

First in the Family GUIDE



SPEAKING THE LANGUAGE

When you first arrive on campus, you may hear people using terms you aren't familiar with. To help with your transition, please read through the following terms commonly used at Coe.

ACADEMIC ACHIEVEMENT PROGRAM (AAP)/TRIO

The Academic Achievement Program/TRIO provides qualified Coe students with the opportunity to meet with academic coaches and discuss common challenges like test preparation, performance anxiety, note-taking and text comprehension. This is a program funded by the federal government to support students who qualify based on first-generation status, income and/or disability.



www.coe.edu/academics/coe-difference-centers-and-programs/learning-commons/trio-academic-achievement-program

ACADEMIC CALENDAR

The academic calendar is a list of important dates for the school year and includes fall, spring, May and summer term dates. You will find add/drop dates, holidays and breaks, withdrawal deadlines, Reading Day and final exam dates. It can be found on the registrar's website or My Coe.



www.coe.edu/academics/academic-resources/academic-calendar

ACADEMIC CATALOG

The academic catalog contains information about the college, the academic calendar, regulations and policies and Coe's educational programs, including graduation requirements, general education courses and all majors, minors and degree programs at the college.

ACADEMIC CORE

See the definition for general education.

ACADEMIC PROBATION

The academic status of a student when their cumulative GPA falls below the minimum GPA levels outlined in the academic standing policy of the academic catalog. Students on academic probation are assigned to an academic coach and required to meet in weekly coaching sessions. More information can be found in the academic catalog.

ACADEMIC SUSPENSION

The process of denying enrollment to a student for a set length of time when the student has not been able to meet the academic standards.

ACCESSIBILITY SERVICES

Accessibility Services provides services, resources and programs to facilitate equal learning opportunities for students with disabilities. Accessibility Services determines whether individuals are eligible for reasonable accommodations and, if so, the nature of the reasonable accommodation.

ADD/DROP

The period of time at the beginning of each term when students can change the courses they registered for without receiving a penalty or having a withdrawal listed on their transcript. At Coe, add/drop takes place in the first week of classes. Students should always talk to their faculty advisor before dropping or adding classes.

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ADVISOR

Your faculty advisor is the person in your major or intended major who helps you make decisions about courses you need to take to graduate, refers you to help on campus when you need it, answers your questions about college and explains college policies. Advisors are there to guide you through the curriculum and help you understand how to make good course choices. Meeting with your faculty advisor is required prior to each term for which you plan to register at Coe.

AUDIT

To sit in on a course without receiving academic credit for it and without being graded on the content. Auditing a class is like a preview of a course without the academic requirements. If you wish to audit a class, you must be in good academic standing, get permission from the department chair (head of the department) and have approval from your advisor and the instructor of the course. Audited classes do appear on your transcript, and you will be charged for them. If a student would like to get credit for the course, they will need to register for and complete the course as a full participating student.

BACHELOR'S DEGREE

College degree usually awarded after four years of prescribed study in a major area. Coe awards a Bachelor of Arts (B.A.), Bachelor of Science in Nursing (B.S.N.) and a Bachelor of Music (B.M.).

C3: CREATIVITY, CAREERS, COMMUNITY

C3 houses creativity, careers, community and civic engagement services that emphasize the connection between liberal arts education and careers and between Coe College and the Cedar Rapids/Iowa City region (known as ICR Iowa). C3 programs encourage students to explore opportunities such as practicum, networking, career exploration and career skills.

CLEAR HOLDS

Holds that keep you from registering for classes or receiving an official academic transcript can be placed on your account for a variety of reasons including unpaid fees, parking tickets or student conduct infractions. Every student at Coe has an advising hold every term until the student meets with their faculty advisor. Once the student is advised, the advisor clears the hold and the student will be able to register during their registration window. Holds placed by other offices, such as the Business Office, must be cleared through that office.

COE PLAN

Coe College's requirements for graduation. These requirements are met through First-Year Experience, general education courses, writing emphasis courses, practicum experiences and areas of focus. More information can be found in the academic catalog.

