

# STUDENT GUIDE TO **ACADEMIC AFFAIRS**



**WORCESTER**  
STATE  
**UNIVERSITY**

**Aa A** – *see Administration Building*

**Academic Advising:** Advice and guidance provided by your academic major advisor. Plan to meet with your major advisor at least each semester during the academic year prior to pre-registration. Specific dates can be found on the academic calendar.

**Academic Affairs:** Primarily responsible for all academic-related activities at Worcester State. Overseen by the Provost. The office is located in the Administration Building, Room 361.

**Academic Integrity:** The expectation that the work you produce for your courses is your own original work and related expectations. Worcester State strongly believes that our academic honesty policies must be abided by throughout the entire educational process. Consequences for violations of the Academic Honesty Policy are outlined on the University's website and the Undergraduate Studies Catalog.

**Academic Success Center:** Provides academic advising for incoming first-year and transfer students, and students on academic probation. Administers CLEP testing services, and group tutoring in specific courses. Offers transitional workshops for new students. Located in the Administration Building, Room 130.

**Academic Year:** Begins with the fall semester and ends with the spring semester.

**Administration Building:** Houses most of the administrative offices. Denoted as A on the schedule.

**Advisor:** Assists students in major selection, course selection, and other academic matters. Faculty Advisors are assigned to students in their majors and sometimes minors. The Academic Success Center provides Academic Advisors for first-year, undeclared, and probationary students.

**AUD:** *see Sullivan Auditorium*

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**Bb Blackboard:** The online Learning Management System used by Worcester State, which can be accessed through the Community webpage. Often used for specific courses.

**Board of Trustees:** Governing body of Worcester State with fiduciary responsibilities. Meets regularly with the President and Administrators.

**Bursar/Student Accounts:** A department where you pay your bills associated with Worcester State and get your OneCard. Located in the Administration Building, Room 140.

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**Cc C:** *see Student Center*

**Career Services:** Provides career exploration and development. Located in the Student Center, Room 300.

**Chair:** The head of an academic department.

**Chandler Village:** One of the residence halls that is apartment-style for upperclasspeople. Denoted as CV.

**Commencement:** Graduation. Must have successfully completed 120 credits with 30–48 credits in a specific major, as well as fulfilling other graduation requirements. See the Undergraduate Studies Catalog for more information.

**Commuter:** A student who lives off campus.

**Concentration:** A specialized track within a major or an approved interdisciplinary track of study. Varies among majors.

**Convocation:** An academic ceremony where the University's faculty and administrators welcome first-year students to the formal start of their studies.

**Core Curriculum:** Required courses for all students and includes: English Comp I and II, Constitutions (CON), and First-Year Seminar (FYS).

**Counseling:** Available to all degree-seeking students who could benefit from support with psychosocial issues and personal growth. Located in the Student Center, Room 325.

**Craft Center:** Also known as the Worcester Craft Center and is located at 25 Sagamore Road. Transportation on the shuttle bus is provided for classes held there. Denoted as WCC on the schedule.

**Credit Hour:** A unit of measurement associated with each course and is based on how many hours spent in class. Most courses are 3 credits and meet for three hours each week. Also, the number of credits completed determines class membership. First-year students have completed 0-29 credit hours, Sophomores 30-59, Juniors 60 -89 and Seniors 90 –120.

**CV:** *see Chandler Village*

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**Dd Dean:** Academic title for the head of an academic school or area. At Worcester State, there are three academic deans, the Dean of the School of Science, Technology, and Health; the Dean of the School of Humanities and Social Sciences; and the Dean of Education, Liberal, and Interdisciplinary Studies.

**Degree Audit:** Allows you to see your academic progression through the LASC requirements and your major course of study. Also allows you to see what courses would be needed if you wanted to change your major. Accessible through Student Planning.

**DH:** *see Dowden Hall*

**Dowden Hall:** A traditional-style residence hall that is primarily for first-year students. Denoted as DH.

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**Ee Eager Auditorium:** Located inside the Sullivan Building, Room S-146, 1<sup>st</sup> floor.

**Education, Liberal, and Interdisciplinary Studies:** The area overseen by the Dean of Education, Liberal, and Interdisciplinary Studies, which includes the Education Department and the Interdisciplinary Studies Department.

**Email:** All communication with faculty and administrators should be through your Worcester State email (@worcester.edu) provided to you.

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**Ff FERPA:** The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of educational rights and provides students specific rights. Additional information can be found in the Undergraduate Studies Catalog.

**FERPA Form:** Specific forms must be signed by the student to allow access by parents or others to educational records. May need to be signed yearly.

**Financial Aid:** Assists with procedures and policies pertaining to financial aid. Located in the Administration Building, Room 150.

**Full-time Status:** Enrolled in at least 12 credits hours per semester. Enrollment of fewer than 12 credits may effect on-campus housing, financial aid, and/or health insurance.

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**Gg Ghosh Science and Technology Building:** Located on the north side of campus and houses the science and health-related departments. Denoted as ST on the schedule.

**Grade Point Average (GPA):** A numerical representation of one's academic achievement that is calculated by the total number of grade points divided by the total number of credits completed. GPAs are provided for each semester and cumulatively (across all semesters).

**Graduate School:** Houses programs and courses at the post-baccalaureate level. Located on the 4<sup>th</sup> floor of the Administration Building (accessed by the elevator or the middle staircase).

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**Hh Hold:** A restriction to the student's account that prevents registration or graduation. The restriction is applied when there is any outstanding responsibility by the student owed to the university (health forms, fees, library resources, etc.). Once resolved, the hold is lifted.

