

UT Jargon

This document provides brief descriptions of a lot of the terms used at UT to help students and families navigate life at UT.

- **Spartan Ready Skillshops:** A series of co-curricular programs that allow UT students to develop competencies relevant for the workforce and the life skills needed to succeed after transitioning from UT.
- **Bursar's Office:** This is where you would go if you have any questions regarding your bill from the university or to pay your bill.
- **OSLE:** The Office of Student Leadership and Engagement is an office on the second floor of the Vaughn Center where you would go if you are interested in joining an organization or starting your own.
- **Org Suite:** Members of student organizations can access this space (located on the 2nd floor of the Vaughn Center) if you would like to make creative posters or get a flyer approved for your student organization.
- **Engage:** An online portal for UT students to access to all on-campus student organization events and form submissions for various opportunities.
- **Baccalaureate Experience:** Also known as “gen eds”, these are general education requirements to complete your undergraduate degree for **ALL** majors.
- **Navigate:** An online platform students use to create appointments with staff at the Academic Success Center, their BAC mentors and instructors, SPEAR mentors, and tutors.
- **AEP:** Academic Excellence Programs, located in the Academic Success Center, oversees tutoring, academic coaching, major exploration, academic workshops, the SOAR (Spartans Overcoming Academic Roadblocks) program, peer assisted study sessions (PASS), testing, and disability services.
- **Career Services:** The Office of Career Services helps all students (not just juniors and seniors) explore careers, prepare for internship and job searches, conduct mock interviews, prepare resumes and cover letters, opportunities to network and learn how to network, and much more. Located in the Southard Family Building, students can create appointments to meet with a coach or ambassador or stop by during drop in hours.
- **Jaeb/ITS:** The Jaeb Computer Center houses the ITS desk where students can go if they ever run into issues with log in credentials or Spartan email. The building also hold class rooms and a computer lab for UT students.
- **Spartan Domain:** This is your first name and last name given to students at the beginning of their academic year at UT. An example is this “firstname.lastname”.
- **Catalog:** This is a list of all the required courses to take within a major. Be sure to refer to your catalog year when planning your courses to fulfill your major requirements.
- **Degree Guide:** This is a list of all classes you have taken overall at UT, and any requirements you may have left within your major or your Baccalaureate Experience (gen eds). This is also helpful to plan out your schedule. You can access the degree guide through SpartanWeb.
- **Grading System:** This is how your class will be graded. Some courses are an “A-F” system and some are a satisfactory/unsatisfactory (“S/F”) system.
- **Syllabus:** Your professor will provide a syllabus via email before classes begin or in class. This document shares all of your assignments, materials needed for the course, grading systems in the class, major deadlines, when to meet your professor if you have questions, and how to contact them. Reviewing your syllabus at the beginning of the semester is important so you know what is expected of you in the class.