CO-REQUISITE

A course that must be taken at the same time as another course. For example, a chemistry lab may be a co-requisite to a chemistry lecture class.

COURSE LOAD

The total number of courses/course credits the student is enrolled in per term. Though three credits is considered a full-time course load for financial aid and residence life, students must take four credits per term to graduate in four years. Students can gain additional credits by enrolling in summer classes or transferring in credits from AP classes or other institutions.

COURSE CREDIT

A course credit is a unit of credit for a course. Most classes are one credit, but some courses vary with the requirements and time devoted to the course and thus have different credit awards. Labs may be between 0.00 to 0.5 credits depending on how

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the lab content and course content overlap in the curriculum. In order to be enrolled full time at Coe, you must take three course credits or more during the fall and spring terms. In order to graduate from Coe you must have taken and successfully completed 32 credits. One course credit is equal to four term hours, for the purposes of transferring credits taken at other colleges to Coe.

COURSE NUMBER

The course number is used to specify a particular section of a course — that is a section that is taught at a particular day and time. A first-year biology lab, for example, may be taught in multiple time slots on multiple days. The course number you choose will decide which of these times you will attend class and where.

CUMULATIVE GPA

The cumulative GPA is the average of all quality points divided by all course credits attempted during any time at college. See quality points for how to calculate GPA.

CURRICULUM

The sequence of courses in a program of study that leads to receiving a bachelor's degree in a particular major.

DEAN OF STUDENTS

The Dean of Students oversees the Office of Student Life, which includes campus programming, student organizations, Greek life, residential life, conduct and health and wellness.

DEGREE REQUIREMENTS

At Coe College, undergraduate degrees require 32 course credits. (Accounting majors require 38). This coursework consists of a First-Year Experience course, general education courses, writing emphasis courses, electives, a practicum and courses in your major. You cannot complete a degree without completing the degree requirements for your major.

DIVERSE CULTURAL PERSPECTIVES (DCP)

Diverse Cultural Perspectives are a selection of general education courses that must be taken to meet the Coe Plan requirements. The courses help students understand their own cultural identities and develop appreciation for the range of different cultures to be found in the world, in the nation and on campus. More information can be found in the academic catalog.

DOUBLE MAJOR

Students with a double major are planning to earn two bachelor's degrees of the same type, such as a B.A. in biology and a B.A. in psychology. Students must complete the requirements for both majors.

DUAL DEGREE

Students earning a dual degree are earning two bachelor's degrees of different types, for example a B.A. in psychology and a B.M. in music. They must complete the requirements for both degrees.

ELECTIVE

A class you choose to take that is not required for your major. Most majors have some room in their degree program for elective classes. They are an opportunity for you to study something that interests you outside your major.

EXTRACURRICULAR ACTIVITIES

Activities outside the scope of academics but often campus-oriented such as clubs, intramural sports and faith-based organizations, as well as service opportunities, internships and leadership opportunities that build on learning done in the academic curriculum. Coe has over 80 student organizations and dozens of internship and service opportunities each year. May also be referred to as cocurricular activities.

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FAFSA

This acronym stands for Free Application for Federal Student Aid and is the free federal form that you must fill out to receive financial aid from the federal government to pay for college. The Office of Student Financial Services at Coe can help you with this process.

FERPA

This acronym stands for Federal Education Rights and Privacy Act, a federal law that protects the privacy of student education records. FERPA affords students the right to inspect and review their education records, request the correction of inaccurate or misleading records, consent to disclosure of personally identifiable information contained in their education record and file a complaint with the U.S. Department of Education if the institution does not comply with this law. It is important to note that student records are protected from parents, family members and outside parties unless the student signs a waiver giving explicit permission for the records to be revealed to a particular party. Any student who is taking, or has taken a course at Coe, is protected by FERPA.

