It is the responsibility of the individual student to become familiar with the announcements and regulations printed in this bulletin. Although it was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission and graduation requirements, course offerings and course descriptions, and statements of tuition and fees) is subject to change without notice or obligation. Its contents shall not be construed as a contract between Kodiak College and prospective and enrolled students. Kodiak College, along with those at Kenai and Palmer, is an extended college of the University of Alaska Anchorage; and this bulletin makes up part of the complete catalog for UAA.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Academic Calendar .................................................</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1 General Information, History, and Overview</td>
<td></td>
</tr>
<tr>
<td>• Mission and Goals .............................................</td>
<td>2</td>
</tr>
<tr>
<td>• Accreditation ..................................................</td>
<td>3</td>
</tr>
<tr>
<td>• Degrees and Certificates ......................................</td>
<td>3</td>
</tr>
<tr>
<td>• History of Kodiak College ....................................</td>
<td>3</td>
</tr>
<tr>
<td>• History of the University of Alaska .........................</td>
<td>4</td>
</tr>
<tr>
<td>• Affirmative Action .............................................</td>
<td>4</td>
</tr>
<tr>
<td>• Miscellaneous Information ....................................</td>
<td>4</td>
</tr>
<tr>
<td>Chapter 2 Admissions .............................................</td>
<td>5</td>
</tr>
<tr>
<td>• Open Enrollment Policy .........................................</td>
<td>5</td>
</tr>
<tr>
<td>• Ability to Benefit .............................................</td>
<td>5</td>
</tr>
<tr>
<td>• International Students .........................................</td>
<td>5</td>
</tr>
<tr>
<td>• Non-Degree Seeking Students ....................................</td>
<td>6</td>
</tr>
<tr>
<td>• Under-Age Student Admission ....................................</td>
<td>6</td>
</tr>
<tr>
<td>• Formal Admission to Programs ..................................</td>
<td>6</td>
</tr>
<tr>
<td>• Changing Majors/ Degree Programs ................................</td>
<td>6</td>
</tr>
<tr>
<td>• Transcripts and Test Scores ....................................</td>
<td>6</td>
</tr>
<tr>
<td>• Wait List Policy ................................................</td>
<td>6</td>
</tr>
<tr>
<td>• Transfer Credit ................................................</td>
<td>6</td>
</tr>
<tr>
<td>• Accredited Colleges/Universities ................................</td>
<td>7</td>
</tr>
<tr>
<td>• Unaccredited Institutions .......................................</td>
<td>7</td>
</tr>
<tr>
<td>Chapter 3 Tuition and Fees .......................................</td>
<td>8</td>
</tr>
<tr>
<td>• Tuition and Fees ................................................</td>
<td>8</td>
</tr>
<tr>
<td>• Residency for Tuition Purposes ................................</td>
<td>9</td>
</tr>
<tr>
<td>• Deferred Tuition Plan ...........................................</td>
<td>9</td>
</tr>
<tr>
<td>• Senior Citizen Tuition Waiver ..................................</td>
<td>9</td>
</tr>
<tr>
<td>• Student Expenses ................................................</td>
<td>9</td>
</tr>
<tr>
<td>• Refund Policy ..................................................</td>
<td>10</td>
</tr>
<tr>
<td>Chapter 4 Academic Policies .....................................</td>
<td>11</td>
</tr>
<tr>
<td>• Academic Appeals ...............................................</td>
<td>11</td>
</tr>
<tr>
<td>• Academic Petition ..............................................</td>
<td>11</td>
</tr>
<tr>
<td>• Academic Standing .............................................</td>
<td>11</td>
</tr>
<tr>
<td>• Access to Student Records .....................................</td>
<td>11</td>
</tr>
<tr>
<td>• Age Limits of Credits .........................................</td>
<td>12</td>
</tr>
<tr>
<td>• Cheating ..................................................................</td>
<td>12</td>
</tr>
<tr>
<td>• Class Attendance ..............................................</td>
<td>12</td>
</tr>
<tr>
<td>• Class Standing ..................................................</td>
<td>12</td>
</tr>
<tr>
<td>• Corequisites .....................................................</td>
<td>12</td>
</tr>
<tr>
<td>• Commencement ...................................................</td>
<td>12</td>
</tr>
<tr>
<td>• Credit ..........................................................</td>
<td>12</td>
</tr>
<tr>
<td>• Faculty Initiated Withdrawal ...................................</td>
<td>13</td>
</tr>
<tr>
<td>• Full-Time/Part-Time Status .....................................</td>
<td>13</td>
</tr>
<tr>
<td>• Grading ..........................................................</td>
<td>13</td>
</tr>
<tr>
<td>• Graduation Application ........................................</td>
<td>15</td>
</tr>
<tr>
<td>Chapter 4 (continued) .............................................</td>
<td></td>
</tr>
<tr>
<td>• Graduation with Honors ..........................................</td>
<td>15</td>
</tr>
<tr>
<td>• Honors Lists .....................................................</td>
<td>15</td>
</tr>
<tr>
<td>• Prerequisites ....................................................</td>
<td>15</td>
</tr>
<tr>
<td>• Repeating Courses ...............................................</td>
<td>15</td>
</tr>
<tr>
<td>• Second Associate Degree .........................................</td>
<td>15</td>
</tr>
<tr>
<td>Chapter 5 Counseling, Campus Resources .......................</td>
<td></td>
</tr>
<tr>
<td>• Counseling and Academic Advising .............................</td>
<td>16</td>
</tr>
<tr>
<td>• Placement Testing ...............................................</td>
<td>16</td>
</tr>
<tr>
<td>• Orientation .......................................................</td>
<td>16</td>
</tr>
<tr>
<td>• Book Store .......................................................</td>
<td>16</td>
</tr>
<tr>
<td>• Computer Services ...............................................</td>
<td>17</td>
</tr>
<tr>
<td>• Student Government .............................................</td>
<td>17</td>
</tr>
<tr>
<td>• Carolyn Floyd Library ..........................................</td>
<td>17</td>
</tr>
<tr>
<td>• Small Business Development Center ............................</td>
<td>17</td>
</tr>
<tr>
<td>Chapter 6 Students' Rights and Responsibilities ...............</td>
<td></td>
</tr>
<tr>
<td>• Freedom of Expression ..........................................</td>
<td>18</td>
</tr>
<tr>
<td>• Freedom of Access ...............................................</td>
<td>19</td>
</tr>
<tr>
<td>• Freedom of Association .........................................</td>
<td>19</td>
</tr>
<tr>
<td>• Freedom from Sexual Harassment ................................</td>
<td>19</td>
</tr>
<tr>
<td>• Freedom from Search &amp; Seizure ..................................</td>
<td>19</td>
</tr>
<tr>
<td>• Student Participation in Institutional Government .............</td>
<td>19</td>
</tr>
<tr>
<td>• Academic Rights of Students ....................................</td>
<td>19</td>
</tr>
<tr>
<td>• Student Code of Conduct .......................................</td>
<td>19</td>
</tr>
<tr>
<td>• Policy on Sex Offenses .........................................</td>
<td>20</td>
</tr>
<tr>
<td>• Academic Dishonesty ...............................................</td>
<td>21</td>
</tr>
<tr>
<td>• Disciplinary Procedures .........................................</td>
<td>21</td>
</tr>
<tr>
<td>• Campus Safety ...................................................</td>
<td>22</td>
</tr>
<tr>
<td>Chapter 7 Financial Aid ...........................................</td>
<td></td>
</tr>
<tr>
<td>• Student Financial Aid ............................................</td>
<td>23</td>
</tr>
<tr>
<td>• Application Procedures .........................................</td>
<td>23</td>
</tr>
<tr>
<td>• Federal Verification .............................................</td>
<td>23</td>
</tr>
<tr>
<td>• Satisfactory Academic Progress ................................</td>
<td>24</td>
</tr>
<tr>
<td>• Grants ..........................................................</td>
<td>24</td>
</tr>
<tr>
<td>• Scholarships ........................................................</td>
<td>24</td>
</tr>
<tr>
<td>• Loans ..........................................................</td>
<td>24</td>
</tr>
<tr>
<td>• Termination of Financial Aid ....................................</td>
<td>24</td>
</tr>
<tr>
<td>• Veterans Assistance .............................................</td>
<td>25</td>
</tr>
<tr>
<td>Chapter 8 Registration .............................................</td>
<td></td>
</tr>
<tr>
<td>• Registration Procedures .........................................</td>
<td>26</td>
</tr>
<tr>
<td>• Regular Registration ............................................</td>
<td>26</td>
</tr>
<tr>
<td>• Late Registration .................................................</td>
<td>26</td>
</tr>
<tr>
<td>• Registration Policies ............................................</td>
<td>26</td>
</tr>
</tbody>
</table>
Chapter 9 Non-Traditional Credit
- National Credit by Exam ........................................ 29
- Local Credit by Exam ........................................... 29
- Credit for Prior Learning .................................... 29
- Military Service Credit ...................................... 29
- Independent Learning Credit .............................. 30
- Directed Study ..................................................... 30
- Independent Study .............................................. 30
- Certified Credit Experience ............................... 30

Chapter 10 Programs and Degrees
- Adult Basic Education Program .......................... 31
- Application Form and Fee .................................. 31
- Associate Degrees .............................................. 31
- Second Associate Degree .................................. 32
- Concurrent Programs of Study ........................... 32
- Certificates .......................................................... 33
- Graduation Requirements .................................... 33
- Associate of Arts and Baccalaureate Degree ......... 33
  General Education Requirements Link .................. 33
- Transfer of General Education Requirement Credits Within the University of Alaska System .......... 34
- Associate Degree Course Classifications ................. 35
- Associate of Arts General Transfer Degree .......... 36
- Associate of Applied Science Degrees
  - General Business ........................................... 36
  - Office Management & Technology with Secretarial Emphasis .......................... 37
  - Office Management & Technology with Bookkeeping Emphasis .................. 38
- Certificate Programs
  - Office Management & Technology in General Clerical .................................. 39
  - Office Management & Technology in Bookkeeping ...................................... 39
  - Office Management & Technology in Word/Information Processing ........................ 40

Chapter 11 Course Descriptions
- Contact Hours .................................................... 41
- Course Level Expectations ................................ 41
- Special Topics & Non-Credit Courses .................. 41
- Course Numbering System ................................ 42
- Prerequisites .......................................................... 42
- General Education Requirements ......................... 42
- Course Descriptions
  - Adult Basic Education ................................ 43
  - Accounting ..................................................... 43
  - Alaska Wilderness Studies ............................ 43
  - Anthropology .................................................. 43
  - Applied Statistics ........................................... 44
  - Art ............................................................... 44
  - Aviation Technology ....................................... 45
  - Biology .......................................................... 45
  - Business Administration .................................. 45
  - Chemistry .................................................... 46
  - Computer Information & Office Systems ............... 46
  - Dietetics & Nutrition ..................................... 50
  - Economics ..................................................... 50
  - Education ....................................................... 51
  - Education/Physical Education ......................... 51
  - Emergency Medical Technology ....................... 52
  - Emergency Trauma Technician .......................... 52
  - English .......................................................... 52
  - English As A Second Language ....................... 54
  - Fisheries Technology ....................................... 54
  - Geography ...................................................... 54
  - Geology .......................................................... 54
  - Home Economics ............................................. 54
  - History ........................................................... 55
  - Humanities ...................................................... 55
  - Human Services ............................................... 55
  - Japanese ........................................................ 56
  - Justice ........................................................... 56
  - Library Skills .................................................. 56
  - Mathematics ................................................... 56
  - Marine Technology ........................................... 58
  - Music .............................................................. 58
  - Philosophy ...................................................... 58
  - Political Science ............................................... 59
  - Psychology ...................................................... 59
  - Russian .......................................................... 59
  - Sociology ........................................................ 59
  - Spanish ........................................................... 60
  - Speech ............................................................ 60
  - Social Work ....................................................... 60
  - Theatre ............................................................ 60
  - Vocational Skills ............................................... 61
  - Welding ........................................................... 61

Chapter 12 Directory
- Full-Time Faculty ............................................... 62
- Adjunct Faculty .................................................. 62
- Village Instructors ............................................. 62
- Staff ................................................................. 62
- Kodiak College Advisory Council .......................... 63
- University of Alaska Officers .............................. 63
- Board of Regents ................................................ 63

Index ................................................................. i
### FALL SEMESTER:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast Guard Registration</td>
<td>August 25, 1995</td>
</tr>
<tr>
<td>Registration</td>
<td>August 28, 29, 1995</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>August 31, 1995</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 4, 1995</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>September 5, 1995</td>
</tr>
<tr>
<td>Late Registration Commences</td>
<td>September 19, 1995</td>
</tr>
<tr>
<td>Drop Charges Begin</td>
<td>September 19, 1995</td>
</tr>
<tr>
<td>Audit to Credit Deadline</td>
<td>September 25, 1995</td>
</tr>
<tr>
<td>Deadline to Drop Semester Length Classes</td>
<td>September 25, 1995</td>
</tr>
<tr>
<td>Deadline for Fall Graduation Applications</td>
<td>October 9, 1995</td>
</tr>
<tr>
<td>Thanksgiving Vacation</td>
<td>November 23, 24, 1995</td>
</tr>
<tr>
<td>Last Day to Withdraw from Classes</td>
<td>November 27, 1995</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>December 18, 1995</td>
</tr>
<tr>
<td>Christmas Holiday</td>
<td>December 25, 26, 1995</td>
</tr>
</tbody>
</table>

### SPRING SEMESTER:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year Holiday</td>
<td>January 1, 2, 1996</td>
</tr>
<tr>
<td>Coast Guard Registration</td>
<td>January 5, 1996</td>
</tr>
<tr>
<td>Registration</td>
<td>January 8, 9, 1996</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>January 11, 1996</td>
</tr>
<tr>
<td>Martin Luther King Holiday</td>
<td>January 15, 1996</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 16, 1996</td>
</tr>
<tr>
<td>Late Registration Commences</td>
<td>January 29, 1996</td>
</tr>
<tr>
<td>Drop Charges Begin</td>
<td>January 30, 1996</td>
</tr>
<tr>
<td>Audit to Credit Deadline</td>
<td>January 30, 1996</td>
</tr>
<tr>
<td>Deadline to Drop Semester Length Classes</td>
<td>February 5, 1996</td>
</tr>
<tr>
<td>Deadline for Spring Graduation Applications</td>
<td>February 12, 1996</td>
</tr>
<tr>
<td>Last Day to Withdraw From Classes</td>
<td>April 9, 1996</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>April 29, 1996</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 3, 1996, 7:00 p.m.</td>
</tr>
</tbody>
</table>

This Bulletin is a supplement to the University of Alaska Anchorage catalog. Please refer to the UAA catalog for complete information.
MISSION AND GOALS

Kodiak College, an extended college of the University of Alaska Anchorage, exists to provide quality learning opportunities to adults of the region. Diverse programs offer opportunities for life-long learning and develop personal, social, and economic potential of individuals, thereby enhancing community and state.

To achieve this Mission, the College pursues the following goals:

1. Offer general education program that will enhance students' lives and provide a base for continued learning.
2. Provide vocational-technical training and information geared to current employment conditions.
3. Regularly update and expand library resources and services to support existing programs and to accommodate growth.
4. Make programs visible and available to all with the desire and ability to benefit.
5. Provide advising and counseling to assist students in their pursuit of educational goals.
6. Offer activities which improve the quality of life in the community.
7. Sustain high standards of program relevance, quality, and continuity.
8. Manage all aspects of the business operation for support of instructional and community service programs.

To help attain these goals, Kodiak College offers the following programs and services:

- Regional Adult Basic Education Program providing instruction in basic skills, General Education Development (GED) Preparation, English as a Second Language, and U.S. Citizenship.
- Credit and non-credit courses to meet general and special interests.
- Programs in vocational and technical areas.
- General Associate of Arts transfer degree.
- Associate of Applied Science degrees.
- Certificate programs.
- Selected upper-division and graduate courses.
- An academic library open to all adult members of the community.
- Participation in the statewide teleconference network.
- Individualized open-entry courses, as well as standard lecture and short courses.
- Academic counseling, placement assistance, and testing services.
- Public events such as lectures, readings, concerts, art shows, and television broadcasts.
ACCREDITATION
Kodiak College, University of Alaska Anchorage, is fully accredited by the Commission of Colleges of the Northwest Association of Schools and Colleges.

Credits earned at Kodiak College are University of Alaska Anchorage credits.

DEGREES & CERTIFICATES
Kodiak College offers the following degrees and certificates:

Associate of Arts (AA)
General Transfer Degree

Associate of Applied Science Degrees (AAS)
- General Business
- Office Management & Technology with Secretarial Emphasis
- Office Management & Technology with Bookkeeping Emphasis

Certificates
- Office Management & Technology in General Clerical
- Office Management & Technology in Bookkeeping
- Office Management & Technology in Word/Information Processing

HISTORY OF KODIAK COLLEGE
Kodiak College is part of the University of Alaska statewide system of public higher education. It was changed from its previous designation as a community college to an extended college of the University of Alaska Anchorage in 1987.

Kodiak College first began operation in the fall of 1968 using local high school facilities. Director Carolyn Floyd offered eight classes, and student enrollment totaled 95. The first building was constructed in 1972 on the present site of the 50-acre campus, approximately two miles northeast of the City of Kodiak. Several buildings have been added, and offerings have been increased to include over 150 different courses, currently serving approximately 1,000 students per semester. In 1987 Carolyn Floyd retired, and Carol Hagel was appointed Director. In addition to the main campus, Kodiak College provides outreach services on the U.S. Coast Guard Base, in the local schools and the communities of Akhiok, Chiniak, Karluk, Larsen Bay, Old Harbor, Ouzinkie, and Port Lions.

The College offers numerous academic credit courses which lead to certificates and Associate Degrees and may be transferred to other colleges. In addition to lecture courses, there are a variety of open-entry lab courses in Mathematics, English, and Computer Information and Office Systems. Also offered are selected upper division and graduate level courses. Programs are available in vocational, as well as recreational and personal enrichment areas. The Adult Basic Education Program (ABE) provides basic literacy training, life skills instruction, and preparation for the high school equivalency tests (GED). ABE services are provided on campus, at the high school, and in each of the six villages.

Kodiak College sponsors various special events such as concerts, plays, lectures, workshops, and TV broadcasts of community interest. The annual Fisheries Institute brings fisheries technology specialists from throughout the world to Kodiak's fishermen and processors. Also, resources to assist the local entrepreneur are available through the College Small Business Development Center, which provides print and media materials, business seminars, films, and referrals.

