

SMCC ORIENTATION PROCTORED PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE**

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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1. What is FERPA's 'directory information' and can it be shared?

- A. Directory information includes grades and GPA and may be shared with employers without consent.
- B. Directory information can never be shared under FERPA.
- C. Directory information includes only housing status.
- D. Directory information includes non-sensitive details (name, major, email) that may be shared unless a student requests privacy; sensitive data require consent.

2. Which behaviors are considered academic dishonesty and what range of consequences may apply?

- A. Arriving late to class
- B. Sharing course notes with a friend
- C. Cheating, fabrication, and plagiarism; consequences can include grade penalties up to dismissal
- D. Using calculators improperly

3. A closed class is defined as

- A. a class that will not be taught that semester at all
- B. a class that will not meet on a specific day due to various reasons
- C. a class that is canceled for the semester
- D. a class in which its seating has reached capacity and no more students can be added to the class

4. Which of the following is NOT a time you must see an advisor?

- A. To get authorized
- B. To preschedule classes
- C. To complete application for graduation
- D. To drop a class

5. How is the full-time vs part-time course load defined, and how does it affect aid?

- A. Part-time always better for aid.
- B. All students are full-time; aid unaffected.
- C. Full-time typically 12+ credits per term; part-time fewer; aid eligibility and Satisfactory Academic Progress may be affected by your status.
- D. Full-time is 6 credits; part-time 12; status doesn't affect aid.

- 6. How can you manage your academic plan using a degree audit or transfer credit system?**
- A. Degree audits are optional and do not help with planning.
 - B. Use degree audits to track progress, review transfer credits, and adjust your course plan with your advisor to meet degree requirements.
 - C. Transfer credits cannot be reviewed in degree audits.
 - D. Degree audits replace the need to meet with an advisor.
- 7. What is the proper channel for reporting a campus incident or emergency?**
- A. Use social media to report; not official.
 - B. Report via campus safety, campus operator, or emergency contact channels; provide location and details for a prompt response.
 - C. Only report to security after hours; no details needed.
 - D. Ignore incidents; not reportable.
- 8. In GPA calculation, what numeric value does a B grade correspond to?**
- A. 4
 - B. 3
 - C. 2
 - D. 1
- 9. What is the maximum number of hours that can be scheduled each semester without having to get permission or pay extra money?**
- A. 19 hours
 - B. 15 hours
 - C. 21 hours
 - D. 12 hours
- 10. Which statement about the difference between Career Path and Academic Path is true?**
- A. Career Path exclusively involves transfer to a university.
 - B. Academic Path results in immediate workforce entry without further study.
 - C. Career Path typically leads to entering the workforce after completion.
 - D. Academic Path does not involve any academic coursework.

Answers

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1. D
2. C
3. D
4. D
5. C
6. B
7. B
8. B
9. A
10. C

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Explanations

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1. What is FERPA's 'directory information' and can it be shared?

- A. Directory information includes grades and GPA and may be shared with employers without consent.
- B. Directory information can never be shared under FERPA.
- C. Directory information includes only housing status.
- D. Directory information includes non-sensitive details (name, major, email) that may be shared unless a student requests privacy; sensitive data require consent.**

Directory information is the type of student data that schools may disclose without a student's written consent, because it's considered non-sensitive and not likely to cause harm if shared. This category typically includes basic details that identify a student and describe their status or achievements, such as name, major, email, address, phone number, dates of attendance, degrees conferred, and honors. Because these items are routine and not highly sensitive, a school may share them with third parties like employers unless the student has asked the school to restrict disclosure. Importantly, information that reveals academic performance or other private details—such as grades, GPA, or disciplinary records—falls outside directory information. Those items are part of a student's education records and require the student's consent to be disclosed. If a student requests privacy, the institution must honor that and limit the disclosure of directory information accordingly. That's why the best answer describes directory information as including non-sensitive details (like name, major, and email) that may be shared unless a privacy request is in place, with sensitive data requiring consent.

