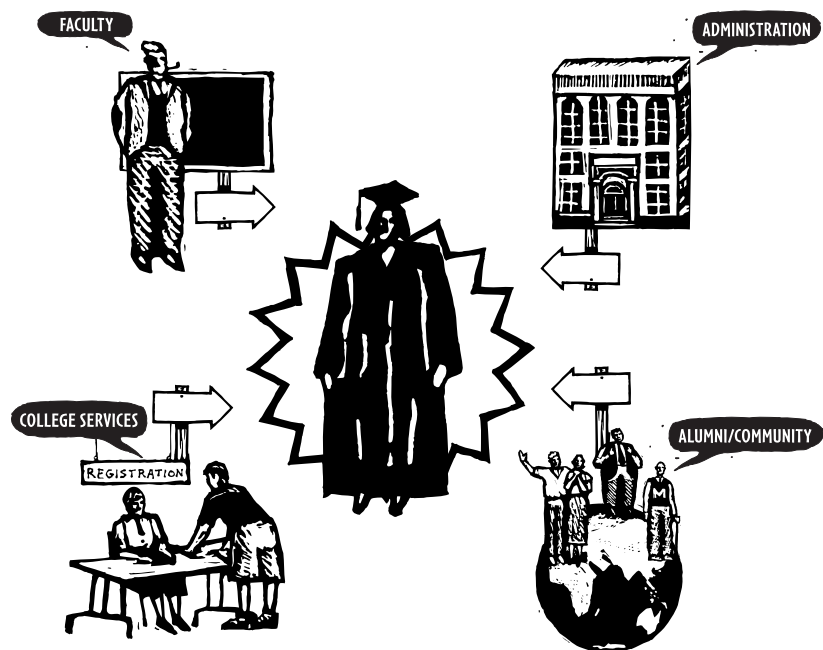


## How Does a College Work?

In many ways, you can think of a college as a business. A college offers a product and services to its customers. In this case, the product is a good education. The customers are the students.

Behind the scenes are the people and facilities that help the college make its product available to students. The administration is the management team of the college. The faculty bring the product directly to the students. You can think of classrooms, labs, and libraries as the factories where the education is produced. College services make sure that everything runs smoothly and that students are able to take full advantage of their education (see page 21 for examples). The alumni and community, including government and local businesses, provide support that helps make the college successful.



## What Is the Student Body?

The name given to all the students as a whole is the **student body**. At a four-year college, students are divided into four groups, just as in high school. The first-year students are freshmen and second-year students are sophomores. Students in their third year are juniors. Those in their fourth or final year are seniors. Juniors and seniors are also referred to as **upperclassmen**.

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*Students who have not yet graduated from college are **undergraduates**. Students who have graduated from college and study at an even more advanced level are **graduate students**.*

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## Who Runs the College?

You may have heard about the president's administration—the people who run the United States government. In a similar way, a college's **administration** handles both the daily running of the college and its long-term planning. The exact way colleges are set up varies from one college to another.

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*The head of a very large university or of a university that has several locations is sometimes called a **chancellor** or a **provost**.*

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### WHO'S IN CHARGE?

**Board of trustees.** Sometimes called the board of directors or board of regents, the board of trustees is a group of people who hire and supervise a college's president and, sometimes, other key employees. The board of trustees determines the college's budget; approves new buildings, new academic programs, and major spending; and establishes broad goals for the college.

**President.** The president hires and manages the people who run major portions of the college. The president works closely with the board of trustees on important issues affecting the college's future and raises money for the college from businesses, alumni, the community, and other sources.

**Deans.** Also called vice presidents, deans are responsible for major portions of the college. The dean of faculty (or dean of instruction) hires and oversees the teachers and the subjects that are taught. The dean of students oversees student services such as counseling, athletics, and housing; and also oversees important policies and procedures that affect students, such as the honor code (policies about honesty and conduct).