts, humanities, behavioral and social sciences, and natural sciences. Students fulfill the General Education Program by successfully completing a specified number of courses in each of these areas selected from a "Limited List" of acceptable courses. See the University Catalog and the Schedule of Classes for details.

**GENERAL
EDUCATION**

Northeastern is on a 4.0 grading scale. For instance, each credit hour of "A" equals 4 grade points; an "A" earned in a three credit hour course generates 12 grade points. The student's grade point average is calculated by: the total number of grade points earned divided by the total number of credit hours earned. Credit hours for courses in which an "F" is earned are used to calculate the GPA. Transfer hours and courses in which a "P" (passing) grade is earned are not used to calculate the grade point average.

**GRADE
POINT
AVERAGE
(GPA)**

Students may access their semester grades at www.neiu.edu twenty-four hours a day, seven days a week. Grade reports are *not* mailed to students. Visit the Enrollment Services Center or call the Records Office.

**GRADE
REPORTING
SERVICES**

Course grades for students are expressed as follows: A, B, C, D, and F. Undergraduates may be permitted to take certain courses on a Pass (P) or Fail (F) basis. (See Pass/Fail Option.) Other letter grades include: I - Incomplete, V - Visitor/Auditor, W - Withdrawal, IP - Course in progress, and the symbol X - indicating the grade was not submitted by instructor in time for processing. For a detailed description of the grading system, see the University Catalog.

GRADES

A student who has earned a bachelor's degree (B.A. or B.S.) and is enrolled in a program granting the master's degree (M.A., M.S., M.B.A., M.S.A., M.S.I., M.A.T.).

**GRADUATE
STUDENT**

See Commencement.

**GRADUATION
CEREMONY**

Action taken by the university because of an outstanding obligation which may prevent a student from registering and/or restrict the release of a student's transcript. The hold must be waived or removed by the originating office to allow a student to register or receive a transcript.

HOLD

HONORS PROGRAM

The University Honors Program, which is open to undergraduate students in all disciplines, provides an expanded educational experience to students willing to challenge their academic and intellectual abilities. They attend honors courses, seminars, and colloquia and engage in independent study, research, or creative work with faculty and peer mentors. At graduation, students who complete the program requirements are awarded special distinction as Honors Scholars.

HONORS RECOGNITION

Baccalaureate degree students who graduate with a minimum of a 3.5 grade point average will be awarded honors recognition: cum laude (with distinction) 3.5-3.74 GPA, magna cum laude (with great distinction) 3.75-3.89 GPA, summa cum laude (with highest distinction) 3.9-4.0 GPA.

HOURS

Another word for credits. For example, students may refer to their course load as 15 credits, 15 hours, or 15 credit hours. It is based on the number of hours spent in class each week or the number of credits that will be earned from the course.

IDENTIFICATION CARD (*STUDENT I.D.*)

All registered students should have a university identification card. This card permits students to withdraw materials from the library, serves as identification for university-sponsored activities and events, allows students to utilize the Physical Education Complex, and may be used as a debit card.

INCOMPLETE

Allows for an additional amount of time to complete a course, given at the discretion of the instructor under certain circumstances. For additional information, see the University Catalog.

INDEPENDENT STUDY

An individual project taken for academic credit under the supervision of a faculty member but not in conjunction with a specific course. Independent Study Forms can be obtained in the academic department. Consult the Schedule of Classes for specific registration information.

INSTRUCTOR

See Professor.

The academic major students indicate on their admission application to identify their interest in an area of study. Students must then formally declare their major with the appropriate academic department by the time they have completed 45 hours. See Major and Pre-Major.

Study abroad provides students a unique opportunity to spend a semester, summer, or academic year overseas while earning credit at NEIU toward graduation. In addition, international study trips, which last from 7—21 days, or 1—3 weeks, are open to sophomores, juniors and seniors in good academic standing. For more information, contact the Office of International Programs.

An internship is a supervised work experience (usually off-campus) in a student's major field. It provides a student with an opportunity to practice newly acquired skills and theories in settings appropriate to his/her career objectives. An internship may also be called a field placement or practicum.

Course work or part of a course involving experiments, projects, or other “hands-on” activities rather than reading, lectures, papers, or library research.

Eligible students who did not participate in advance or open registration may register for classes during the late registration period via the Touchtone Telephone Registration System (TTRS) which is scheduled just prior to the beginning of the semester. See the Schedule of Classes for registration dates and instructions.