Coordination with other agencies broadens the programs of instruction available to local adults. Specialized courses and workshops are provided in cooperation with agencies such as the Borough School District, Kodiak Area Native Association, Fishery Industrial and Technology Center, the U.S. Coast Guard, Women's Resource and Crisis Center, and others.

Kodiak College is approved as a testing center for several tests including TOEFL, Certified Professional Secretary Examination, General Educational Development Tests, Graduate Record Examination, Law School Admissions test, and State of Alaska tests. In addition, proctoring of specific tests is provided upon request.
HISTORY OF THE UNIVERSITY OF ALASKA

The University of Alaska dates from July 4, 1915, when the Honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone on land near Fairbanks set aside by Congress on March 4, 1915 for the support of a land-grant college. The Territorial Legislature, by its acts of May 3, 1917, accepted the land grant and created a corporation, "The Alaska Agricultural College and School of Mines," defining its duties and providing for a Board of Trustees consisting of eight members.

The College opened for instruction on September 18, 1922 with the Honorable Charles E. Bunnell as president. The College became the University of Alaska by an act of the Territorial Legislatures July 1, 1935, and the Board of Trustees became the Board of Regents. The University offered its first summer session in 1947. In 1949, Dr. Terris Moore succeeded President Bunnell, who became President Emeritus. Dr. Ernest N. Patty, member of the first faculty of the Alaska Agricultural College and School of Mines and former dean of the college, was inaugurated as the third president of the University in 1953 and named President Emeritus upon his retirement in 1960; Dr. William R. Wood became the University's fourth president at that time. Dr. Robert W. Hiatt became the fifth University president in 1973 upon the retirement of Dr. Wood. Dr. Charles O. Ferguson succeeded Dr. Hiatt in March, 1977, followed by Dr. Neil Humphrey, Mr. Foster Diebold, Dr. Jay Barton, Dr. Donald O'Dowd, and Dr. Jerome Komisar.

Today, the University statewide system includes university centers at Fairbanks, Anchorage, and Juneau, and extended site colleges at Bethel, Kenai-Soldotna, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, and Sitka, as well as 12 extension centers located in other communities of the state and a community college at Valdez.

AFFIRMATIVE ACTION

Through the institution's Affirmative Action Plan, the University of Alaska Anchorage and Kodiak College recognize their responsibility to provide education and employment opportunities for all qualified individuals. UAA also operates an Affirmative Action Office which implements protective Federal and State laws, orders, and decisions on institutional exclusion and illegal discrimination.

It is the policy of the University of Alaska to provide equal educational and employment opportunities, to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, disability, age or veteran status in accordance with Executive Order 11246 as amended, Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Rehabilitation Act of 1973, the Age Discrimination Act of 1967, the Vietnam Era Readjustment Assistant Act of 1974, and the Public Health Service Act of 1971. Inquiries regarding the application of these and other regulations should be directed to the local Affirmative Action Officer at the University of Alaska Anchorage.

MISCELLANEOUS INFORMATION

- Kodiak College is designated as a smoke-free environment. Smoking is not permitted in any of the buildings owned, leased, rented, or under control of the University of Alaska or in University vehicles.

- Additional information, catalogs, and applications may be obtained by visiting or writing the College at 117 Benny Benson Drive, Kodiak, Alaska 99615, (907) 486-4161, fax (907) 486-1257.
Admissions

- Open Enrollment Policy
- Ability to Benefit
- International Students
- Non-Degree Seeking Students
- Under-Age Student Admission
- Formal Admission to Programs
- Changing Majors/Degree Programs
- Transcripts and Test Scores
- Wait List Policy
- Transfer Credit
- Accredited Colleges/Universities
- Unaccredited Institutions

OPEN ENROLLMENT POLICY

Under Kodiak College's open enrollment policy, students having adequate background are eligible to enroll for credit classes if they meet one of the following criteria:

a. Have earned a high school diploma or equivalent GED certificate; or
b. Are 18 years or older and have demonstrated ability to benefit (see below); or

Individuals who do not have high school diplomas or the equivalent, or who cannot meet other general admission requirements may be admitted if they are able to demonstrate "the ability to benefit" from college instruction. Interested persons should contact the Counselor, who will assist by reviewing the individual's background, providing an opportunity for assessment, and determining the appropriate entry level of instruction.

Specific certificate and degree programs may have additional admission requirements. Consult the certificate and degree requirements section of this Bulletin. Open admission does not guarantee later formal admission to a certificate or degree program.

ABILITY TO BENEFIT

INTERNATIONAL STUDENTS

International students with Permanent Resident or Immigrant visas may enroll under the open enrollment option or through formal admission. Individuals wanting to apply for the International Student Form I-20A must be formally admitted to degree-seeking status. Students who wish to transfer college level course work from foreign institutions must submit official transcripts and English translations as well as an official statement of educational equivalency from a recommended international credentials evaluation service.

International students (F-1) who wish to apply for the U.S. Department of Justice, Immigration, and Naturalization Services Certificate of Eligibility for Non-Immigrant Students (Form I-20A) must do the following:

1. Meet University admission requirements and be accepted to a program.
2. Submit an official TOEFL (Test of English as a Foreign Language) score of at least 450 or better.
3. Submit a statement of financial support for the anticipated period of study.
4. Provide official transcripts and a statement of educational equivalency from a recommended credentials evaluation service.
NON-DEGREE SEEKING STUDENTS

Individuals in this enrollment category are not currently seeking a Kodiak College certificate or degree. Non-degree seeking students need only meet open enrollment criteria and satisfy course prerequisites to register in courses. Non-degree seeking students may not qualify for such benefits as Financial Aid or International Student Form I-20A.

Registration as a non-degree seeking student implies no commitment by the University to the student's later admission to a degree program.

UNDERAGE STUDENT ADMISSION

School aged students must complete an Underage Student Enrollment form and obtain the necessary signatures prior to registration. A new form must be completed each semester. Adult students will be given enrollment priority in classes of limited size. Underage students will be dropped from these classes, if necessary, to accommodate adults. Underage students may enroll in a maximum of seven credits per semester.

FORMAL ADMISSION TO UNDERGRADUATE PROGRAMS

To receive a degree from Kodiak College, a student must satisfy general University requirements and specific degree requirements. Students may enroll in any course for which they meet the requirements; however, to be admitted to a degree or certificate program, and before receiving a degree or certificate from Kodiak College, students must complete the following:
1. Submit a completed Application for Admission and $35 fee to the Registrar.
2. Have official transcripts sent to the Registrar from former colleges or universities.

CHANGING MAJORS AND DEGREE PROGRAMS: DECLARING MAJORS

Once formally admitted and in attendance, students may request to change their major or degree program to another program at the same level through the Change of Major/Degree process. Students admitted initially in undeclared or pre-major status may declare a major or degree program through this process as well. Students must meet the specific admission requirements of their new program.

Students must follow established Kodiak College/UAA procedures for declaring a major and, if necessary, 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.

TRANSCRIPTS AND TEST SCORES

When transcripts or test scores are required, they must be official documents submitted directly to Kodiak College from the issuing high school, college, university, or testing agency. Students may hand-carry documents only if they are still in original sealed envelopes from the issuing institutions. Copies will not be accepted. Transcripts, test scores, and other supporting documents submitted for admission or transfer credit evaluation become the property of the University.

WAIT LIST POLICY

If a student attempts to register for a class and is told the class is full, the student may request to be placed on an official Wait List for that class. One does not need to be registered or admitted to be placed on a Wait List.

Wait listed students will be admitted on the basis of their position on the Wait List as space becomes available. Official Wait Lists are maintained by the Registrar.

TRANSFER CREDIT

Where possible, transfer credit is equated with University of Alaska Anchorage, Kodiak College courses. When this is not possible, specifically designated elective credit to meet a General Education Requirement may be granted. The principle that governs approval of substituting transferred credits for General Education or College-Wide degree requirements is that only course work that clearly and demonstrably satisfies the intent of the requirement can be accepted as a substitute. Kodiak College reserves the right to reject transfer credit or to require an examination before credit is allowed. An evaluation of transfer credit is completed after a student has been accepted to degree-seeking status.
ACCREDITED COLLEGES/
UNIVERSITIES

1. Transfer credit is accepted only from institutions in the United States fully accredited by one of the following regional accrediting associations:
   • Middle States Assn. of Colleges and Schools
   • New England Assn. of Schools and Colleges
   • North Central Assn. of Colleges and Schools
   • Northwest Assn. of Schools and Colleges
   • Southern Assn. of Colleges and Schools
   • Western Assn. of Schools and Colleges

2. Only college-level courses completed with grades equal to "C" (2.00) or higher are considered for transfer.

3. Students who plan to transfer credits from foreign institutions must provide an official statement of educational equivalency from a recommended credentials evaluation service.

4. Transfer credits are not included in the student’s Kodiak College grade point average (GPA) computation, except to determine eligibility for graduation with honors.

5. Challenge exams and credit by exams posted on another university's transcript will not be considered for transfer credit.

6. Grades of "D" received at UAF or UAS will transfer to Kodiak College providing the student has a 2.00 or higher cumulative GPA at the institution where the "D" was earned.

UNACCREDITED INSTITUTIONS

As a practice, Kodiak College accepts as transfer credit only those credits earned at institutions accredited by regional accrediting agencies (see #1 above). Accreditation by such agencies, recognized by the U.S. Department of Education, demonstrates that the institution operates within commonly accepted standards of instruction. Credits from unaccredited institutions are not normally accepted.
TUITION AND FEES

UNDERGRADUATE TUITION
(100/200 level courses)

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
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<tbody>
<tr>
<td>1 - 3 cr.</td>
<td>$56 per cr.</td>
<td>$56 per cr.*</td>
</tr>
<tr>
<td>4 +</td>
<td>$56 per cr.</td>
<td>$168 per cr.</td>
</tr>
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</table>

300/400 Level Courses

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<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 3 cr.</td>
<td>$75 per cr.</td>
<td>$75 per cr.*</td>
</tr>
<tr>
<td>4 +</td>
<td>$75 per cr.</td>
<td>$225 per cr.</td>
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</table>

GRADUATE TUITION
(500 and 600 level courses)

<table>
<thead>
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<th></th>
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<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 3 cr.</td>
<td>$150 per cr.</td>
<td>$150 per cr.*</td>
</tr>
<tr>
<td>4 +</td>
<td>$150 per cr.</td>
<td>$300 per cr.</td>
</tr>
</tbody>
</table>

*A non-resident is defined as an individual who has been a resident of Alaska for less than one year, except military personnel and dependents. Non-resident students who restrict their enrollment to no more than three credits will be charged at the resident tuition rate.

All tuition, fees, and other charges for the semester must be paid in full when students register. Payment may be made in cash, check, Visa, or MasterCard.

If tuition is to be paid by an agency or company, a purchase order must be submitted at the time of registration. The purchase order must indicate exactly what the agency will pay (tuition only, fees, and texts, etc.) and must include exact billing instructions. If a student anticipates payment by an agency but does not have the necessary purchase order, tuition must be paid with registration or by deferred billing. When the agency submits payment, the student will be refunded the amount that has been paid.

The College reserves the right to withhold transcripts, diplomas, or final grade reports from students who have not paid all financial obligations. If a student is delinquent in payment, registration may be denied. Registration of any student may be cancelled at any time for failure to meet installment contract payments or financial obligations. The registration process is not complete until all tuition, fees, and charges due have been paid.

Courses which require the use of special materials, supplies or services may have a material or lab fee in addition to the normal credit hour charge. Textbook costs are in addition to tuition and fees and may not be included in tuition deferred payment notes.
Fees for non-credit and special interest courses vary. They are not considered as part of a student's consolidated academic fees. NOTE: Fees are payable in full at registration for all non-credit courses. Fees for these courses are non-transferable to other courses and non-refundable unless the student officially drops a least two (2) business days before the first class begins or the class is cancelled by the College.

**RESIDENCY FOR TUITION PURPOSES**

For purposes of non-resident tuition, a resident is any person who has been physically present in Alaska for one year (except temporary absences with intent to return) and who declares intention to remain in Alaska indefinitely. However any person who, within one year, has declared himself/herself to be a resident of another state, voted in another state or has done any act inconsistent with Alaska residency shall be deemed a non-resident for purposes of non-resident tuition. An unemancipated person under age of 18 who has a parent or guardian who qualifies as an Alaskan resident, as defined above, shall be deemed a resident. Military personnel (including those in the Alaska National Guard) on active duty in the State of Alaska, and their dependents, will be considered as residents of the State of Alaska for purposes of determining tuition charges.

**DEFERRED TUITION PLAN**

Tuition and fees are due and payable with registration. The student who is unable to pay full tuition at the time of registration may apply for a deferred payment note. This note is not to be confused with the concept that each payment covers a period of time of attendance in classes. The amount due on the note must be paid regardless of whether the student continues in attendance of classes or not. In case of discontinued attendance, the standard withdrawal and refund policy is in effect. Students registering for three or more credits will pay one-half of assessed tuition at registration with the balance due within 30 days.

**SENIOR CITIZEN TUITION WAIVER**

The University of Alaska Board of Regents has approved a waiver of course tuition (excluding fees) for Alaska residents 60 years or older. Such students may enroll in any class offered by the University of Alaska for which they are properly qualified, except those classes where student work spaces may not be available.

**STUDENT EXPENSES**

A student's expenses depend upon a number of factors which should be considered carefully before planning a budget. Because student living arrangements and personal spending habits vary widely, there is no single figure that can be used to represent the cost of attending. The following estimated costs to a student for one instructional year are offered as a guide in budget planning.

**Tuition and Fees:**
These costs vary with the student's enrollment status, full or part-time, and state of residency. See the section in this bulletin on "Tuition and Fees" for a listing of these charges.

**Books and Supplies:**
This usually ranges between $500 and $600 for a full-time student.

**Housing:**
Charges for rent, utilities, and other household expenses vary with the size of an apartment and the number of roommates sharing the total cost. For most students, housing averages from $4,800 to $5,600 per instructional year. No campus housing is available.

**Food:**
An allowance of between $1,500 and $2,000 is sufficient for most students. There is no food service on campus.

**Transportation:**
An allowance of $400 - $500 is suggested, but the distance a student lives from campus and whether or not the student owns a car should be taken into consideration. For budgeting purposes, the student should also include fares between home and the campus between semesters, during holidays, or other times when a student may wish to travel.

**Personal Expenses:**
$900 to $1,000 for the instructional year should be sufficient to cover clothing, laundry, medical and dental expenses, recreation, personal supplies and other miscellaneous expenses.
REFUND POLICY
Refund processing is automatic for students who officially drop courses or withdraw from the College before the refund deadlines published in the current Class Schedule. Students are responsible for thoroughly reading the Class Schedule and being aware of the published refund deadlines for their particular classes. The date of the official drop or withdrawal activity determines eligibility for a refund.

Students who drop or withdraw from courses must complete an add/drop form at the Business Office. The date of drop/withdrawal as indicated on the official add/drop receipt determines eligibility for a refund. Refunds are processed following the late registration period. Refunds for semester-length courses will be made according to the following schedule:

- 100% refund of tuition and fees when a drop is made prior to the 8th calendar day of the semester or in the event that courses are cancelled by the college.
- 50% tuition refund when a drop is made from the 8th calendar day and prior to the 21st calendar day of the semester.
- No refund after the 20th calendar day of the semester.
- No refund of non-credit course and lab fees unless the class has been officially dropped at least two (2) business days before the first class begins.
- No refund if the student must withdraw as a result of disciplinary action.
- Refunds of less-than-semester length classes are prorated.

Students who are forced by extenuating circumstances to withdraw after the refund deadline may petition for refunds. Extenuating circumstances for refund petitions are defined as death, disability, military transfer, or sudden and uncontrollable absence. Written documentation is required.
Academic Policies

- Academic Appeals
- Academic Petition
- Academic Standing
- Access to Student Records
- Age Limits of Credits
- Cheating
- Class Attendance
- Class Standing
- Co-requisites
- Commencement
- Credit
- Faculty-Initiated Withdrawal
- Full-Time/Part-Time Status
- Grading
- Graduation Application
- Graduation with Honors
- Honors List
- Prerequisites
- Repeating Courses
- Second Associate Degree

ACADEMIC APPEALS
Students have the right to appeal academic actions. A written request for appeal must be made to the Director not later than fifteen working days following notification of the action under review. The student requesting the review is entitled to address the Director directly if desired before the decision is rendered by the Director. Whenever possible, the Director's decision will be conveyed to the student in writing within five days of receipt of the student's request.

ACADEMIC PETITION
Deviations from academic requirements and policies must be approved by academic petition. A petition form, which requires the signature of appropriate college staff, may be obtained from the Registrar.

All petitions requesting that transferred elective credit be accepted for degree requirements must be accompanied by catalog copy of the course description(s) from the institution of origin.

Changes in course level, grading, or number of credits awarded are not petitionable.

ACADEMIC STANDING
Students are in satisfactory academic standing when they have a cumulative GPA of 2.00 or higher and a semester GPA of 2.00 or higher for the most recently completed semester. The GPA is computed on credits earned at Kodiak College, University of Alaska Anchorage only.

ACCESS TO STUDENT RECORDS
The Family Education Rights and Privacy Act (FERPA) of 1974, Public Law 93-380, as amended, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office (located on UAA campus) concerning alleged failures by the institution to comply with the Act.
No one outside the institution shall have access to, nor will the institution disclose any information from a student's education record without the written consent of the student except to personnel within the institution, to officials of other institutions in which a student seeks to enroll, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under the Act. A complete copy of the University Policy on the application of FERPA is available in the UAA Legal Counsel's office.

Kodiak College may release without consent certain directory information (name, major, dates of attendance and credentials awarded).

**AGE LIMITS OF CREDITS**

There is no University-wide undergraduate policy on the age limits of credits. However, to guarantee currency of course content, some departments and degree programs require courses to have been completed within a specified period of time. Contact specific departments for more information.

**CHEATING**

Cheating is not tolerated at Kodiak College and constitutes grounds for dismissal from College. Cheating is defined as any means by which a student uses unauthorized assistance to prepare materials submitted as his/her own. Refer to Academic Dishonesty in Chapter 6 of this Bulletin for specifics.

**CLASS ATTENDANCE**

Regular attendance and active participation are expected in all classes. Students are responsible for classwork even if there are legitimate reasons for their absence.

Unexcused absences may result in a student receiving a failing grade. Unreasonable refusal to accommodate a bona fide emergency absence may be appealable under the Academic Appeals Process.

**CLASS STANDING**

Class standing is an administrative classification and does not necessarily reflect progress toward completion of a degree. Class standing is based on total credits earned. Students are classified as follows:

- Freshman/First Year.............0 - 29 credits
- Sophomore/Second Year.......30 - 59
- Junior..........................60 - 89
- Senior..........................90 +

Transfer students will be assigned class standing based on the number of credits accepted in transfer by Kodiak College. Non-degree seeking students are not assigned a class standing.