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**li Information Technology Services (IT):** Responsible for the computer hardware, software, and network and communication systems on campus. Includes a Help Desk and Laptop Repair Depot.

**IT:** *see Information Technology Services*

**Li Laptop Repair Depot:** A location where IT professionals fix problems with your laptop's hardware or software. Located on the third floor of the LRC (or Library).

**Learning Resource Center:** Houses the Library, academic programs and classrooms. Denoted on the schedule as LRC.

**Liberal Arts and Science Curriculum (LASC):** Worcester State's general education program, which is intended to provide each student with broad knowledge and insight in a variety of areas to help them develop intellectually, achieve career success, and be able to participate as a member of society. See the Undergraduate Studies Catalog for full details. Your degree audit allows you to monitor progress through this curriculum.

**Library:** Located on the 2nd and 3rd floors of the LRC, the Library provides (1) access to online and print resources, (2) services including Research Help, Interlibrary Loan, Course Reserves, and more, and (3) facilities with spaces to meet, explore, inspire, and create.

**LRC:** *see Learning Resource Center*

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**Mm M:** *see May Street Building*

**Major:** A specific discipline or approved interdisciplinary area that requires 30-48 credits and a minimum of a 2.0 GPA

**May Street Building:** Located diagonally across the street from the Sullivan Building. Denoted as M on the schedule.

**Minor:** Completion of 18-24 credits in a another discipline (other than the major) and/or an interdisciplinary program. Form must be completed at the Registrar's Office.

**MyWSU:** The portal on the Worcester State website that you enter to gain access to webpages restricted to student use.

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**Oo OneCard:** Worcester State's official identification card that also functions as a debit card for on-campus and some off-campus purchases.

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**Pp Parking Pass:** All cars parked on campus must have a parking pass.

**Prerequisite:** A course that must be taken prior to taking another course in the sequence.

**Program of Study:** A detailed sequence showing the progression through each major for four years.

**Provost:** The Chief Academic Officer of a university, who is responsible for leading all academic-related activities.

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**Rr Registrar's Office:** Responsible for all students' official academic records and for registration.

**Registration:** (Called "pre-registration" when it is completed the semester before courses will be taken.) The process of enrolling into courses. Each semester, following the advising period, students are able to log on and choose courses for the next semester at a specific time based on the number of credits completed.

**Resident:** A student who lives on campus.

**Resident Assistant (RA):** An undergraduate or graduate student who lives in the residence halls and is responsible for enforcing campus policies.

**Resident Director (RD):** A professional responsible for all the RAs and the residence halls.

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**Ss S:** *see Sullivan Building*

**Schedule:** A listing of courses by day and time for the semester.

**Scholarships:** Available through University Advancement.

**School of Humanities and Social Sciences:** Academic departments housed within this School include: Business Administration and Economics; Communications; Criminal Justice; English; History and Political Science; Philosophy; Psychology; Sociology; Urban Studies; Visual and Performing Arts; and World Languages.

**School of Science, Technology, and Health:** Academic departments housed within this School include: Biology; Chemistry; Communication Science and Disorders; Computer Science; Earth, Environment and Physics; Health Sciences; Mathematics; Nursing; and Occupational Studies.

**Semester:** An approximately 15-week segment of the academic year. Fall semester is September to December, and Spring is January to May.

**Sheehan Hall:** One of the residence halls where the layout is in a suite-style. Houses the offices of Health Services and Residence Life. Denoted as SRH.

**Shuttle Bus:** Provides free transportation to and from the Craft Center.

**SRH:** *see Sheehan Hall*

**ST:** *see Ghosh Science and Technology Building*

**Student Accessibility Services (SAS):** Available to any student taking one or more courses at Worcester State. SAS determines eligibility for reasonable educational accommodations for students who self-identify. Located in A-131.

**Student Accounts:** *see Bursar/Student Accounts*

**Student Center:** Located at the center of the campus. Houses the Bookstore, Food Court, Blue Lounge, North and South Auditorium, and many offices. Denoted as C on the schedule.

**Student Government Association (SGA):** An undergraduate organization that represents the student body on campus.

**Sullivan Auditorium:** Located inside the Sullivan Building. Denoted as AUD on the schedule.

**Sullivan Building:** Located on the south end of campus and houses some academic departments. Denoted as S on the schedule.

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**Tt Title IX:** An aspect of the federal civil rights law, the Education Amendments Act of 1972, that states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance” ([https://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)). This affects all academic, athletic and co-curricular offerings. Please refer to Worcester State’s website for additional information.

**Transcript:** An official academic record that lists all the courses taken, grades received, number of credits completed and cumulative grade point average (GPA).

**Transfer Credits:** Credits earned at another academic institution (at the college level). This transcript must be sent by you to the Registrar’s Office and, once received, will appear on your transcript. The credits will count but the grade does not affect your GPA.

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**Uu Undergraduate Studies Catalog:** Official catalog of the university that outlines all the undergraduate academic policies and procedures, as well as academic departments, programs, majors, minors, and concentrations. Changes may be made each year, but you are responsible for the catalog for the year you entered. Make sure you find it online and bookmark it!

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**Ww W:** *see Wasylean Hall*

**Wasylean Hall:** An apartment-style residence hall for upperclasspeople. Houses the University Police Department. Denoted as a W on the schedule.

**Wellness Building:** Houses the gymnasiums, indoor track, exercise machines and classes. Denoted on the schedule as WEL.

**WEL:** *see Wellness Building*

**Woo State:** A nickname for Worcester State.



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