

# CATALOG DISCLAIMER AND GLOSSARY OF TERMS

## Notice of Changes to Programs, Courses, and Fees

Truckee Meadows Community College (TMCC) strives to provide accurate information about our programs, courses, and fees in this catalog. However, TMCC reserves the right to modify or cancel any program, course, or requirement without prior notice due to changes in resources, curriculum, or other factors.

### Important Notice of Limitations:

By enrolling at TMCC, students acknowledge that they understand that we may:

1. Eliminate or cancel courses and programs: We reserve the right to discontinue any course or program due to low enrollment, curricular changes, or other reasons.
2. Change fees during your time at TMCC: Fees for tuition, registration, and other services are subject to change as needed by action of the Board of Regents at any time before the commencement of classes (primarily due to budgetary shortfalls).
3. Limit enrollments in specific programs and courses: In some cases, we may limit the number of students allowed in a particular program or course due to resource constraints or other factors.

### Withdrawal Policy:

TMCC reserves the right to require any student to withdraw from the institution for cause at any time. Examples of "cause" include:

- Non-payment of fees
- Failure to meet academic requirements
- Violation of college policies or regulations

### Your Obligation to Know:

We encourage students to regularly review this catalog, our website, and other official communications to stay informed about changes to programs, courses, and fees.

### Additional Resources:

For more information on our withdrawal policy or any other matter related to your education at TMCC, please contact us at the TMCC Welcome Center (<https://www.tmcc.edu/welcome-center/contact>).

This glossary defines words and acronyms commonly used in the catalog and on our website. Please follow the links for more information.

## Academic Advisement Report (AAR)

The AAR report in MyTMCC (<https://my.tmcc.edu/>) evaluates the credits, including transfer credits, that students have accumulated toward a degree and/or certificate. The AAR tutorial ([https://www.youtube.com/watch?v=-thk\\_speRZc](https://www.youtube.com/watch?v=-thk_speRZc)) is located

on the Tutorials and Assistance for Students webpage (<https://www.tmcc.edu/information-technology/students/tutorials>).

## Academic Calendar

TMCC's schedule of academic semesters, breaks, and holidays. (<https://catalog.tmcc.edu/general-information/calendar/>)

## Academic Dishonesty

Intentional act of lying, cheating, plagiarizing, or other attempts to obtain or earn grades under pretenses. Please refer to the Regulations for Academic Dishonesty (<https://www.tmcc.edu/faculty-senate/regulations-academic-dishonesty>) for additional information.

## Academic Integrity

The practice of upholding honesty, ethics, and responsibility in academic work.

## Academic Probation

A status assigned to students whose GPA falls below a certain threshold.

## Acceptance Letter

A formal document confirming a student's admission to TMCC.

## Accreditation

Certification from an outside agency that an educational institution has met specific academic standards and requirements. TMCC Accreditation reaffirmation letters and reports can be found on the TMCC Accreditation page (<https://www.tmcc.edu/accreditation>). Please see Northwest Commission on Colleges and Universities (NWCCU).

## Add/Drop

### Add

To increase the number of credits one is taking during a semester. Students may add classes any time during the published registration period (<https://www.tmcc.edu/admissions/dates-and-deadlines>). Late-starting courses may be added using MyTMCC (<https://my.tmcc.edu/>) before the class's published start date.

### Drop

To decrease the number of credits one is taking during a semester. Students may use MyTMCC (<https://my.tmcc.edu/>). Dates and deadlines are on the Admissions and Records Dates and Deadlines website (<https://www.tmcc.edu/admissions/dates-and-deadlines>). Students must officially drop, also known as withdraw, from a course by dropping rather than stopping attendance.

## Administrative Withdrawal

Although it is the students' responsibility to officially drop classes they cannot attend, instructors may administratively withdraw students from class in certain circumstances, such as nonattendance or lack of prerequisites. Students are held financially responsible for the courses they have enrolled in. Please refer to the

refund policy (<https://www.tmcc.edu/admissions/refund-policy>) for specific details.

## Admissions and Records Office

The Admissions and Records Office (<https://www.tmcc.edu/admissions>) handles student applications, enrollment, and admissions processes, as well as maintaining student records, transcripts, and academic policies.

## Application Deadline

The date by which students must submit their applications for admission.

## Articulation Agreement

An agreement between colleges to transfer coursework, credits, or degrees.

## Assessment

A process used to evaluate student learning, often through exams, projects, or presentations.