The official record of a student's involvement in extracurricular activities, organizations, community & volunteer services, university committees & boards, awards & recognition, performance arts, and/or professional or educational development at Northeastern. (Contact the Student Activities Office.)

Student classification or category. Refer to Class Standing for further information.

INTENDED MAJOR**INTERNATIONAL
PROGRAMS****INTERNSHIP****LABORATORY
OR LAB****LATE
REGISTRATION****LEADERSHIP AND
SERVICE
TRANSCRIPT****LEVEL**

MAJOR

A major indicates a student's field of academic specialization and may comprise from 25 to 50 percent of the prescribed courses he/she needs in order to graduate. By the time students have earned 45 credit hours they must contact their major department and officially declare their major. If students cannot officially declare their major, they must declare a pre-major. In most cases, students can declare a major or pre-major at any time. See Pre-Major.

**MAJOR
ADVISOR**

When students declare a major, a faculty member from the major department, or an advisor from the major department, is assigned to assist them in course selection and academic planning.

MID-TERMS

Mid-terms refer to exams which, in most courses, professors will give to students during the middle of the semester. Usually, mid-terms will test students on all the material covered up to that point and may count for a higher percentage of a student's grade than other tests. The course syllabus should indicate when the mid-term will be given, what it will cover, and how much it will count toward the final grade.

MINOR

A group of prescribed courses from a department that some students, dependent on their major, are required to complete. It may also refer to a group of courses in a particular field designed to give students expertise in that field even though it does not fulfill requirements for a major.

**NONTRADITIONAL
DEGREE
PROGRAMS**

Utilizing university faculty to meet the varying needs of their students, these types of degree programs, designed specifically for adult students, provide expanded opportunities for quality education and individual academic advisement. These include the Board of Governors BA program and the University Without Walls program.

NVISION

Northeastern Illinois University's televised events and information system.

**NPB
(NORTHEASTERN
PROGRAMMING
BOARD)**

NPB (Northeastern Programming Board) is the elected student board which selects, plans and presents social, cultural, educational and other entertainment programs to the campus. The Board and its coordinators bring coffeehouse acts, roving artists, novelty acts, films, speakers, etc. to the campus. NPB works in conjunction with the Student Activities Office.

Courses offered at different sites in the Chicago area including Lake County. For specific courses refer to the current Schedule of Classes.

Eligible students who did not participate in advance registration may register for classes during the Open Registration period via the Touchtone Telephone Registration System (TTRS). See the Schedule of Classes for registration dates and instructions.

An undergraduate student in good standing who has accumulated 15 hours in residency (courses taken at Northeastern) may elect to take a course Pass/Fail. A grade of "P" indicates that the student has passed the course and a grade of "F" that he/she failed the course. The "F" grade is included in the calculation of the grade point average but the "P" grade is not. Declaration of the intention to select the Pass/Fail Option must be made no later than the tenth day of the term by calling the Touchtone Telephone Registration System (TTRS). Students may not use the pass/fail option for General Education courses, English 101, Math Competency requirements, Honors courses, tutored or independent study courses, College of Business and Management courses, or a course used to fulfill a major or minor requirement. For additional information, see the University Catalog or the Schedule of Classes.

The method of confirming a student's registration by paying tuition and fees at the Cashier's Office. Payment may be made by cash, check, credit card, money order or, in cases of students receiving financial aid, selected scholarships or various waivers.

The process of requesting reinstatement or readmission into classes which were cancelled due to the student's failure to confirm his/her late or change of registration with the Cashier's Office by the established due date. For additional information and deadline dates, see the Schedule of Classes.

The four-digit number required by the Touchtone Telephone Registration System (TTRS) to gain access to the system. This number is also used by students to access their grades at the end of each semester. Each number is unique to each student and does not change.

**OFF CAMPUS
COURSES**

**OPEN
REGISTRATION**

**PASS/FAIL
GRADE
OPTION**

PAYMENT

**PETITION FOR
REINSTATEMENT**

**PIN
(PERSONAL
IDENTIFICATION
NUMBER)**

POLICIES AND PROCEDURES

Policies and procedures are the ground rules that ensure and protect the rights of students and faculty and explain responsibilities that enable the university to effectively function as an academic community. All students should be aware of the policies and procedures and know where to obtain information on them. For descriptions, refer to the document titled "Basics" in this packet. The following is a listing of Policies and Procedures of special interest to students: Affirmative Action Policy and Discrimination Grievance Procedure, Bulletin Board Policy, Charitable Solicitations On Campus, Demonstrations, Drug and Alcohol Abuse, Financial Aid Satisfactory Academic Progress Policy, Grade Appeal, Incompletes, Parking Violation Appeal, Reasonable Accommodation of Religious Observations, Release of Information Pertaining to Students, Services for Students with Disabilities, Policy and Procedure Regarding Sexual Assault, Sexual Harassment Policy and Procedure, Tobacco Free Policy, University Student Conduct Code, and Use of Facilities.