FINANCIAL AID OFFER

When you have completed your Free Application for Federal Student Aid (FAFSA) and completed all administrative requirements as communicated to you by the Office of Student Financial Services you will receive your financial aid offer at your Coe email address. Returning students who filed a FAFSA by our priority deadline of March 1 and completed all requirements can expect to receive their offer beginning in mid-May.

FIRST-YEAR EXPERIENCE (FYE)

The First-Year Experience is the beginning of your academic career and serves as your bridge out of high school and into college. FYE will introduce you to the liberal arts experience, both inside and outside the classroom, and connect you with key academic and student support services, including

your College Adjustment Peer (CAP) leader and writing consultant.

FIRST-YEAR SEMINAR (FYS)

The First-Year Seminar is a required class for all first-year students that is designed to help you acclimate to the expectations of college-level critical thinking, reading and writing, while learning about a unique subject.

GENERAL EDUCATION

Also known as the academic core, these are courses required for all students earning a B.A., B.M. or B.S.N. at Coe. They include at least one fine arts credit, two credits in the humanities, two credits in natural sciences and mathematics and two credits in social sciences. More information can be found in the academic catalog.

GRADING SCALE

A grading scale is a range of quality points that comprise a course grade and delineate it as excellent, good, satisfactory, poor or failing. Coe College uses plus and minus grading to further define the student's performance and to calculate GPA. Professors also have individual grading scales for tests, presentations and papers, and these vary among professors. Always check the syllabus and talk to the professor to understand their grading scale and expectations.

GRANT

Financial assistance that does not have to be paid back — for instance the Pell Grant. See Pell Grant on page 7.

HONOR SOCIETIES

An honor society is a group formed to recognize scholarship and achievement in academics. Some honor societies are specific to a discipline, and some are based upon demographics. Coe has many honor societies.

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INFORMATION TECHNOLOGY

The office at Coe that supports Coe students, staff and faculty with their technology needs. Students have access to computer labs, full internet services, print services, Google services and free entertainment programming on campus.

LATE ADD

A process for adding a course to a student's schedule after the add/drop period has closed. Late adding requires a student petition, permission from both the instructor of the course and their academic advisor and a legitimate educational reason for missing the add/drop deadline. Late add forms can be found on My Coe.

LEARNING COMMONS

The Learning Commons houses all of Coe's academic support programs in one central location. All resources are free of charge and include major/course exploration, tutoring, accessibility support, academic coaching, study skills, the Writing Center and Supplemental Instruction.

LIBERAL ARTS (COLLEGE)

As a liberal arts college, Coe's undergraduate programs emphasize study in the liberal arts (social sciences, arts and humanities) and sciences in contrast to a professional, vocational or technical curriculum.

MAJOR

A major is a student's chosen field of study. To earn a degree, the student will have to complete all the requirements of the major that are listed in the Coe catalog.

MATRICULATION

The payment of fees and tuition required to enroll in a college or university. The matriculation date is the first date of classes attended by the student for a term and when the student officially becomes a Kohawk at Coe.

MAY TERM

A short, intense academic term consisting of three and a half weeks during which students attend a single class three or more hours every day. Many May Term classes offer study abroad opportunities.

MINOR

A minor is a secondary field of study that requires fewer courses to explore a topic of study broadly. Students do not earn a degree in their minor, but it is noted on their transcript.

MOODLE

Coe College's course management software. All classes will have a Moodle classroom online with assignments, readings, etc.

 moodle.coe.edu

MY COE

Coe's "intranet" containing resources and information for students, faculty and staff. Students can access their course schedule, financial aid information, bills, unofficial transcript, links to other resources and much more on My Coe.

 my.coe.edu

OFF-CAMPUS STUDY

Off-campus study includes exchanges, May Terms, study abroad and domestic opportunities for Coe students to learn about the world and their place in it while earning credit toward graduation.

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OFFICE OF STUDENT SUCCESS & PERSISTENCE

The Office of Student Success & Persistence provides an inclusive, welcoming environment to empower students to successfully transition to Coe and persist through walking across the stage at their college graduation. Each student will be paired with a dedicated member of the office who will check in on a regular basis and be available for questions, no matter how big or small.

