



## Advising Jargon

During advising sessions, many advisors use “advising jargon” to communicate with students. Oftentimes, using “advising jargon” sends the wrong message when the wrong terminology is used. Below, you will find a few words that may help in your advising session to ensure that students are receiving the correct information.

Please use.....	Please don't use.....
Dual fulfilling course	Double counting course
<b>Why?</b> Using the term double counting gives the impression that the course is being counted twice numerically and it isn't. Students cannot receive 6 hours of credit for a 3 hour course.	
Course recalculation	Course Replacement
<b>Why?</b> Using the term replacement gives the impression that the failed course will be replaced and no longer appear on the student's transcript.	
Participating in Commencement	Graduating
<b>Why?</b> When explaining commencement to students, please let them know that the ceremony is held prior to grades posting and that participation in the ceremony does not guarantee graduation. Passing their classes and following through with the information that was given to them at their clearance workshop ensures graduation.	
Placement exam for foreign language	CLEP exam for foreign language
<b>Why?</b> Students who take the placement exam have the opportunity to test out of the foreign language if they are proficient up to junior level Spanish courses which may in turn accelerate their graduation. CLEP only offers the opportunity to bypass the prerequisites of the language if students have up to sophomore level proficiency. The price is significantly lower with the placement exam (\$15) versus CLEP (\$100).	

Core Evaluation	Course Substitution
<p><b>Why?</b> Core Evaluation does require evaluation of articulation agreements and course descriptions from the transferring institute, which are completed by transcript evaluators in the Admissions Office who are trained in this area and the Deans of the College. Admissions will then update the student's record. Course substitutions are different because they require departmental approval and not admissions office approval and are for course requirement substitutions, not core.</p>	
Dual Degree	Double Major
<p>The term dual degree should only be used when a student is pursuing 2 separate degrees such as a BA and BS or BM, BFA, etc. <b><u>Additional Note:</u></b> Please be aware that these terms are contingent upon the degrees being pursued. The BA degree and BS in Psychology, BFA and BM, while all housed in Liberal Arts, are considered dual degrees and not a double majors. Double major should be used when a student is pursuing one BA degree with two majors within Liberal Arts (or the same college).</p>	