



Quick Facts

An Advising Reference for Faculty

2007 - 2008

UAA

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Quick Facts has been prepared to serve as a handy resource to help you quickly find answers to questions commonly asked by students. This document is intended to serve as a supplement to advising handbooks and other curriculum materials prepared by your college and/or department.

Information for New Students

How to become a student at UAA

www.uaa.alaska.edu/admissions/requirements/undergraduate_admissions.cfm

Prospective UAA students are encouraged to apply for admission online at <http://uaonline.alaska.edu>. Processing time for paper applications can take up to three weeks longer than online applications. Students who are hoping to receive federal student aid must be sure to apply as “degree seeking”. Application deadlines for degree seeking students are posted on Enrollment Services website and on UAOnline. It costs \$40.00 to apply to UAA as a undergraduate degree seeking student and \$45.00 to become a graduate student. Students who apply as “non-degree” do not pay an application fee. However, once students decide to become degree-seeking, they must reapply to UAA and pay the \$40.00 application fee.

1. To be admitted to a certificate, or associate degree program student must have at least one of the following:

- Graduation from high school
- Successful completion of the GED
- Completion of at least 30 college-level semester credits (requires documentation of high school graduation in application file)
- Completion of at least 60 college-level semester credits with a GPA of 2.0
- Be 18 years of age and take UAA’s placement test (Accuplacer) as a measure of one’s ability to benefit from further education. Student must state they are taking the Accuplacer for the Ability to Benefit at the time they take Accuplacer.

Information for New Students continued

2. To be admitted to baccalaureate degree program students must satisfy at least one of the following:

- Graduation from high school with a GPA of at least a 2.50* and completion of either the ACT, SAT or an approved test (ex., Accuplacer)
- Successful completion of the GED, and completion of either the ACT, SAT or an approved test (ex., Accuplacer)
- Completion of at least 30 college-level semester credits with at least a 2.0 and a high school diploma, GED, or completion of UAA's ability to benefit process. Refer to Advising and Testing 786-4500.
- Completion of at least 60 college-level semester credits with a GPA of 2.0
- *High school graduates with a 2.49-2.00 GPA can be admitted with required advising.

3. Students can apply for federal financial aid at www.fafsa.ed.gov . There is no cost to apply for financial aid. To be considered financially independent, students must be 24 years of age, (or turned 23 prior to January of the current year), married or have a dependent child to be considered financially independent from their parents.

4. UAA's advising policy is to encourage all students to meet with their advisor each semester. However, students who choose not to meet with their advisor are not restricted from registering for classes, with the exception of students who are admitted on academic probation. These students have holds placed on their initial registration semester. A student hold can be identified on Banner by going to SOAHOLD.

5. Students can register for classes online at www.uaa.alaska.edu. On the right hand side of the page, click on *UAOnline (WolfLink)*. Students will need their UA student I.D. and a PIN number to enter the system. Students who do not know their I.D can obtain it from UAOnline. New students PIN number is pre-set to their birth date, i.e. 041588 is the PIN for April 15, 1988

Information for New Students continued

6. Students can pay tuition online, in person at the Cashier's window at the University Center, or they can set up a payment plan by going to www.afford.com/uaa. Students should be aware of important dates and deadlines to ensure their tuition is paid on time to prevent late fees.

Admission Rules

1. There are deadlines for becoming admitted as a degree seeking student. These deadlines are posted on Enrollment Service's website, UAOnline, and on the printed course schedules.

2. If a student has not enrolled at UAA for two successive semesters, not including summers, they need to go to the Registration Wizard <http://www.uaa.alaska.edu/admissions/wizard.cfm> and update their admission status.

3. If a student is admitted to UAA and doesn't enroll the semester for which they applied, student must complete a postponement form or apply again. UAA forms can be downloaded here <http://www.uaa.alaska.edu/admissions/forms.cfm>

4. UAA has an open admission policy. However, to be admitted, students must submit ACT or SAT scores or take Accuplacer, which is UAA's placement test. ACT and SAT scores must not be older than two years for placement purposes.

Residency for Tuition Purposes

See page 28 of the 2007-08 catalog for a complete listing of regulations governing residency.