PRACTICUM

See Internship.

PRE-MAJOR

Students who have not completed the prerequisites necessary to declare a major by the time they have earned 45 hours of credit must declare a pre-major. Declaration of a pre-major is done at the Enrollment Services Center.

PREREQUISITE

A prerequisite is usually a course(s) that must be completed before taking another course. Sometimes, a required grade point average or class standing may constitute a prerequisite for certain classes or to declare a major. For additional information, see the University Catalog or Schedule of Classes.

PRESIDENT

The chief executive officer of the university who reports to the Chair of the Board of Trustees of Northeastern Illinois University for the administration of the university. The president is assisted by the provost (Vice-President-Academic Affairs) and two vice-presidents (Finance and Administration, and Student Affairs).

PROFESSOR

The title of a teacher of the highest rank in an institution of higher learning. Other ranks include associate professor, assistant professor, instructor, and lecturer. (See Faculty.)

An admission classification that indicates a student, even though he/she is admitted, will be required to take specific courses at the university to offset deficiencies that preclude full admission status.

**PROVISIONAL
ADMISSION**

The highest academic official of the university. The deans of the Colleges of Arts and Sciences, Business and Management, and Education as well as the deans of the Graduate College, Libraries and Learning Resources, and the Office of Academic Development report to the provost. Also reporting to the provost is the Executive Director of Enrollment Services and the directors of the Jacob H. Carruthers Center for Inner City Studies, El Centro, Center for Teaching and Learning, Institutional Studies and Planning, and Sponsored Programs. The provost reports directly to the president.

PROVOST

Admission procedure followed by students in undergraduate degree programs who were previously enrolled in the university but whose attendance was interrupted by three or more consecutive semesters. Students must have been in good standing at the time of their last attendance at Northeastern. Students who have enrolled at other institutions since leaving Northeastern must have an overall "C" average and be in good standing at those institutions. Students who were dropped for poor scholarship from Northeastern must petition the Academic Standards Committee. For additional information, see the University Catalog.

READMISSION

The five-digit number which uniquely identifies a particular course section.

REFERENCE NUMBER

An amount due to students for complete or partial withdrawal from classes. For additional information and deadline dates for full and partial refunds, see the Schedule of Classes.

REFUNDS

To register for a course, add a course, drop a course, put a course on pass/fail, or completely withdraw.

**REGISTER/
MAKE AN
ADJUSTMENT TO
YOUR SCHEDULE**

REGISTRATION

The process of scheduling classes for each semester through advance, open, late registration, or change of registration by calling the Touchtone Telephone Registration System (TTRS). Also see Advance Registration and Late Registration.

REPEAT POLICY

Effective Spring 2005, a student may elect to repeat a course for which he/she received a grade of 'D' or 'F'. Only the higher grade(s) and corresponding grade point(s) from the repeated course(s) will be used to calculate the grade point average. Courses which are repeated will only count once toward fulfilling the minimum 120 hours required for graduation. Additional information can be obtained at the Enrollment Services Center.

**RESIDENCY STATUS
(RESIDENT/
NON-RESIDENT)**

Residency status refers to a student classification as either a resident or non-resident of the state of Illinois, for the purpose of assessing university tuition. Details on the factors which determine residency or non-residency status are described in the University Catalog.

RESTRICTION

A condition that prevents registration which must be resolved prior to registration, also referred to as a "hold" (i.e. Academic Advisement). May also be applicable to courses requiring specific arrangements with the department/instructor prior to registration.

RESUME

A written summary of a student's education, work experience, volunteer work and related background information. This document is usually sent to an employer as an initial inquiry concerning employment.

**SCHEDULE OF
CLASSES**

This is a booklet issued prior to the beginning of the advance registration period that lists all the classes that will be offered during the coming semester, including days, times, room numbers, and faculty. The schedule also includes other pertinent registration information, updated policies and requirements, fees, insurance and financial aid information, general academic and testing requirements, and a calendar of important semester dates and deadlines. The Schedule of Classes is also available on Northeastern's website, www.neiu.edu.

