**USEFUL TERMS AND ABBREVIATIONS**

Abbreviations for **days of the week** on university schedules: M = Monday,

T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday

* **Academic Advisor.** A professor assigned to you by the department when you declare that you are a major or minor. This professor is the person you go to before pre-registration each semester and when you have questions during the semester.
* **AY.** Academic Year. Typically runs from August to August. (For example, 2012-13 refers to fall 2012, spring 2013 and summer 2013.)
* **Adding and dropping.** Registering for or withdrawing from one course at a time.
* **Corequisite.** A course that must be taken simultaneously with another course.
* **CRN.** Course reference number. It is a five-digit code that is unique to every course section and is entered into RaiderNet from the Registration menu on the Add or Drop page.
* **Course section.** Each different class of a particular course is called a section. Each section has an identifying number (and sometimes a letter) to distinguish it from other sections of the same course in a given semester, (Examples: English 1010:001, English 1010:006 and English 1010:R01 are different sections of English 1010. They all satisfy the same requirement.)
* **Credit hour.** A unit of academic credit. Typically it represents the number of hours of classroom instruction per week during a regular semester. Sometimes referred to as “hour” or “hours.” (Example: “I’m taking 15 hours each semester.”)
* **Distance Learning.** A course offered either as a correspondence course or online. MTSU offers online courses through departments and also participates in the Regents Online Degree Program( RODP). You need permission of department to get credit for RODP courses.
* **Elective.** A course that is not specifically required for your program of study but which carries college credit and counts towards graduation. (**Guided electives**, usually represent a set of courses from which student must choose.)
* **High school deficiency.** If a student is admitted to the university without having one of more of the highschool courses required for admission (for example, foreign language or art) the student must satisfy that deficiency with courses taken at the university.
* **Lower Division**. Courses numbering 1000 and 2000. These courses are typically aimed at freshmen and sophomores and/or non-majors. (Compare to Upper Division.)
* **Major/minor.** Refers to the academic area(s) of concentration. A major is the primary area; a minor is a secondary area. Some programs require two minors. Students may also have two majors. This is called a “double major.”
* **P.O.D.** Permission of department , usually for registration. (Also called “Special Approval.”)
* **Prescribed course(s)**: Courses that students are required to take because of test scores or highschool deficiency. Typically these courses count as electives, but do not satisfy general education or other requirements.
* **Preregistration.** The period during which students may sign up for courses that they plan to take during the next term. (Preregistration only reserves courses until the registration period.)
* **Prerequisite.** A course that is required before you can take another. (Example: English 1010 is a prerequisite of English 1020. English 1010, 1020 and 2020/30 are prerequisites for all upper-division courses. English 3000 is a prerequisite for 3010, 3020 or 3030.)
* **Professor**. A person teaching a university-level course. At MTSU, the title “professor” is the preferred courtesy title for instructors (teachers) who do not have a doctorate. Faculty members with doctorates are usually addressed as Dr. (Note: “Professor” is also an academic rank.)
* **Raider Learning Community.** (RLC) Two or more classes that are linked together in a community so that students in one class need to enroll in another.
* **Requirement.** Something that you must do, usually in order to register, graduate or to complete a particular program. (For example, “foreign language requirement.”)
* **Registration.** The act of formalizing the preregistration process. This generally involves confirming schedule and paying fees. (If you fail to complete registration by a certain date, your schedule will be “purged” and you will lose the courses you pre-registered for.)
* **Syllabus.** A document giving an overview of a course. Usually it is handed out on the first day of class. It includes information about the course, course policies, contact information for the instructor, and the class schedule. (“Syllabi” is the plural form.)
* **TBA.** To be announced or to be arranged. Means that the time, place and/or person teaching are not determined yet.
* **Undergraduate**. Student working towards his/her bachelor’s degree. (A graduate student is working on a graduate degree—masters or doctorate.)
* **Freshman**: A student who has completed 0–29 semester hours
* **Sophomore**: A student who has completed 30–59 semester hours
* **Junior**: A student who has completed 60–89 semester hours
* **Senior**: A student who has completed 90 semester hours and above
* **Dual-major**: A student majoring in two different areas

(for example, English and philosophy)

* **Dual-degree**: A student who is not only majoring in two areas but seeking bachelor degrees from two different colleges (for example, English and chemistry)
* **Upper Division.** Courses number 3000 and 4000. These courses are typically aimed at juniors and seniors majoring or minoring in an area. (See Lower Division.)
* **Withdrawing.** Formally removing yourself from *one* class by dropping the class or formally removing yourself from the university by withdrawing from all classes. (Always consult with your advisor before dropping/withdrawing from classes.)