Western Undergraduate Exchange (WUE)

UAA participates in the Western Undergraduate Exchange program which allows Alaska residents and residents from participating states to enroll at participating institutions and take classes at reduced tuition rate. More information is available at this website:

www.uaa.alaska.edu/prospective/costs/residency.cfm

Admission Policies for International Students

Admission Requirements

International students in F-1 visa status who intend to reside in the United States for the purpose of earning a certificate or degree will need:

1. Form I-20 certificate of eligibility for non-immigrant F-1 student status
2. An official score on the Test of English as a Foreign Language (TOEFL) with a score of 133 for computer-based test or a score of 450 for the paper-based test.
3. A statement of financial support for the anticipated period of study and evidence of availability of funds such as a bank statement
4. English translations of all required documents

For further assistance, refer students to the International Student Advisor in Enrollment Services. 786-1480

Student Records

Academic Records (Transcripts)

Unofficial transcripts can be printed by faculty and students at UAOnline. You will need the student's I.D. or social security number to access the transcript. To ensure that the student's confidentiality is protected, please be sure to require formal photo id before you give a student an unofficial transcript. Students with accounting holds may not receive transcripts of any kind. Official transcripts can be ordered online at uaonline.alaska.edu or www.studentclearinghouse.org.

Transfer Evaluations

Transfer evaluations are only completed for students who are admitted to a degree program. Students may view most courses that have been previously evaluated by UAA by visiting the transfer credit web site at <http://uaonline.alaska.edu>.

Placement Testing

Accuplacer is UAA's Official Placement Test

All students applying for admission to a bachelor's degree program at UAA must submit SAT or ACT scores or take an approved placement test (ex. Accuplacer). However, to use ACT or SAT scores for placement purposes, scores must be no older than *two years* for English and no older than *one year* for Math. Placement test results (ex., Accuplacer scores) can be no older than one year for Math and two years for English. Cut off scores for placement using ACT or SAT scores can be found in the catalog or in the *Class Schedule*.

Accuplacer is administered at the Advising and Testing Center, located in room 112 in the University Center. The test is not timed and is administered on the computer. An Accuplacer test costs \$10.00 – Students pay at the cashier's window at the University Center and must bring a photo I.D. to the testing lab. Students must also have a UA student ID number prior to testing.

For walk-in testing lab hours go to
www.uaa.alaska.edu/advising-testing

Ability to Benefit

Individuals seeking admission to a certificate or degree program, who are at least 18 years old but have not earned a high school diploma or GED, or 60 college level credits, are required to take Accuplacer under the “ability to benefit” provision and must attain scores of 55 in Reading Comprehension, 60 in Sentence Skills and 34 in Arithmetic. These scores qualify a student for admission to certificate and degree programs. Students are also eligible to receive federal student aid, if qualified.

Policies Important to Know

Academic Standing

1. *Good Standing* is defined as a grade point average of 2.0
2. *Academic Warning* is the status assigned to those students whose semester GPA falls below a 2.0 but whose overall GPA is 2.0 or higher.
3. *Probation* is the status assigned to those students whose semester GPA *and* cumulative GPA falls below a 2.0.
4. Continuing Probation is a status assigned to a student on probation when the semester GPA is 2.0 or higher, but the cumulative GPA is still below a 2.0
5. *Academic Disqualification* is a status assigned to students who begin a semester on probation and fail to earn a semester GPA of 2.0 or higher. Students are automatically changed to Non-Degree status. Students may continue to take classes at UAA but the change in status from degree seeking to non-degree means the loss of federal financial aid and international students will lose their immigration status. After earning a minimum of 12 credits at the 100 level or higher in non-degree status or 12 credits from another accredited post-secondary institution, students with a GPA of 2.0 in the credits earned since the academic disqualification may apply for reinstatement to good standing. If approved for reinstatement, students must reapply for admission to a degree program and pay the \$40.00 application fee.
6. *Departmental Probation or Removal from Major Program* - Individual departments may establish additional criteria for departmental academic action. Those students who fail to meet departmental criteria will have their major changed to Undeclared. Students meeting general university academic requirements will remain in degree-seeking status.
7. Students lose their eligibility to participate in intercollegiate competition, co-curricular activities and student employment if their cumulative GPA falls below a 2.0.

