

COLLEGE TERMINOLOGY GLOSSARY

TERM	DEFINITION	INFORMATION
<i>Academic Advisor</i>	Academic advisors help students develop a customized academic plan of study that best fits their academic and career goals. They provide students with information about programs and policies at USJ.	Email: advisement@usj.edu Phone: 860.231.5219 Location: Lynch Hall, First Floor, 109 and 110
<i>Academic Alert</i>	A way for professors to share concerns about how a student is doing in class with the student's advisor. Alerts are not a punishment and are intended to help students get the support they need to resolve small problems before they turn into larger ones.	
<i>Academic Calendar</i>	A schedule that outlines all events that occur during the academic year, including the first and last day of class, add/drop and withdrawal deadlines, midterm and final exams, spring break, and residence hall openings and closings.	Link to USJ Academic Calendar
<i>Academic Integrity</i>	The commitment that students and faculty have towards being honest, fair, and responsible in their academic work. This includes citing sources and submitting their own work. The Academic Integrity Office is involved in investigating issues involving violations of academic integrity.	Email: academicintegrity@usj.edu Phone: 860.231.5219

<i>Academic Warning/ Probation/ Dismissal</i>	Students must meet a minimum GPA requirement to remain a student at USJ. If a student is close to falling below the minimum GPA requirement, they will be given an Academic Warning. If they fall below the minimum GPA requirement, they will be placed on Academic Probation.	Email: advisement@usj.edu Phone: 860.231.5219 Location: Pope Pius XII Library, 2nd floor
<i>Accessibility Services</i>	The Office of Accessibility Services helps students get accommodations for academics and campus life to promote equal educational opportunities for all students.	Email: accessibility@usj.edu Phone: 860.231.5730 Location: McGovern Hall Student Center 2nd Floor, Office 201
<i>Add/Drop</i>	Add/Drop is a period at the beginning of a term when students can sign up for new courses and drop courses for which they were previously registered. If you drop a class before the Add/Drop deadline, then you will not have to pay for the course, nor will it appear on your transcript.	Contact your Academic Advisor to add or drop a course. Look at the Academic Calendar for add/drop deadlines.
<i>Adjunct Professor</i>	A part-time professor, who is hired to teach specific classes for a semester. Some adjuncts are hired every semester or year for the same classes.	
<i>ASCEND Program</i>	ASCEND is designed to assist students placed on academic probation and academic warning reach their academic goals. Students work with the Student Support Specialist to develop strategies to improve their academic success.	Students will be notified by the Office of the Provost if they are on academic probation or academic warning.

<i>Asynchronous/ Synchronous</i>	While these terms can be used to describe any class, they are used most often to discuss how online course instruction is provided. Synchronous instruction refers to when instructors and students together meet online (Zoom or TEAMS) at the same time for class. Asynchronous instruction refers to when instructors provide course material that the students can access and work at different times and places that best fit their individual schedules.	
<i>Audit</i>	When a student enrolls in a course for no credit. The student can still attend lectures for the course but is not required to complete exams or assignments. A student typically audits a course to gain knowledge without the pressure and stress of receiving a grade.	For information, please contact the Registrar's Office: Email: registrar@usj.edu Phone: 860.231.5225 Location: McDonough Hall, 1st Floor, Room 110
<i>Blackboard</i>	Blackboard is the website professors use to post assignments, class materials, announcements, syllabi and grades.	You can access Blackboard through MyUSJ.
<i>Blue Jay Bulletin</i>	USJ's weekly newsletter that provides information on events and campus updates. Students can access the Blue Jay Bulletin by going to the USJ website or in their school email.	To access the Blue Jay Bulletin, click here.
<i>Bookstore</i>	The Bookstore lists all the required and recommended texts for your courses. It is on the MyUSJ website under the student tab.	Phone: 860.231.5290 Location: McGovern Hall, 1st Floor
<i>Bursar's Office</i>	The Bursar's Office is responsible for managing student billing, advising students of late payments, helping them set up payment plans and keeping detailed payment records.	Email: bursar@usj.edu Phone: 860.231.5278 Location: McDonough Hall, 1st Floor, Room 111

