

Getting to Know COB Terminology

| | Description | What You Need to Know |
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| Classes | Most classes are offered twice each week in 1, 1½ or 2 hour blocks; some are offered once a week in 3, 4 or 5 hour blocks. | You are expected to attend all classes for which you registered. Many professors will count attendance towards class participation grades; missing class could result in a lower grade. |
| COB email address | Address to which COB information will be sent. | Every COB student has a COB email address that is automatically assigned upon acceptance. |
| COB website www.cob.edu.bs | Place to go to access the most current information about the College. | Consult the website often; this is where you will find the most current news and information on campus highlights, events, advisement, registration, course offerings, etc. |
| Contract of Study (aka Advisement Form) | Lists all the courses and credits needed to complete a programme of study. | Get to know the requirements on your contract of study; this is your “contract” with the College which you must fulfill in order to graduate. |
| Course exemption | A course taken at another institution that “exempts” you from a course on your COB programme of study. | Request for Course Exemption forms can be collected from the Records Office. Course exemptions are indicated as a “V” on your transcript. |
| Cumulative GPA (Grade Point Average) | A means of measuring your academic performance. | Consult the COB website or the Student Handbook to learn how to calculate your GPA. |
| Electives | Courses you can complete from any School in the College. | You must take electives to complete your programme; consult your contract of study to see whether your electives are “free” (completely up to you) or “prescribed”. In most instances, minor courses replace electives. |
| General Education (Gen Ed) requirements | Series of courses that all students must take to complete their programme of study. | You must take Gen Ed courses; consult the COB website and your academic advisor for information on which courses fulfill Gen Ed requirements. |
| Good Academic Standing | The GPA you must maintain to continue to register and graduate from your programme. | Consult your contract of study or academic advisor to know the GPA required for your programme. |
| IQweb | Web based student information system. | Use this online programme to view course offerings, grades, transcripts and billing information and make course reservations. |
| Lower level courses | 100 and 200 level courses. | Courses usually taken in the first 2 years of a programme. |
| Major | A minimum of 60 credits in a specific subject area. | Ensure you are registered for the major you wish to study; your major is printed in the upper left hand corner of your transcript. Consult your academic advisor if you wish to change majors. |
| Major courses | A group of courses which qualify you to graduate from a particular major. | Major courses (aka major area courses or courses in the major) are indicated on your contract of study. |

For additional information, consult the **Student Handbook** or **www.cob.edu.bs**

Office of Academic Affairs / New Student Orientation / August 2009

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| Minor | 18-24 credits in a specific subject area. | Consult the COB website or your academic advisor for information on Minors at COB; in most instances, minor courses replace electives. |
| Plagiarism | Academic dishonesty. | A serious offence which consists of using someone else's words or ideas as though they were your own without clearly identifying the source of those words or ideas; consult the COB library on the correct ways to cite sources. |
| POC (Period of Candidacy) | The amount of time you have to complete your programme of study. | Know your POC; you may apply for an extension of your POC but once the POC expires, you will need to apply for readmission to COB. |
| Prescribed electives | Courses that fulfill elective requirements. | Specific courses you must take to fulfill the elective requirement on your programme of study. |
| Prerequisite | A course that must be taken before another course. | Consult IQweb for the prerequisite you may have to take before you are allowed to register for a course. |
| Programme of Study | Courses required to graduate with a specific degree. | Know your programme of study and your course and graduation requirements. |
| Section | Multiple offerings of the same course in a given semester. | Register for a specific section of a course and attend the section for which you have registered. |
| Semester (term) GPA | A means of measuring your academic performance for all courses attempted during a given semester. | You should calculate your GPA at the end of every semester; consult the COB website or the Student Handbook to learn how to calculate your GPA. |
| Student Handbook | Provides you with specific information about student conduct, rules and regulations and other information important to your success at COB | Refer to the Handbook often for information about student conduct, academic standards, academic policies and procedures. Ignorance of the standard, policy or procedure is no excuse. |
| Study Abroad | The opportunity to take courses on your COB programme of study at an international institution. | Consult the International Relations Officer in the Office of Research, Graduate Programmes and International Relations to explore study abroad opportunities. |
| Transcript | Record of your COB coursework. | Download your unofficial transcript at the end of every semester to monitor your academic progress and your GPA. |
| Transfer Credits | Credits from an accredited institution that are transferred to your COB programme of study. | Transfer credits are indicated as a "T" on your transcript. |
| Upper level courses | 300 and 400 level courses. | Bachelor degree programmes require you to take upper level courses, usually in the 3 rd and 4 th year of your programme of study. |

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