SCHOLARSHIP

A financial award given to a student on the basis of academic achievement, talent, or criteria established by the donor of the scholarship money.

The different classes offered for the same course title. For instance, a department might offer three “sections” of the same course in a given semester and a student would select one of the three sections in which to register.

See Credit Hour.

Northeastern is on a semester system which consists of a 16-week fall semester, a 16-week spring semester, and a summer session.

A course consisting of a small group of students engaged in research under the guidance of a professor who meets regularly with them for reports and discussions. Usually seminars are advanced courses for students pursuing a major or minor in the subject area.

This is an admission classification that indicates either a student with or without a degree who enrolls as a non-degree seeking student.

See Class Standing.

The Student Government represents the student body through elected officers and senators. Examples of involvement include student participation in university activities and formulation of policies that affect the student body. The officers of Student Government are the president, vice-president, and speaker of the senate.

A system generated number which is unique to each student. This number is included on the university id card and may be used when conducting business with various university departments and staff. Refer to the Schedule of Classes for further information.

An internship of supervised teaching at an elementary or secondary school that all education majors must complete before graduation (See Internship).

SECTION**SEMESTER HOUR****SEMESTER SYSTEM****SEMINAR****STUDENT-
AT-LARGE****STUDENT
CLASSIFICATION****STUDENT
GOVERNMENT
(*STUDENT SENATE*)****STUDENT
IDENTIFICATION
NUMBER****STUDENT
TEACHING**

STUDENT UNION

The Student Union houses services such as the cafeteria, lockers, and study space. It has meeting facilities for campus organizations as well as space for social and recreational events. It provides comfortable surroundings for students to study, relax, and enjoy the many educational and cultural events offered during the year.

STUDY ABROAD

See International Programs.

STUDY CARREL

A small study area or room. Throughout the university, desks, tables and chairs in the halls are available for student use. In the library, study carrels and tables are conveniently located on every floor. Group study rooms and instructional computer terminals are also available on the fourth floor of the library.

SYLLABUS

A course outline which usually explains course requirements, attendance policy, assignments, readings, examination schedule, faculty office number and hours, and other pertinent information.

THESIS

A treatise advancing a new point of view resulting from research.

TOUCHTONE**TELEPHONE REGISTRATION
SYSTEM (TTRS)**

A method of conducting registration-related activities utilizing a touchtone telephone.

TRANSCRIPT

The official record of a student's college work, which is maintained and updated each semester by the Office of Enrollment Services. The transcript includes courses, grades, grade point average, and transfer credit information.

TRANSFER CREDIT

The number of credits or hours Northeastern will accept from another college or university toward a student's degree.

**TRANSFER
CREDIT
GENERAL
EDUCATION
AUDIT**

When a student transfers college or equivalency credit, courses or credit accepted in transfer will be listed on the student's Northeastern Illinois University's transcript. In addition, a Transfer Credit General Education Audit will be sent to the student which will indicate which courses or credit will meet the General Education requirements and the University requirements for graduation. Students will need to meet with their major and/or minor academic advisor to determine which courses will apply to their major and/or minor.

The amount of money a student pays for his/her courses. See the Schedule of Classes for a complete listing of tuition costs.

TUITION

The Tuition Guarantee Plan applies to all newly enrolled undergraduate students, including transfers, and guarantees the same tuition rate for four continuous academic years. The Tuition Guarantee Plan applies only to tuition. Fees may increase during the four years. Refer to the Schedule of Classes for more information

**TUITION
GUARANTEE
PLAN**

Individual instruction taken for academic credit for a specific course under the supervision of a faculty member. Tutored study forms can be obtained in the academic department office. Consult the Schedule of Classes for specific registration information.

**TUTORED
STUDY**

Until a student officially declares a major or pre-major the student's major code is D399 which indicates an undeclared major.

**UNDECLARED
MAJOR**

A student attending a university or college who has not received a bachelor's degree.

**UNDERGRADUATE
STUDENT**

The Village Square, located at the interior entrance of the Student Union, provides a space for exhibits, conversations, and access to services such as an information center, and the bookstore.

VILLAGE SQUARE

A document that provides institutional authorization to set aside or forego a requirement or obligation. For example, a tuition waiver is granted when a student has received a tuition scholarship or other form of financial aid that covers the cost of tuition.

WAIVER

Another term for dropping a course(s). Withdrawal can mean dropping all of a student's courses and leaving school for the semester or just one course. See Add/Drop and Complete Withdrawal.

WITHDRAWAL