<i>Career Development Center</i>	An office on campus that helps students prepare for their careers after graduation. It offers a variety of services, including career counseling, resume building, job search assistance, interview preparation, and access to internship or job opportunities. The career center is a valuable tool that helps you navigate the world of work and connects you with resources you might not know about.	Email: careercenter@usj.edu Phone: 860.231.5893 Location: McGovern Hall, 2nd Floor
<i>CASHNet/Transact</i>	Online portal students use to pay for tuition, set up payment plans and view bills.	CASHnet can be accessed through the Student tab on MyUSJ .
<i>Center for Academic Excellence</i>	The CAE provides content, writing, and academic skills tutoring. Content tutoring supports undergraduate courses by providing 1-1 or small group tutoring in the material for specific classes. Writing and academic skills tutoring is available for all undergraduate and graduate students through 1-1 appointments. Writing tutoring includes help with oral presentations, emails, and discussion posts. Academic skill tutoring includes time management, note-taking, reading comprehension, studying, and testing anxiety.	Email: caeappt@usj.edu Phone: 860.231.5514 Location: Lynch Hall, Room 227 View tutoring schedule and book 1-1 appointments here: TracCloud .
<i>Certificate</i>	A certificate is like a “mini-minor,” a set of 4 classes (12 credits) grouped around a specific subject matter. Certificates add an additional area of knowledge to your academic record.	
<i>Concentration</i>	A specialized area of study within a student’s major. USJ offers various concentrations within various majors, such as Mathematics, Sport Management, Psychology, and Social Work. If you are interested in adding a concentration to your major, reach out to your advisor.	

<i>Cost of Attendance</i>	The Cost of Attendance consists of the sum of educational costs payable to the school (also referred to as direct or billable costs) and costs paid to others (or indirect, non-billable or discretionary) costs. The Cost of Attendance represents the highest dollar amount of financial aid a student can receive during an award year.	Refer to your Financial Aid Offer for your Cost of Attendance or contact Student Financial Services.
<i>Course Catalog</i>	Provides detailed information about academics at USJ including all the programs and courses, the graduation requirements for all undergraduate and graduate programs, and academic policies and procedures.	Access the course catalog at USJ here: Course Catalog .
<i>Course Search</i>	A tool that allows students to search for all the courses that are offered during a specific semester. For each available course, the class times, professor, and number of credits are shown. The course search is located on the MyUSJ website.	For information on how to use the course search, check out this video: Course Search How-To .
<i>Credit Hours</i>	Refers to the amount of time that a student is required to put into a course. In general, for each credit hour assigned to a course, a student will spend 1 hour in class and 2 hours of time outside of class working on assignments or studying.	
<i>Credit Overload</i>	A credit overload is when a student wishes to take more than 18 credits in a single semester. To receive a credit overload, a student must fill out a form and turn it into the registrar.	
<i>Curriculum</i>	The set of courses that a student must take to meet the requirements and skills for their academic program. It may involve general education requirements as well as major requirements.	For information on your degree's curriculum, check the course catalog's programs , your academic advisor, or your degree audit report.

<i>Dean</i>	The person in charge of a specific school within the university. At USJ, there are three academic deans and a dean of student life.	
<i>Degree</i>	An academic qualification that is given to a student upon completion of all academic requirements for their specific program.	
<i>Degree Audit Report (DAR)</i>	A document that tracks a student's progress towards completing the requirements of their program. Each student receives a personalized DAR that can be accessed on the MyUSJ website.	
<i>Department</i>	A division within the university that is made up of faculty that are focused on a specific discipline. The department faculty are responsible for managing and instructing department courses, as well as conducting research.	
<i>Discipline</i>	A specific field of study that has its own courses and/or areas of research.	
<i>Double Major</i>	A double major is when a student attempts to complete the degree requirements for 2 different majors at the same time. The transcript will list both majors.	
<i>Educational Loan</i>	Money borrowed from the federal government or a private source like a bank or financial institution to pay for educational expenses and must be paid back with interest.	Contact Student Financial Services with any questions about student loans.
<i>Enrollment Status</i>	The number of credits the student is enrolled in, or whether they have withdrawn, graduated, etc. Enrollment status affects eligibility for and the amount of financial aid a student may receive. It also affects when student loans enter repayment status.	Contact Student Financial Services with any questions about enrollment and how it impacts your financial aid.