Policies Important to Know continued

8. Lack of academic progress may affect a student's eligibility for financial aid.

Catalog Year Policy

Students who wish to earn an undergraduate certificate or degree must meet the requirements specified in the catalog in effect at the time of admission or the catalog in effect at the time of graduation. Certificate and associate students have five (5) catalog years to complete their program under the catalog that was in effect at the time of admission. Baccalaureate students have seven (7) catalog years. Students who take longer to complete their programs must reapply for admission and meet the catalog admission and graduation requirements in effect at the time of readmission or graduation. (Note: changing major or degree impacts catalog year, and thus may change degree requirements. See Change of Major or Degree listed below)

Change of Degree Level

To change from a certificate/associate program to a baccalaureate program or vice versa a student must reapply for admission and meet all the requirements for the new admission level.

Change of Major or Degree

Once formally admitted and in attendance, students may request a change of major or degree program to another program at the same level, (i.e. Associate of Arts to Associate of Applied Science or Bachelor of Arts to Bachelor of Science) through the Change of Major process. (Form available at www.uaa.alaska.edu/admissions/forms.cfm) Students admitted in undeclared or pre-major status may also declare a major through this process. Students must meet the specific admission requirements of the desired program and must be formally accepted by signature of the Dean or Department Chair. No fee is required with a change of major or degree at the same level.

Students who change their major or degree program must meet the catalog requirements in *effect at the time of the change or the catalog in effect at the time of graduation.*

Policies Important to Know continued

Concurrent Degrees & Double Majors

Students may pursue concurrent degrees as long as they have formally applied and been accepted to each program. Students may pursue more than one major provided the degree is the same. For example, a student who wants to major in both Management and English must apply for admission to each degree program and meet requirements for both degrees. A student who wants to earn a degree in English and in History may earn a double major, since both degrees are BA's.

Registering for Classes

How to Register

Students register for classes online from UAA's home page by clicking UAOnline (WolfLink). Students are permitted to register for a maximum of 19 credits in Fall and Spring semesters and 15 credits in the Summer. Credits beyond this require students to submit an approved Request for Credit Overload form. This form must get the appropriate signatures and be submitted to Enrollment Services

Forms can be found at:

<http://www.uaa.alaska.edu/admissions/forms.cfm>

Common Questions Regarding Registration Policies

(See catalog, pages 60-62, for a more extensive listing of registration policies)

1. Students registering for the first time on the day instruction begins will be charged a late registration fee.
2. Tuition refund deadlines are published on the front cover of the *Schedule of Classes*, UAOnline, and Enrollment Services website.
3. Add and Drop deadlines are published on the front cover of the *Schedule of Classes*, UAOnline, and Enrollment Services website.
4. To add a closed course, students obtain instructor's permission and submit an add/drop form with instructor's signature to Enrollment Services, 106 University Center .

Non-Traditional Ways To Earn Credits

Students accepted into certificate or degree programs may earn credit in a variety of non-traditional ways.

1. *Advanced Placement Credit (AP exams)*

UAA awards credit for satisfactory performance (a score of 3 or higher) on the College Board Advanced Placement Examinations. These exams are normally completed by students during their senior year in high school. A student may receive credit for more than one Advanced Placement Exam. See page 70 of the 2007-08 catalog for a complete listing of AP exams and UAA course equivalents.

2. *Business and Industry Credit*

Recommendations of business or industry credit equivalents can be found in the American Council in Education's National Guide. They cover courses or formal instruction offered by business, government agencies, labor unions and professional or voluntary associations.

3. *Certified Experience Credit*

With documentation the University may award elective credit or specific course credit. Persons who have met certain standards and/or have passed certain certifying exams may be awarded academic credit. Credit agreements are currently in effect for the following:

- Alaska Emergency Medical Services
- Alaska State Troopers
- Anchorage Police Department
- Apprenticeship Technologies
- Certified Professional Legal Secretary
- Certified Professional Secretary (CPS)
- Child Development Certificate
- Federal Aviation Administration
- Federal Wildland Fire Management Training Program
- National Council Licensure Exam
- National Occupational Competency Testing Institute Examination (NOCTI)
- U.S. Department of Apprenticeship & Training
- U.S. Paramedic Licensure

Non-Traditional Ways To Earn Credits continued

4. Credit by Examination (National or International Exams)

Students can earn credits by taking CLEP and DANTE exams. These computer based exams are offered on a weekly basis in the Advising and Testing Center, University Center, Room 112. The cost to take these exams is \$85.00 per exam.

5. Excelsior College Exam (see catalog page 70)

6. International Baccalaureate Degree Exams

UAA awards credit for satisfactory performance (a score of 5 or higher), on the International Baccalaureate Examination. An official copy of the student's higher level exam scores must be sent to Enrollment Services.