**COREQUISITES**

Students are responsible for making sure that they have either 1.) taken and passed corequisites or 2.) enrolled in the corequisite concurrently with the course listing the corequisite. Corequisites are listed in course descriptions in this Bulletin. An instructor withdrawal may be initiated for those students who enroll without having 1.) passed the corequisites or 2.) enrolled concurrently in the corequisite.

**COMMENCEMENT**

Kodiak College issues diplomas to degree and certificate candidates in May. All students who complete degree and certificate requirements during the instructional year are invited to participate in the annual commencement ceremony which follows the spring semester.

**CREDIT**

Resident Credit is defined as credit earned in formal classroom instruction, independent study, research, and telecourses offered by Kodiak College, University of Alaska Anchorage. All other courses are defined as non-resident credit including transfer credit, non-traditional credit, correspondence study, and credit-by-exam.
FACULTY INITIATED WITHDRAWAL

A faculty member may initiate a drop/withdrawal for students who fail to meet individual course attendance requirements; however, the faculty member is under no obligation to do so.

At the beginning of the semester, faculty may begin to drop students who fail to attend class by the 7th calendar day of the semester. Faculty-initiated withdrawals are permitted through week 12 of the semester for semester-length courses (15 weeks). For courses other than semester-length, the faculty option to withdraw a student for non-attendance is prorated according to the length of the course.

FULL-TIME/PART-TIME STATUS

A student enrolled at Kodiak College for 12 or more credits is classified as full-time. A student who is enrolled for fewer than 12 credits is classified as part-time. Audited courses and CEUs are not included in the computation of study load for full-time or part-time status.

GRADING

ACADEMIC LETTER GRADES

Only letter grades appear on the student's permanent academic record. These grades carry grade points and are used to calculate the student's GPA.

A -- (4 points) An honor grade; indicates comprehensive mastery of required work.
B -- (3 points) Indicates high level of performance in meeting course requirements.
C -- (2 points) Indicates satisfactory level of performance.
D -- (1 point) Indicates the lowest passing grade; may not be acceptable to satisfy requirements in certain majors and in graduate programs.
F -- (0 points) Indicates failure.

NON-ACADEMIC GRADES

These grades do not carry grade points and are not used to calculate student GPAs. However, CR, NC, P, and NP grades may be used to determine academic progress.

CR -- Indicates credit received for course.
NC -- Indicates no credit received for course.
DF -- Deferred; temporary grade which indicates course requirements cannot be completed by the end of the semester.

I -- Incomplete; indicates additional course work must be completed to receive final grade.
P -- Indicates passing work.
NP -- Indicates work that is not passing.

OTHER DESIGNATIONS

These designations are not grades and do not carry grade points. They are not used to calculate GPAs.

AU -- Audit; indicates enrollment for information only; no credit received.
W -- Indicates withdrawal from a course.

GRADE POINT AVERAGE COMPUTATION

The grade-point average (GPA) is computed by dividing the total cumulative quality grade points earned by the total quality hours attempted. Letter grades are weighted as follows in compiling a grade-point average:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
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<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Credits are multiplied by the letter value of the grade to give grade points for each course. The sum of the grade points is then divided by the total credits attempted to arrive at the grade-point average.

All grades (original and any repeated courses) will be shown on the transcript, but only the last grade achieved for a course will be computed in the grade-point average for graduation certification.

Non-academic grades (CR, NC, DF, I, P, and NP) do not carry grade points and are not used in calculating the GPA.

DEFERRED GRADE (DF)

A DF is a temporary grade used to indicate that course requirements cannot be completed by the end of the semester. Credit will be withheld without penalty until all requirements of the course have been met.

Unless the faculty member submits a written request for an extension to the Registrar, the DF grade coursework must be completed within a specified time not to exceed two years. To change a DF to another grade, the faculty member must submit a Change of Grade form to the Registrar. If coursework is not completed within two years and the faculty member does not submit a change of grade at that time, the DF becomes a permanent grade and the student must re-register for the course.
**CREDIT/NO CREDIT OPTION (CR/NC)**
Credit/No Credit (CR/NC) is a grading option that encourages students to explore areas of interest. Undesignated electives may be completed under this option. A maximum of fifteen credits earned by this option may be applied to an Associate degree.

When the CR/NC option is selected, students will be awarded credit if their final grade is "P", "C", or higher. A grade of "CR" will be entered on the student’s transcript. If performance falls below that level ("D", "F", "NP"), the course is not recorded on the student’s transcript or included in GPA calculations. For performance comparison only, the grade of "CR" is considered to be a grade of "C" or higher. A grade of "CR" does not carry grade points and is not included in GPA calculations.

General Education Requirements (GER), school or college requirements, and courses in a student’s major or minor are not allowed under this option. If students later change their major/minor and the course becomes a requirement, the course may be accepted in the new major/minor at the discretion of the department.

The CR/NC option is not available for graduate courses nor can this option be used on courses repeated for GPA improvement.

Through the end of week three of the semester, students may request the CR/NC grading option by submitting the necessary paperwork to the Registrar. Once selected, this grading option may not be changed to regular grading after the end of week three of the semester.

**INCOMPLETE GRADE (I)**
An I (Incomplete) is a temporary grade which may be used at the faculty member’s discretion. It indicates that although a student has not yet completed all of the required coursework, there is a possibility that the student may pass the course if and when all of the requirements have been completed.

An Incomplete Grade Contract between the student and faculty member for completion of the coursework will be maintained by the instructor and the Registrar. Coursework must be completed by a date specified in the contract, not to exceed one year. Upon completion of the coursework, the faculty member must submit a Change of Grade form to the Registrar. If terms of the contract are not met, the student may be assigned a failing grade. If coursework is not completed within one year and the faculty member does not submit a Change of Grade at that time, the "I" will become a permanent grade, and the student must re-register for the course.

**PASS/NO PASS (P/N)**
In some courses students are graded Pass/No Pass. This grading system is established at the time the course is approved and must apply to the class as a whole. The faculty must clearly explain this fact to the students at the beginning of class. Pass/No Pass grading is not a student option.

For performance comparison only, a grade of P (Pass) is considered equivalent to a grade of C or higher in undergraduate courses and a grade of B or higher in graduate courses. Pass/No Pass grades are used to determine satisfactory academic progress. However, these grades do not carry grade points and are not used in GPA calculations.

**GRADE CHANGES**
Grades other than Incomplete (I) or deferred (DF) are assumed to be final grades. A grade may not be changed unless a legitimate error has been made on the part of the faculty. Corrections must be made by the end of the semester following the one in which the grade was originally assigned.

A Change of Grade form must be submitted to the Registrar by the appropriate faculty member or staff designee. Change of Grade forms submitted by students will not be accepted.

**GRADE REPORTS**
The UAA Enrollment Services Office mails final grades to students as soon as they are compiled after the close of each semester. The grade report reflects the grade that appears on the instructor’s final grade sheet; subsequent changes are not included.

Grades are mailed to the student address provided at registration, unless a change of address has been submitted to the Registrar. Only one grade report is mailed, and additional copies are not available.
GRADUATION APPLICATION

Kodiak College issues diplomas at the end of fall and spring semesters. To be eligible for graduation, a student must submit an Application for Graduation and the $10 fee to the Registrar by the end of week five of the semester. Students must obtain the Counselor's signature on the application form. Forms are available from the Registrar.

Upon receipt of the complete Application for Graduation, a review is completed. If the student has met all of the requirements, a certificate or degree is awarded at the end of the semester. Students are held responsible for meeting all academic regulations and degree/certificate requirements.

Students who apply for graduation and who do not complete degree certificate requirements by the end of the semester must re-apply for graduation and pay the $10 fee again.

Incomplete grades or deferred grades must be removed from the transcript prior to eligibility to the Chancellor's and Dean's lists.

PREREQUISITES

Students are responsible for checking to make sure that prerequisites have been met prior to enrolling in a course. Prerequisites are listed in individual course descriptions in this Bulletin and in the fall and spring course schedules. If a student has not taken and passed the necessary prerequisites, but feels confident of performing the coursework successfully, he/she may request permission from the instructor to enroll. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

REPEATING COURSES

Some courses may be repeated for additional credits if this option is stated in the course description.

All courses may be repeated for student GPA improvement. Previous courses and grades will remain on the student's transcript, but only the credits and last grade earned are applied toward graduation requirements and calculated in the cumulative GPA. The Credit/No Credit grading option cannot be selected when courses are to be repeated for GPA improvement. Students may not repeat a course for credit-by-exam, correspondence or through work at another college or university for the purpose of raising their grade point average at Kodiak College.

To determine eligibility for graduation with honors, all credits and grades from repeated courses are included in GPA calculations.

SECOND ASSOCIATE DEGREE

Associate of Arts -- The Associate of Arts degree is intended to provide students with the education necessary to undertake baccalaureate degree work. Due to its general intent, only one AA degree may be earned per student.

Associate of Applied Science -- In order to receive a second Associate of Applied Science degree, a student must complete a minimum of 12 resident credits beyond the first Associate degree as well as all requirements for the second major.
Counseling, Campus Resources

- Counseling and Academic Advising
- Placement Testing
- Orientation
- Book Store
- Computer Services
- Student Government
- Carolyn Floyd Library
- Small Business Development Center

COUNSELING & ACADEMIC ADVISING

Counseling services are available for enrolled or potential students throughout the instructional year. Appointments are recommended. The following services are offered:

- Answering questions related to degree requirements, transfer information and high school completion.
- Assisting students in their search for career information.
- Assessment testing.
- Monitoring, scoring and explaining tests, providing information to students regarding occupational interests, school aptitudes, abilities, and personal values.
- Assisting students who have been referred by College staff and community agencies.
- Making referrals to other professional agencies when necessary.
- Assisting faculty to understand and meet the specific needs of individual students.
- Assisting students in choosing a program consistent with their academic objectives and future goals.

PLACEMENT TESTING

The ASSET Skills Assessment is required for students planning to enroll full-time or for those enrolling in English or math courses. This two-hour assessment instrument is scheduled at the beginning of each semester. Test results are used to determine appropriate placement in classes. Refer to each semester's class schedule for specific dates and times.

ORIENTATION

For orientation, new students may contact the Counselor and/or attend New Student Orientation scheduled at the beginning of each semester. Orientation is designed to familiarize students with general information about KoC, such as program information, procedures, and terminology.

For more specific help with program planning, pre-admission advising, transfer credit interpretation, or other concerns, students may contact the Counselor for an appointment.

BOOK STORE

The College Book Store is located in the Benny Benson Building. Textbooks may be purchased beginning one week prior to the start of the semester. Books in new condition may be returned within five school days after the start of class. A cash register receipt must be presented at the time of return. A refund will be issued by check within four weeks. It is suggested that textbooks not be purchased until it has been determined that the course has adequate enrollment.
In addition to textbooks, the Book Store stocks items such as pens, pencils, notebooks, pads, dictionaries, t-shirts, sweatshirts, bookbags, and snacks and beverages.

**COMPUTER SERVICES**

UAA/KOC students, staff, and faculty are eligible to use the VAX computing facilities and resources on campus. User identification numbers may be obtained from the Business Manager.

Students may use computers in the Office Instruction Lab to complete assignments and receive assistance with proper formatting of research papers, letters, etc.

**STUDENT GOVERNMENT**

The representative organization of the Kodiak College student body is the Kodiak College Student Association (KCSA). KCSA was formed to promote the educational and general welfare of students, to broaden their perspective through the establishment of a self-governing structure, to act as a unifying factor and student voice, and to help formulate policies and procedures concerning overall college life. The president of KCSA serves as ex-officio member of the Kodiak College Council.

Every student enrolled in a credit course is a member of KCSA and encouraged to play an active role in the organization. The KCSA bulletin boards on campus announce meeting days and times.

**CAROLYN FLOYD LIBRARY**

The Carolyn Floyd Library collection of over 26,000 volumes is housed in the Benny Benson Building on campus and is organized by the Library of Congress classification system. This includes an extensive reference section consisting of dictionaries, encyclopedias, indexes, bibliographies, selected series and maps, an Alaskan collection, and the valuable Koniag collection. A large collection of music CDs may be checked out. The Library subscribes to 76 magazines and five newspapers and has three CD-Rom computer workstations which include SIRS, PolarPak, Contemporary Authors, and Toolworks Reference Library indexes, InfoTrac's Academic ASAP, several multi-media programs, Internet access, and SLED, a public access system that connects users with library, government, and Internet information sources.

The Library also maintains a growing video collection on a wide range of topics. Videos may be viewed in the Library Arts and Entertainment Media Center.

The entire collection is cataloged on the Western Library Network (WLN), a computer system which allows students to search for books in western states libraries by title, author, and subject. The computerized GNOSIS system allows students to search for books in the same manner but includes only University of Alaska libraries. Books that are located in other libraries may be requested through inter-library loans.

Library check-out privileges are granted to students, faculty and members of the community upon completion of a registration card. Overdue fees are 25 cents per day to a maximum of $5. Books may be checked out for one month and may be renewed. The College reserves the right to withhold grades and deny enrollment to students with outstanding overdue fees. Library hours are posted and may vary for each semester.

**SMALL BUSINESS DEVELOPMENT CENTER (SBDC)**

Each semester, the SBDC offers a series of non-credit seminars and/or conferences for business students and the local community on a wide variety of topics.

The Center maintains a growing selection of videos and over 100 of the latest U.S. Small Business Administration publications, which are free of charge. The Center also subscribes to several business magazines and has a substantial library of resource books that may be checked out.

Kodiak College's Small Business Development Center (SBDC) provides small business management and technical assistance as well as resource material to local businesses and individuals. The Center also works in concert with UAA's SBDC to expand upon these services.
Chapter 6

Student Rights and Responsibilities

- Freedom of Expression
- Freedom of Access
- Freedom of Association
- Freedom from Sexual Harassment
- Freedom from Search and Seizure
- Student Participation in Institutional Government
- Academic Rights of Students
- Student Code of Conduct
- Policy on Sex Offenses
- Academic Dishonesty
- Disciplinary Procedures
- Campus Safety

The role of Kodiak College is to encourage people of all ages to develop their skills and talents differently, according to individual abilities and interests, so that collectively they contribute to the continuum of democracy. University policies, procedures, and regulations are formulated to guarantee each student's freedom to learn and to protect the constitutional rights of others.

The concept of rights and freedoms, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the University community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Alaska, and the local community. All members of the University community have a responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the University community.

Violation of student conduct regulations are handled through the Campus Director. Violations of federal, state, and/or laws make a student subject to civil or criminal action in addition to disciplinary action by the University. Each student is responsible for knowing Kodiak College policies, procedures, and deadlines. Policies and regulations may be found in this Bulletin, the University of Alaska Anchorage catalog and in the KoC Counseling Office.

FREEDOM OF EXPRESSION

The rights of free speech and peaceful assembly are fundamental to the democratic process. The University of Alaska supports the rights of students to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peaceably.

Whether expressing themselves as individuals or in organized groups, students are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College.

Accordingly, the University of Alaska insists that free expression does not violate the rights of others. Disruption of the educational process and function of the College, or violation of law, would constitute such a violation.
**FREEDOM OF ACCESS**

Within the limits of its resources, KoC shall be open to all applicants who are qualified according to current admission requirements. The University of Alaska does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

**FREEDOM OF ASSOCIATION**

Students are free to associate to promote their common interests. They have the right to seek through official procedures establishment of organizations so long as such are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice within the membership requirements of those organizations.

**FREEDOM FROM SEXUAL HARASSMENT**

Kodiak College cherishes free and open exchanges of ideas in the pursuit of knowledge. Maintaining this freedom and openness requires the presence of safety and trust; it requires the absence of coercion, intimidation, and exploitation. Therefore, harassment of any kind, particularly sexual harassment, has no place in the College. It subjects its victims to pressures that destroy the conditions necessary for true learning.

Harassment is neither condoned nor tolerated on this campus. Faculty and administration are principally responsible for maintaining a positive, harassment-free, learning environment. Anyone believing that he/she has been a victim of sexual harassment, should contact the Director's Office, the Counseling Office, the UAA Affirmative Action Office, or the Department of Labor, Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska.

**FREEDOM FROM UNREASONABLE SEARCH AND SEIZURE**

Students shall be free from unreasonable search and/or seizure regarding their person and their personal property.

**STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNMENT**

Students shall be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.

**ACADEMIC RIGHTS OF STUDENTS**

Kodiak College has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the College Bulletin, and for maintaining an acceptable grade average for degree requirements. Students have the right to be informed at the beginning of each semester as to the nature of the course, course expectations, evaluation standards, and the grading system.

**STUDENT CODE OF CONDUCT**

Included in the responsibilities of a student is an awareness of the standards of appropriate behavior. Students are expected to exercise self-discipline. In general, off-campus activities are viewed as their personal business. However, when a student violates local, state, or federal laws and at the same time violates the Code of Conduct, either on or off campus, the College reserves the option of initiating disciplinary action on its own. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

1. **Disruption or Obstruction:** Conduct which materially or substantially disrupts or obstructs the educational process of the college.

2. **Harassment:** Physical or verbal abuse, or sexual harassment of another person, or conduct, including but not limited to hazing, which creates an unreasonably hostile or offensive learning or working environment.
3. **Endangerment:** Conduct, including but not limited to physical abuse, sexual assault, terrorist threats, hazing and/or coercion, which endangers or unreasonably threatens the health and/or safety of any person or group of persons, or which causes actual harm to a person or persons.

4. **Intoxicants and Drugs:** Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverages on campus property or at supervised functions of student organizations except as provided by rules, policies, and procedures of the University of Alaska Anchorage. Possession, consumption, being perceptibly under the influence, or furnishing of any narcotic or dangerous drugs except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.

5. **Dangerous Chemicals and Devices:** Unauthorized use, possession, or sale of firearms, explosives (including firecrackers), dangerous chemicals, or other dangerous weapons on University property except as expressly authorized by campus procedures.

6. **Other Forms of Misconduct:** Forgery, alteration, or misuse of College documents, records, funds, or identification. Falsification of records or deliberate misrepresentation of facts on College forms and documents. Telephone misuse, theft, or malicious destruction, damage, or misuse of College or private property including computers. Unauthorized use of College funds, equipment, and supplies including but not limited to falsely representing oneself as an agent of the College, incurring debts or entering into contracts on behalf of the College.

7. **Violation of College Regulations:** Violating published University regulations, including those related to entry and use of College facilities, the rules in this section, and any other rules or regulations which may be enacted by the College. Failure to comply with the lawful directions of College personnel acting in the performance of their duties.