ORIENTATION

A program that introduces newly admitted students to Coe College and our academics, customs, traditions and opportunities. During orientation, new students will meet their classmates, ring the Victory Bell, be introduced to campus resources, get to know their peers and much more.

PEER-TO-PEER ACADEMIC SUPPORT

Located on the main floor of Stewart Memorial Library, the Peer-to-Peer Academic Support space is staffed by student peer education leaders who can help you on a drop-in basis while you are studying or working on homework.

PELL GRANT

A federal financial aid grant that does not have to be paid back as long as the student was and remains eligible for it. Pell Grants are designed for low-income students and eligibility is determined by filing the FAFSA.

PETITION

A process for requesting an exception be made on your behalf that varies from the requirements of the academic catalog. Petitions are reviewed by a panel of faculty and students to approve or deny requests made. Petition forms can be found on My Coe.

PLACEMENT TESTS

Tests used by the institution to gauge a student's level of proficiency in a subject area in order to place them in the next level of coursework. Sometimes a student can exempt courses by doing well on placement tests.

PLAGIARISM

The act of using someone else's work, ideas, thoughts or language and representing it as your own by failing to give credit to the original author. Plagiarism is academically dishonest and a violation of the Academic Integrity Policy that may result in penalties such as a failing grade on the test/assignment or in the course.

PRACTICUM

A practicum gives students hands-on opportunities to connect their academic foundations to the world beyond the classroom through creative endeavors, study abroad and field schools, internship and leadership opportunities, faculty-mentored research and service-learning. All Coe students are required to engage in at least one practicum. Your advisor will help you decide what is best for you.

PREREQUISITE

A course that is required before another course can be taken. For example, General Chemistry I is a prerequisite to General Chemistry II.

PROFESSOR

A title awarded to teachers who have achieved high academic ranking in a specific discipline due to their research and scholarship.

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QUALITY POINTS

Quality points are the assigned points for each grade multiplied by the number of credit hours taken and used to calculate GPA. An A equals 4 points, a B equals 3 points, a C equals 2 points and a D equals 1 point (e.g. an A in a one course credit class is worth 4 points). This calculation is repeated for all of your classes, and all the quality points are totaled per term. Your GPA is equal to the total quality points divided by the number of credit hours you have attempted in the term. The cumulative GPA, sometimes referenced as the career CUM GPA, is the average of all quality points divided by all course credits attempted during any time at college. Students can calculate their GPAs on My Coe.

REGISTRAR

The person and office responsible for maintaining student records, administering policies and procedures, maintaining class schedules and course enrollment information. The registrar's office verifies degree completion before a student can graduate.

REGISTRATION

Registration is the process of choosing courses and creating a class schedule for an upcoming term using My Coe. Your registration date and time depends on the number of credit hours you have earned, with priority given to students who are further along in their degree program. Students should be sure to have their academic advising appointment before their registration date. Faculty advisors do not register students for classes but do grant clearance so students can register.

RESIDENCE LIFE

As a residential college, Coe recognizes the importance of creating the right living environment to provide a superior educational opportunity. Residence Life staff manage housing assignments, programs, and educational opportunities in Coe's residence halls and apartments.

RESIDENCE BY SYMPPLICITY

An online system used to apply for housing, select your meal plan for the next year, view information about roommates and complete room condition forms. After their first year, students also may select their housing assignment for the following year through this system during the returning student housing selection process each spring.

SATISFACTORY ACADEMIC PROGRESS (SAP)

A student must be making progress toward their degree by meeting minimum grade point average requirements and successfully completing a certain percentage of their coursework in order to remain eligible for financial aid. A student who falls below SAP standards will receive a warning term. After the warning term a student who is not meeting standards will be placed on financial aid suspension. You may appeal your suspension with the support of the Learning Commons.