7. Language Credit – by – Placement

An admitted, degree-seeking UAA students who take a language course in residence at UAA and earn a letter grade of “B” or higher are eligible to receive credit for the two immediately preceding language courses, up to a total of eight credits.

Example: Completed Spanish A201-A202 with B. Eligible for credit for Spanish A101-A102

8. National Occupational Competency Testing Institute (NOCTI Examination) (see catalog page 70)

Scholarships

Information is available at: www.uaa.alaska.edu/scholarships

Senior Citizen Tuition Waiver

Alaska residents 60 years of age or older may register in most UAA credit courses and have tuition waived. Registration is on a space available basis only. This waiver does not apply to non-credit, CEU or self-support courses. Tuition waivers are available from Enrollment Services, 106 University Center or online at www.uaa.alaska.edu/admissions/forms.cfm

Graduation and Honors

Applying for Graduation

Degrees are posted three times a year: December for Fall graduates, May for Spring graduates and August for Summer graduates. It can take as much as four weeks to post all the degrees for those students who have graduated. Students are held responsible for meeting all academic regulations and degree/certificate requirements.

Eligibility to graduate requires:

1. Formal admission into the degree or certificate program at least one semester prior to graduation.
2. An application for graduation, signed by the academic advisor, was submitted to Enrollment Services by the deadline which is March 1 for summer graduation; May 1 for fall graduation, and September 15 for spring graduation.
3. Completion of all certificate/degree, general education and major requirements.

Graduation with Honors

Honors are awarded to associate and baccalaureate degree students with cumulative GPA's as follows:

Cum Laude	3.50 – 3.79
Magna Cum Laude	3.80 – 3.99
Summa Cum Laude	4.0

Commencement Ceremonies

The Commencement ceremony occurs once each year, at the end of Spring semester. Students who have graduated in the previous Summer or Fall semesters and students graduating in the current spring semester may walk in graduation. Because grades are not always posted until after graduation, please advise your students that walking in the graduation ceremony does not imply graduation.

Grades and Grading Policies

1. Types of Grades: A-F letter grading with a grade of “F” indicating failure to pass the course. A letter grade of “D” earned at another institution will not transfer to UAA.
2. Pass/No Pass: This grading system must be established at the time the course is approved and must apply to the class as a whole. Pass/No Pass grading is not a student grading option. A grade of “P” (pass) is considered equivalent to a grade of “C” or higher in undergraduate courses. Pass/No pass grades are used to determine satisfactory progress but do not carry grade points and are not used in GPA calculations.
3. Credit/No Credit: General electives can be taken using this grading option. No more than 15 credits earned by this option.
4. Deferred Grade: A deferred grade (DF) is used when the student is making satisfactory progress in a class but the completion of the course project (such as a thesis, project, research, internship, etc) typically requires more than one semester. Credit is withheld without academic penalty. If the work is not completed prior to graduation or if the student fails to maintain enrollment for one year the grade remains permanent. At this point to complete the course the student is required to re-register.
5. Incomplete Grade: A grade of “I” is assigned solely at the discretion of the instructor. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for conditions beyond the control of the student, completion of the course is not possible. Before a grade of “I” can be issued, an Incomplete Grade Contract between the faculty member and the student must be completed. The contract will stipulate the assignment(s) required to finish the course. This contract must be on file in the Department Head’s Office. If the course work is not completed within one year the student may be assigned a letter grade of “F” or “NP” (if that is the normal grading of the class). If after one year the faculty member does not submit a change of grade, the grade of “I” will become a permanent grade. Once the “I” becomes permanent, a student must reregister for the class and pay tuition and fees in order to get credit for it.

Grades and Grading Policies continued

Dean's and Chancellor's Lists

After fall, spring and summer semesters, admitted undergraduate students with exceptional academic standing are recognized on the Dean's List and Chancellor's list.

To be on the Chancellor's List, students must:

- be admitted to undergraduate certificate or degree
- be enrolled in at least 12 credits
- earn a 4.0 cumulative GPA for the semester

To be on the Dean's List the student must:

- be admitted to an undergraduate certificate or degree
- be enrolled in at least 12 credits
- earn a cumulative GPA of 3.5 for the semester

Grade Changes

A grade cannot be changed unless a grading error, such as a mathematical miscalculation or inaccurate recording has been made on the part of the faculty member. Corrections of grading errors must be made by the 15th day of the next regular semester following the one in which the grade was originally assigned. A Change of Grade Form must be submitted to Enrollment Services by the faculty member. Students are not permitted to submit Change of Grade forms to Enrollment Services.