8. **Harassment of Wildlife:** Physical harassment, verbal taunting, or the feeding of any wildlife on University grounds that could create a hazardous environment.

### POLICY ON SEX OFFENSES

It is the policy of the University of Alaska Anchorage and Kodiak College that the sexual assault of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, staff, and faculty.

The term **sexual assault**, as used by the University of Alaska Anchorage and Kodiak College, encompasses the legal definitions of sexual assault contained in Alaska state statutes. It includes, but is not limited to: rape, acquaintance or date rape, rape by a stranger, and sexual harassment. Sexual assault is against the law and is defined as sexual misconduct that is forced or coerced against the will of the victim. The same definition applies regardless of whether the assailant is a stranger or an acquaintance (date, friend, or someone known casually). This type of threat may involve physical violence, coercion, or the threat of harm.

The local police should be contacted and campus-based counseling staff may serve as resources. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial, and counseling services.

Those who report a sexual assault will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. Sexual assault is a serious crime and victims frequently experience emotional trauma and medical consequences. Contacting resources enables victims to receive the professional help they may require. It does not commit the victim to further legal action.

Reported complaints of sexual assault will be investigated and to the extent possible, the identity of the individuals will be kept confidential. Whether or not a victim chooses to initiate criminal charges, the right to file a complaint through the student judicial system or employee grievance process remains. Should the alleged misconduct of a student be subject to review through formal hearing procedures, the accused and accuser will be afforded the opportunity to present relevant information, be accompanied by a support person, and be apprised of the results of the disciplinary review. Upon request, as reasonably available, assistance will be provided in changing academic schedule.
In the event that the accused is found in violation, the entire range of sanctions outlined in the Student Code of Conduct may be considered including, but not limited to, disciplinary probation, suspension, or expulsion from the University. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements.

Sexual assault may also be considered a violation of the University of Alaska's policy against sexual harassment. According to the UA Board of Regents' policy (4.08.02), sexual harassment involves unwelcome sexual advances or requests for sexual favors by a member of the campus community when the assaulter uses, threatens to use, or implies that submission to, or rejection of such conduct will have an impact on employment or academic decisions affecting the victim.

Sexual harassment includes other verbal or physical conduct related to sex when such conduct has the purpose or effect of substantially interfering with an individual's performance at work or study by creating an intimidating, hostile, or offensive environment in which to work, live, or learn. The Affirmative Action officer can provide information and referral on issues of sexual harassment.

**ACADEMIC DISHONESTY**

Academic integrity is a basic principle which requires that students take credit only for ideas and efforts that are their own. Cheating is defined as the submission of materials in assignments, exams, or other academic work which is based on sources forbidden by the faculty member. Cheating shall include but is not limited to situations in which the student:

1. Refers during an academic evaluation to material sources not authorized by the faculty.
2. Utilizes devices during an academic evaluation not authorized by the faculty.
3. Provides assistance to another student or receives assistance from another student during an academic evaluation in a manner not authorized by the faculty.
4. Presents as one's own, the ideas or words of another person without customary and proper acknowledgment of sources.
5. Knowingly permits one's words to be submitted by another person without the faculty member's permission.
6. Acts as a substitute or utilizes a substitute in any academic evaluation.
7. Fabricates data in support of laboratory or field work.

The following documents are available in the Counseling Office and are printed in the University of Alaska Anchorage catalog:
1. Statement of Student Rights, Freedoms, and Responsibilities
2. Drug Free Schools, a description of the program adopted by the University of Alaska Anchorage to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees
3. Disciplinary Procedures, Sanctions (complete), Grievance Procedure

**DISCIPLINARY PROCEDURES**

A student, faculty, or staff member of the University of Alaska Anchorage, Kodiak College, may initiate disciplinary action against a student for violation of the Student Code of Conduct. Allegations concerning student misconduct must be written and signed by the complaining party.

1. The Director of Kodiak College shall receive, investigate, and notify the student in writing of allegations of misconduct. The student shall be requested to meet with the Director to determine whether disciplinary action is required. Notice of the conference will be given to the student two days prior to the scheduled appointment. The student may present any explanations, defenses, and/or mitigation of his/her conduct at the conference.
2. If, after this conference, the Director recommends disciplinary action, he/she shall notify the student of the findings and conclusions made as a result of the investigation, the sanctions recommended, and the option the student has to either accept the discipline recommended or request a hearing before the Student Grievance Committee.
3. If a student desires a hearing, he/she shall, within five (5) days of receipt of the Director's decision, file a request for a hearing together with a written response to the Director's findings and conclusions. If a request is not filed within the time specified, the request for hearing shall be deemed waived.
4. The Student Grievance Committee shall be convened ten (10) days after receipt of the student's request for hearing as set by the Director.
The rights of victims, especially in instances involving personal injury and/or sexual assault, are as important as the rights of the accused. An alleged victim of personal injury or sexual assault violations will be provided information regarding the institutional responses in the disciplinary procedure. To the extent possible, KoC will, upon request, take reasonable measures to prevent unnecessary exposure of sexual assault victims during the adjudicatory and appeals process.

In addition to any adverse academic action which may result from violating the Student Code of Conduct or engaging in academically dishonest behavior, Kodiak College reserves the right to invoke the following sanctions:

1. Censure: Written warning.
2. Disciplinary Probation: Probationary status for a specified period of time.
3. Suspension: Student is forbidden to attend classes for the remainder of the semester, but permitted to register for the following semester.
4. Expulsion: Termination of student status.
5. Restitution: Reimbursement for damage to or misappropriation of property.
6. Interim Suspension: Student may be forbidden on campus to protect the school until specific investigation is done, in cases where there is clear and present danger of disruption or threat to safety of persons or property.

Pending action on the charges, the status of a student should not be altered, or his/her right to be present on the campus and to attend classes, except when suspended or expelled.

**CAMPUS SAFETY**

The safety of students on the Kodiak College campus is of uppermost importance. The Kodiak Police Department requires the full support of students, faculty, and staff to help in keeping the campus crime-free. Crimes or suspicion of crimes should be reported immediately to the nearest Kodiak College employee or the receptionists at the Business Office.

The following safety and security services are available by contacting the Business Office:

- vehicle jump starts  
- personal escorts  
- assistance with flat tires

Stolen articles should be reported to the Kodiak Police Department as well as the College Business Office.
STUDENT FINANCIAL AID

The Counseling Office assists students and prospective students in obtaining the funds necessary to attend KoC. State and federal governments, the College, and some private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student's financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Type and amount of financial aid can vary according to state and federal guidelines, student need, and availability of funds. To be eligible for most financial aid, a student must:

1. Have a high school diploma or equivalent.
2. Be accepted for admission or be in admitted status.
3. Demonstrate financial need for federal assistance as determined by the Federal Student Aid Report.
5. Maintain satisfactory academic progress as defined by Student Financial Aid regulations.

APPLICATION PROCEDURES

To apply for financial aid, students must do the following:

1. File a Free Application for Federal Student Aid (FAFSA) form using the University of Alaska Anchorage's name, address, and title code (as follows:

   University of Alaska Anchorage
   3211 Providence Drive
   Anchorage, Alaska 99508
   Title Code #011462

2. Upon receipt of the Student Aid Report (SAR) from FAFSA, complete and submit the SAR to the Counseling Office at Kodiak College.
3. Submit a completed Application for Admission to the KoC Business Office, and pay the $35 processing fee.
4. Complete and submit a University of Alaska Financial Aid Application to the KoC Counseling Office.
5. Arrange to have Financial Aid Transcripts (FAT) from any previously attended schools sent to the Counseling Office.

To receive funds in a timely manner, begin the application process at least six months prior to registration. The Counseling Office can help with the application and can provide additional state applications.

FEDERAL VERIFICATION

The U.S. Department of Education reviews financial aid applications to determine that information has been reported accurately and that aid is distributed fairly. Copies of the following documents may be requested:

1. Income tax returns
2. Verification of household size
3. Child support payments
4. Statements of untaxed income
5. Verification of number of family members in college
6. Dependency status verification
7. If military, copies of Leave/Earning Statements for previous tax year (all 12 months).

**SATISFACTORY ACADEMIC PROGRESS**

To remain in satisfactory academic standing for federal assistance or state loans, students must complete the number of credits upon which the semester's aid was based. In addition, they must maintain the minimum grade point average (GPA) required by their financial aid program. On the student's grade report, AU, DF, F, NC, NP, I, and W are grades that do not qualify for financial aid purposes.

For a more detailed explanation of satisfactory academic progress, please refer to the University of Alaska Anchorage catalog.

**GRANTS**

Grants are financial aid awards which do not require repayment as long as the student meets academic progress requirements of the granting agency.

**Bureau of Indian Affairs (BIA):** The Bureau of Indian Affairs makes grants available to eligible full-time students. Applicants must be at least one-quarter Alaska Native or American Indian. For further information students may contact the local BIA area office or Native regional corporation.

**PELL:** The PELL Grant makes funds available to eligible students with financial need. To be eligible for a PELL Grant, students must be working toward their first baccalaureate degree. Need is determined by the PELL Grant Family Contribution Schedule.

**Supplemental Educational Opportunity Grant (SEOG):** The SEOG is similar to the PELL Grant program and can provide additional assistance to students with financial need. Only undergraduates are eligible. SEOG awards range from $200 to $4,000 per year. Need is determined by the Federal Congressional Methodology. Maximum grants at KOC will not exceed $1,500.

**SCHOLARSHIPS**

Scholarships are usually awarded for academic achievement or talent. Students interested in applying for scholarships should contact the Counseling Office to view scholarship listings and obtain applications.

**LOANS**

Unlike grants or scholarships, loans must be repaid. In most cases repayment begins six to twelve months after the completion of studies or when students cease to be enrolled full-time.

Note: Provisions of state and federal loans are subject to change. Contact the Counseling Office for current information on all programs.

**Alaska State Student Loan (ASSL):** To be eligible for ASSL, students must be a one year resident of Alaska, hold a high school diploma or the equivalent, and be officially admitted to a certificate, associate, baccalaureate, or graduate degree program. They must also maintain full-time student status if receiving a full-time loan and part-time status if receiving a part-time loan. Undergraduate students may borrow up to $5,500 a year for educational expenses. Applications are available in the Counseling Office.

**Stafford Student Loan (formerly GSL):** The Stafford Student Loan program enables students to borrow directly from lending institutions after they have qualified by completing the FAFSA Form. Any undergraduate or graduate student enrolled at least half-time may apply for a Stafford Student Loan. See the Counselor for information regarding loan limits.

**Perkins Loan (National Direct Student Loan):** The Perkins Student Loan Program is available to students enrolled at least half-time. See the Counselor for information regarding loan limits. An undergraduate with a previous baccalaureate degree is not eligible for a Perkins loan.

**TERMINATION OF FINANCIAL AID**

Students who do not successfully complete financial aid requirements will have their benefits terminated. Students may petition for further financial aid by submitting a typed letter to the Director of Student Financial Aid and/or the Scholarship and Student Financial Aid Committee for reinstatement.
Reinstatement will be granted only once and, if granted, the student is considered to continue on financial aid probation for that semester. All students whose financial aid benefits are reinstated and who do not complete the probationary semester successfully will again have their financial aid benefits terminated. If students wish to return, they are required to provide their own source of funding and maintain a 2.0 GPA or better for that semester, before being reconsidered for any financial aid. Semesters need not be consecutive. Students remain on termination status until they complete one semester with satisfactory progress.

**VETERANS ASSISTANCE**

Kodiak College is approved to provide training to veterans, eligible dependents, and service personnel using Department of Veterans Affairs (DVA) educational benefits (G.I. Bill). Qualified persons who plan to use the G.I. Bill must contact the Registrar for necessary forms and current benefit information.

Before registering for courses, students using the G.I. Bill must apply for formal admission and declare a degree and/or major program. In addition, federal law requires that schools report attendance and progress of all students who receive veteran's benefits.

The following requirements must be met by all students receiving benefits from the Department of Veterans Affairs.

**Satisfactory Academic Progress:** Students who receive VA benefits must maintain satisfactory academic progress (2.0 or higher grade point average). Failure to do so is reported to the Department of Veterans Affairs and may end education benefits.

**Adds, Drops, and Other Changes:** Students must inform the Registrar that they are receiving VA benefits when adding or dropping courses, withdrawing from Kodiak College, changing addresses or number of dependents, or making other status changes. Students who drop or withdraw may be required to reimburse the Department of Veterans Affairs.
Registration

- Registration Procedures
- Regular Registration
- Late Registration
- Registration Policies

REGISTRATION PROCEDURES

Students must complete registration according to the prescribed procedures and pay tuition as determined by the University tuition schedule in order to attend classes and earn credit. Registration is held at the beginning of each regular session as published in the official college calendar. Registration for special programs, short courses, seminars and other classes that are not part of the regular academic calendar will be arranged prior to the beginning of such sessions.

The University cannot guarantee that each course listed in this bulletin will be offered each semester. The semester Class Schedule lists the dates, times, and locations of available courses as well as specific registration procedures.

REGULAR REGISTRATION

New, returning and continuing students may register during regular registration. New students are defined as those who have not previously attended KoC. Returning students are defined as those who have previously attended KoC but are not currently enrolled.

LATE REGISTRATION

Although students are permitted to register through the end of week three of the fall or spring semester, not all classes are open to late registration. Specific deadline dates are published in the academic calendar in this bulletin and in the semester Class Schedule. Specific deadline dates for shorter courses are proportional in accordance with the length of the course.

REGISTRATION POLICIES

AUDITING CLASSES

Auditors are students who enroll for informational instruction only. No credit is received for audited courses. The faculty member and student agree upon terms for auditing the course. Submission of papers for correction and grading and participation in laboratory experiences are at the discretion of the instructor. Auditors are required to register and pay appropriate tuition and fees.

Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for credit-seeking students.

Audited courses are not included in the computation of a study load for full-time, part-time or overload status. In addition, students may not request local credit-by-exam for an audited course until the following academic year.

Audit-to-credit changes are not allowed after week three of the semester. During week four through week twelve of the semester, credit-to-audit changes require faculty signature. Credit-to-audit changes are not allowed after week twelve of the semester. These changes do not become official until a signed and dated form is submitted to the Registrar.
SOCIAL SECURITY NUMBERS
The social security number is used as the student identification number. Students who do not wish to use their social security numbers will be assigned random nine-digit numbers.

CANCELLATION OF CLASSES
Kodiak College reserves the right to cancel or combine classes, to change the time and dates or place of meeting, or to make other necessary revisions in class offerings.

TRANSCRIPTS
Official transcripts for University of Alaska course work are available at $4 per copy. Requests must be in writing and bear the signature of the student whose record is requested. Send requests to:
Student Records Office
University of Alaska Anchorage
3211 Providence Drive
Anchorage, Alaska 99508
Official transcripts from other institutions and other supporting documents become the property of the University and are not reissued or copied for distribution. Unofficial transcripts are available from the Registrar for a fee of $2.

STUDY LOADS
Students normally may register for 19 semester hours of credit. Students who wish to enroll for additional credits must submit a petition, approved by the Counselor for overload at registration.

CHANGE OF NAME
A student's name on official records at KoC must be the student's full legal name. A Change of Name form may be processed through the Registrar's Office and must be supported by legal documentation, i.e., marriage certificate, dissolution or divorce decree, or a court order.

CHANGE OF ADDRESS
Currently enrolled students who have changed their address should notify the Registrar by completing the appropriate forms. Official notification of change of address is necessary for accurate mailing of correspondence, grade reports, transcripts, registration instructions, and information about graduation requirements.

ADD/DROP PROCEDURE
To add or drop a class, students must complete an add/drop form, and pay the appropriate fee at the Business Office. The date of validation by the Business Office is considered the official date of withdrawal. Courses dropped before the end of the third week of the semester will not appear on the student's permanent record; thereafter, a mark of "W" will be entered.

Students wishing to add classes to their schedule may do so until the end of late registration by following the add/drop procedure above. Additional information about this procedure may be obtained from the Registrar.

FACSIMILE (FAX) TRANSMISSION
Because the original source of a document received through a Fax transmission cannot always be accurately determined, documents received by facsimile transmissions shall be considered only as working documents pending the receipt of official, authenticated documents or other authentication.
**REGISTRATION CHANGES**

It is the responsibility of the student to become familiar with Kodiak College, University of Alaska Anchorage policies, procedures and deadlines. Refer to the Academic Calendar in this Bulletin and the class schedules published each fall and spring for specific deadlines. Students are expected to register only for course sections which they plan to attend and to complete all courses for which they register. Please refer to the chart below for specific changes:

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Weeks 1 and 2 of semester</th>
<th>After Week 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADD</strong></td>
<td>Form filed with Registrar</td>
<td>Not permitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Weeks 1 and 2 of semester</th>
<th>After Week 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LATE REGISTRATION</strong></td>
<td>Form filed with Registrar</td>
<td>Fee Charged</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Begins 7th calendar day of semester through Week 3 of semester</th>
<th>Weeks 4 - 12 of semester</th>
<th>After Week 12 of semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FACULTY INITIATED DROP OR WITHDRAW</strong> (OPTIONAL)</td>
<td>Drop Form filed with Registrar. Course will not appear on student's transcript.</td>
<td>Withdrawal Form filed with Registrar. Course will appear on student's transcript as a grade of W.</td>
<td>Not permitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Weeks 1 - 3 of semester</th>
<th>Weeks 4 - 12 of semester</th>
<th>After Week 12 of semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DROP OR WITHDRAWAL</strong></td>
<td>No faculty signature required. Fee charged after 2nd week. Drop form filed with Registrar. Course will not appear on student's transcript.</td>
<td>No faculty signature required. Withdrawal Form filed with Registrar. Course will appear on student's transcript as a grade of W.</td>
<td>Not permitted</td>
</tr>
</tbody>
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<th>Weeks 4 - 12 of semester</th>
<th>After Week 12 of semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL WITHDRAWAL FROM KOC</strong></td>
<td>No faculty signature required. Fee charged after 2nd week. Drop form filed with Registrar. Course will not appear on student's transcript.</td>
<td>No faculty signature required. Withdrawal Form filed with Registrar. Course will appear on student's transcript as a grade of W.</td>
<td>Fee charged. Withdrawal form filed with Registrar. Courses will appear on student's transcript as a grade of W.</td>
</tr>
</tbody>
</table>

**CHANGE IN GRADING OPTION:** The grading option for a course may be changed as follows:

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Weeks 1 - 3 of Semester</th>
<th>Weeks 4 - 12 of semester</th>
<th>After Week 12 of semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CREDIT/NO CREDIT</strong></td>
<td>Form filed with Registrar. Fee charged after 2nd week.</td>
<td>Not permitted</td>
<td>Not permitted</td>
</tr>
<tr>
<td><strong>CREDIT TO AUDIT</strong></td>
<td>Form filed with Registrar. Fee charged after 2nd week.</td>
<td>Fee charged. Form filed with Registrar.</td>
<td>Not permitted</td>
</tr>
<tr>
<td><strong>AUDIT TO CREDIT</strong></td>
<td>Form filed with Registrar. Fee charged after 2nd week.</td>
<td>Not permitted</td>
<td>Not permitted</td>
</tr>
</tbody>
</table>
Non-Traditional Credit

- National Credit by Exam
- Local Credit by Exam
- Credit for Prior Learning
- Military Service Credit
- Independent Learning Credit
- Directed Study
- Independent Study
- Certified Credit Experience

Kodiak College follows University of Alaska guidelines for non-traditional credit. Students may refer to the UAA catalog or contact the Kodiak College Counselor for further information.

