**McDaniel College “Lingo” – Things to Know**

**Academic Affairs:** The Office of Academic Affairs oversees the Academic Affairs Division of the College, which includes the following offices, departments and programs: Undergraduate Academic Programs, Center for Faculty Excellence, Academic & Government Grants, Graduate and Professional Studies, Hoover Library, Information Technology, Office of Diversity and Multicultural Affairs, Registrar's Office, Student Academic Support Services, Center for Community Outreach & Service

**Academic Calendar:** The calendar and schedule followed by the college for each academic year for all processes at the college.

**Academic Year:** Two 15-week semesters, plus a 3-week Jan Term

**Add/Drop Period and Process:** Starting on the first day of classes in a given semester, a student may add or drop a course up until the deadline specified in the academic calendar.

**Advising:** The process of “advising” at the college level means that you will discuss a professor (your advisor) the general education courses required for the college (The McDaniel Plan), and potential areas of interest and then choose the most appropriate classes for you to take the following semester. As a First Year Student you’ll also review the results of your placement exams in English, Math and Second Language.

**Advisor:** Your advisor will help you throughout your time at McDaniel. They’ll help you determine what classes to take each semester, and make sure you are on track to complete your McDaniel Plan as well as your chosen program of study. You’ll get your First Year Advisor through your First Year Seminar course selection or your major if you are a transfer student. Once you declare a major, you will get an advisor within your major. It is important to get to know your advisor well and to provide him or her with information about your interests, strengths as a student, and aspirations.

**Advisors and Clearance for Registration:** Advisors serve as academic and overall support for students as they progress through their four years at McDaniel. Student must meet, at a minimum, at least once with their advisor each semester to be cleared for class registration. The student cannot register for classes until the advisor clears the student in the system.

**ANW:** The abbreviation for Albert Norman Ward residence hall.

**Archway:** The main online student information system at McDaniel. A student can log into the Archway to review all student records, register for classes, review midterm and final grades and review multiple pieces of information regarding the College.

**Audit:** An audit is an option that a student can take for a course to take the course without receiving credit. The audit is entered on the record as “AU,” no credit hours attempted, and no grade or quality points awarded. The instructor sets the amount of participation required in the course.

**Blackboard:** An online system that students and professors use as a supplemental technology tool in the classroom. Faculty members may use Blackboard to post course documents and grades. Students use Blackboard to access course materials and submit assignments if required by the faculty member

**Bursars Office or Student Billing:** Located in Elderdice Hall next to Financial Aid and the Registrar’s Office, provide a variety of financial services to our students, staff, and departments.

**Center for Experience & Opportunity (CEO) Office:** Located in the basement of Rouzer Hall, the CEO office is the college’s one stop shop for experiential learning. The CEO office supports students with choosing a major, learning about volunteer opportunities, funding a job on or off campus, applying for competitive scholarships, securing an
internship, setting up a job shadow experience and connecting with alumni and businesses to support students’
career exploration and aspirations.

**Class Registration:** Each student registers for academic classes two times per year in the Archway system online. Students register in November of each Fall semester for the Spring semester and in April of the Spring semester for the following Fall semester. The schedule for registration can be found on the academic calendar and also in the student’s individual student file in Archway under the link “Authorizations and Restrictions”.

**Contrast:** the campus literary magazine, published annually.

**Course Prerequisite:** A course that is required for student to take and complete prior to taking an advanced course.

**Course Co-requisite:** A co-requisite is an academic course required to be taken in conjunction (at the same time) with another course.

**Course Withdrawal and Process:** A student may withdraw from a course in a given semester and receive a grade of “W” before the deadline specified for that term listed in the academic calendar. This course is not counted in calculating the student’s GPA. The student must fill out a withdrawal form that requires signatures from the professor of the course and from the student’s advisor. The form must then be turned into the Registrar’s Office for processing.

**Credits:** awarded to students for their work in each class. Most classes at McDaniel are worth 4 credits. You must obtain a minimum of 128 credits to graduate. The average student takes 16 credits (4 classes) each semester. However, in order to be a full time student you can take no fewer than 12 credits in a given semester, and no more than 23.

**Dean:** Deans oversee different areas of campus. They each have their area of expertise and can be housed in divisions across the campus community.

**Dean’s List:** Students enrolled full-time with outstanding academic performance each semester; on the following basis: Highest Honors- semester GPA of 3.90, High Honors- semester GPA of 3.70-3.89, Honors- 3.50-3.69.

**Department Chair:** Oversee each department, all faculty report to their department chair.

**Departmental Honors:** Recognized at graduation and are recorded on the student’s permanent record. You must have a GPA of 3.50 in all courses taken in the major, satisfy departmental requirements, be recommended by the department.

**Department Tutoring:** Each department at McDaniel offers department based tutoring to support students in coursework. If a student needs information about tutoring, he/she should approach the professor of the course for information.

