

SVC Style—2008

PROGRAMS/COURSES

the general core
the management core

associate's degree
associate's degrees
bachelor's degree
bachelor's degrees
baccalaureate degrees

associate's degree program
bachelor's degree program
associate's and bachelor's degree programs
associate's and bachelor's degrees

associate's degree in Business
Associate in Science degree in Business
A.S. in Business
bachelor's degree in Business
Bachelor of Science degree in Business
B.S. in Business
Bachelor of Science program

our two-year Communications program
our Communications program
the Bachelor of Science degree in Communications
a Communications degree
a bachelor's degree in Communications
a Bachelor of Science degree program in Communications
a degree in Communications
the degree of Associate in Arts
the degree of Bachelor of Arts
a baccalaureate degree

the Communications program
the field of communications

Success Center

the Honors Program

full-time study
part-time study
studying full time
studying part time

SITES

Southern Vermont College
SVC
the College (capitalized when referring to SVC)

Southern Vermont College Everett Theatre
Everett Theatre

the Everett Mansion
the Everett Estate
the main building
Burgdorff Gallery
the residence halls
Cady Hall
the Field House

the snack bar or Moose Café
the bookstore
the Campus Shop
the Writing Center

classroom

STUDENTS

RN
LPN
RNs (plural)
LPNs (plural)
RN's/RNs' (possessive)
LPN's/LPNs' (possessive)

full-time student
part-time student
work-study student

first-year student
second-year student

third-year student
fourth-year student

the Student Government Association
the SGA

ADMINISTRATION, FACULTY AND STAFF OFFICES/TITLES

the President of the College
President Karen Gross
the Dean of Students
the Dean
the Registrar
the Director of Communications
the Tutor Coordinator
the Internship Coordinator
the Chair of The McCormick Division of Business
the faculty advisor
the probation advisor
the counselor

the Office of Student Affairs
the Dean of Student Life Office
Student Life (refers to all departments that fall under the supervision
of the Dean of Students)
the Campus Safety Office
Admissions Office
Admissions staff
the Assistant Director of Admissions

admissions policy
admissions file
a student's file in the Admissions Office

the faculty
a member of the faculty

the Chair of the Committee on Academic Excellence

ACADEMICS

a grade-point average of 2.0
a GPA of 2.0
a cumulative grade-point average

a grade of C

the President's List
the Provost List
the Commendation List

a student on academic probation fills out an academic learning contract

course work (two words)

add/drop period

a General Educational Development certificate
a GED

online courses
e-mail
Web site

CALENDAR

fall semester
spring semester
summer session
evening session
Fall 2008 semester

Family and Homecoming Weekend
the Orientation Program
the Orientation schedule

PRONOUNS

he or she (avoid he/she)
his or her (avoid his/her)
him or her (avoid him/her)
(A student should meet with his or her advisor at the beginning of the semester.)

NUMERALS

2008-2009 academic year

Skip Schmoe ('92)

back in the '60s

one through nine (This class meets two days a week.)

BUT: 3 credits, 8 percent, 6 hours

3 out of 39 students (related numbers)

10+ use numerals

50 percent (not % unless in graph or table)

\$2,000

\$2 million

\$2.5 million

non-credit course

3-credit course or three-credit course

two-year program

two- and four-year programs

ALUMNI

alumnus (male singular)

alumna (female singular)

alumni (either male plural or male and female plural)

alumnae (female plural)

alumni/ae (male and female plural)

alum (slang)

PUNCTUATION

omit the last serial comma before the word "and" (The good, the bad and the ugly)