NATIONAL CREDIT BY EXAM

Students with learning experience outside the conventional classroom may demonstrate college-level achievement through the credit-by-exam process. Only accepted degree-seeking students may receive credit through the credit-by-exam process. Successful completion of credit-by-exam enables students to receive college credits toward graduation at KoC. An exam must not duplicate a course for which a student has previously received credit.

LOCAL CREDIT BY EXAM

Students may be awarded credit through locally developed comprehensive examinations on specific subjects. However, credit by examination is not available for all courses. Information on specific courses may be obtained from the Counseling Office.

CREDIT FOR PRIOR LEARNING

For some courses, students may receive non-traditional credit on a case-by-case basis by documenting their prior learning through experience and training. The process involves faculty and administrative review. Further information may be obtained from the Counseling Office.

MILITARY SERVICE CREDIT

Eight elective credits may be awarded to students who have completed one calendar year of active duty military service.

In addition, credits may be transferred from formal service schools and MOS/Ratings as recommended in the Guide of the Evaluation of Education Experiences in the Armed Services prepared by the American Council on Education.

No more than 15 semester credits are awarded toward an associate degree and no more than 30 semester credits are awarded toward a baccalaureate degree. Exceptions are granted only to students enrolled in the SOCAD or SOCNAV programs.

The Servicemembers Opportunity Colleges (SOCAD and SOCNAV) program allows active-duty personnel to finish associate and baccalaureate degree programs without losing credits as they transfer during their military careers.

Eligibility for entrance to these programs requires three semester credits to be completed in residence at Kodiak College/UAA for the associate program and six semester credits in residence at UAA for the baccalaureate program. These credits must be 100-level or higher.

To graduate from these programs, the residency requirement is three semester credits for the two
year programs and twenty-four semester credits for the four year program. Students may contact the Counseling Office for more information.

INDEPENDENT LEARNING CREDIT (Correspondence)
Within the University of Alaska system, Independent Learning (correspondence study) is administered through the University of Alaska Fairbanks campus. A schedule of courses is available from the Registrar or:
Center for Distance Education
and Independent Learning
College of Rural Alaska
Room 130, Red Building
University of Alaska Fairbanks
Fairbanks, AK 99775
(907) 474-5353 Fax: (907) 474-5402

DIRECTED STUDY
A Directed Study allows students to take a regular catalog course on an individual basis when the course is not offered that semester. The policies are as follows:
1. Retroactive registration not permitted.
2. Forms incorrectly completed will not be processed.
3. Deadline for directed study registration will close for that semester at the end of the fourth week of the semester.
4. There will be no change in the basic content of the course. In particular, this means the number, level, prefix, description, title, grading policy, credits, and course content cannot differ from the permanent course.
5. Only permanent or term faculty are allowed to supervise or to be the instructor of record for directed study courses. Deans and Directors may function as instructor of record when no permanent or term faculty are available to fulfill that function. The responsibilities of the instructor of record are to: a.) see that grades are turned in to the Registrar; b.) see that the material is presented in full in a timely manner; c.) approve the course of study; d.) approve the credentials of other faculty involved; e.) agree to assume responsibility if problems arise.
6. Faculty member must have taught the permanent course or related course prior to teaching a directed study.
7. The initiation of directed study courses must come from the discipline in charge of the prefix.

INDEPENDENT STUDY
An Independent Study course consists of topics or problems chosen by the student with approval of the department concerned, with the supervision of an instructor, and with final approval by the Director. The course does not duplicate but differs significantly from any catalog course. It provides the opportunity for students who have completed most of the required courses in their program to study topics which are not offered. The policy for independent study is as follows:
1. Retroactive registration not permitted.
2. Independent study courses cannot be used to fulfill GER requirements (not petitionable).
3. Forms incorrectly completed will not be processed.
4. Deadlines for independent study registration for a particular semester coincide with the withdrawal deadline.
5. Only permanent or term faculty are allowed to be the Instructor of Record. When no permanent or term faculty are available to fulfill that function, Deans or Directors may do so. The responsibilities of the Instructor of Record are to a.) see that grades are turned in to the Registrar; b.) see that the material is presented in full in a timely manner; c.) approve the course of study; d.) approve the credentials of other faculty involved; e.) agree to assume responsibility if problems arise.

CERTIFIED CREDIT EXPERIENCE
This program allows crediting of certified but not accredited institution-sponsored learning. KoC may award elective credit or specific course credit by petition or departmental agreement.
National, State, Local Certificates:
Persons who have met certain standards and/or passed certain tests may be awarded academic credit. Credit agreements are currently in effect for the Federal Aviation Administration, Anchorage Police Department, Alaska State Troopers, Alaska Emergency Medical Services, State Corrections Academy, Federal Wildland Fire Management Training Program, Certified Professional Secretaries Examination, and the Child Development Certificate.
Business or Industry Credit:
Recommendations for business or industry credit equivalents are found in the American Council of Education's National Guide. They cover courses and formal instruction offered by businesses, government agencies, labor unions, and professional or voluntary associations.
ADULT BASIC EDUCATION PROGRAM

The Kodiak Regional Adult Basic Education Program (ABE) includes non-credit, developmental instruction in basic skills (reading, writing, math, grammar); English As A Second Language classes; General Educational Development (G.E.D.) preparation and testing; and life skills classes (health, occupational, consumer, community resources). In addition to group or individualized lessons on an open entry/open exit basis, students receive counseling and referrals to other service agencies. Adult Education classes and tutoring are open to the public free of charge.

The program operates at eight different sites. The urban program includes the Adult Learning Center on the college campus and Kodiak High School. Village programs are located in Akhiok, Karluk, Larsen Bay, Old Harbor, Ouzinkie, and Port Lions.

Funding for the Adult Basic Education program is provided through a grant from the State Department of Education, the Kodiak Island Borough, and Kodiak College.

APPLICATION FORM AND FEE

To formally apply to an Associate Degree program or Certificate Program, a completed application for admission must be submitted to the Registrar. A non-refundable application fee of $35 must accompany the application.

ASSOCIATE DEGREES

The Associate of Arts degree is intended to provide general education. Therefore, it includes no major specialty, and students may earn only one AA degree.
The Associate of Applied Science degree is intended to provide specialized education. Therefore, it does include a major specialty and students may earn more than one AAS degree.

The following requirements must be met for Associate degrees:
1. Students must earn at least 60 credits for either an AA or AAS degree.
2. Students must complete at least 15 credits in residence. See Resident Credit, Chapter 4, page 12.
3. Students must earn a cumulative GPA of at least 2.00 (C) at KoC.
4. Students may elect to graduate under the requirements of the Bulletin in effect at the time of formal admission to a degree program or the Bulletin in effect at the time of graduation. However, if the requirements for an associate degree as specified in the entry-level Bulletin are not met within five years of formal acceptance into the program, the student must meet the requirements in effect at the time of graduation.
5. For an Associate of Arts degree, students must complete a minimum of 60 credits at the 100-level or above, including at least 20 credits at the 200-level or above.
6. All courses for an Associate of Applied Science degree must be at the 100 level or above.

SECOND ASSOCIATE DEGREE
The Associate of Arts degree is intended to provide students with the education necessary to undertake baccalaureate degree work. Due to its general intent, only one AA degree may be earned per student.

Students who have received an Associate of Applied Science degree from KoC and who want to obtain another Associate of Applied Science degree must:
1. Meet admission requirements.
2. Complete at least 12 resident credits beyond the previous associate degree(s).
3. Complete the Major Program Requirements for the second degree.
4. Maintain a cumulative GPA of at least 2.00 (C) at KoC in order to graduate.

CONCURRENT PROGRAMS OF STUDY

DOUBLE MAJORS
Associate degree-seeking students may apply to graduate (during the same semester) with two majors, providing the degree program is the same for each major. For example, a student may select two areas from the approved majors within the Associate of Applied Science degree program (such as General Business and Office Management and Technology). Students must apply and be accepted into each major program.

Students may request a double major at the time of initial admission to KoC or add a major at a later date through the Change of Major degree process. Forms are available from the Registrar.

Students must satisfy the General University Requirements, the General Education Requirements, and both sets of major requirements.

Students must satisfy the catalog requirements in effect at the time of acceptance into the major(s) or the catalog requirements in effect at the time of graduation.

A double major is not applicable to the Associate of Arts degree.

DOUBLE DEGREES
Associate degree-seeking students may graduate (during the semester) with two degrees provided they have applied to and been accepted in both degree programs. An Associate of Applied Science and Associate of Arts is an example of a double degree.

Students must submit a separate application for admission for each degree they expect to receive. Admission forms are available from the Registrar.

Associate degree-seeking students must complete the General University Requirements, the General Education Requirements for their primary program, the requirements for both major programs, and at least 12 resident credits beyond the total number of credits required for the primary degree.

Students must satisfy the catalog requirements in effect at the time of acceptance into the degree program(s) or the catalog requirements in effect at the time of graduation.
CERTIFICATES

Students may earn more than one certificate by completing all requirements for each additional program. The following requirements must also be met:
1. When completing the last half of a certificate program, students must earn at least 50% of the credits in residence. For example, in a 30-credit certificate program, at least 8 credits must be resident credits.
2. Students must earn a cumulative GPA of at least 2.00 (C) at KOC.
3. Students must earn a minimum of 15 credits for an official transcripted certificate.
4. Students may elect to graduate under the requirements of the Bulletin in effect at the time of formal admission to a certificate program or the Bulletin in effect at the time of graduation. However, if the requirements for a certificate as specified in the entry-level Bulletin are not met within five years of formal acceptance into the program, the student must meet the requirements in effect at the time of graduation.

GRADUATION REQUIREMENTS

Those wishing to graduate are responsible for becoming acquainted with and meeting all graduation requirements.

Declaration of Degree Intent:
Students who have completed 15 semester credit hours should declare intent to begin a degree program and be admitted to degree status.

Application Procedure:
Degree candidates must formally apply for graduation. The application for graduation must be filed with the Registrar during the semester the student plans to graduate and no later than the application filing dates which appear in the College instructional calendar.

Applications for graduation filed after the deadline will be processed for graduation the following semester.

ASSOCIATE OF ARTS & BACCALAUREATE DEGREE
GENERAL EDUCATION REQUIREMENT LINK

Associate degree students who plan to enroll in a baccalaureate degree program can maximize transferability/applicability of the credits by taking the following courses to meet Associate of Arts degree requirements:

CLASSIFICATION  CREDITS
1. Oral Communications .........................................3  
   SPCH 111
2. Written Communications .......................................6  
   ENGL 111 and one of the following:  
   ENGL 211, 212, 213
3. Applied Studies ................................................9  
   Courses that meet this requirement focus on the application of skills and/or methodology of a discipline.
4. Humanities ......................................................9  
   Choose 6 credits from the Humanities and 3 credits from the Fine Arts GER list on the following page.
5. Math and Natural Sciences ....................................9  
   Choose one course with a lab from the Natural Science GER list and one Quantitative Skills course from the list on the following page.
6. Social Sciences .................................................9  
   Choose at least 6 credits from the Social Sciences GER list on the following page.
7. Electives .......................................................15  
   Note: The Associate of Arts degree requirements of 20 credits at the 200-level and the 15 residency credits must also be met.
**TRANSFER OF GENERAL EDUCATION REQUIREMENT CREDITS WITHIN THE UNIVERSITY OF ALASKA SYSTEM**

The University of Alaska (statewide system) has developed a 34-credit General Education Requirement. The intent is to include knowledge in categories common to all bachelor's level degrees, and University regulation guarantees that GER courses will transfer towards the same categories at all other UA units.

Transfer students should also be aware of the following:

1. An institution may require more than the minimum of 34 GER credits.
2. Transfer of general education courses beyond the basic 34-credit requirement is determined by the receiving UA unit.
3. Students are responsible for acquainting themselves with degree requirements of the campus to which they plan to transfer and must always meet the requirements of the receiving institution. Within this guideline, all Kodiak College credit courses numbered 100 or higher are University of Alaska Anchorage courses and therefore transferable.

Courses listed here as satisfying General Education Requirement are also identified in Chapter 11 of this Bulletin.

**ORAL COMMUNICATIONS (3 credits)**

SPCH 111 Fund. of Oral Communication

**WRITTEN COMMUNICATIONS (6 credits)**

ENGL 111 Methods of Written Communication and one of the following:

ENGL 211 Intermediate Exposition with Readings in Literature

ENGL 212 Technical Writing

ENGL 213 Intermediate Exposition with Readings in Nonfiction

**HUMANITIES (6 credits)**

ENGL 121 Introduction to Literature

ENGL 201 Masterpieces of World Literature I

ENGL 202 Masterpieces of World Literature II

*HIST 101 Western Civilization I

*HIST 102 Western Civilization II

*HIST 131 History of the United States I

*HIST 132 History of the United States II

HUM 211 Introduction to Humanities I

HUM 212 Introduction to Humanities II

JPN 101E Elementary Japanese I

JPN 102E Elementary Japanese II

JPN 201E Intermediate Japanese I

JPN 202E Intermediate Japanese II

PHIL 101 Introduction to Logic

PHIL 201 Introduction to Philosophy

RUSS 101E Elementary Russian I

RUSS 102E Elementary Russian II

SPAN 101E Elementary Spanish I

SPAN 102E Elementary Spanish II

SPAN 201E Intermediate Spanish I

SPAN 202E Intermediate Spanish II

**FINE ARTS (3 credits)**

ART 160 Art Appreciation

MUS 121 Music Appreciation

**NATURAL SCIENCES (7 credits)**

BIOL 102/103 Introductory Biology/Lab

BIOL 105 Fundamentals of Biology I/Lab

BIOL 106 Fundamentals of Biology II/Lab

BIOL 111 Human Anatomy & Physiology I

BIOL 112 Human Anatomy & Physiology II

CHEM 103 Introduction to General and Organic Chemistry

GEOL 111 Physical Geology/Lab

**QUANTITATIVE SKILLS (3 credits)**

MATH 107 College Algebra

MATH 108 Trigonometry

MATH 200 Calculus I

MATH 201 Calculus II

**SOCIAL SCIENCES (6 credits)**

ANTH 101 Introduction to Anthropology

ANTH 200 Natives of Alaska

ANTH 202 Cultural Anthropology

BA 151 Introduction to Business

ECON 201 Principles of Macroeconomics

ECON 202 Principles of Microeconomics

GEOG 103 World Economic Geography

*HIST 101 Western Civilization I

*HIST 102 Western Civilization II

*HIST 131 History of the United States I

*HIST 132 History of the United States II

HUMS 106 Introduction to Social Welfare

JUST 110 Introduction to Justice

PARL 101 Introduction to Law

PS 101 Introduction to American Gov.

PSY 111 General Psychology

PSY 150 Human Development

SOC 101 Introduction to Sociology

SOC 106 Introduction to Social Welfare

SOC 201 Social Problems and Solutions

SOC 222 Small and Rural Communities

SWK 106 Introduction to Social Welfare

* All history courses may be applied to either the Humanities or Social Science category but not to both or a combination thereof.
ASSOCIATE DEGREE  
COURSE CLASSIFICATIONS

Students in Associate degree programs should use the following table to determine which courses meet their requirements.

**APPLIED STUDIES**  
Accounting  
Agriculture  
Alaska Wilderness Studies  
Architectural and Engineering Technology  
Auto/Diesel Technology  
Aviation Technology  
Business Administration  
Civil Engineering  
Computer Information & Office Systems  
Consumer and Home Economics  
Dental Assisting  
Dental Hygiene  
Dietetics and Nutrition  
Early Childhood Development  
Education  
Electronics Technology  
Emergency Medical Technology  
Emergency Trauma Technician  
Engineering Science  
Engineering and Science Management  
English As A Second Language  
Fashion Merchandising  
Fire Service Administration  
Fisheries Technology  
Foodservice Technology  
Health  
Housing and Home Interior Design  
Human Services  
Journalism and Public Communications  
Justice  
Library Science  
Mechanical Technology  
Marine Technology  
Medical Assisting  
Medical Laboratory Technology  
Nursing  
Paralegal Studies  
Paramedic Technology  
Petroleum Engineering  
Physical Education and Recreation  
Refrigeration and Heating  
Social Work  
Surveying and Mapping  
Textiles and Clothing  
Vocational Skills  
Wastewater Treatment  
Welding Technology

**HUMANITIES**  
American Sign Language  
Art  
Dance  
Chinese  
English  
French  
German  
History*  
Humanities  
Japanese  
Journalism & Public Comm. (JPC 215 & 367 only)  
Korean  
Languages  
Latin  
Linguistics  
Music  
Philosophy  
Russian  
Spanish  
Speech  
Theatre  
Women's Studies*

**MATH/NATURAL SCIENCE**  
Applied Statistics  
Astronomy  
Biological Sciences  
Biological Anthropology (ANTH 205 only)  
Chemistry  
Computer Science  
Geology  
Mathematics  
Philosophy (PHIL 101 only)  
Physical Geography (GEOG 205 & 205L only)  
Physics

**SOCIAL SCIENCES**  
Anthropology  
Business Administration (BA 151 only)  
Counseling  
Economics  
Geography (except GEOG 205 & 205L)  
Guidance  
Health Sciences (HS 220 only)  
History*  
Human Services (HUMS 106 only)  
International Studies (INTL 301 only)  
Journalism and Public Comm. (JPC 101 only)  
Justice (JUST 110 & 330 only)  
Paralegal Studies (PARL 101 only)  
Political Science  
Psychology  
Social Work (SWK 106 only)  
Sociology  
Women's Studies  

*History and Women's Studies may be used for either Humanities or Social Sciences credit, but not for both.
ASSOCIATE OF ARTS
General Transfer Degree

DEGREE REQUIREMENTS:

1. Complete a minimum of 60 semester credits at the 100 level or above, including at least 20 credits at the 200 level;
2. Complete a minimum of 45 semester credits in the five areas below with no less than nine in each:

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 111 Fundamentals of Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Written Communication</td>
<td>6</td>
</tr>
<tr>
<td>ENGL 111 Methods of Written Communication and one of the following:</td>
<td></td>
</tr>
<tr>
<td>ENGL 211 Intermediate Exposition with Readings in Literature</td>
<td></td>
</tr>
<tr>
<td>ENGL 212 Technical Writing</td>
<td></td>
</tr>
<tr>
<td>ENGL 213 Intermediate Exposition with Readings in Nonfiction</td>
<td></td>
</tr>
<tr>
<td>CIOS 262 Written Business Communication</td>
<td></td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>9</td>
</tr>
<tr>
<td>Humanities</td>
<td>9</td>
</tr>
<tr>
<td>Social Science</td>
<td>9</td>
</tr>
<tr>
<td>Applied Studies</td>
<td>9</td>
</tr>
<tr>
<td>Electives</td>
<td>15</td>
</tr>
</tbody>
</table>

3. At least 15 credit hours must be earned in residence;
4. A cumulative grade-point average (GPA) of at least 2.00 (C) at KOC;
5. The Associate of Arts degree is intended to provide a basis of general education in order to undertake baccalaureate degree work and is nonspecific in intent. Only one AA degree per student may be earned.