<i>Faculty</i>	USJ employees who are responsible for teaching students, conducting research, and running departments. Faculty members include adjuncts, assistant professors, associate professors, professors, and chairs of departments.	USJ's full-time faculty .
<i>Family Educational Rights and Privacy Act (FERPA)</i>	FERPA protects the privacy and rights of student educational records. Student rights that are protected by FERPA include the right to review their education records, request amendments to educational records they believe are inaccurate, consent to disclosures of personal identifiable information, and more.	For information on FERPA, visit the Registrar Office's website here .
<i>Federal Direct Loan</i>	Eligible students and parents can borrow these loans directly from the U.S. Department of Education. Federal student loans include Direct Subsidized, Direct Unsubsidized and the Direct PLUS programs for parents of dependent students and graduate or professional students and must be paid back with interest.	Get more information on Federal Direct Loans online at studentaid.gov .
<i>Federal Direct Parent PLUS Loan</i>	Direct Parent PLUS Loans are federal loans that parents of dependent undergraduate students can use to help pay for education expenses. Parents must pass a credit check for adverse credit history to qualify for PLUS loans.	Get more information on Federal PLUS Loans online at studentaid.gov .
<i>Federal Pell Grant</i>	The Pell Grant is a federal grant program designed to assist undergraduate students in low- and moderate-income households to pay for college. The award amount is based on the cost of the institution, Student Aid Index (SAI), and enrollment status and is subject to a lifetime limit.	Get more information on Federal Pell Grant online at studentaid.gov .
<i>Federal Work-Study (FWS)</i>	Federal Work-Study provides funding for part-time jobs for undergraduate and graduate students with financial need. Unlike grants and loans, FWS is paid to students as they earn the funds by working and is not included in their Financial Aid Offer.	Email studentemployment@usj.edu for information about on-campus employment.

<i>Final Exams</i>	Assessments given at the end of the semester to evaluate a student's understanding of course material. Final exams can vary in format and the amount of material that is covered.	
<i>Financial Aid</i>	A term that describes all funding provided to students and their families to pay for the cost of a USJ education. Examples include money that does not need to be paid back such as scholarships and grants, but also includes other funding such as student loans or on-campus employment.	Email: financialaid@usj.edu Phone: 860.231.5223 Location: Mercy Hall, 2nd floor, Room 201
<i>Financial Aid Offer</i>	A financial aid offer is a document sent by a college or university to a student that outlines the amounts and details of the financial aid being offered to the student, which may include scholarships, grants, loans, employment, or other forms of financial assistance to pay for college expenses.	Your Financial Aid Offer is mailed to your home and is available on Financial Aid Online through MyUSJ . Contact Student Financial Services with any questions about your Financial Aid Offer.
<i>First-Generation College Student</i>	A student whose parents did not complete a four-year degree.	
<i>First-Year Seminar (FYS)</i>	The FYS program is intended to help students adjust to college, build relationships with fellow students and professors, and develop critical thinking and other academic skills. The FYS program consists of a 3-credit course in the fall semester followed by a 1-credit course in the spring semester of a student's first year.	FYS Director: Derek Dube, Ph.D. Email: ddube@usj.edu
<i>Free Application for Federal Student Aid (FAFSA)</i>	Students complete the FAFSA form to be eligible for federal student aid such as federal grants, work-study funds and loans, as well as state, private and institutional need-based student aid. The FAFSA is completed every year and uses student and family income information to determine eligibility.	Complete the FAFSA online at studentaid.gov . If you need assistance completing the FAFSA, reach out to Student Financial Services to set up an appointment.

<i>Free Electives</i>	Courses that students elect to take outside of their major or general education requirements. Free electives allow a student to explore their academic interests and broaden their educational experiences.	
<i>Full-time Student</i>	A full-time student is a student who is enrolled in at least 12 credits per semester. However, to graduate in 4 years, a student needs to take 15 credits per semester. Being “full-time” makes students eligible for certain financial aid, to play a sport, and live on campus.	
<i>General Education Requirements</i>	The USJ Core Curriculum consists of a variety of different courses that provide students with a well-rounded liberal arts education and facilitate the development of critical thinking and communication skills. A few general education courses that are required at USJ include philosophy, religious studies, history, fine arts, and more.	For information on general education requirements, click here: General Education Requirements .
<i>Grade Appeal</i>	The procedure in which a student can appeal a final course grade that they believe is unfair or incorrect. Grade appeals should only be made on select circumstances, and the student must provide evidence that the grade was wrongly assigned.	For more information on grade appeals, access the Academic Policies and Procedures Handbook .
<i>Grade Point Average (GPA)</i>	A GPA is a numerical average of all your course grades. At USJ, GPAs run on a scale from 1.0 to 4.0, with 4.0 being the best possible score.	
<i>Grants & Scholarships</i>	Any money provided to students that does not have to be repaid. They can be called grants, scholarships, tuition remissions, gift aid, or tuition waivers. Grants and scholarships are provided based on many different factors.	Contact Student Financial Services with any questions about your grants or scholarships.