## Associate of Applied Science (AAS)

The AAS degree is one of the programs we offer at TMCC. For more information, go to Degrees and Certificates offered (<https://catalog.tmcc.edu/degrees-certificates/instructional-programs/>).

## Associate of Arts Degree (AA)

The AA degree is one of the programs we offer at TMCC. For more information, go to Degrees and Certificates offered (<https://catalog.tmcc.edu/degrees-certificates/instructional-programs/>).

## Associate of General Studies (AGS)

The AGS degree is one of the programs we offer at TMCC. For more information, go to Degrees and Certificates offered (<https://catalog.tmcc.edu/degrees-certificates/instructional-programs/>).

## Associate of Science Degree (AS)

The AS degree is one of the programs we offer at TMCC. For more information, go to Degrees and Certificates offered (<https://catalog.tmcc.edu/degrees-certificates/instructional-programs/>).

## Audit

Auditing lets you stay in a class and learn without the pressure of a grade or credits. You still participate and pay regular fees, but the focus is on understanding the material. Students can request an Audit through the form on the Admissions Documents and Forms page (<https://www.tmcc.edu/admissions/downloads>).

Students who are receiving financial aid (<https://www.tmcc.edu/financial-aid>) or veterans' benefits (<https://www.tmcc.edu/veteran-services>) should contact the relevant office to determine how auditing a course may affect their eligibility.

## Bachelor of Applied Science (BAS)

The BAS degree is one of the programs we offer at TMCC. For more information, go to Degrees and Certificates offered (<https://catalog.tmcc.edu/degrees-certificates/instructional-programs/>).

## Bachelor of Architecture (BArch)

The BArch degree is one of the programs offered at TMCC. For more information, go to Degrees and Certificates offered (<https://catalog.tmcc.edu/degrees-certificates/instructional-programs/>).

## Bachelor of Science (BS)

The BS degree is one of the programs we offer at TMCC. For more information, go to Degrees and Certificates offered (<https://catalog.tmcc.edu/degrees-certificates/instructional-programs/>).

## Class Number

The Class Number is a five-digit number used to identify each class for registration in MyTMCC (<https://my.tmcc.edu/>).

## Certificate of Achievement (CoA)

The CoA is one of the certificate programs offered at TMCC. For more information, go to Degrees and Certificates offered (<https://catalog.tmcc.edu/degrees-certificates/instructional-programs/>).

## Cashier's Office

The Cashier's Office (<https://www.tmcc.edu/accounting-services/students>) manages student accounts and tuition payments.

## Catalog Year

The edition of the catalog that applies to a specific year's enrollment.

## CIP Code

The Classification of Instructional Programs code is a six-digit code assigned by the U.S. Department of Education to identify specific academic programs.

## Class Schedule

The class schedule (<https://www.tmcc.edu/schedule>) is a searchable listing of all TMCC classes taught for a specific semester. It includes instructors' names, class numbers, registration information, locations, and dates. The class schedule can also be found under "Class Search" in the Student Center of MyTMCC (<http://my.tmcc.edu/>).

## Commencement

Commencement is a ceremony held each year at the close of the Spring Semester. At that time, all bachelor's degrees, associate degrees, and certificates of achievement are conferred upon graduates from the Fall, Spring, and Summer semesters for the year. You can find more information about Commencement and Graduation at the Graduation Information website (<https://www.tmcc.edu/admissions/graduation-commencement/graduation-information>).

## Continuing Student

A student who is currently enrolled or has previously enrolled at TMCC.

## College Catalog

The college catalog is an annual publication listing degree programs, course descriptions, policies, procedures, and student responsibilities at TMCC.

## Course Number

The assigned number that follows the departmental designation and indicates the level of instruction for a course.

- 1-99 Developmental-level courses.
- 100-199 freshman courses.
- 200-299 sophomore courses.
- 300-399 junior courses.
- 400-499 senior courses.

## Corequisite (see Enrollment Requirements) Credit/Unit

A measure of academic work is usually equivalent to one hour of classroom instruction per week, plus two hours of outside preparation and study per week. Some students or courses may need more or less outside preparation and study. Total time consists of three components:

1. time spent in class
2. time spent in the laboratory, studio, fieldwork, or other scheduled activity; and
3. time devoted to reading, studying, problem solving, writing, or preparation.

## Credit Overload

All classes taken for credit constitute the total credit load for each student. The maximum number of units a student may carry without the approval of an academic advisor is 18 units during the Fall or Spring terms and 14 units during the Summer term (seven units per Summer session). A student wishing to carry more than 18 units in the Fall or Spring and 14 units during the Summer term must have a grade point average of 3.0 or higher, have completed one semester at or above full-time enrollment (12 or more units), and get approval from an Academic Advisor.