ASSOCIATE OF APPLIED SCIENCE DEGREE
General Business

All courses must be at the 100-level or above.

DEGREE REQUIREMENTS (15 credits)  CREDITS
Oral Communications - SPCH 111 or 241 (3)  3
Written Communications  6
   ENGL 111 (3) and one of the following: ENGL 211, 212, 213, CIOS 262 (3)
Select 6 credits from one or a combination of the following:  6
   Humanities* Social Science Mathematics Natural Science
*NOTE: English courses used to satisfy Humanities general requirements must be different from the written communication requirement and have a course number higher than ENGL 111.

Major Specialty (36 credits)
ACCT 101 & 102 Principles of Financial Accounting I and II  6
CIOS 105A Introduction to PC Computers  1
CIOS 105B Introduction to PC Applications  2
BA 151 Introduction to Business OR BA 166 Small Business Management  3
ECON 201 Principles of Macroeconomics  3
ECON 202 Principles of Microeconomics  3
JUST/BA 241 Business Law I  3
JUST/BA 242 Business Law II  3
Any 100 or 200 level ACCT, BA, CS, ECON or CIOS course  12
Electives  9
TOTAL  60

Please see the Counselor before enrolling in degree programs.
ASSOCIATE OF APPLIED SCIENCE DEGREE
OFFICE MANAGEMENT & TECHNOLOGY
Secretarial Emphasis

All courses must be at the 100-level or higher.

DEGREE REQUIREMENTS (15 credits)
Written Communications (6)
   English 111 (3) AND one of the following: ENGL 211, 212, 213, CIOS 262
Oral Communications (3) SPCH 111 or 241
Select 6 credits from one or a combination of the following:
   Humanities* Social Science Mathematics Natural Science

*NOTE: English courses used to satisfy Humanities general requirements must be different from the written communication requirement and have a course number higher than ENGL 111.

MAJOR REQUIREMENTS
1. Complete 13 credits from the following:
   CIOS 160 Business English (3)
   CIOS 161 Business Math (3)
   CIOS 165 Office Procedures (3)
   CIOS 167 Proofreading (1)
   CIOS 264 Interpersonal Skills In Org. (3)
   CIOS 160* Business English I (3)
   CIOS 161* Business Math I (3)
   CIOS 165* Office Procedures I (3)
   CIOS 167* Proofreading I (1)
   CIOS 264* Interpersonal Skills In Org. I (3)
   *Credit will not be counted for both CIOS 100 and CIOS 100A-B-C.
2. Complete 6 credits from the following:
   CIOS 100* Keyboarding I (3)
   CIOS 100A* Keyboarding I: A (1)
   CIOS 100B* Keyboarding I: B (1)
   CIOS 100C* Keyboarding I: C (1)
   CIOS 102 Keyboarding Skillbuilding (1)
   CIOS 260 Keyboarding II (3)
   CIOS 261 Keyboarding III (3)
3. Complete 1 - 3 credits from the following:
   CIOS 250A Machine Transcription A (1)
   CIOS 250B Machine Transcription B (1)
   CIOS 252 Legal Transcription (3)
   CIOS 251 Medical Transcription (3)
4. Complete 3 credits from the following:
   CIOS 105 PC Computers/Applications (3)
   CIOS 110 Computer Concepts in Bus. (3)
5. Complete 1 - 3 credits from the following:
   CIOS 115 Word Process. Applications A-J (1)
6. Complete 3 credits from the following:
   CIOS 262 Written Business Comm. (3)
   CIOS 160 Business English (3)
   CIOS 262* Written Business Comm. I (3)
   *If CIOS 262 was taken to meet the Written Communication General Education Requirement, complete three elective CIOS credits of your choice.

7. Complete 3 credits from the following:
   ACCT 120 Bookkeeping for Business (3)
   ACCT 101 Principles of Financial Acct'g I (3)
   ACCT 201 Principles of Financial Acct'g II (3)
8. Complete 3 credits from the following:
   CIOS 107 Macintosh Computers & Appl. (3)
   CIOS 107A Intro. to Macintosh Computers (1)
   CIOS 113C Intro. to Macintosh Operating Systems (1)
   CIOS 116A Intro. to Desktop Publishing on Mac (1) OR
   CIOS 116B Intro. to Desktop Publishing on IBM (1) OR
   CIOS 338 Desktop Publishing and Design (3)
9. Complete 7 - 9 credits from the following:
   CIOS 166 Filing (1) OR
   CIOS 276 Records Management (3)
   CIOS 263 Professional Secretarial Procedures (3)
   OR
   BA 231 Fundamentals of Supervision (3)
   BA 151 Introduction to Business (3) OR
   BA 166 Small Business Management (3)
10. Complete 0 - 5 elective credits to total 60 credits:
    CIOS 168 Shorthand (3)
    CIOS 170 Calculators (1)
    CIOS 192 Seminars in Office Management and Technology (1)

TOTAL: 60 Credits

Please see the Counselor before enrolling in degree programs.
ASSOCIATE OF APPLIED SCIENCE DEGREE
OFFICE MANAGEMENT & TECHNOLOGY
Bookkeeping Emphasis

All courses must be at the 100-level or higher.

1. DEGREE REQUIREMENTS (15 credits)
   Written Communications (6)
   English 111 (3)
   And one of the following: ENGL 211, 212, 213, CIOS 262 (3)

   Oral Communications (3)
   SPCH 111 or 241

   Select 6 credits from one or a combination of the following: (6)
   Humanities*       Social Science
   Mathematics        Natural Science

   *NOTE: English courses used to satisfy Humanities general requirements must be different
          from the written communication requirement and have a course number higher than
          ENGL 111.

2. MAJOR REQUIREMENTS (21 credits)
   CIOS 100 -- Keyboarding I (3) OR CIOS 100A, B, C -- Keyboarding I: A, B, C
   CIOS 160 -- Business English (3)
   CIOS 161 -- Business Math (3)
   CIOS 165 -- Office Procedures (3)
   CIOS 262 -- Written Business Communication (3)
   CIOS 264 -- Interpersonal Skills In Organizations (3)
   CIOS 276 -- Records Management (3)

3. CONCENTRATION IN BOOKKEEPING OCCUPATIONS (18 credits)
   ACCT 101 & 102 -- Principles of Financial Accounting I & II (6)
   ACCT 120 -- Bookkeeping for Business (3)
   BA 131 -- Personal Finance (3)
   CIOS 162 -- Payroll Procedures (1)
   CIOS 111A -- Introduction to Lotus in DOS (1)
   Any 100/200 level ACCT, BA, CIOS, or ECON (4)

4. GENERAL ELECTIVES (6 credits)

   TOTAL: 60 Credits

Please see the Counselor before enrolling in degree programs.
**CERTIFICATE PROGRAMS**

**OFFICE MANAGEMENT & TECHNOLOGY**

**General Clerical Certificate**

Complete 16 - 18 credits from the following required courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS 115</td>
<td>A-J Selected Intro to Word Processing</td>
<td></td>
</tr>
<tr>
<td>CIOS 160</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 161</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 165</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 166</td>
<td>Filing</td>
<td>1</td>
</tr>
<tr>
<td>CIOS 167</td>
<td>Proofreading</td>
<td>1</td>
</tr>
<tr>
<td>CIOS 250A</td>
<td>Machine Transcription A</td>
<td>1</td>
</tr>
<tr>
<td>CIOS 264</td>
<td>Interpersonal Skills in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 276</td>
<td>Records Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete 5 - 6 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS 100*</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 100A*</td>
<td>Keyboarding I: A</td>
<td>1</td>
</tr>
<tr>
<td>CIOS 100B*</td>
<td>Keyboarding I: B</td>
<td>1</td>
</tr>
<tr>
<td>CIOS 100C*</td>
<td>Keyboarding I: C</td>
<td>1</td>
</tr>
<tr>
<td>CIOS 250</td>
<td>Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 261</td>
<td>Keyboarding III</td>
<td>3</td>
</tr>
</tbody>
</table>

* Credit will not be counted for both CIOS 100 and CIOS 100 A-B-C.

**Bookkeeping Certificate**

**MAJOR SPECIALTY REQUIREMENTS (22 cr.)**

Complete 22 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS 100B</td>
<td>Keyboarding I: B</td>
<td>1</td>
</tr>
<tr>
<td>(Prerequisite: CIOS 100A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIOS 100C</td>
<td>Keyboarding I: C</td>
<td>1</td>
</tr>
<tr>
<td>CIOS 105A</td>
<td>Introduction to PC Computers</td>
<td>1</td>
</tr>
<tr>
<td>CIOS 160</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 161</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 165</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 167</td>
<td>Proofreading</td>
<td>1</td>
</tr>
<tr>
<td>CIOS 262</td>
<td>Written Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 264</td>
<td>Interpersonal Skills in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 276</td>
<td>Records Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**BOOKKEEPING CONCENTRATION (8 cr.)**

Complete 8 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 120</td>
<td>Bookkeeping for Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 131</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>CIOS 162</td>
<td>Payroll Procedures</td>
<td>1</td>
</tr>
<tr>
<td>CIOS 111A</td>
<td>Intro. to Lotus in DOS</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL: 30 Credits**

* Please see the Counselor before enrolling in certificate programs.
CERTIFICATE PROGRAM
OFFICE MANAGEMENT & TECHNOLOGY
Word/Information Processing Certificate

Complete the following required courses:
CIOS 160 Business English (3)
CIOS 165 Office Procedures (3)
CIOS 262 Written Business Communication (3)
CIOS 264 Interpersonal Skills in Organiz. (3)

Complete 5 - 6 credits from the following:
CIOS 100* Keyboarding I (3)
CIOS 100A* Keyboarding I: A (1)
CIOS 100B* Keyboarding I: B (1)
CIOS 100C* Keyboarding I: C (1)
CIOS 260 Keyboarding II (3)
CIOS 261 Keyboarding III (3)
*Credit will not be counted for both CIOS 100 and CIOS 100A, 100B, and 100C.

Complete 1 - 3 credits from the following:
CIOS 250A Machine Transcription A (1)
CIOS 251 Medical Transcription (3)
CIOS 252 Legal Transcription (1-3)

Complete 6 credits from the following:
CIOS 105 Intro. to PC Computers (3) OR
CIOS 105A & B (1 & 2)
Intro to PC Computers (1) and
Intro to PC Computer Applications (2)
CIOS 107 Macintosh Computers
and Applications (3)
CIOS 110 Computer Concepts
in Business (3)

Complete 3 credits from the following:
CIOS 115D Intro. to WordPerfect in DOS (1)
CIOS 115E Intro to MicroSoft Word in DOS (1)
CIOS 115F Intro to MicroSoft Word on Mac (1)
CIOS 115G Intro to MicroSoft Word in WiN. (1)
CIOS 115H Intro. to WordPerfect in Win. (1)
CIOS 115J Intro to WordPerfect on Mac (1)
CIOS 215D Adv. WordPerfect in DOS (1)
CIOS 215E Adv. Microsoft Word in DOS (1)
CIOS 215F Adv. Microsoft Word on Mac (1)
CIOS 215J Adv. WordPerfect on Mac (1)

Complete 0 - 3 credits from the following:
CIOS 107A Intro. to Macintosh (1)
CIOS 111A Intro. to Lotus (1)
CIOS 111B Intro. to Excel on Mac (1)
CIOS 112A Intro. to dBase (1)
CIOS 112C Filemaker on Mac (1)
CIOS 113A Intro. to MS/DOS (1)
CIOS 113B Intro to Windows (1)
CIOS 113C Mac. Operating Systems (1)
CIOS 116A Intro. to Desktop Publish. (Mac) (1)

OR
CIOS 116B Intro. to Desktop Publish. (IBM) (1)

OR
CIOS 338 Desktop Publishing and Design (3)
CIOS 167 Proofreading (1)
CIOS 170 Calculators (1)

TOTAL: 30 Credits

Please see the Counselor before enrolling in certificate programs.
CONTACT HOURS
KOC/UAA has established the following minimum contact times. Most lecture/discussion courses require a minimum of 750 minutes of contact time and a minimum of 1500 minutes completed outside the classroom to award one credit. Some courses require more than 750 minutes of contact time and more than 1500 minutes completed outside the classroom.

One contact hour is defined as 50 minutes of contact time. Courses may be scheduled in various time frames; however, no more than one credit each week may be earned in any one course.

COURSE LEVEL EXPECTATIONS
Students are expected to demonstrate learning skills commensurate with the appropriate course level.

Students are expected to meet prerequisites for all courses prior to registering. Prerequisites are listed with course descriptions. Prerequisites indicate the preparation and/or background necessary to undertake academic study. If a student has not taken and passed the necessary prerequisites, but feels confident of performing the course work, the student may request permission from the instructor of the course to enroll in the class. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

Courses numbered 001 - 049 are career development courses intended to fulfill special needs of students or the community and are not designed as preparation for 100-level college work. They are offered for Continuing Education Units (CEU) or for non-credit.

Courses numbered 050 - 099 usually cover basic or developmental material and are intended to help prepare students to enter 100-level college courses. They are applicable to some vocational certificates.

100-level courses generally require learning basic concepts; 200-, 300-, and 400-level courses require increasing sophistication in the ability to extract, summarize, evaluate, and apply relevant class material; 500-level courses are specifically designed for professional development; 600-level courses demand rigorous analysis, synthesis, and research skills.

SPECIAL TOPICS AND NON-CREDIT COURSES
Special topics courses and non-credit activities are developed in response to community needs. These are not described in the catalog. Students are advised to consult the schedule of classes each semester for descriptions of courses currently being offered.
COURSE NUMBERING SYSTEM
Each course offered is identified by a department designator and three-digit course number. The designator commonly abbreviates the name of a discipline or department (i.e., ENGL for English). The first number of the three-digit course number indicates the year in which the course is ordinarily taken (i.e., ENGL 111 for first-year students and ENGL 341 for third-year students). Specifically, course numbers have the following meanings:

001 - 049:
Continuing Education Units (CEU) Career development courses; one CEU is granted for satisfactory completion of 10 contact hours of classroom instruction or for 20 contact hours of laboratory of clinical instruction. Also indicates community interest courses not offered for credit. Not applicable to any degree requirements (even by petition).

050 - 099:
Courses applicable to some vocational certificates, but not to Associate of Arts, Associate of Applied Science, baccalaureate, master's degrees or professional certificates.

100 - 199:
Freshman-level, lower-division courses applicable to certificates, associate, and baccalaureate degrees.

200 - 299:
Sophomore-level, lower-division courses applicable to certificates, associate, and baccalaureate degrees.

300 - 399:
Junior-level, upper-division courses applicable to associate and baccalaureate degrees. May also apply to graduation requirements for some master's degrees with prior approval of the student's Graduate Study Committee. May not be applied to both a baccalaureate and a master's degree.

400 - 499:
Senior-level, upper-division courses applicable to associate and baccalaureate degrees. May also apply to graduation requirements for some master's degrees with prior approval of the student's Graduate Study Committee. May not be applied to both baccalaureate and master's degree.

500 - 599:
Professional development courses. Designed to provide continuing education for various professional groups. Not applicable to any degree requirements (even by petition). Restricted to Pass/No Pass grading system.

600 - 699:
Graduate-level. Applicable to master's degrees with approval of the student's Graduate Study Committee. With prior approval, may meet graduation requirements for some baccalaureate degrees by petition. May not be applied to both a baccalaureate and a master's degree.

The following second and third digits of course numbers are used for specific types of courses:

90 Selected topics - umbrella courses
92 Seminars and workshops
93* Special topics to be offered once only
94* Trial courses intended to become permanent; may only be offered three semesters before requesting permanent number
95 Practicums and cooperative education courses
96 Directed study
97 Independent study
98 Individual research
99 Thesis

*Courses ending with 93 or 94 will not satisfy General Education Requirements.

PREREQUISITES
Any prerequisite can be waived with faculty permission. A signature must be obtained on the proper registration form prior to registration.

GENERAL EDUCATION REQUIREMENTS (GER)
Courses fulfilling General Education Requirements (GER) are identified on the line above the course name in the course descriptions. They are designated by the acronym "GER" followed by a one or two letter code that specifies which classification of GER the course satisfies. Classification codes are as follows:

oc = oral communication
wc = written communication
qs = quantitative skills
h = humanities
fa = fine arts
ss = social science
ns = natural science
**ADULT BASIC EDUCATION**

**ABE 001** Non Credit

**ADULT BASIC EDUCATION**

Adult Basic Education is a program of individualized instruction in mathematics, English, and reading comprehension as well as English As A Second Language. This instruction also can prepare the student for the GED High School Equivalency tests. Upon successful completion of the GED tests, the student is granted a high school equivalency diploma from the Alaska State Department of Education.

**ACCT: ACCOUNTING**

**ACCT 101** 3 CR

**PRINCIPLES OF FINANCIAL ACCOUNTING I**

First semester principles of accounting. Introduces concepts and procedures for financial accounting. Emphasis on accounting cycle, recording, summarizing, and interpreting accounting data through presentation of formal financial statements. **Prerequisite:** MATH 055 with grade of C or better or equivalent Math Placement Test. **Special Note:** ACCT 101 and ACCT 102 will satisfy requirement for ACCT 201. AAS accounting majors must take ACCT 101 and ACCT 102.