STUDENT FINANCIAL SERVICES

The Office of Student Financial Services houses the Coe business office and financial aid office. Students can work with staff to pay their tuition, review their financial aid, set up a payment plan, ask questions about work-study or other finance-related items in this office.

STUDENT HANDBOOK

The College Policies and Student Handbook contains policies, expectations and a code of conduct for the Coe College community. Please read the Student Handbook before you arrive on campus.



www.coe.edu/student-life/student-life-resources/college-policies-student-handbook

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STUDENT HOURS

Also called 'Office Hours,' these are hours set aside by professors and instructors to meet with their students and answer questions. Student hours are usually at a set time every week. You usually can find a professor's student hours listed on their syllabus.

STUDENT LIFE

The Office of Student Life supports student experiences and learning outside of the classroom. This office includes residence life, health and wellness, counseling, student organizations and Greek life. More information on each of these offices can be found in the Orientation Handbook or on the Student Life website.



www.coe.edu/student-life

SUCCESS COACH

Success coaches provide proactive outreach to ensure that students are aware of important information, as well as connected to resources on campus and in the Cedar Rapids community. They are available to help first-year students navigate Coe and connect with the people, tools and resources to be successful.

SUPPLEMENTAL INSTRUCTION (SI)

Some classes offer SI for students to better learn the material. In SI, academic assistance is offered by successful students who actually sit in on traditionally difficult courses and then hold regular small group sessions to review course content and discuss useful study strategies.

SYLLABUS

An outline of the professor's plans for the course that includes assignments, exam dates and projects. The syllabus also includes the learning objectives for the course and class policies like attendance and grading as well as academic honesty policies. It is very important to read the syllabus carefully at the very beginning of each course and hold onto it throughout the term to ensure all requirements are met.

TERM

The period of time when the college offers courses. Coe offers two full terms, fall and spring, and two partial terms, May and summer.

TITLE IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Title IX concerns sexual harassment and sexual assault in all forms, including rape, sexual violence, dating violence, stalking and domestic violence. It applies to all members of the Coe College community.



www.coe.edu/titleix

TRANSCRIPT

The official permanent academic record of a student that documents courses taken each term, grades received, academic status and honors, majors and minors and GPA. Upon graduation, the transcript is the official document conferring and listing a student's degree.

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TUTORING

Peer tutoring is offered for free to all Coe students. You may benefit from tutoring if you are having trouble keeping up in a class or confused by course material. Tutors are students who have previously taken the class and have usually earned an 'A' grade and are recommended by the instructor to help other students better learn the material.

WITHDRAWAL

The student's decision to remove themselves from a class after the add/drop period is over. If the student withdraws prior to the withdrawal deadline, they receive a W on their transcript. If the student withdraws after the deadline (usually soon after the term midpoint), they will receive a WF on their transcript. A W has no effect on GPA, but a WF will factor into the student's GPA as an F.

WORK-STUDY

A federal and institutional program that provides jobs for students to help pay for their expenses. Work-study jobs are usually on campus and part of a student's financial aid package. Coe offers limited off-campus work-study opportunities in community service. You must be eligible for federal work-study in order to qualify for community service work-study.

WRITING CENTER

Located in Stewart Memorial Library, the Writing Center is home to tools, resources and peer writing consultants who help students with writing assignments so they ultimately become more effective and confident writers. The Writing Center is a free service and open to all students for any assignment or question.

WRITING EMPHASIS COURSE

Courses that focus on developing your writing skills within the context of academic coursework, as part of the Writing Across the Curriculum requirement. These courses help develop flexibility in using knowledge about effective writing to multiple, even unknown, contexts.



If you have questions regarding anything in this document, please contact the TRIO/ Academic Achievement Program at o-aap@coe.edu.

Adapted from "1st at the First, A Handbook for First-in-the-Family Students at UGA," published by the University of Georgia. advising.uga.edu/_resources/documents/First-Gen-Students-Handbook.pdf



COE COLLEGE®

Coe makes it possible. You make it happen.