Online Advising Resources

UOnline is the best resources for academic advisors seeking information. You will have access to:

- Class schedules
- Course Catalog (course descriptions only)
- Transfer Credit Resources
- Unofficial Transcripts

Banner is UAA's Student Data Base. For more information visit this website for training dates and User Guides Training Schedule <http://bannersi.uaa.alaska.edu/Trainfrm.htm>
User Guide <http://bannersi.uaa.alaska.edu/UGIntro.htm>

Student's Right to Privacy (FERPA)

The Family Educational Rights and Privacy Act, 1974

This federal law protects the privacy rights of students related to their educational records. FERPA gives parents certain rights to their children's educational records. These rights transfer to students when the student reaches the age of 18 or attends a school beyond the high school level.

The following is a summary of how FERPA regulations impact faculty advisors' work with their advisee's student records:

1. Records maintained by advisors such as grades and other information fall under the provisions of FERPA.
2. FERPA states that information on file may be sent to parents or guardians of *financially dependent students under the age of 18* without the student's written consent, if the information is requested by the parent. UAA's institutional policy, however, generally states that a student's written permission to release information is required, regardless of age.
3. Directory information is considered public information and can be released. UAA defines directory information as name, major, dates of attendance and credential awarded. This is the only information that can be released without written consent.
4. A record must be kept of any request you receive from school officials to obtain information from the student's file. The record should not only identify the official making the request, but also the official's legitimate educational reason for requesting the information. The record should remain in the student's file.
5. Information about students may be released only to individuals within UAA that have a legitimate "need-to-know"

Student's Right to Privacy (FERPA) continued

6. Requests for information on a student from other institutions, or in response to judicial orders and other requests from persons outside of UAA must be referred to Enrollment Services. Emergency requests made to protect the health or safety of a student must be referred to University Police.

7. If a student is requesting their own information, they must request the information in person, and they must show appropriate photo identification. If the student is not "in person" that must submit a written request for information along with a copy of a photo I.D. which must be lighted, enlarged, and legible.

Petitions for General Education and/or University Requirements

Petitions regarding Academic Requirements

Any courses used to fulfill a requirement that is different from what is stated in the catalog must be approved by the petition process. The petition process is more common among students who transfer courses from other institutions that are unlike courses offered at UAA but may be equally acceptable to complete a General Education or Major requirement. Petitions pertaining to general education requirements and/or general university requirements must be processed through Academic Affairs, with final authority to deny or approve resting with the Provost. Petitions related to the major receive final approval at the department level. After the petition has received final approval or denial, a copy reflecting that decision will be returned to the student and advisor. Changes in course level, grading, or number of credits awarded can not be petitioned. Courses taken at UAA that are not on the approved baccalaureate General Education Requirements (GER) list cannot be petitioned to meet a GER.

Academic Support Resources for Students

Advising and Testing Center

This office provides program planning and academic support for baccalaureate degree seeking students with undeclared majors; Associate of Arts degree seeking students and non-degree seeking students. In addition, the Center Administers Accuplacer, CLEP, Non-UAA Correspondence tests, Dantes, Miller's Analogy, Myers-Briggs, Nurses Entrance Exam, TOEFL, Strong Interest Inventory, and a wide range of national standardized tests for certification, licensure and admission into graduate schools and professional programs.

College Specific Student Success Coordinators

Student services staff are housed in the respective colleges and assist students who seek help in the areas of general education planning and academic support. Student Success Coordinators play an important role in orienting new students to the college and are instrumental in helping students make connections with faculty who serve as advisors in the student's major.

College of Arts & Sciences

- Deborah Ginsberg 327SSB 786-1761

- John Seltenright 327SSB 786-1761

College of Business and Public Policy

- Pat Lee 309 RH 786-4101

College of Community & Technical Programs

- Krista Soria 141 UC 786-6480

College of Education

- Marilyn Bryan 209 PSB 786-4401

College of Health & Social Welfare

- Russ Pressley 205A PSB 786-4405

Academic Support Programs

AHAINA Student Programs 786-4070

Career Services Center 786-4513

Disability Support Services (voice)786-4530 (TTY)786-4536

Learning Resource Center (LRC) 786-6828

Native Student Services 786-4000

Student Support Services 786-1378

TRIO programs 274-5522

Typical Questions Asked to Faculty Advisors

- *What classes should I take?*

Students expect their academic advisor to offer guidance in course selection to ensure they fulfill pre-requisites for upcoming sequences, achieve a good balance in their course selections and make progress toward graduation by fulfilling requirements. Offering course recommendations in the major that match your advisee's interests is also helpful.