- **Handshake:** An online portal UT students have free access to, which allows you to find jobs on and off campus, and RSVP for certain events on campus in Career Services.
- **Workday:** This is where student workers would find out information regarding their employment, submitting timesheets, or receiving their W-2 Tax forms. Students also use Workday to apply for on campus jobs.
- **Symplicity:** Residence Life's portal to apply for on-campus housing and meal plans.
- **SpartanNet:** This UT portal allows student to make payments, register for classes, and access to various academic forms. Students are given their Spartan ID number and password before starting at UT.
- **OKTA/MyUTampa:** This portal gives students access to many of the applications they will need to use at UT including, iGrad, Ad Astra (room request portal) Workday (for current employees), Engage, Blackboard, and more. Students can log onto MyUTampa with their Spartan domain and password.
- **Free Microsoft:** Students can access Word, PowerPoint, Excel, and OneNote by downloading the software from their Spartans Email. Log into your Spartan email (firstname.lastname@spartans.ut.edu) with your created password.
- **Medicat:** An online portal used to submit your medical forms and make online appointments for the Wellness Center.
- **LinkedIn:** An online website where you can upload your resume, apply for jobs, network with peers and business owners. UT students can connect with UT alum to learn more about their jobs and their transition from UT.
- **Turnitin:** An online portal that searches for any form of plagiarism in your paper. Usually, this process happens after you submit an assignment onto Blackboard.
- **Academic concentration:** A specific area within your major you are interested in studying. Not all majors at UT have concentrations. (Example: Psychology major with a concentration in developmental psychology).
- **Academic standing:** Your status academically as a student based on your grades.
 - "Good Standing": You must have a 2.0 UT GPA from all courses to be in good standing.
 - "Academic Probation": If your GPA falls below a 2.0 GPA, then you will be placed on probation.
 - "Dismissal": When you have not reached at least a 2.0 GPA within two consecutive semesters, you will be academically dismissed from the university.
- **Academic year:** An academic year is two semesters. Fall and spring semesters are considered an "academic year".
- **Accreditation:** Official recognition that a college or university meets the standards of a regional or national association. Although international students are not required to attend an accredited college or university in the United States, employers, other schools and governments worldwide often only recognize degrees from accredited schools.
- **Admission:** This means you have been accepted to a college/university. You usually receive an admissions letter and/or email.
- **Academic Advisor:** School official, usually assigned by your college or university, who can help you choose your classes and make sure you are taking the right courses to graduate. Our advisors will give you advice about class options and what you might find interesting! After your first year at UT, you will be assigned a faculty advisor within your major.
- **Application:** Application is the process by which a prospective student submits the required forms and credentials to his/her chosen institution.

- **Course Articulation:** the process by which one institution matches its courses or requirements to course work completed at another institution.
- **Associate's degree:** A type of degree awarded to students at a US community college, usually after two years of classes (60 credits).
- **Attendance policy:** certain professors might require that you attend class and have rules regarding absences or tardiness (via a lower grade or in extreme cases being dropped from a class). Each attendance policy is at the discretion of the professor and can be found within their syllabus
- **Audit:** A student who does not want to receive credit in a course may, with approval of the instructor, audit the course as a "visitor." A student who audits a course usually cannot ask or petition the institution at a later date to obtain college credit for the audited course.
- **Bachelor's degree:** A degree awarded to undergraduates, usually after four years of college classes.
- **CRN (course reference number):** the number your college or university uses to classify a course. You usually need this number in order to register for a class.
- **Campus:** the grounds and buildings where a college or university is located.
- **Certificate:** A college certificate validates your knowledge of specific skills often in a demanding field within the work place. Essentially, a certificate acts as evidence that a student completed education and/or training in a specific field during their college courses.
- **Class schedule:** a list that shows the times in the week at which particular subjects are taught. At UT, class days are abbreviated as follows: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday.
- **Commencement:** a ceremony in which degrees or diplomas are conferred on graduating students (also called graduation).
- **Competency-based learning:** systems of instruction, assessment, grading, and academic reporting that are based on students demonstrating that they have learned the knowledge and skills they are expected to learn as they progress through their education.
- **Counselor:** a person trained to give guidance on personal, social, or psychological problems. At UT Counselors work in the Dickey Health & Wellness Center.
- **Pre-requisite:** A class that must be taken before you can take a different class. (For example, Astronomy 100 may be a prerequisite for Astronomy 200.)
- **Course:** A regularly scheduled class on a particular subject. Each college or university offers degree programs that consist of a specific number of required and elective courses.
- **Course Credit:** A course credit is a unit that gives weighting to the value, level or time requirements of an academic course taken at a school or other educational institution.
- **Course/Credit load:** The number of courses or credits a student takes during a specific term.
- **Curriculum:** A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.
- **Dean:** The head of a division of a college or university.
- **Degree:** Degrees are rewards for the successful completion of a prescribed program of study. There are three basic types of degrees: Associate - obtainable at a two-year community or junior college, Baccalaureate or Bachelor's - offered by four-year colleges and universities, and Graduate - Obtained after the bachelor's degree, i.e., Master's or Doctorate.
- **Degree audit:** analysis of a student's academic progress toward a degree. It helps students monitor where they are and what they still need to do to complete their requirements.
- **Department:** An academic department is responsible for all of the academic functions within that/subject or field of study and is typically where the offices of professors who teach courses

within that subject are found. There are also administrative departments on campus (such as facilities) that help students, faculty, and staff with tasks related to the department.