2. Which behaviors are considered academic dishonesty and what range of consequences may apply?

- A. Arriving late to class
- B. Sharing course notes with a friend
- C. Cheating, fabrication, and plagiarism; consequences can include grade penalties up to dismissal**
- D. Using calculators improperly

Academic integrity means presenting work honestly and giving proper credit. The behaviors that count as academic dishonesty are cheating, fabrication, and plagiarism. Cheating includes using unauthorized help during tests or assignments, copying someone else's work, or using prohibited resources when they aren't allowed. Fabrication is inventing data, results, or sources. Plagiarism is presenting someone else's words, ideas, or work as your own without proper attribution. Because these actions undermine fair evaluation and trust in the academic process, institutions enforce a range of consequences. Penalties can start with grade penalties on the affected work, fail the course, or lead to further disciplinary actions such as academic probation, suspension, or dismissal in severe or repeated cases. Other behaviors like arriving late or using calculators improperly aren't typically categorized as academic dishonesty on their own, though they may violate specific class or test rules and incur separate penalties. Sharing course notes with a friend can be allowed or restricted by policy, but it isn't inherently dishonest unless the policy forbids it or it facilitates cheating.

3. A closed class is defined as

- A. a class that will not be taught that semester at all
- B. a class that will not meet on a specific day due to various reasons
- C. a class that is canceled for the semester
- D. a class in which its seating has reached capacity and no more students can be added to the class**

A closed class means the course has reached its maximum number of students, so there are no available seats for additional enrollment. When a class is closed, the registration system blocks new adds unless someone drops the course, a waitlist option is offered, or the instructor approves an override. This situation is all about capacity, not whether the course is offered at all or how its schedule is arranged. Why the other scenarios aren't the same: if a course isn't being taught this semester, it's simply not available, not because it's full. If a class doesn't meet on a specific day, that's a schedule issue, not a capacity issue. If a course is canceled for the semester, it's being removed from the offering entirely, not just filled to capacity.

4. Which of the following is NOT a time you must see an advisor?

- A. To get authorized
- B. To preschedule classes
- C. To complete application for graduation
- D. To drop a class**

Dropping a class is an action you can usually handle directly in the student registration system during the official drop/add period. It doesn't require an advisor because it's an administrative change to your schedule, not an approval of coursework. The times you typically need to see an advisor are when you need authorization for certain courses or prerequisites, when you're planning your future classes to make sure you're on track for your degree, and when you're preparing to graduate to verify you've met all requirements. Remember to check deadlines and understand how a drop affects your tuition, financial aid, and progress toward graduation. If you're outside the normal window or have extenuating circumstances, an advisor may be involved, but under standard policy dropping a class does not require one.

5. How is the full-time vs part-time course load defined, and how does it affect aid?

- A. Part-time always better for aid.
- B. All students are full-time; aid unaffected.
- C. Full-time typically 12+ credits per term; part-time fewer; aid eligibility and Satisfactory Academic Progress may be affected by your status.**
- D. Full-time is 6 credits; part-time 12; status doesn't affect aid.

Understanding enrollment status starts with how many credits you take in a term. That number sets whether you're considered full-time or part-time, and it directly influences financial aid eligibility and how your progress is evaluated. Full-time is typically 12 or more credits per term, while part-time means fewer than that. This distinction matters for aid because many programs base eligibility on your status and some funds only disburse to students at certain credit levels. Satisfactory Academic Progress (SAP) also uses your pace of progression, including attempted and completed credits (and your GPA), and your status can affect how those requirements are applied and whether you remain eligible for aid. For example, dropping to fewer credits can trigger a SAP review or reduce your aid, even if you're still enrolled. The other statements aren't accurate because full-time isn't defined as 6 credits, not all students are full-time, and aid availability isn't universally better for part-time enrollment.