**DMC:** The shortened name of Daniel MacLea Hall. This is where most of our Honors Program students live.

**FERPA:** The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States federal law codified at 20 U.S.C. § 1232g, with implementing regulations in title 34, part 99 of the Code of Federal Regulations. The regulations provide that educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education must provide students with access to their education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records.
**Financial Aid Office**: located in Elderdice Hall, the FAO is the place to turn for questions about your student loans, work study, or scholarship/grants. If you have changes to your family financial situation during the year, start by talking to the people in Financial Aid.

**First Stop Office**: A central office for all first year and first year students to get general academic and transitional support. It is located on the 2nd floor of Hoover Library.

**First Year Experience**: Geared at all entering First Year Students, the First Year Program is here to help you get adjusted to college life.

**First Year Seminar (FYS) Advisor**: The faculty member that teaches the FYS course and also acts as the primary advisor for the first-year student until the student declares a major.

**First Year Seminar (FYS) Course**: A required 4-credit course that all first-year students take during their first semester at McDaniel College. First Year Seminars are innovative topical and thematic courses on a range of subjects suitable for first-year students that provide an introduction to the liberal arts and an academic transition to college. They seek to excite students intellectually and engage them as scholars. In addition to offering a rigorous academic content, First Year Seminars focus on fundamental skills that are necessary for academic success: critical thinking, effective writing, analytic reading, and oral communication.

**First Year Team**: A team of both Academic and Student Affairs administrative staff who collaborate to coordinate and implement the First Year Program at McDaniel. The First Year Team’s goal is help all students adjust to college life.

**Free Press**: The McDaniel College student newspaper.

**Gardens**: The Garden Apartments, mainly upperclassman housing.

**Glar**: Because Englar Dining Hall is too hard to say when you’re hungry.

**GPA**: The general quality of students’ work is determined numerically and is called the grade point average (GPA). There is a GPA for each semester and also a cumulative GPA that encompasses all semesters as the student moves through their educational experience.

**Grade Reports**: All students and their academic advisors are provided via the Archway with grade reports at mid-semester and at the end of each semester.

**Greek Life**: Members of our campus social fraternities and sororities are considered members of Greek Life on campus. In order to be a join a student must have at least 12 McDaniel credits.

**Green Terror Productions**: The College Activities Planning Board. This student-operated group plans events on campus.

**Harvey Stone Park**: A large pavilion by the golf course, used for picnics and other outdoor gatherings.

**Honors Program**: Student with outstanding academic records are invited, as high school seniors, to join the Honors Program.

**Info Desk**: Centralized resource to receive information about campus and the community, located in Decker College Center.

**Jan term**: A three-week period between Fall and Spring semester of concentrated study beyond the range of more usual course experiences and a cooperative venture in which faculty and students explore new areas and expand
their intellectual horizons. It is a time to cultivate special interests in depth, for creative work, experimentation, and interdisciplinary dialogue.

**Major and Minor:** All students must complete a major. Each major offers a basic program, involving up to 50 credit hours of required course work within the discipline and sometimes from supplementary disciplines. Once a student declares a major, he/she must complete all requirements of that department and major in order to graduate with a degree in that major. A minor is also chosen by the student and can be in a related field to the major or completely independent. The minor is typically less credits than the major. All requirements for majors and minors can be found in the online undergraduate catalog at [http://catalog.mcdaniel.edu/](http://catalog.mcdaniel.edu/)

**McDaniel1 Card:** Your student ID card for your meal plan, vending machines, laundry, library, etc.

**McDaniel Free Press:** The campus newspaper, published bi-monthly

**McDaniel Plan:** The basic liberal arts plan here at McDaniel, The McDaniel Plan emphasizes interdisciplinary skills that will be crucial to graduates: critical thinking, cogent writing, analytic reading, persuasive public speaking, effective collaboration, the ability to adapt to change and bridge cultural differences. You’ll spend about 1/3 of your time taking classes that meet McDaniel Plan requirements.

**Meal Plan:** The number of meals a student has available to eat each semester. First Year students living on campus are required to take the 210 or 240 meal plan.

**Midterm grades:** McDaniel College requires all faculty members to submit official midterm grades for all students enrolled. If the student receives a “D” or “F” at midterm, the Academic Affairs Office and the student’s advisor will outreach to the student to provide support and information about resources.

**Minimum Scholastic Requirements:** The GPA requirements for a student to remain in “good academic standing” at the college. If a student falls below the GPA standard, the student may be placed on a level of academic warning, probation or dismissal.

**North Village:** Upperclassmen apartments, which many contend are better than apartments found after graduation. The largest apartment building is referred to as the Mansion.

**OrgSync:** OrgSync is an online tool used to connect students to organizations, communicate with others on campus, and explore the McDaniel community.

