

# Terms Glossary

**Census**—the ten percent point of an academic period. Refer to the academic calendar for specific census dates. Census day is the last day a student can be added to a class, and the last day to drop a class for a refund. For classes with Course Entry Quiz requirements (classes with an online instructional component), the Course Entry Quiz must be completed by students by the census date in order for the college to count students' enrollment in the class in the FTE reporting.

**College Closed, Staff use Annual Leave**—Days during Wake Tech's winter break when faculty are off, no classes occur, and staff do not report. The college is closed, and staff submit annual leave for these days. Typically, the college has four days (maximum) during this period when staff submit annual leave.

**College Holiday**—Wake Tech is closed for a paid holiday. No classes. Faculty and staff do not report to work.

**Course Entry Quiz (CEQ)**—Wake Tech uses an online "quiz," made available within the Blackboard instance of each class with an online instructional component as the entry verification of each student in the class. The college uses completion of the CEQ to verify the student was present in the class on or before census day. Students who fail to complete the CEQ may be dropped from the class by faculty.

**Dept. PD Day**—These are professional development or workdays that are not organized by Wake Tech Professional Development office. Divisions and departments will organize and sponsor these professional development/workdays, which could include departmental meetings or training. No classes for students on these days. Faculty and staff are expected to work unless they use pre-approved leave.

**Faculty Break Day**—a day designated as a non-instructional day. Faculty and students are off, but the college is open and staff still report to work.

**Fall Break**—a two-day student and faculty break that usually occurs in October. Faculty and students are off, but the college is open and staff still report to work.

**FTE**—"full time equivalent" is measured using a formula that takes the total number of student membership hours and divides that by 512. The "512" divisor is the number of membership hours one full-time student would take in a year (fall and spring) based on taking 16 membership hours for 16 weeks per semester [ $16 \text{ membership hours} \times 16 \text{ weeks} = 256(\text{one semester}) \times 2 = 512$ ].

**Full-time Enrollment**—12 credit hours in a fall or spring semester and 9 credit hours in a summer term are considered full-time in terms of a student's enrollment for enrollment verification purposes.

**Grades Due Date**—the date on which Registration and Records will post official grades for the term/semester. With your supervisor's confirmation that all end-of-semester tasks have been completed, this is considered a faculty break day. Academic departments may require faculty to enter their grades prior to this date to ensure the deadline is met.

**Graduation/Commencement**—Wake Tech has two graduation days each year, one in the spring (typically in May) and one in the fall (typically in December). Faculty may be required to attend by their division dean. Faculty are paid to attend one graduation ceremony each year. Attending graduation/commencement counts as one PD/Workday.

**PD/Workday**—a paid work day for faculty and staff, dedicated to professional development or planning. There are no curriculum classes scheduled on these days. There are up to nine scheduled PD/Workdays in any academic year.

**Semester**—a fall or spring term. Traditionally, a semester was a six-month or half-year period of time.

**Session**—a short period of time that occurs within a semester or term.

**Spring Break**—a five-day student and faculty break that usually occurs in March. Faculty and students are off, but the college is open and staff still report to work.

**Student Break Day**—a day designated as a non-instructional day. Faculty and students are off, but the college is open and staff still report to work.

**Term**—a fixed period of time on the academic calendar. We refer to summer as a term since it is much shorter than a typical semester. Fall and spring semesters could also be considered terms.