

Calendar 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.

Last day to add vs. census date: While census day is the last day students may be added to a class, a registration override is required to add a student to a class after the last day students are able to add themselves to classes in Self-Service. For example, students may add themselves to 16-week classes through the third day of instruction. From the fourth day of instruction through the eighth day of instruction (for 16-week classes), a registration override would be required to add students to classes.

Census date and CEQ: 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 our 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 winter break 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. The college observes 12 fixed holidays which are documented on the online academic calendar and one floating personal observance holiday that is not noted on the online academic calendar.

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 by the census date cannot be included in our FTE reporting and should be marked as no-shows.

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 curriculum 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. Faculty: if all your end-of-semester tasks have been completed, such as final grades entered and all class rosters signed/verified, 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 graduations 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.

PD/Workday—a paid workday for faculty and staff, dedicated to professional development or planning. There are no curriculum classes scheduled on these days. There are six PD days planned each academic year.

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

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

Spring Break—a five-day curriculum student and faculty break that usually occurs in mid-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. Curriculum faculty and students are off, but the college is open, and staff still report to work. Examples are Fall Break and the Wednesday before the Thanksgiving holiday.

Term—a fixed period 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.