## Concurrent Enrollment (see Dual Credit) Core Competencies

Specific skills and abilities are expected of students upon graduation, including critical thinking, problem-solving, and effective communication.

## Curriculum

A detailed plan outlining courses, requirements, and expectations for a particular program or degree.

## Degree

An official recognition of completing a set of coursework and requirements, typically at the associate's, bachelor's, master's, or doctoral level.

## Degree-Applicable Course

A course that can be applied towards a specific degree or program.

## Degree Requirements

Specific coursework and requirements are needed to complete an academic degree.

## Drop (see Add/Drop) Dual Credit

Dual Credit is a TMCC course that a high school student takes through concurrent or dual enrollment. The course appears as credit on both the high school and TMCC transcripts.

**Concurrent Enrollment course** is a TMCC college course taught to high school students by a high school instructor mutually agreed upon by TMCC and the high school.

**Dual Enrollment course** is a TMCC course taught by a TMCC instructor to high school students through a formally established dual enrollment program.

**Early Enrollment** refers to courses or programs for which a high school student receives credit from TMCC but may not necessarily receive credit toward graduation from the high school or the charter school.

## Dual Enrollment (see Dual Credit) Early Enrollment (see Dual Credit) Elective

A course chosen by the student from available options, allowing flexibility in their academic plan.

## Enrollment Requirements

Enrollment requisites can be assigned to courses, which students must meet to enroll. These requisites can be defined as conditions that students must meet at the time of enrollment or as courses that students must have completed (or be enrolled in). Standard enrollment requirements are:

**Corequisite** - a class or classes that must be taken during the same semester as another class.

**Prerequisite** - a class, classes, test, or other requirement that must be completed before a student takes a higher-level class.

**Pre/Corequisite** - a class or classes that may be completed before a class or taken during the same semester as another class.

## Enrollment Verification

Truckee Meadows Community College has authorized the National Student Clearinghouse to act as our agent for all student enrollment verifications. Enrollment verifications include term start and end dates, as well as, if applicable, degrees awarded with their corresponding graduation dates.

To verify your enrollment, follow these instructions.

**Current Students:** Access Myhub National Student Clearinghouse (<https://apps.tmcc.edu/nsc/user/login>) and use your TMCC student login credentials to access the site.

**Past Students:** Access Myhub National Student Clearinghouse (<https://myhub.org/>). Click Create Account and select whether to log in using your LinkedIn or Google account.

## FAFSA (Free Application for Federal Student Aid)

A federal application (<https://studentaid.gov/>) used to determine eligibility for various federal student aid programs, including the Pell Grant, Work-Study, and loans.

Many states and colleges use students' FAFSA information to determine student eligibility for state and institutional aid.

## Financial Aid, Scholarships, and Student Employment Office

The office (<https://www.tmcc.edu/financial-aid>) that assists students with FAFSA, applying for scholarships, loans, grants, and work-study to help students fund their education.

## Freshman Student

Freshman students, also referred to as First-year students, are students who have earned fewer than 30 credits.

## FTE (Full-Time Equivalent)

The equivalent of one full-time student in enrollment and financial aid calculations.

## Grade Point Average (GPA)

The averages are computed by multiplying the number of credits of a class by the points associated with the grade earned and dividing by the total number of credits taken.

## General Education Requirements (GE)

GE requirements (<https://catalog.tmcc.edu/degrees-certificates/general-education/>) are a collection of courses designed to provide students with a broad-based education in various subjects, such as English, mathematics, and science.

## Grading Policy

Guidelines for assigning letter grades to students based on their performance.

## Graduation Requirements

The procedures for students to complete their degree programs and graduate from TMCC.

## Internships

Courses that integrate classroom study with related work experience in the student's place of employment or major field of academic interest.

## Matriculating Catalog

The course catalog in use when the student first enrolled is based on their matriculation.

## Matriculation

The date of the first day of instruction in the semester in which enrollment first occurs. Workforce Development and Community Education (WDCE) and Career and Technical Education (CTE) College Credit classes do not apply towards initial matriculation. A grade for the course is not required to be earned.

## MyTMCC

MyTMCC (<https://my.tmcc.edu/>) provides TMCC students, faculty, and staff personalized access to information and tools in one secure, centralized location.

