GLOSSARY TERMS:

**Academic Planning Form**: This form (used by students who have not declared a concentration) is designed to help students and their academic advisers develop both short- and long-term academic goals.

**Apply for an Advanced Degree**: Graduate students complete an online application to graduate in the term during which they plan to complete degree requirements.

**Change Section**: Switch days and times of a specific enrolled course component (precept, lab, or discussion section).

**Course Evaluations**: Near the end of each academic semester, students complete an evaluation of each course in which they are enrolled. All course evaluations must be completed before students may view their grades. Graduate AIs can view and print their individual results.

**Course Queue**: A complete list of courses and components (precepts, labs, or discussion sections) into which a student plans to enroll for the next term. An undergraduate student’s course queue must be approved by the adviser.

**Degree Progress**: An individual student’s report of courses taken and the degree requirements that the courses fulfill.

**Diploma Name**: Early in the spring semester graduating seniors submit their name as they want it to appear on their diploma.

**Drop a Course**: Remove a course and all required components (precepts, labs, or discussion sections) from the course schedule.

**Emergency Contact**: Graduate students must submit the name and contact information of a person who the University is to contact in case the student is determined to be missing.

**Enroll**: Officially sign into courses.

**Enroll in courses**: Enroll in a specific course or courses and all components (precepts, labs, or discussion sections).

**Hold**: A block on a student’s record which prohibits the student from completing certain transactions in TigerHub. Click on the “hold” icon for detailed information.

**Internal Transcript**: A record of a student’s courses and grades. Not an official transcript.

**Missing Person Contact**: The name and contact information of a person who is to be contacted in the event that a student is determined to be missing.
**Official Transcript:** The University’s record of a student’s courses and grades. An official transcript is printed on security paper or, for an electronic transcript, as a secured pdf document.

**P/D/F Option:** From the beginning of the seventh to the end of the ninth week of the semester, students may elect the Pass/D/Fail option for one course in the current term’s schedule. See [http://www.princeton.edu/ua/sections/9/#000000668_1020](http://www.princeton.edu/ua/sections/9/#000000668_1020).

**Preferred Name:** The first name, other than the legal first name, that a student has asked the University to use wherever possible, except where the use of legal name is required. The University uses the preferred name in the directory, on class rosters, in many communications, and in reporting.

**Proof of Enrollment:** The University’s certification of active student status. Required for many business and governmental purposes.

**Reenrollment:** The annual evaluation of academic progress of candidates for advanced degrees. All graduate students who wish to continue their studies at Princeton, including those in the dissertation phase, must make formal application for reenrollment through their departments and programs.

**Replace a Course:** Exchange one course for another (completely different) course. This is a combined transaction: a course is not dropped unless the desired course can be added.

**View Advisers:** A list of the names of faculty and/or staff to whom students have been assigned for advising purposes.

**WASS:** Princeton’s Web Appointment Scheduling System which allows students to schedule appointments with faculty, administrators, and staff.