- **Department chair:** every academic department at a college has one: a chair who, typically, is a faculty member in that department, assigned by the dean to manage the department.
- **Diploma:** a certificate awarded by an educational establishment to show that someone has successfully completed a course of study.
- **Discipline:** An area of academic study.
- **Division:** A division could be several different things: an administrative unit of an institution, usually consisting of more than one department... a unit of an institution based on the year-level of students - i.e., lower and upper division... or a branch of the institution, instructional or not - i.e., the Division of Student Affairs.
- **Drop/Add:** Students are generally permitted to drop/add courses from their class schedules and/or add other courses.
- **Elective:** A class you can take that is not specifically required by your major or minor.
- **Enrollment:** This is the procedure by which students choose classes each semester. It also includes the assessment and collection of fees.
- **Faculty:** A school's teaching staff who is responsible for designing programs of study.
- **Federal work study:** A financial aid program funded by the U.S. federal government that allows undergraduate or graduate students to work part time on campus or with approved off-campus employers. To participate in work-study, students must complete the FAFSA.
- **Success Scholars Work Study:** This is a type of work study that is only offered to Success Scholars. With this work study, students are eligible to work for various departments and offices that hire Success Scholar Work Study students. Students can earn up to \$1000 per semester by working on campus.
- **Student employment:** having a full or part-time job while going to college as a full-time student.
- **FERPA:** (Family Educational Rights and Privacy Act) a form that has to be signed by the student. This form gives parents the ability to call and get information about a student's educational records.
- **Final Exams:** These exams are usually given during the last week of classes each semester. The type of final administered in a course is left to the discretion of the instructor. Final exams are given on specified dates that may be different than the regular class time, and are usually listed in each semester's class schedule.
- **Financial aid:** Money you receive for you college tuition or expenses that you may or may not have to pay back.
- **FAFSA:** Free Application for Federal Student Aid. The almost universal application for financial aid, including loans, grants, college work-study and other federal and state programs. It is often required before a student can be considered for scholarships also.
- **Full-time student:** student taking at least 12 credit hours of undergraduate work during the course of a regular fall or spring semester will be considered a full-time student
- **Grade:** A score or mark indicating a student's academic performance on an exam, paper or in a course.
- **Graduation:** the receiving or conferring of an academic degree or diploma.
- **Honors courses:** Only offered to students that are only admitted in the Honors Program. Honors courses are designed to explore one of the following themes: changing mindsets through the revolution of thought, through the clash of conflict, through the roots and contexts of ideas and through new cutting-edge academics.