**ACCT 102** 3 CR

**PRINCIPLES OF FINANCIAL ACCOUNTING II**

Second semester principles of accounting. Includes long-term debt and investments, analysis and preparation of cash flow statement. Provides overview of managerial accounting. **Prerequisite:** ACCT 101. **Special Note:** ACCT 101 and ACCT 102 will satisfy requirement for ACCT 201. AAS accounting majors must take ACCT 101 and ACCT 102.

**ACCT 120** 3 CR

**BOOKKEEPING FOR BUSINESS I**

Basic concepts and procedures of practical bookkeeping. Fundamental principles and practices necessary to record and report financial data in a service and merchandising business for manual systems and computerized systems.

**ACCT 202** 3 CR

**PRINCIPLES OF MANAGERIAL ACCOUNTING**

Studies the uses of accounting data internally by managers in directing the affairs of business and non-business activities. Planning and control techniques include budgeting, product costing, breakeven analysis, and relevant costing decision analysis. **Prerequisite:** ACCT 101 and ACCT 102 or ACCT 201; plus CIOS 110 or equivalent.

**AWS: ALASKA WILDERNESS STUDIES**

**AWS 107** 1 CR

**ROCK CLIMBING I**

Condensed introduction to joys and challenges of rock climbing. Non-terrifying and fun! Covers equipment, knots, belaying, rappelling, and rock climbing techniques. **Prerequisite:** Good physical condition to allow climbing in possible inclement weather. **Special Note:** May be taken more than once for credit.

**AWS 123** 1 CR

**BEGINNING SEA KAYAKING**

Introduces sea kayak paddle skills, basic rescue procedures, trip planning, equipment needs and options, and safety considerations. Held in classroom, pool, and on weekend field trips.

**AWS 128** 2 CR

**SCUBA DIVING**

Lectures on diving techniques and gear safety with emphasis on crisis situations, supplemented with work in pool and ocean environment. Diver's certificate given upon successful completion. **Special Note:** May be taken more than once for credit.

**ANTH: ANTHROPOLOGY**

**ANTH 101** 3 CR

**INTRODUCTION TO ANTHROPOLOGY**

GER-ss

Introduction to fundamentals of the four subfields of anthropology: archaeology, cultural anthropology, biological anthropology and anthropological linguistics. The course introduces basic ideas, methods and findings of anthropology. **Special Note:** Recommended for majors and non-majors.

**ANTH 200** 3 CR

**NATIVES OF ALASKA**

GER-ss

Introduction to culture and history of Alaska Natives. Includes environmental settings, linguistic subdivisions, traditional sociocultural organization and subsistence patterns, contact with non-Native groups, and contemporary issues.
### Anthropology (ANTH)

**ANTH 202**
**CULTURAL ANTHROPOLOGY**
3 CR
GER-ss
Introduction to the methods, theories, and fundamental concepts for the study of cultural systems. Includes social relationships, economic organization, political systems, symbols and beliefs. Serves as foundation for more specialized courses in cultural anthropology.

**ANTH 211**
**FUNDAMENTALS OF ARCHAEOLOGY**
3 CR
GER-ss
Introduction to basic concepts, theories, and methods of archaeology with overview of historical development and major findings. Prepares students for summer field schools and more specialized courses.

### Applied Statistics (AS)

**AS 252**
**ELEMENTARY STATISTICS**
3 CR
GER-qs
Measurement sampling, measures of central tendency, dispersion, position, frequency distributions, regression and correlation, probability; binomial and normal distributions, estimation, hypothesis testing, t-, Chi-square, and F-distributions. Prerequisite: MATH 105 or two years of high school algebra with a grade of C or higher. NOTE: A student may apply no more than 3 credits from AS 252 or BA 273 toward the graduation requirements for a UAA baccalaureate degree.

### Art (ART)

**ART 100**
**STUDIO ART ACTIVITIES**
1 - 3 CR
Individual studio projects, lectures, and field trips to introduce possible areas for concentrated study. Recommended for students seeking initial exposure to arts such as but not limited to design, printmaking, weaving, painting, photography and sculpture. Special Note: Does not satisfy BA in Art or BFA degree requirements. May be repeated for credit.

**ART 105**
**BEGINNING DRAWING**
3 CR
Introduction to elements of drawing. Dry and wet media such as pencil, charcoal, and ink. Class and homework assignments in drawing objects, still lifes, perspective effects, and human forms.

**ART 185B**
**ALEUT BASKET WEAVING**
1 CR
A crafts involvement in the authentic, fine-twined basketwork of the Aleutian islands. Special Note: Does not satisfy BA in Art or BFA degree requirements.

**ART 187A**
**OIL PAINTING FOR PLEASURE**
3 CR
Designed for beginning and intermediate painters. Emphasizes individual growth. Subject matter includes Alaskan scenes as well as other selections. Special Note: Does not satisfy BA in Art or BFA degree requirements.

**ART 205**
**INTERMEDIATE DRAWING**
3 CR
Drawing in class from live models. Emphasizes expanding visual awareness through drawing. Prerequisite: ART 105.

**ART 212**
**WATERCOLOR PAINTING**
3 CR
Exploration of aquarelle techniques. Emphasizes composition as affected by color, value, stylistic considerations, and individual expression; exhibition procedures are included. Prerequisite: The 18 credit lower division Art core is required for Art majors. Special Note: May be repeated once for credit.

**ART 213**
**BEGINNING PAINTING**
3 CR
Introduction to basic materials and techniques in oil or acrylic painting. Emphasizes understanding form in space and light, and the interaction of form with color, value, and texture in paint. Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Special Note: May be repeated once for credit.

**ART 224**
**BEGINNING PHOTOGRAPHY**
3 CR
Cross-Listed: JPC 224
Basic principles including camera functions and the utilization of these functions for artistic expression through the processing and printing of black and white film.
AT: AVIATION TECHNOLOGY

AT 100
PRIVATE PILOT GROUND SCHOOL
Preparation for FAA Private Pilot written exam. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, navigation computers, national weather information, and dissemination services. FAA Regulations, FAA Airman's Information Manual, radio communications, and radio navigation.

BA: BUSINESS ADMINISTRATION

BA 131
PERSONAL FINANCE
3 CR
Introduction to consumer financial issues. Surveys variety of topics, including personal income, home mortgages, credit laws, income tax, budgeting, insurance, estate planning, investments in stocks, bonds, insurance, and mutual funds, transportation, leisure and recreation costs, consumer fraud and laws protecting consumer.

BA 151
INTRODUCTION TO BUSINESS
3 CR
GER-ss
For students with relatively little business management experience. Understanding profit in business, issues of social responsibility and forms of business ownership. Roles of management in specialized fields of human resources, finance, production and marketing. Students explore opportunities and requirements in several business positions as well as assess personal interests and capabilities.

BA 166
SMALL BUSINESS MANAGEMENT
3 CR
Business planning as key to successful small business management. Examines practical aspects of management for starting/operating small businesses. Assists students in understanding personal finance, business regulations, marketing, production, and business finance.

BA 241
BUSINESS LAW I
3 CR
Cross-Listed: JUST 241
Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate, and insurance.

BA 242
BUSINESS LAW II
3 CR
Cross-Listed: JUST 242
Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods. Prerequisite: BA/JUST 241.

BIOL: BIOLOGY

BIOL 102
INTRODUCTORY BIOLOGY
3 CR
GER-ns
One semester freshman course for those with little or no biology background. Includes basic organization of cells, organs, organisms, populations, evolution and functional relationships relevant to modern living. Special Note: Primarily for non-science majors. Satisfies UAA general education and CAS Natural Science degree requirements.

BIOL 103
INTRODUCTORY BIOLOGY LABORATORY
1 CR
GER-ns
Laboratory part of BIOL 102. Exercises are designed to illustrate principles and concepts developed in BIOL 102. Prerequisite: BIOL 102 or concurrent enrollment. Special Note: Primarily for non-science majors. Satisfies UAA general education and CAS Natural Science degree requirements.

BIOL 105
FUNDAMENTALS OF BIOLOGY I
4 CR
GER-ns
An introduction to the basic principles of biology as science; simple biological chemistry; cell biology; energy transformation; cellular reproduction; and genetics. Prerequisite: High school biology or faculty permission. Special Notes: One three hour lab per week. BIOL 105, 106 are core courses in biology and are prerequisites to further courses in the biological sciences. Required for BIOL 219.

BIOL 106
FUNDAMENTALS OF BIOLOGY II
4 CR
GER-ns
A continuation of the basic principles of biology for the science major. Anatomy, physiology, and behavior of plants and lower kingdoms. Overview of ecology. Prerequisite: BIOL 105 or faculty permission. Special Notes: One 3-hour lab per week. BIOL 105 and 106 are core courses in biology and are prerequisites to further courses in the biological sciences. Required for BIOL 219.
BIOL 111 4 CR
GER-ns
HUMAN ANATOMY AND PHYSIOLOGY I
An introduction to human structure and function. The integumentary, skeletal, muscular, nervous and endocrine systems are considered. Special Note: Accepted for biology major credit only by petition. Satisfies UAA general education and CAS Natural Science degree requirements for specified baccalaureate degree programs. One 3-hour lab per week.

BIOL 112 4 CR
GER-ns
HUMAN ANATOMY AND PHYSIOLOGY II
A continuation of BIOL 111. The circulatory, respiratory, digestive, excretory, reproductive and immune systems are considered. Prerequisite: BIOL 111 or faculty permission. Special Note: Accepted for biology major credit only by petition. Satisfies UAA general education and CAS Natural Science degree requirements for specified baccalaureate degree programs. One 3-hour lab per week.

BIOL 124 1 - 4 CR
BIOTA OF ALASKA: SELECTED TOPICS
Explores special features of birds, mammals, insects or plants. Can include life history, habitat, ecology, and behavior. Special Note: Community service course.

BIOL 150 4 CR
INTRODUCTION TO MARINE BIOLOGY
An elementary course in marine natural history with emphasis on intertidal invertebrates and algae. Other topics will include seabirds, marine mammals, fish, bottom organisms, and plankton. Special Note: Community service course.

BIOL 219 4 CR
GER-ns
FUNDAMENTALS OF BIOLOGY III
A continuation of an introduction to the principles of biology for science majors. Emphasis on the morphology, systematics, and physiology of animals. Overview of evolution. Prerequisite: BIOL 105, 106, and CHEM 105; or faculty permission. Special Note: Core course for biology majors. One 3-hour lab per week.

BIOL 223 4 CR
INTRODUCTION TO FISHES
Introduces anatomical physiology, classification and biology of fishes. Emphasizes the fishes of Alaska. Prerequisite: Basic biology or faculty permission.

BIOL 240 4 CR
INTRODUCTORY MICROBIOLOGY FOR HEALTH SCIENCES
General introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology. Prerequisite: Concurrent enrollment in BIOL 112, or 8 hours in biology or chemistry, or faculty permission. Special Note: Recommended for associate and baccalaureate health science programs. Laboratory exercises generally require students to return to the lab to record experimental results after 24 hours, throughout the semester. Accepted for biology major credit only by petition.

CHEM: CHEMISTRY

CHEM 055 4 CR
CONTEMPORARY CHEMISTRY
For students with little or no chemistry background. Covers units of measurement, matter, atoms, periodic table, nomenclature, equations, oxidation-reduction, solutions, calculations, and problem solving. Prerequisite: MATH 055.

CHEM 103 4 CR
GER-ns
INTRODUCTION TO GENERAL AND ORGANIC CHEMISTRY
Covers units of measurement, periodic table, chemical equations, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction, reactions, solutions, acids, bases, and buffers. Introduction to organic chemistry including alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, and halides. Prerequisite: MATH 055 or equivalent, high school chemistry or CHEM 055.

CIOS: COMPUTER INFORMATION AND OFFICE SYSTEMS

CIOS 082 3 CR
CLERICAL ACCOUNTING
Includes elements of accounting, accounting equation, and analysis of all business transactions.

CIOS 100 3 CR
KEYBOARDING I
Basic keyboarding skills emphasizing correct techniques and development of speed and accuracy. Introduces centering, typing personal and business letters, envelopes, tables and manuscripts. Requires no previous typing training.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS 100A</td>
<td>KEYBOARDING I: A</td>
<td>1 CR</td>
<td>Introductory keyboarding covering techniques and mechanics of learning to type by touch. Special Note: CIOS 100A, 100B, and 100C are equivalent to CIOS 100. CIOS 100A may be offered as either a classroom or open-entry course.</td>
</tr>
<tr>
<td>CIOS 100B</td>
<td>KEYBOARDING I: B</td>
<td>1 CR</td>
<td>Emphasizes development of speed and accuracy and introduces centering and typing of letters and envelopes. Prerequisite: CIOS 100A. Special Note: CIOS 100A, 100B, and 100C are equivalent to CIOS 100. CIOS 100B may be offered as either a classroom or open-entry course.</td>
</tr>
<tr>
<td>CIOS 100C</td>
<td>KEYBOARDING I: C</td>
<td>1 CR</td>
<td>Emphasizes development of speed and accuracy and introduces typing of tables and reports. Prerequisite: CIOS 100B. Special Note: CIOS 100A, 100B, and 100C are equivalent to CIOS 100. CIOS 100C may be offered as either a classroom or open-entry course.</td>
</tr>
<tr>
<td>CIOS 102</td>
<td>KEYBOARDING SKILL BUILDING</td>
<td>1 CR</td>
<td>Drills to improve speed/accuracy on straight copy typing. Prerequisite: CIOS 100 or keyboarding skill of at least 30 WPM. Grading Policy: Pass/No Pass.</td>
</tr>
<tr>
<td>CIOS 105</td>
<td>INTRODUCTION TO PC COMPUTERS AND APPLICATIONS</td>
<td>3 CR</td>
<td>A non-technical computer literacy course. Overview of computers and current popular software packages for small business and personal use. Six to twelve hours of introduction to each of several applications including word processing, electronic spreadsheets, database and graphics software. Prerequisite: Keyboarding skill of at least 30 WPM.</td>
</tr>
<tr>
<td>CIOS 105A</td>
<td>INTRODUCTION TO PC COMPUTERS</td>
<td>1 CR</td>
<td>Introduction to using PC software. Includes word processing, database management, electronic spreadsheets, and graphics. Prerequisite: Keyboarding skill of at least 30 WPM recommended.</td>
</tr>
<tr>
<td>CIOS 105B</td>
<td>INTRODUCTION TO PC APPLICATIONS</td>
<td>2 CR</td>
<td>Overview of popular software packages for small business and personal use. Six to twelve hours of introduction to each of several applications including word processing, electronic spreadsheets, database and graphics software. Prerequisite: Keyboarding skill of at least 30 WPM recommended.</td>
</tr>
<tr>
<td>CIOS 107</td>
<td>MACINTOSH COMPUTERS &amp; APPLICATIONS</td>
<td>3 CR</td>
<td>Introduction to Macintosh computer hardware and software, including word processing, spreadsheets, data management, communications, and graphics. Prerequisite: CIOS 100; keyboarding skill of at least 30 WPM recommended.</td>
</tr>
<tr>
<td>CIOS 107A</td>
<td>INTRODUCTION TO MACINTOSH COMPUTERS</td>
<td>1 CR</td>
<td>Introduction to using Macintosh software. Includes word processing, database management, electronic spreadsheets, and graphics. Prerequisite: Keyboarding skills of at least 30 WPM recommended.</td>
</tr>
<tr>
<td>CIOS 107B</td>
<td>INTRODUCTION TO MACINTOSH APPLICATIONS</td>
<td>2 CR</td>
<td>A hands-on course designed for home and business use. Topics include desktop/file management, word processing, spreadsheets, databases, and graphics. Prerequisite: Keyboarding skills of at least 30 WPM recommended.</td>
</tr>
<tr>
<td>CIOS 109</td>
<td>INTRODUCTION TO CLARISWORKS</td>
<td>1 CR</td>
<td>Introduction to using the integrated software program. Students will learn basic components as well as complete individual projects. Prerequisite: CIOS 107A or CIOS 113B.</td>
</tr>
<tr>
<td>CIOS 110</td>
<td>COMPUTER CONCEPTS IN BUSINESS</td>
<td>3 CR</td>
<td>Introduction to computer concepts from a user's perspective. Covers hardware, software, the information processing cycle, programming, and microcomputer software packages. Emphasis on solving business problems using spreadsheet applications. Prerequisite: MATH 105 and keyboarding skill of at least 30 WPM recommended.</td>
</tr>
<tr>
<td>CIOS 111A</td>
<td>INTRODUCTION TO LOTUS IN DOS</td>
<td>1 CR</td>
<td>Introduction to design and use of electronic spreadsheets. Covers the basic Lotus 1-2-3 commands and functions needed to create, manipulate, and print spreadsheets. Prerequisite: Keyboarding skill of at least 30 WPM recommended.</td>
</tr>
<tr>
<td>CIOS 111B</td>
<td>INTRODUCTION TO EXCEL ON MAC</td>
<td>1 CR</td>
<td>Design and use of electronic spreadsheets. Covers basic commands and functions needed to create, manipulate, and print spreadsheets.</td>
</tr>
</tbody>
</table>
CIOS 111C  INTRODUCTION TO LOTUS IN WINDOWS  
Design and use of electronic spreadsheets in a Windows environment. Covers Lotus 1-2-3 for Windows commands and functions to create, manipulate, and print spreadsheets. Prerequisite: Keyboarding skill of at least 30 WPM recommended.

CIOS 111D  INTRODUCTION TO EXCEL IN WINDOWS  
Design and use of electronic spreadsheets in a Windows environment. Covers Excel for Windows commands and functions needed to create, manipulate, and print spreadsheets. Prerequisite: Keyboarding skill of at least 30 WPM recommended.

CIOS 111E  INTRODUCTION TO PERSONAL ACCOUNTING: QUICKEN  
Introduction to design and use of the Quicken personal accounting program. Covers the basic commands and functions needed to create, manipulate, and print reports for a variety of personal business and investment applications. Grading Basis: Pass/No Pass

CIOS 112D  INTRODUCTION TO HYPERCARD ON MAC  
Introduction to HyperCard concepts. Students will create stacks and use and customize existing stacks using hypercards. Students will also create individualized slide shows. Prerequisite: CIOS 107A

CIOS 113A  INTRODUCTION TO MS-DOS  
Overview of common MS-DOS commands. Creating directories and managing hard-disks are stressed. Standard resident and nonresident commands are introduced. Prerequisite: Keyboarding skill of at least 30 WPM recommended.

CIOS 113B  INTRODUCTION TO WINDOWS  
Introduction to the Windows environment. Includes file and disk management, the control panel, print manager, Windows setup and maintenance.

CIOS 113C  INTRODUCTION TO MAC OPERATING SYSTEM  
Designed for Macintosh owners and intensive Macintosh users. Focuses on system maintenance and operation with an emphasis on troubleshooting. Includes viruses, bombs, customizing the system, and hard disk management and system connectivity. Prerequisite: CIOS 107A and keyboarding skill of at least 30 WPM.