- *When will I graduate?*

When students can see the "light at the end of the tunnel" they become encouraged and motivated to complete their program. Students in their junior and senior year will frequently ask you to determine how close they are to graduation.

- *What career opportunities exist in this major?* Having information on the employment of past graduates is desirable and will give your advisee ideas on the types of jobs available to students in their major. Collect general information and articles about career options in the major. This information is helpful to have available. Refer students to the Alaska's career connection website AKCIS (Alaska Career Information System). Another excellent site worth exploring is the U.S. Department of Labor's Bureau of Labor Statistics website, www.bls.gov/oco. This site offers lots of information on job descriptions, work conditions, salary and future trends. Students can also visit Career Services in Rasmusson Hall on campus.

- *Will you write me a reference letter?*

It is good to keep a file of your current advisees to help you write reference letters, if asked. Also, keep track of your advisee's campus and community involvement, along with their work experiences. Show your advisee the importance of participating in a wide variety of activities to broaden their experiences.

- *I am having trouble with this class, what do you suggest?*

Make sure your advisee has spoken with the instructor about the difficulties he or she is having in the class. Students who are registered for English and Math classes have resources available to them in the English and Math departments. You might suggest contacting the Learning Resource Center (LRC) for help with finding a tutor. The LRC also supports students in mathematics with a math lab and tutors.

General University Requirements (GURs) for all Baccalaureate Degrees

1. **Total Credits:** Students must earn at least 120 credits at the 100-level and above. Some degree programs require completion of additional credits.
2. **Upper Division Credits:** Students must earn at least 42 upper division credits, including 24 upper division credits in residence. Some degree programs require completion of additional upper division credits.
3. **Resident Credit:** Students must earn at least 30 credits in residence. In addition, transfer students must earn in residence at least 12 credits in each major field and, where applicable, at least 3 credits in each minor field. Additional residency credit requirements, to meet program accreditation standards, may be established.
4. **Minimum GPA:** Students must earn a cumulative GPA of at least 2.00 (C) at UAA. They must also earn a cumulative GPA of at least 2.00 (C) in all courses required for each major and each minor. Some degree programs may require higher GPAs.
5. **Controlling Catalog:**
 - a. Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a baccalaureate degree program or the catalog in effect at the time of graduation.
 - b. If the requirements for a baccalaureate degree, as specified in the entry-level catalog, are not met within seven (7) years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of formal acceptance.
 - c. Students must follow established UAA procedures for declaring a major and for changing a major or degree. Students who change their major or degree must satisfy the catalog requirements for the new major or degree in effect at the time of the change.
6. **Military Credits:** No more than 30 military credits can be applied to a baccalaureate degree.

General Education Requirements (GERs) for Baccalaureate Degrees

PREAMBLE

The GER provides students with a common educational experience in order to (1) provide a foundation for further study, and (2) broaden the educational experience of every degree-seeking student. It is designed to promote an elevation of the student's level in basic, college-level skills (Tier 1), a breadth of exposure to traditional academic disciplines (Tier 2), and experience in applying his/her education in understanding and responding to the evolving state of knowledge and the world in the 21st Century (Tier 3).

TIER 1: BASIC COLLEGE-LEVEL SKILLS 12 CREDITS

The UAA GER begins with Basic College-Level Skills enhancement in written communication, oral communication, and quantitative skills:

- Courses in Written Communication and Oral Communication develop the critical reading, thinking, and communication skills (writing, speaking, and listening) necessary for personal and professional success.
- Courses in Quantitative Skills foster the analytical and mathematical abilities necessary for success in undergraduate study and professional life. Baccalaureate students are required to complete the 12 credits of Basic College-Level Skills (Oral, Written, and Quantitative) before completing 60 total degree applicable credits. Students may select approved Basic College-Level Skills, which may also fulfill requirements in their intended major. Faculty in English, Communication, and Mathematics provide placement criteria (which may require the completion of preparatory coursework).