- **Honors program:** exists to enhance the education of the University's most academically gifted students.
- **Grade of Incomplete (I):** awarded at the discretion of the instructor only when the student has been doing satisfactory work in a course and is earning a passing grade and only when a small portion of the student's work in the course is not completed.
- **Independent study:** An academic course that allows students to earn credit for work done outside of the normal classroom setting. The reading or research assignment is usually designed by the students themselves or with the help of a faculty member, who monitors the progress.
- **Internship:** An experience that allows students to work in a professional environment to gain training and skills. Internships may be paid or unpaid and can be of varying lengths during or after the academic year.
- **Learning outcomes/objectives:** statements that define the expected goal of a curriculum, course, lesson or activity in terms of demonstrable skills or knowledge that will be acquired by a student as a result of instruction.
- **Loans:** A form of financial aid that you must repay.
- **Lower division:** courses offered at the freshman and sophomore level at a four-year college or university regardless of the title or content of the course.
- **Major:** Your primary area of study. Your college major is the field you plan to get a job in after you graduate.
- **Matriculate:** To enroll in a program of study at a college or university, with the intention of earning a degree.
- **Midterm:** During the middle of each semester, instructors may give mid-term exams that test students on the material covered during the first half of the semester.
- **Noncredit bearing:** learning activities which students are required to do as part of their program (and are included in the program regulations) but which do not carry credit.
- **Open admissions:** A college or university's policy of accepting all students who have completed high school, regardless of their grades or test scores, until all spaces are filled. Most community colleges have an open admissions policy, including for international students.
- **Orientation:** A college or university's official process of welcoming new, accepted students to campus and providing them with information and policies before classes begin, usually in a half-day or full-day event.
- **Credit overload:** Taking more than 18 credit hours in the fall or spring semester, or 9 hours in an individual summer session. Must complete a request and have it approved
- **Pass/fail:** A grading system in which students receive either a "pass" or "fail" grade, rather than a specific score or letter grade.
- **Pedagogy:** refers more broadly to approaches to teaching (how someone teaches), and how this influences the growth of learners. If you study Pedagogy, you will learn more about how knowledge and skills are taught in an educational context and it considers the interactions that take place during learning between teachers and learners, learners and teachers, learners and learners, etc.
- **Postsecondary:** Any type of education that takes place after high school.
- **Practicum:** (also called internships or work placement programs) are designed to provide students with practical work experience. They emphasize the importance of learning by doing.
- **Corequisite:** a course that a student must take at the same time as another course.
- **Provost:** The senior academic officer of a college or university who typically oversees all academic policies and curriculum-related matters.

- **Records:** Just about any information directly related to a student and maintained by the University of Tampa or by a person acting for the university is considered a student educational record. Any record related directly to a student should be held in confidence.
- **Refund:** the amount of excess financial aid remaining after total costs (tuition, fees, and books) are deducted from your financial aid award package for the semester. This results in a credit to your account, received in the form of a check.
- **Department chair:** Every academic department at a college has one: a chair who, typically, is a faculty member in that department, assigned by the dean to manage the department.
- **Diploma:** a certificate awarded by an educational establishment to show that someone has successfully completed a course of study.
- **Registrar:** The college or university official who is responsible for registering students and keeping their academic records, such as transcripts.
- **Registration:** The process in which students choose and enroll in courses to be taken during the academic year or in summer sessions.
- **Scholarship:** a grant or payment made to support a student's education, awarded on the basis of academic or other achievement. Most scholarships have specific requirements to continue receiving funds such as a minimum GPA or to be part of a sports team.
- **Section:** A group of students allowed to register for a specific class at a specific time. The vast majority of classes are available in multiple sections to work with the student's current schedule.
- **Semester:** Type of academic term. We have a fall semester and a spring semester, along with a summer term split in two 6-week sessions (Summer I and Summer II)
- **Study abroad program:**
- **Term:** The length of time that you take a college class (ex. Semester)
- **Transcript:** An official academic record from a specific school. It lists the courses you have completed, grades and information such as when you attended. For example, if you're transferring into UT then your previous school will send us your transcript (list of the classes you took at that school)
- **Transfer:** Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply toward graduation requirements.
- **Transient credit:** Credits earned at another institution by a currently enrolled UT student that can be transferred over for UT credits. A continuing undergraduate student at the University must apply for prior permission to take courses at another regionally accredited institution.
- **Tuition:** Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board.
- **Undergraduate:** A student enrolled in a two-year or four-year study program at a college or university after graduation from high school, leading to an associate or bachelor's degree.
- **Graduate student:** A student who already holds an undergraduate degree and is pursuing advanced studies at a graduate school, leading to a master's, doctorate or graduate certificate
- **Upper division:** courses offered at the junior level or higher
- **Withdrawal:** To formally stop participating in a course or attending a university.