ACRONYMS

Some acronyms—such as PTA and CIA—are so well known that they do not need to be spelled out on first reference. For other acronyms, spell out the full name on first reference followed by the acronym in parenthesis; the acronym may be used alone in subsequent references.

Example: The Community Learning Center (CLC) is located in Oceanside. The CLC is home to MiraCosta College's noncredit programs.

NOTE: Be careful about making alphabet soup in sentences with plenty of acronyms.

AAC	Academic Affairs Committee		CPCC	Courses & Programs Curriculum Committee
ACC	Association of Community Colleges		CRC	Classification Review Committee
ACCJC	Accrediting Commission for Community & Junior Colleges		CSC	Classified Senate Council
			CSLO	Course Student Learning Outcomes
ADA	Americans with Disabilities Act		CSSO	chief student services officer
AED	automated external defibrillator		CTE	career and technical education
AIS	Academic Information Services			
AP	Administrative Procedure		DEqC	Diversity & Equity Committee
A&R	Admissions & Records		DSPS	Disabled Students Programs & Services
AS	Academic Senate			
ASCCC	Academic Senate for California Community Colleges		EAP	employee assistance plan
ASG	Associated Student Government		EEOAC	Equal Employment Opportunity Advisory Committee
AUO	Administrative Unit Outcomes		EOPS	Extended Opportunity Programs & Services
			EPAG	Emergency Preparedness Advisory Group
BAS	Business & Administrative Services			
BOGW	Board of Governors Waiver		FA	Faculty Assembly
BP	Board Policy		FACCC	Faculty Association of California Community Colleges
BPC	Budget & Planning Committee		FAFSA	Free Application for Federal Student Aid
			FAO	Financial Aid Office
CARE	Campus Assessment, Response & Evaluation Advisory Committee		FBC	Fringe Benefits Committee
			FMP	Facilities Master Plan
C&P	Courses & Programs (Committee)		FTE	full-time equivalent
CCCCS	California Community College Classified Senate		FTEF	full-time equivalent faculty
CCFC	Community College Facilities Coalition		FTES	full-time equivalent students
CCLC	Community College League of California			
CDC	Child Development Center		HSP	Honors Scholar Program
CE&WD	Community Education & Workforce Development			
CEMC	Classified Employee Manual Committee		IIP	Institute for International Perspectives
CEO	chief executive officer		IPRC	Institutional Program Review Committee
CIO	chief instructional officer		ISLO	Institutional Student Learning Outcomes
CLC	Community Learning Center			
CMP	Comprehensive Master Plan		JPA	joint powers authority

ACRONYMS (continued)

LACA — Languages & Cultures Alliance
LIFE — Learning Is For Everyone

MCCCDAAA — MiraCosta Community College District Academic Administrators Association
MCCCDCAA — MiraCosta Community College District Classified Administrators Association
MCCD — MiraCosta Community College District
MOE — MiraCosta Online Educators

NCHEA — North County Higher Education Alliance

OAC — Outcomes Assessment Committee
OC — Oceanside Campus

PAC — Professional Advancement Committee
PADE — President's Advisory Committee on Diversity & Equity
PARS — Public Agency Retirement Services
PDP — Professional Development Program
PERS — Public Employees' Retirement System
PFE — Partnership for Excellence
PGE — Professional Growth & Evaluation (Committee)
PIO — Public Information Office
PSLO — Program Student Learning Outcomes

RF — receipt form
RFP — request for proposal
RPIE — Research, Planning & Institutional Effectiveness

SAC — Salary Advancement Committee
SAN — San Elijo Campus
SAO — Service Area Outcomes
SARS — Scheduling & Reporting System
SBDC — North San Diego Small Business Development Center
SDICCCA — San Diego/Imperial Counties Community College Association
SLC — Sabbatical Leave Committee
SLO — Student Learning Outcome
SSC — Student Success Committee
SSCCC — Student Senate for California Community Colleges
SSSP — Student Success & Support Program
STRS — State Teachers' Retirement System

TAP — Technology & Pedagogy (Committee)
TCI — Technology Career Institute
TIC — Technology Instruction Center
TPC — Traffic & Parking Committee
TRC — Tenure Review Committee
TSA — tax-sheltered annuity
TWOP — time without pay

More on Acronyms:
Do not use periods in acronyms.
Use a.m. and p.m. or AM and PM.

ABBREVIATIONS

Abbreviate the words "avenue" "boulevard" and "street" in numbered addresses but not when used without numbers. The words "drive" and "road" are always spelled in full.
You'll find the San Elijo Campus on Manchester Avenue.
Write to the San Elijo Campus at 3333 Manchester Ave.

When a month is used in a specific date, abbreviate only Jan., Feb., Aug., Sept. Oct., Nov. and Dec. Spell out when using without a date or with a year alone. In tabular material, use these three-letter forms without a period: Jan, Feb, Mar, Apr, Jun, Jul, Aug, Sep, Oct, Nov, Dec.
A sale is slated for Feb. 3, 2014.
February 2014 was our biggest month ever.