<i>Handshake</i>	A career development platform that connects students and recent graduates with employers through personalized job opportunities, networking, and professional resources. It helps users build profiles, explore career paths, and access internships and job listings, while offering tools for skill development and career planning.	To access Handshake, click here . For information on Handshake, contact the Career Development Center.
<i>Holds</i>	Holds are placed on students' accounts when they have not done something they should have. Holds from the Bursars office require students to address how they will pay their past balances. Other holds come from Admissions, Health Services, and Public Safety. Holds may prevent students from registering for classes or receiving their diploma until the issue is resolved.	If you notice a hold on your account, contact the office related to that hold or your Academic Advisor if you are not sure who to contact.
<i>Honors Program</i>	The USJ Honors Program provides motivated students with the opportunity to engage in a challenging and intellectually stimulating curriculum that facilitates the development of critical thinking and other academic skills while fostering community engagement. It contains an 18-credit course load that consists of 4 honors classes, an independent learning experience, and a capstone course. It also includes modest event attendance and community service requirements.	Honors Program Director: Jennifer Cote, Ph.D. Email: jennifercote@usj.edu Phone: 860.231.5281
<i>Incomplete Grade</i>	A grade that is given to a student that was previously doing well in a course but was not able to complete all the required coursework due to extraordinary circumstances. Students who receive an incomplete grade will receive an extension to complete the work for the course. Extensions are a maximum of 6 weeks.	For more information on incomplete grades, contact the Registrar's Office.
<i>Internship</i>	A temporary job or hands-on experience where students work with a company or organization to learn about a specific field or industry. Interns typically help with real tasks, projects, and responsibilities, which helps them gain valuable skills and work experience that can make them more competitive when applying for full-time jobs after graduation. An internship provides a valuable opportunity to build a professional network, learn directly from experienced people in the field, and often earn college credit or even a paycheck. Internships help students stand out in a competitive job market and can often lead to job offers after graduation. They give students a head start in building a career, while also helping them discover what kind of work they enjoy.	For information on possible internships, visit Handshake or contact the Career Development Center.

<i>Lab</i>	Lab refers to the hands-on component of most science-based courses. Lab sections typically meet once a week for 2 to 4 hours, during which students perform experiments that allow them to apply the theories that they learned in lecture.	
<i>Lecture</i>	Courses in which a professor gives a presentation on a topic related to the course. Students typically listen, take notes, and ask questions as needed.	
<i>Liberal Arts</i>	A liberal arts curriculum provides students with a broad, well-rounded education that facilitates the development of critical thinking and problem-solving skills. Students take courses in a variety of different disciplines, such as philosophy, literature, social sciences, fine arts, natural sciences, and more. USJ prides itself on its liberal arts education.	
<i>Major</i>	A specific discipline that a student chooses to study and specialize in during their time at university. USJ has over 30 different undergraduate majors, which can be found on the USJ website.	For a list of majors at USJ, click here .
<i>Midterm Exam</i>	An assessment or exam that is typically given to students in a course halfway through the semester.	
<i>Minor</i>	An area of study that a student elects to pursue in addition to their major. Minors have less requirements than majors, usually only requiring 5-6 courses (around 18 credits). USJ offers over 30 undergraduate minors, which can be found on the USJ website.	For a list of minors at USJ, click here .
<i>MyUSJ</i>	MyUSJ is a student portal that contains information about a variety of resources, such as IT, student holds, and more. It is also where students register for classes and can view their degree progress and final grades.	To access MyUSJ, click here: MyUSJ .