General Education Requirements (GERs) for Baccalaureate Degrees continued

TIER 2: DISCIPLINARY AREAS 22 CREDITS

The GER continues with courses in four required disciplinary areas categorized by course content and academic discipline that are designed to guarantee a breadth of academic experience.

These are Fine Arts, Humanities, Natural Science, and Social Science:

- Courses in the Fine Arts examine the historical, aesthetic, critical, and creative aspects of art.
- Courses in the Humanities consider the cultural, historical, literary, aesthetic, ethical, and spiritual traditions shaping the contemporary world.
- Courses in Natural Science present theoretical and descriptive approaches to understanding the natural and physical worlds. Lab courses in the Natural Sciences emphasize gathering data and analyzing hypotheses according to the scientific method.
- Courses in the Social Sciences explore insights about individuals, groups, and cultures derived from empirical methodologies.

Note: The 37-credit General Education Requirement, including the 3-credit Integrative Capstone, is required for graduation after September 2008 for baccalaureate students who were admitted to major or pre-major status under the 2005-2006 UAA Catalog or later catalogs. (For specifics on catalog year requirements, see chapter 7, Academic Standards and Regulations, Related Undergraduate Admissions Policies).

General Education Requirements (GERs) for Baccalaureate Degrees continued

TIER 3: INTEGRATIVE CAPSTONE 3 CREDITS

For Baccalaureate students, the GER experience culminates with an Integrative Capstone, which includes courses from across the university that require students to integrate knowledge of GER basic college-level skills (Tier 1) and/or disciplinary areas (Tier 2) as part of their course design. Tier 3 (Integrative Capstone) courses may be taken only after the student has completed all Tier 1 (Basic College-Level Skills) requirements.

GER Advising Note: All students should consult a faculty or academic advisor for appropriate course selections.

- Baccalaureate students are required to complete 12 credits of Basic College-Level Skills (Oral, Written, and Quantitative) before completing 60 total degree applicable credits.
- Each of the eight General Education Classifications has a list of approved courses (see the General Education Classification List). Only courses from the GER Classification List may be used to satisfy a distribution area requirement.
- Courses used to satisfy distribution area requirements in General Education may also be used to satisfy School/College requirements and/or Degree/Program requirements, but no course may be counted in more than one General Education category.
- Courses ending with numbers _93 or _94 cannot satisfy a GER, and UAA courses not on the approved GER Classification List cannot be petitioned to meet a GER.

Note: The 37-credit General Education Requirement, including the 3-credit Integrative Capstone, is required for graduation after September 2008 for baccalaureate students who were admitted to major or pre-major status under the 2005-2006 UAA Catalog or later catalogs. (For specifics on catalog year requirements, see Chapter 7, Academic Standards and Regulations, Related Undergraduate Admissions Policies).

CAMPUS-WIDE ADVISING CONTACTS

UAA Main Campus Operator
786-1800

Associate of Arts (A.A.), Undeclared or Non-Degree Seeking

Contact: Advising & Testing Center, University Center (UC), Room 112, 786-4500, ayacfront@uaa.alaska.edu , Joanne von Pronay, 786-4892, Email: anjcm4@uaa.alaska.edu , Rocky DeGarmo, 786-4520, Email: anwrđ@uaa.alaska.edu , or Dr. Roy Poole, 786-4515, Email: afrp@uaa.alaska.edu

Aviation Technology

Majors: Air Traffic Control, Aviation Administration, Aviation Maintenance Technology, Aviation Technology, Professional Piloting

Contact: Carolyn Sanborn, 786-7200 or 786-7205, Aviation Complex at Merrill Field Email: ancđs@uaa.alaska.edu

College of Arts and Sciences

Majors: Art, Anthropology, Biological Sciences, Chemistry, Computer Science, Geological Sciences, English, History, Interdisciplinary Studies, International Studies, Journalism & Public Communications, Languages, Liberal Studies, Mathematics, Music, Natural Sciences, Philosophy, Political Science, Psychology, Sociology, Theatre, and advising for pre-med options.