6. How can you manage your academic plan using a degree audit or transfer credit system?

- A. Degree audits are optional and do not help with planning.
- B. Use degree audits to track progress, review transfer credits, and adjust your course plan with your advisor to meet degree requirements.**
- C. Transfer credits cannot be reviewed in degree audits.
- D. Degree audits replace the need to meet with an advisor.

Degree audits are a planning tool that show where you stand toward your degree and how your transfer credits have already been applied. They help you see which courses count toward core, major, and elective requirements, and they clearly display what you still need to complete. Because transfer credits follow specific catalog rules, the audit shows exactly how those credits are applied, so you can avoid unnecessary courses and keep your plan realistic. The key benefit is using that information with your advisor to shape your upcoming terms. By reviewing the audit, you can map out which courses to take next to satisfy remaining requirements, ensure prerequisites are met, and choose options that fit your degree timeline. Remember, the audit is a helpful guide, but it doesn't replace advising. You should still meet with your advisor to confirm interpretations, discuss any catalog changes, and finalize your plan. If something in the audit doesn't look right, bring it to your advisor or registrar to straighten it out.

7. What is the proper channel for reporting a campus incident or emergency?

- A. Use social media to report; not official.
- B. Report via campus safety, campus operator, or emergency contact channels; provide location and details for a prompt response.**
- C. Only report to security after hours; no details needed.
- D. Ignore incidents; not reportable.

When a campus incident or emergency happens, use official channels that are monitored for immediate response—contact campus safety, the campus operator, or the emergency numbers, and include your exact location and what is occurring. This approach ensures responders are dispatched quickly, can coordinate with security and emergency services, and create an official record for follow-up. Using social media isn't appropriate for emergencies because posts may not be monitored in real time and important details can get lost or misinterpreted. Waiting to report after hours with no details also slows down help, since responders need precise information to arrive where you are and understand the situation. Ignoring incidents is unsafe and unacceptable. Keep the emergency numbers handy, and when you report, share your location, the nature of the incident, any hazards, and any injuries so help can come promptly.

8. In GPA calculation, what numeric value does a B grade correspond to?

- A. 4
- B. 3**
- C. 2
- D. 1

On the standard 4.0 GPA scale, letter grades map to numeric grade points: A = 4, B = 3, C = 2, D = 1. So a B grade corresponds to 3 grade points for each credit of coursework. In GPA calculation, you multiply these points by the course's credits, sum across all courses, then divide by total credits. This shows why a B contributes 3 points per credit—between the 4 points of an A and the 2 points of a C. For example, a 3-credit course with a B would add 9 grade points toward the GPA.

9. What is the maximum number of hours that can be scheduled each semester without having to get permission or pay extra money?

- A. 19 hours**
- B. 15 hours
- C. 21 hours
- D. 12 hours

In this context, colleges cap how many credit hours you can take in a semester without special approval or extra charges. The limit given here allows scheduling up to nineteen credit hours without needing permission or paying overload fees. If you try to go beyond, you'd typically need advisor or registrar approval and you may incur additional tuition for the extra credits. So, nineteen is the maximum under this policy.

10. Which statement about the difference between Career Path and Academic Path is true?

- A. Career Path exclusively involves transfer to a university.
- B. Academic Path results in immediate workforce entry without further study.
- C. Career Path typically leads to entering the workforce after completion.**
- D. Academic Path does not involve any academic coursework.

Career Path is about getting you job-ready after you finish, using practical training, certifications, and hands-on programs that align with real-world roles. The emphasis is on skills you can apply directly in the workplace, often with a relatively quicker path to employment. Academic Path, by contrast, centers on earning a degree or formal credential through structured coursework and study, which may take longer and can open doors to further education, research, or professional licensing. Because Career Path focuses on preparing you for immediate entry into the workforce, the statement that it typically leads to entering the workforce after completion is the accurate description. It's not limited to transferring to a university, and Academic Path involves substantial academic coursework rather than none.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://smccorientationproctored.examzify.com>

We wish you the very best on your exam journey. You've got this!

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