<i>Need</i>	The student's Cost of Attendance minus their Student Aid Index.	Contact Student Financial Services to discuss Need and Need-Based Aid.
<i>Need-based Aid</i>	Financial assistance provided to students based on their financial situation, determined by completing the FAFSA. Need-based financial aid can take different forms, including grants, scholarships, work-study programs, and low-interest loans, like the federal direct subsidized loan.	Contact Student Financial Services to discuss Need and Need-Based Aid.
<i>Office Hours</i>	Office hours are times that professors provide to meet with students outside of class. Students can ask questions about course material, ask about assignment/exam expectations, or discuss difficulties that they are facing in the course with the professor. Professors will list their office hours in the course syllabus.	
<i>Part-time Student</i>	Undergraduate students are part-time if they are taking 11 or less credits in a semester. Undergraduate part-time students typically pay tuition/credit instead of tuition/term. Graduate students are part-time if they are enrolled in 8 or less credits in a semester.	
<i>Pass/Fail</i>	A type of grading in which students either receive a "Pass" or "Fail" mark, rather than the traditional letter grade system. A "pass" means that the student met the requirements and expectations of the course, while a "fail" means the student did not meet the minimum course requirements.	
<i>Peer Mentor</i>	An experienced current student who helps first-year students adjust to the social and academic aspects of college. Each peer mentor is assigned a first-year seminar class section that they attend. They are available during and outside of class to answer questions, give advice, refer to USJ resources, or attend events with students.	First-year seminar class information

<i>The Perch</i>	The Perch, a wellness room for all USJ students, provides a peaceful space for studying or relaxation. It is equipped with wellness tools such as a massage chair, coloring books, puzzles, meditation devices, and soothing music.	Location: McGovern Hall, 1st Floor
<i>Plagiarism</i>	Plagiarism is when a person uses another person's work or ideas without proper acknowledgment or citation. Examples of plagiarism include using information or statistics without giving credit to the source, using a quote or sentence from a source without proper reference, and more.	Academic Integrity Office: Email: academicintegrity@usj.edu Phone: 860.231.5229
<i>Pre-requisite</i>	A course that a student must complete with a certain grade in order to enroll in another course. The pre-requisites of a course can be found in the course description.	
<i>President</i>	The president is the educational and administrative leader of the University. They are responsible for fulfilling the university's mission and values. All of the departments and offices ultimately report to them.	<u>Office of the President:</u> President Rhona Free, Ph.D. Location: Mercy Hall, 1st floor, Room 1
<i>Private Loan</i>	A loan provided to a student or parent that comes from a bank, credit union, private company, a nonprofit or state-affiliated lender, or from the college or university directly to pay for educational costs. Interest begins to accrue when the loan is disbursed, and repayment begins while the student is still enrolled in school.	Students can find a historical list of private loan lenders online at ELMSelect.com or contact Student Financial Services for details.
<i>Registrar's Office</i>	They are responsible for maintaining important records and information such as transcripts, grades, student enrollment, and class schedules. They are also the office responsible for managing class registration.	Email: registrar@usj.edu Phone: 860.231.5225 Location: McDonough Hall, 1st Floor, Room 110

<i>Registration</i>	Refers to the process of signing up for your courses. Students need to meet with their advisor before registering for the upcoming semester.	
<i>Resident Assistant (RA)</i>	A student staff member who lives on the floor of a residential building and is responsible for monitoring the needs of the students living on the floor, hosting social events, and other administrative duties. To apply to be an RA, a student must have sophomore standing (at least 24 credits) or completion of 1 semester, a GPA of 2.5 or greater, and no behavioral or academic integrity violations.	For more information on becoming an RA, contact ResLife.
<i>Residential Life (Reslife)</i>	The office that oversees everything related to living on campus, including residential halls and meal plans.	Email: housing@usj.edu Phone: 860.231.5267 Location: McAuley Hall, Room B9 (ground floor)
<i>Resume</i>	A document that highlights your education, skills, experiences, and achievements. It's like a personal marketing tool that shows potential employers what you can do and why you're a good fit for a job or internship. The purpose of a resume is to make a strong first impression when applying for jobs or internships. It helps employers quickly understand your background, what you've learned, and what you can offer. Even if you don't have much work experience yet, a resume can include things like your academic achievements, volunteer work, extracurricular activities, and any skills or projects that show your abilities. A well-crafted resume is important because it's often the first step in getting hired and launching your career.	
<i>Room and Board</i>	"Room" refers to the cost of housing on campus, while "board" is the cost of a meal plan. Room and board are only charged to students that live on campus.	For more information on room and board, contact ResLife.