Contact: For general questions ~ Email: casadvise@uaa.alaska.edu or 786-1761 **To schedule an appointment** ~ Deborah Ginsburg, Social Science Building (SSB) 327, 786-1357, Email: andmg@uaa.alaska.edu or John Seltensright, Social Science Building (SSB) 325, 786-1356, Email: anjds2@uaa.alaska.edu

College of Business and Public Policy

Majors: Accounting, Business Computer Info. Systems, Economics, Finance, Global Logistics Management, Management, Management Information Systems, Marketing, Small Business Administration

Contact: Pat Lee, Rasmuson Hall (RH) 309, 786-4101. Email: pat.lee@uaa.alaska.edu

CAMPUS-WIDE ADVISING CONTACTS

College of Education

Majors: Adult Education, Early Childhood Development, Early Childhood Education, Elementary Education, Educational Leadership, Secondary Education, Counseling Education, Special Education

Contact: Marilyn Bryan, Student Services Office, Professional Studies Building (PSB), Room 209, Email: marilyn.bryan@uaa.alaska.edu Please call 786-4401 for an advising appointment.

School of Engineering

Majors: 2+2 Program, Arctic Engineering, BSE, Civil Engineering, EQE, Geomatics

Contact: Michelle Yatch 786-1074, Meg McWilliams-Piraino [*BSE, Mechanical, Electrical, & Computer Systems*] 786-1973, ENGR Room 215, anmmm1@uaa.alaska.edu, Pinky Miranda [*BS Geomatics*] 786-1972 anmdm@uaa.alaska.edu, Jody Schyler [*BS Civil*] 786-1951.

Community and Technical College

Majors: Apprenticeship Technologies, Architectural & Engineering Technology, Automotive and Diesel Technology, Clinical Assistant, Computer & Networking Technology, Computer Information & Office Systems, Construction Management, Culinary Arts, Dental Assisting, Dental Hygiene, Fire & Emergency Services, Health, Physical Education & Recreation, Hospitality & Restaurant Management, Limited Radiology, Medical Assisting, Medical Billing & Coding, Medical Technology, Medical Lab. Technology, Pharmacy Technology, Phlebotomy, Radiologic Technology, Technology, Telecommunications/Electronics & Computer Technology, Welding & Nondestructive Testing Technology

Contact: Krista Soria 786-6480, University Center Room 141
Email: ankmb1@uaa.alaska.edu

CAMPUS-WIDE ADVISING CONTACTS

College of Health and Social Welfare

Majors: Justice, Health Sciences, Human Services, Social Work

Contact: Russ Pressley, Professional Studies Building (PSB), Room 205A, 786-4405, Email: afrhp1@uaa.alaska.edu

Pre-Nursing

Contact: Marie Samson, anms@uaa.alaska.edu , Tory Volden, antav@uaa.alaska.edu or John Mun, anjcm@uaa.alaska.edu Professional Studies Building (PSB) Room 103, 786-4550

University Honors Program

Contact: Marian Mitchell, 786-1057, Rasmuson Hall (RH) Room 119, Email: anmkm@uaa.alaska.edu or ayhonor@uaa.alaska.edu

College Preparatory and Developmental Studies

Area of Study: English as a Second Language (ESL)

Contact: Tara Smith, 786-6873 or 786-6856, Beatrice McDonald Hall (BMH) Room 120F Email: aftms@uaa.alaska.edu

Area of Study: Preparatory (PRPE) Writing, Reading, Mathematics (MATH 054, 055, 105), Study Skills

Contact: Jennifer Vancil, 786-6897 or 786-6856, Sally Monserud Hall (SMH) Room 102, Email: jvancil@uaa.alaska.edu

Military Education Services

Elmendorf AFB Contact: 753-0204, 3MSS/DPE 4109 Bullard Ave, Suite 107

Fort Richardson Contact: 428-1228, Education center, Bldg. 7, Chilkoot Ave

Matanuska-Susitna College

745-9774

Chugiak/Eagle River Campus

694-3313

CAMPUS-WIDE ADVISING CONTACTS

Kenai Peninsula College (Anchorage Campus)

www.kpc.alaska.edu

Occupational Safety & Health: UC Room 132C Contact: Curt Sather, 786-6447, UC132C, ifces@uaa.alaska.edu

Process Technology: UC Room 118 for Information Pack
Contact: Jeff Jenkins, 786-6415, UC132L,
afjwj@uaa.alaska.edu

Paramedical Technology: Paul Perry, 262-0378, or 398-7888,
ifpep@uaa.alaska.edu

Enrollment Services & Financial Aid Office

786-1480 or 786-1586

~ Notes ~