

## Glossary

### *Time Periods:*

#### **Academic Year**

September 1 to August 31

#### **Calendar Year**

January 1 to December 31

#### **Fiscal Year**

April 1 to March 31

#### **Stable Enrolment Date**

The last day to late register, add or drop courses without recording a “W” on the student’s record. Generally, this is the end of the second week of classes.

### *Enrolment:*

#### **Full-Time**

12 or more credits in a semester. (Other agencies may define full-time enrolment in terms of number of hours or a different number of credits, e.g. BC Colleges Athletic Association and Student Financial Aid.)

#### **Full-Time Equivalent Enrolment (FTE)**

An enrolment measure that takes into account the number of credits or courses each student is taking. Thus, two half-time students make for one FTE student. In this Fact Book, FTE enrolment is reported over the entire twelve months of the fiscal year. 1 FTE generally requires 30 credits, depending on the program.

#### **Headcount Enrolment**

Each student is counted once, regardless of the number of courses they are taking. Generally, Headcount Enrolment is a “snapshot” as of a specified day.

### *Enrolment (continued):*

#### **International Student**

In Canada on a student visa. International students pay higher tuition fees than Canadian citizens and landed immigrants or permanent residents.

#### **Registration**

A single course taken by a student. One student who takes 5 courses generates 5 course registrations.

### *Curriculum and Instruction:*

#### **Cooperative Education**

Students taking coop education participate in one or more work terms, generally paid, during their program of studies.

#### **Prior Learning Assessment and Recognition (PLAR)**

An assessment for the awarding of credit of learning that has been acquired through prior formal and informal learning experience. The assessment of prior learning is done through such means as challenge examination, workplace-based assessment and portfolios.

#### **Section**

Douglas College offers many courses at several different times during the week. Each separate offering of the course is a section.

#### **Student Contact Hours**

The number of hours per week that each class meets, multiplied by the number of students in each class.

**Credentials and Grades:**

**Bachelor Degree:** Conferred for the completion of four-year academic programs that meet specific provincial curriculum requirements with a minimum of 120 credits.

**Associate Degree:** Conferred for the completion of two-year academic programs that meet specific provincial curriculum requirements.

**Certificate:** Students must complete a minimum of 30 credits, 10 courses and, where applicable, specific program requirements.

**Citation:** Students must complete a minimum of 12 credits, 4 courses and, where applicable, specific program requirements.

**Continuing Education Certificate:** Conferred for the completion of a prescribed set of Continuing Education courses of varying duration.

**Diploma:** Students must complete a minimum of 60 credits, 20 courses and where applicable, specific program requirements.

**Grade Point Average (GPA)**

To calculate a student's GPA, letter grades are converted to a numerical equivalent on a scale ranging from 0 to 4.33. A higher numeric score represents a higher grade.

**Withdrawals**

Official Withdrawals (W): Student has withdrawn before the official deadline. GPA is not affected.

Unofficial Withdrawals (UN): This is assigned to a student who completed less than 70% of the evaluations of the course and who did not officially withdraw. Calculated in GPA as 0.00 value.

**Employees and Workload:****Auxiliary**

Support personnel, on temporary assignment or on call.

**Administration**

Employees excluded from union membership.

**Contract to Purchase Services**

The services of an individual or group are retained without entering into a continuing employment relationship.

**Faculty / Instructors**

(Members of Douglas College Faculty Association)

Contract: Hired on a course-by-course basis each semester.

Regular: Continuing appointments, including probationary and post-probationary (teach at least 50% in third and fourth year of employment at Douglas College.)

**Faculty Sectional Equivalent**

One Full-Time Equivalent (FTE) Faculty member constitutes 8 course sections, or equivalents, of instructor time over a twelve month period. Excludes time releases not associated with instruction.

**Staff**

Support personnel. May be involved in instruction but do not determine curriculum (Members of BC Government Employees Union).

**Finance:**

**Ancillary Services**

Bookstore, parking and cafeteria operations. These are financially self-supporting operations.

**Operating Capital Fund**

Used for the purchase of furnishings and equipment.

**Operating Fund**

All on-going activities relating to instruction, support and administration of the College. Informally known as "base funding" or "the budget."

**Organizational Structure:**

**Campuses**

New Westminster

David Lam: Coquitlam

**The Training Group**

The cost-recovery, contract training branch of the College. Clients are often organizations. Courses may not be advertised nor open to the general public.

**Continuing Education**

Non-credit, short courses which do not require students to be admitted to the College. Student learning may not be graded.

**Douglas Development**

A professional development/employee training department.

**Foundation**

The fundraising branch of the College.

**Miscellaneous:**

**Awards**

Financial grants to students (e.g. scholarships and bursaries administered by Douglas College).