<i>Satisfactory Academic Progress (SAP)</i>	SAP are standards a student must meet each semester to continue to qualify for financial student aid. The three primary academic metrics are Cumulative Grade Point Average (GPA), Pace or percentage of earned credits over total attempted credits, and Maximum Timeframe.	Details of the SAP Policy for financial aid is provided in the University course catalog in the Financial Aid section.
<i>Semester</i>	A semester is a 16-week long period that represents half of an academic year at USJ, during which students take courses and most academic and university events occur.	To view the academic calendars, click here .
<i>Sisters of Mercy</i>	The Sisters of Mercy of the Americas are an international community of Roman Catholic women who dedicate their lives to the Gospel of Jesus and take vows of poverty, chastity, obedience and service to the poor, sick, and uneducated.	For more information see: https://sistersofmercy.org .
<i>Student Aid Index (SAI)</i>	The SAI is the eligibility index used to determine your eligibility for federal, and in some instances, state and institutional need-based student financial aid. Generally, students with a higher SAI are eligible for less need-based financial aid. It is based upon the information provided by the student and their family on the FAFSA.	Contact Student Financial Services with any questions regarding your SAI.
<i>Student Financial Services (SFS)</i>	The office on campus that assists students plan for the cost of their degree. SFS is responsible for processing and awarding financial aid as well as engaging in financial literacy education across campus. Students can meet with a representative from SFS to help them find and apply for various types of financial aid.	Email: financialaid@usj.edu Phone: 860.231.5223 Location: Mercy Hall, 2nd Floor, Room 201
<i>Study Abroad</i>	This program offers students of any major to take courses or to complete an internship abroad. USJ offers opportunities as short as one week and as long as a full-academic year.	Study Abroad Program Director: Rachel Payne Email: studyabroad@usj.edu Students who wish to study abroad should consult the study abroad web page for more information.

<i>Syllabus</i>	Each course has an outline provided by faculty to students that is first available on Blackboard during the week before classes start. It contains important course information including instructor contact information, course policies, learning outcomes, and a class schedule.	
<i>Symposium Day</i>	An annual event where students can present their faculty-guided research. Students can present their research as a poster or an oral presentation.	For more information on Symposium Day, email symposiumday@usj.edu .
<i>Teams/Zoom</i>	Teams and Zoom are platforms that allow students, faculty, and staff to communicate virtually. This includes live video meetings and online messaging. USJ primarily uses Microsoft Teams.	
<i>Tell Somebody Report</i>	A form students should fill out for non-emergency situations where they are concerned about a fellow student. The form goes to the Community Assistance Team (CAT), which is a committee of USJ professionals, who promote the well-being and safety of all members of the campus community through identification, assessment, intervention, and management of students who exhibit concerning, disruptive, or potentially harmful behavior.	The Tell Somebody Report can be accessed under the "Tell Somebody Report" tab on MyUSJ .
<i>Transcript</i>	A record of a student's grades and degree progress throughout their collegiate career. Students can view their unofficial transcript on MyUSJ, or can request an official transcript through Parchment.	
<i>Transfer Credit</i>	When a student earns credits for classes at one school, or through the Advanced Placement (AP) program, then transfers those credits to another school. To ensure your credits are successfully transferred, you can speak with Admissions or the Registrar.	
<i>Tuition</i>	Refers to the money that students pay in order to learn and to take courses at USJ.	For more information on tuition, contact Student Financial Services.

<i>Undecided/ Undeclared</i>	When a student has not yet chosen a major. Students can work with an academic advisor to determine which major to declare and must declare a major by the end of their third semester or completion of 45 credits.	
<i>Verification</i>	A federally mandated process to confirm the accuracy of data provided by selected applicants on the FAFSA. To complete the verification process, the student, their parent(s), or spouse, if applicable, are required to provide certain documents to the school for review. If the documentation the student provides the institution doesn't match what was reported on the FAFSA, verification can result in changes to the student's financial aid eligibility, and/or financial aid offers.	Details on Verification is provided in the University course catalog in the Financial Aid section.
<i>Waitlist</i>	A list of students who wish to enroll in a course that is already at maximum capacity.	
<i>Withdraw</i>	When a student removes themselves from a course after the Add/Drop period. The course will be represented as a "W" on the student's transcript.	
<i>4-Year Plan</i>	A schedule that outlines, semester-by- semester, all the courses that a student needs to take in a particular major to graduate in four years.	4-year plans for each major can be found on MyUSJ or in the advisement center.