**OSDI:** Located directly across from the entrance to Englar Dining Hall, The Office of Student Diversity and Inclusion develops programs and services to promote diversity awareness and understanding across campus. OSDI oversees the ASL Club, Africa’s Legacy, Allies, Asian Community Coalition, Black Student Union, Brothers Elite, Hispano-Latino Alliance, Jewish Student Union, McDaniel College Feminists, Muslim Student Association.

**OSE:** Located directly across from the entrance to Englar Dining Hall (Next to OSDI), The Office of Student Engagement encourages students to engage in learning without limits by advancing opportunities that allow for growth and development within and beyond the classroom setting. They help to connect students to College resources and programs including; student activities, student organization development, leadership programming, fraternities and sororities, community service, diversity and multicultural education.

**Peer Mentor:** A Peer Mentor is an upper-class student leader who provides support and guidance for the new first-year student throughout the entire first year. The Peer Mentor attends the FYS course with the new student and, therefore, there is frequent contact. There are FYS mentors, Transfer mentors, Honors mentors and International mentors to work with international students.

**Phys Ed Courses Sessions A, B, & C:** Each student at McDaniel College must demonstrate an acceptable level of knowledge and competence in four courses or activities that are intended to develop physical fitness and/or
promote informed and positive attitudes and behaviors that lead to lifetime wellness. These courses take place in three sessions per semester (A, B and C) and each session is approximately 4 weeks long.

**President’s Skybox:** The area in the back of the library with a wonderful view of the athletic fields at McDaniel.

**Professor Office Hours:** Each faculty member is required to have office hours to meet with students for academic support. The student should utilize office hours on a regular basis with course questions.

**Program Evaluation:** A document that each student can access in the Archway. The evaluation lists all requirements (McDaniel Plan and major, minor, etc.) that the student must complete in addition to all courses completed to that point. Students should keep close track of this document to insure that he/she is on track for graduation.

**Provost and Dean of the Faculty:** As the Chief Academic Officer of the College, the Provost has general responsibility for the academic program in the areas of curriculum, staffing, and instruction and provides for the necessary support services and resources. As Dean of the Faculty, the Provost is the faculty’s representative to the administration and their advocate in the development of academic policy.

**Pub:** An alternative eating option to the dining hall where Karaoke Night, Jazz Night, and a big screen television for sporting events can be found.

**Quad:** A grassy area between Daniel MacLea and Albert Norman Ward Halls, where students tend to hang out on nice spring and fall days.

**Red Square:** The affectionate term for Memorial Plaza, a popular in between class hang out on campus. And yes, it looks like a big red square.

**Registrar’s Office:** Located in Elderdice Hall, the Registrar’s Office is where you’ll go to talk about any schedule changes, and to declare your major. The main role of this office is to implement effective systems and technologies which will ensure that students, faculty, and staff receive accurate and up-to-date information regarding enrollment, student records, and course management.

**Rouzer Hall:** Residence Hall for first-year students

**SASS Office:** Student Academic Support Services Office (SASS) Office. Located on the first floor of Merritt, this office provides support and accommodations for students with documented disabilities.

**Semester:** The Academic Year (September-May) is divided into two sections – Fall Semester, and Spring Semester. Each semester is approximately 15 weeks long. Each class at McDaniel meets for one semester.

**Student Affairs:** Student Affairs works with all students to with issues, and concerns that may arise outside of the classroom. They oversee the residence halls, and all college activities

**Student-Designed Major and Minor:** The option of a student-designed major/minor is available to students whose academic interests and goals cannot be served by existing programs. Such a major/minor, designed by the student to meet particular goals, must be comparable in size and expectation to the conventional major/minor. Particularly, it must be cohesive, integrated, and possess significant breadth and depth.

**Student Handbook:** Given to all students at the beginning of each academic year the Student Handbook outlines policies and regulations, as well as providing contact information for all offices on campus

**Syllabus:** The document provided by the professor of each course outlining all expectations of the course. The student should follow the syllabus carefully and ask questions of the professor for any clarification needed.
**Terror TV**: The name of the student-operated campus television station.

**The Wall**: The stone wall between McDaniel Hall and Blanche Ward Hall where students gather in the afternoon to hang out.

**Transcript**: Transcript is a fancy word for your college report card. You'll be able to see your e-version online all the time at The Archway.

**Transfer Student Seminar (TSS) Course**: A 2-credit course for new transfers mirroring the FYS course. The main focus is to provide a community and connection for new transfers to the McDaniel community.

**Withdrawal**: To withdraw from a class mid-semester. Students will do this based on advice from their advisor, the professor, or a Dean

**Whiteford Hall**: Residence Hall for first-year students

**WMCR**: Our student-run campus radio station.

**The Writing Center**: The Writing Center, located on the first floor of Hill Hall, is staffed by 15 peer tutors who provide individual conferences to students who want help with any stage of the writing process. Students can come in with ideas, notes, rough drafts, and even final drafts. Tutors have one goal in mind—to help their peers become better, more confident writers.