## Nevada System of Higher Education (NSHE)

NSHE (<https://nshe.nevada.edu/>) is the governing body overseeing Nevada's public colleges and universities.

## New Students

Students who have never attended an institution of higher education.

## New Student Orientation

New Student Orientation (<https://www.tmcc.edu/recruitment-access-center/new-student-orientation>) introduces new students to TMCC, encompassing a general overview of the college, a campus tour, a student development presentation, the pre-admission process, and academic advisement.

## Non-Transferable Courses

A non-transferable course is a course that may not receive credit at another institution, particularly when transferring from a community college to a four-year university. These courses may focus on career or technical skills, be remedial in nature, or not be aligned with a university's general education or major requirements.

## Northwest Commission on Colleges and Universities (NWCCU)

NWCCU (<https://nwccu.org/>) is the regional accrediting body for TMCC, granting institutional accreditation that applies to the college as a whole.

## Pell Grant

A federal grant (<https://www.tmcc.edu/financial-aid>) awarded to undergraduate students demonstrating financial need by completing and submitting the FAFSA (<https://studentaid.gov/>) form.

## Prerequisite (see Enrollment Requirements)

## Credit for Prior Learning (CPL)

CPL (<https://www.tmcc.edu/vpaa/credit-prior-learning>) is a process allowing students to earn credits for learning acquired outside the classroom, such as through work experience or military training.

## Repeat

Taking specific approved courses more than once for additional credit.

## Residency Classification

The categorization of students as in-state or out-of-state (<https://catalog.tmcc.edu/rules-regulations/regulations-determining-residency-tuition-charges/>) residents for tuition purposes.

**In-State** is the determination that a student is a resident of Nevada and therefore qualifies for resident tuition.

**Out-of-State** is the determination that a student is not a resident of Nevada for tuition purposes.

## Resident Credit

Credit that is earned for regular classes conducted on campus or online, offered through TMCC. Candidates for graduation must complete at least 15 credits in residence for an associate degree and Certificate of Achievement, and at least 30 upper-division credits in residence for a bachelor's degree.

## Retake

Taking a course more than once to improve a grade. Credit is granted once both classes appear on the student's record, and the higher grade is used to compute the GPA.

## Scholarship

A type of financial aid (<https://www.tmcc.edu/financial-aid>) that doesn't need to be repaid, often awarded based on academic merit, talent, or other criteria.

## Skills Certificate (SC)

The SC is one of the certificate programs offered at TMCC. For more information, go to Degrees and Certificates offered (<https://catalog.tmcc.edu/degrees-certificates/instructional-programs/>).

## Sophomore Student

Sophomore students, also referred to as Second-year students, are students who have earned at least 30 credits but have not completed all of the requirements for an associate degree.

## Student Learning Outcomes

Specific goals and expectations for what students should achieve upon completing a program or course.

## Student Loan

A type of financial aid (<https://www.tmcc.edu/financial-aid>) offered by TMCC, the federal government, and/or private lenders, requiring repayment with interest.

## Student Rights and Responsibilities

A set of principles (<https://catalog.tmcc.edu/rules-regulations/student-bill-rights/>) governing student conduct, emphasizing individual responsibility and civic engagement.

## Testing

Some of the testing services (<https://www.tmcc.edu/testing>) available at TMCC include ACCUPLACER testing of English and math skills, as well as credit-by-examination through the College Level Examination Program (CLEP). These tests either help identify the appropriate course level for the student or provide college credit.

## Transcript of Record

A cumulative report summarizing the student's enrollment: grades, credits, and grade point summaries.

## Transfer Courses

Courses earned at TMCC can be applied towards a degree at another institution.

## Transfer Students

Students who have not attended TMCC but have attended college elsewhere.

## Upper-Division Courses

Advanced classes are typically taken in the final two years of a bachelor's program, often requiring prerequisites and prior coursework.

## Work Study

A type of financial aid (<https://www.tmcc.edu/financial-aid>) by TMCC for eligible students, a program that provides federal or state funds that can be earned by working in an approved job. Jobs can be on campus or off-campus at a local nonprofit agency. Students apply by using FAFSA, which is available online at [www.tmcc.edu](http://www.tmcc.edu) (<https://www.tmcc.edu/>). (<https://www.tmcc.edu/>)

## Western Undergraduate Exchange (WUE)

WUE (<https://www.wiche.edu/tuition-savings/wue/>) is an agreement that allows students from a Western state to apply (<https://www.tmcc.edu/admissions/western-undergraduate-exchange-application>) for a reduced tuition rate for TMCC educational programs.