CIOS 114B  INTRODUCTION TO PERSUASION  
Instruction and practice in Aldus Persuasion and the applications in making a presentation. Prerequisite: Keyboarding skill of at least 30 WPM.

CIOS 115D  INTRODUCTION TO WORDPERFECT IN DOS  
Instruction and practice in use of IBM personal computer and WordPerfect software for standard word processing operations. Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills.

CIOS 115G  INTRODUCTION TO MICROSOFT WORD IN WINDOWS  
Explores some of the characteristics of a Window-based application covering basic Windows operations focusing on MicroSoft Word for Windows. Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills.

CIOS 115H  INTRODUCTION TO WORDPERFECT IN WINDOWS  
Instruction and practice in use of IBM personal computer and WordPerfect for Windows software for standard word processing operations. Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills.

CIOS 116A  INTRODUCTION TO DESKTOP PUBLISHING ON MAC  
Introduction to using a desktop publishing package. Students will produce publications by placing text and graphics created with other applications. Design elements will also be discussed. Prerequisite: CIOS 107A. Special Note: A student may not apply elective credit toward a certificate or degree from both CIOS 116A and CIOS 338.

CIOS 116B  INTRODUCTION TO DESKTOP PUBLISHING ON IBM  
Introduction to using desktop publishing package on the IBM. Students will produce publications placing text and graphics created with other applications. Design element will also be discussed. Prerequisite: CIOS 100
C IOS 160  BUSINESS ENGLISH  3 CR
Develops skills in English fundamentals with emphasis on language usage. Intensive study of grammar, punctuation, capitalization, spelling, word usage, and sentence structure.

C IOS 161  BUSINESS MATH  3 CR

C IOS 162  PAYROLL PROCEDURES  1 CR
Realistic activities introduce the student to preparation of payroll records and tax returns. Up-to-date payroll information and tax forms are used for practice. Special Note: Each student is expected to complete a minimum of 30 hours in the lab.

C IOS 165  OFFICE PROCEDURES  3 CR
Duties and responsibilities of general office employees. Includes filing, effective mail processing, telephone communication, meeting the public, office supplies, banking, employment procedures, and grooming. Prerequisite: C IOS 100.

C IOS 166  FILING  1 CR
Study of filing procedures and basic records management principles. Practice in alphabetic filing rules and introduction to subject, numeric, and geographic filing systems.

C IOS 167  PROOFREADING  1 CR
Instruction and practice in proofreading skills. Includes basic techniques of proofreading; review of grammar, punctuation, and spelling; and proofreading for content and usage. Prerequisite: C IOS 100 and C IOS 160.

C IOS 168  SHORTHAND  3 CR
Theory, reading and writing practice for rapid writing of office dictation or abbreviated notetaking.

C IOS 170  CALCULATORS  1 CR
Basic operation of electronic calculators with application in solving business problems.

C IOS 186  BASIC NETWORKING  1 CR
Develop skills and knowledge necessary for computer networking, including setting up a modem, logging onto computer networks, using electronic mail, and navigating Internet and other networks through UACN access. Prerequisite: Basic typing and computer skills.

C IOS 192  SEMINARS IN OFFICE MANAGEMENT AND TECHNOLOGY  1 CR

C IOS 209  MULTIMEDIA APPLICATIONS  3 CR
Learn the process of manipulating graphics, text, sound and digital video files and their compilation into a multimedia presentation. Prerequisite: C IOS 107 or C IOS 107A or C IOS 113B.

C IOS 213A  ADVANCED MS-DOS  1 CR
Additional fundamentals of the operating system and the interaction of hardware and software of an IBM or IBM compatible personal computer (PC). Advanced MS-DOS topics are taught to give students a base of knowledge to work from to completely utilize the PC environment. Technically oriented course. Prerequisite: C IOS 113A.

C IOS 215D  ADVANCED WORDPERFECT IN DOS  1 CR
Continuation of C IOS 115D. Includes software applications in advanced areas such as repetitive letters, tables, reports, footnotes, and merging. Requires ability to solve problems, interpret work orders, and type from drafts. Prerequisite: C IOS 115D.

C IOS 215G  ADVANCED MICROSOFT WORD IN WINDOWS  1 CR
Continuation of Microsoft Word in Windows, C IOS 115G. Includes software application in advanced areas. Prerequisite: C IOS 115G.
C IOS 215H 1 CR  ADVANCED WORDPERFECT IN WINDOWS
Continuation of C IOS 115H. Includes software applications in advanced areas such as tables, reports, footnotes, columns, macros and merging. Requires ability to solve problems and type from rough draft copy. **Prerequisite:** C IOS 115H

C IOS 250A 1 CR  MACHINE TRANSCRIPTION A
Machine transcription for students with no previous experience. Includes review of English grammar and punctuation. **Prerequisite:** C IOS 100 or keyboarding skill of at least 30 WPM and 1 credit of any C IOS 115 course.

C IOS 250B 1 CR  MACHINE TRANSCRIPTION B
Emphasizes mailable copies, review of language skills and vocabulary. **Prerequisite:** C IOS 250A or demonstrated transcript ability.

C IOS 260 3 CR  KEYBOARDING II
Applies keyboarding skills to special letters, tabulations, manuscripts, business forms, and other office problems. Develops speed and accuracy. **Prerequisite:** C IOS 100 (or C IOS 100A, 100B, and 100C) or keyboarding skill of at least 30 WPM and 1 credit of any C IOS 115 course.

C IOS 261 3 CR  KEYBOARDING III
Emphasizes problem solving approach to produce high-quality office documents. Word processing program is used to create business letters, legal documents, forms, statistical tabulating, and financial reports. Includes speed and accuracy skill building. **Prerequisite:** C IOS 260, 1 credit of any C IOS 115 course, and keyboarding skill of 45 WPM.

C IOS 262 3 CR  WRITTEN BUSINESS COMMUNICATIONS
Applies techniques of written communications to situations that require problem solving and an understanding of human relations. Students compose and evaluate various kinds of communications that commonly pass between business associates, customers, and dealers. Includes interoffice memos, letters, and reports. **Prerequisite:** C IOS 160

C IOS 264 3 CR  INTERPERSONAL SKILLS IN ORGANIZATIONS
Examination of theories and principles of human behavior that deal with the work place. Emphasizes leadership theory, problems in communication, motivation, and interpersonal skills which enhance the ability to function successfully with others in an organization. **Prerequisite:** C IOS 165 and/or office experience with faculty permission.

C IOS 276 3 CR  RECORDS MANAGEMENT
Presents principles used in management of information and records. Covers controls related to creation, use, maintenance, protection, retrieval, and disposition of records. Includes application of microforms and forms control.

C IOS 295C 1 - 6 CR  OFFICE SYSTEMS INTERNSHIP
Places students in business offices related to their educational program and occupational objectives. **Special Note:** Requires 45 hours of work experience for each credit. May be taken more than once for credit. Maximum of three internship credits may be used to meet degree requirements. Includes seminar with faculty coordinator. **Prerequisite:** 12 credit hours in C IOS and instructor permission.

**DN:** DIETETICS/NUTRITION

DN 203 3 CR  NORMAL NUTRITION
Study of nutrition including food sources and requirements of nutrients; physiological and metabolic aspects of nutrient function; food choices, selection and contemporary issues of concern to health professionals and consumers. **Corequisite:** BIOL 111 and 112 or CHEM 103 and 104 or faculty permission.

**ECON:** ECONOMICS

ECON 201 3 CR  GER-ss  PRINCIPLES OF MACROECONOMICS
Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; and international trade. Primary concentration on the capitalist system and the U.S. economy. **Prerequisite:** Knowledge of basic algebra recommended.

ECON 202 3 CR  GER-ss  PRINCIPLES OF MICROECONOMICS
Theory of prices and markets; industrial organization; public policy; income distribution; and contemporary problems of labor and business. **Prerequisite:** ECON 201.
ED: EDUCATION

ED 120 3 CR
PARENTING: MORE THAN DISCIPLINE
Cross Listed: PSY 120
Introduction to parenting and how it differs from discipline. Discusses three parenting styles. Emphasizes nurturing, communicating, setting limits, and making maturity demands.

ED 180 1 CR
BEGINNING SIGN LANGUAGE
Introductory training in manual communication methods used in the United States. Students will learn how to carry on basic communication with deaf persons via manual mode. Credit will be awarded upon demonstration of mastery of the materials.

ED 181 1CR
INTERMEDIATE SIGN LANGUAGE
Continued instruction in manual communication methods. Students will become fluent in the most commonly used methods of communicating with deaf persons. Credit will be awarded only upon demonstration of successful mastery of the competencies required in the course. Prerequisite: ED 180.

ED 210 2 CR
AMERICAN SCHOOLS
Examines the sociopolitical environment and various client groups served by the nation's school system, including an overview of the historical development of the nation's schools. Looks at the diverse characteristics of the emerging population of students who now constitute the nation's "student body," the working environment of a teacher, and the emerging definition of excellent teaching practices. Prerequisite: Concurrent enrollment in ED 211.

ED 211 1 CR
OBSERVATION OF LEARNING
Teaches prospective educators, parents, and other interested students how to observe a learning setting, including observer access and etiquette, and how to identify critical aspects of learner and teacher behavior. Special Notes: Individualized, self-paced, open entry/exit course. All pre-education majors must pass this course in order to take other courses in education. Students attend an orientation session, then hours by appointment. May be repeated as many times as necessary to pass. Prerequisite: Concurrent enrollment in ED 210. Grading Policy: Pass/No Pass.

ED 212 2 CR
HUMAN DEVELOPMENT AND LEARNING
Overview of human development, prenatal to aging, as this impacts learning. Theories of learning, and how learning is studied. Learning style and how it is identified. Characteristics of diversity in learners, as this evolves through development. Prerequisite: ED 211.

EDPE: EDUCATION - PHYSICAL EDUCATION

Note: EDPE courses may be repeated once for credit.

EDPE 114 1 CR
BEGINNING WEIGHT TRAINING
Improves strength, physical conditioning, and general sports performance through correct use of Nautilus equipment, free weights and use of body weight and resistance.

EDPE 115 1 CR
SHAPE UP WITH WEIGHTS
Warm-up with stretching and jogging. Strengthens and conditions major muscle groups using free weights and Nautilus equipment. Covers cardiovascular exercise and basic nutritional information.

EDPE 116 1 CR
SOFT AEROBICS
For individuals who are not familiar with or have not participated in regular exercise for a period of time and want to begin a fitness program. Exercise to music for cardiovascular, flexibility, and strength improvement.

EDPE 118 1 CR
AEROBICS
Exercise to music for cardiovascular, flexibility, and strength improvement.

EDPE 130 1 CR
YOGA
Participation in Kundalina Yoga. Includes physical exercise, breathing techniques and practice in concentration and deep relaxation.

EDPE 132 1 - 3 CR
BEGINNING KARATE
Introduces main techniques of karate. Covers three main aspects: individual training, applied training with opponent, and auxiliary exercises to increase skills.

EDPE 176 1 CR
STANDARD FIRST AID AND ADULT CPR
Designed for students needing CPR and First Aid Certification for individuals in the community requiring such certification for employment. Completion provides students with national certification in basic first aid and adult CPR.

EDPE 216 1 CR
ADVANCED WEIGHT TRAINING
Strength development for persons already reasonably fit. Prerequisite: EDPE 114.
EDPE 232 1 CR
INTERMEDIATE KARATE
Continuation of EDPE 132. Covers basic review, injury prevention, philosophy, introduction to various schools and styles, and conditioning. Emphasis on refinement of basic moves, offensive and defensive strategy, and acquisition of intermediate moves and techniques. Prerequisite: EDPE 132 or equivalent skills.

EMT: EMERGENCY MEDICAL TECHNOLOGY

EMT 130 6 CR
EMERGENCY MEDICAL TECHNICIAN I
Provides the necessary training to become state or nationally registered as an EMT I, which is optional. Proficiency in victim assessment, recognition and treatment of medical emergencies and other basic life support procedures. Includes practicum experience in hospitals, emergency rooms, or other sites. Special Note: Students must have the strength to be able to move victims, sufficient vision to assess condition of victims, and dexterity to perform the skills application procedures.

ETT: EMERGENCY TRAUMA TECHNICIAN

ETT 110 4 CR
EMERGENCY TRAUMA TECHNICIAN
Alaska state certified basic emergency medical course beyond advanced first aid. Emphasizes prevention, assessment, and care of injury and illness commonly encountered in both urban and rural settings.

ENGL: ENGLISH

• Credit earned from ENGL 101 courses applies as an elective but not toward composition requirements.
• Courses numbered under 100 do not transfer.
• Some courses require appropriate scores on placement tests.
• Variable credit courses may be taken for up to six credits.

ENGL 067 1 - 3 CR
GRAMMAR FUNDAMENTALS

ENGL 078 1 - 3 CR
READING FUNDAMENTALS
Basic reading course covering word-attack skills, vocabulary, and comprehenion. Individualized instruction based on student’s present skill level. Prerequisite: Appropriate score on Reading Placement Test. Grading Policy: Pass/No Pass.

ENGL 100B 1 CR
CLASSROOM SUCCESS SKILLS
Introduction in basic study skills such as note taking, reading for information, and preparing for tests. Also covers coping with college stress and locating learning resources. Grading Policy: Pass/No Pass.

ENGL 101A 1 - 3 CR
VOCABULARY SKILL BUILDING
Increases student’s vocabulary through use of different approaches including word recognition drills, practice exercises, and study of word roots, prefixes, and origins.

ENGL 101B 1 - 3 CR
SPELLING SKILL BUILDING
For students needing intensive practice in this skill. Includes phonics, spelling rules, proofreading, practice drills, and use of dictionary.

ENGL 101C 1 - 3 CR
GRAMMAR SKILL BUILDING
Instruction in correct grammatical usage. Includes word choice, parts of speech, agreement of sentence elements, and application in writing basic paragraphs.

ENGL 101D 1 - 3 CR
SENTENCE SKILL BUILDING
Instruction in writing effective sentences. Includes parallel structure, coordination, subordination, and precise word choice.

ENGL 101E 1 - 3 CR
REFRESHER WRITING SKILLS
Renews and expands basic writing skills for students interested in general self-improvement. Writing tasks assigned according to individual ability and interest.

ENGL 105 1 - 3 CR
READING STRATEGIES
Open-entry course covering comprehension, vocabulary, and textbook strategies. Encourages wide reading and development of skills necessary for success in freshman courses. Designed to fit with ENGL 106. Prerequisite: Appropriate score on Reading Placement Test.
ENGL 106 3 CR
BASIC COMPOSITION I
Instruction in skills necessary to produce clear written English. Emphasis on standard grammar, sentence structure, punctuation, and single-paragraph compositions. Introduction to use of writing resources. Prerequisite: Appropriate score on Placement Test.

ENGL 108 3 CR
BASIC COMPOSITION II
Practice in using different forms of paragraph development for specific purposes. Combining paragraphs into short essays. Includes intensive practice in formal punctuation. Prerequisite: ENGL 106 or appropriate score on English Placement Test.

ENGL 111 3 CR
METHODS OF WRITTEN COMMUNICATION
Instruction in composition of expository essays with emphasis on different techniques for organization and development. Documented paper required. Prerequisite: Appropriate score on English Placement Test, SAT Test of Standard Written English, or ACT English Usage Test. Special Note: Applies toward written communication requirement.

ENGL 120 3 CR
CRITICAL/CREATIVE THINKING
Introductory course emphasizing principles and techniques of thinking better. Focuses on critical and creative thinking and problem solving strategies. Prerequisite: Average reading skills recommended.

ENGL 121 3 CR
INTRODUCTION TO LITERATURE
Course for non-majors. Introduction to analysis and appreciation of fiction, drama, and poetry. Emphasis on reading and discussion.

ENGL 201 3 CR
MASTERPIECES OF WORLD LITERATURE I
Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing literary judgment. Selected masterpieces from ancient times through the Renaissance. Prerequisite: ENGL 111.

ENGL 202 3 CR
GER-h
MASTERPIECES OF WORLD LITERATURE II
Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing literary judgment. Selected masterpieces from the Renaissance to the present. Prerequisite: ENGL 111.

ENGL 211 3 CR
INTERMEDIATE EXPOSITION WITH READINGS IN LITERATURE
GER-wc
Instruction in writing based on close analysis of literature. Develops a broad range of expository writing skills. Research paper required. Prerequisite: ENGL 111. Special Note: Applies toward written communication requirement.

ENGL 212 3 CR
GER-wc
TECHNICAL WRITING
Instruction in composition of technical correspondence, informal and formal reports. Develops a broad range of college and career writing skills. Investigative report required. Prerequisite: ENGL 111 and experience in business, technical, or scientific field. Special Note: Applies toward written communication requirement.

ENGL 213 3 CR
GER-wc
INTERMEDIATE EXPOSITION WITH READINGS IN NONFICTION
Instruction in writing based on close analysis of nonfiction expository prose. Develops a broad range of college and career writing skills. Research paper required. Prerequisite: ENGL 111. Special Note: Applies toward written communication requirement.

ENGL 260A 3 CR
INTRODUCTION TO CREATIVE WRITING
Instruction in two or more types of creative writing and close analysis of each student's work. Special Note: Repeatable course.
### ESL: ENGLISH AS A SECOND LANGUAGE

**ESL 061**  
**INTERMEDIATE ESL**  
For students at the intermediate level of English knowledge. Reviews the basic grammatical components of English, learn and practice listening skills, add words and idiomatic expressions to their vocabularies, learn and practice spelling rules. Covers writing as a process, gain phone skills and receive practice in using the library. **Prerequisite:** Satisfactory score on ESL Placement Test and interview.

### FT: FISHERIES TECHNOLOGY

**ADT 071**  
**FUNDAMENTALS OF DIESEL ENGINES**  
Survey of different types, uses, operating conditions, and maintenance of diesel engines.

**FT 100**  
**GILLNET HANGING AND REPAIR**  
Theory and practice of gillnet hanging and repair, specifically applied to Alaska salmon and herring gillnet fisheries, including special techniques. Work on your own net.

**FT 101**  
**ALASKA TRAWL & MIDWATER NETS**  
Overall view of trawl fisheries and nets in Alaskan waters, net designs, terminology, with emphasis on how to build and repair bottom and midwater nets.

**FT 102**  
**NET MENDING**  
Methods of repairing gillnets, seines, and trawls. Materials used in construction of webbing, twine types, trimming holes, mending holes, and inserting patches will be covered. Emphasis on proper knots and techniques. **Grading Policy:** Pass/No Pass.

**FT 103**  
**OUTBOARD MAINTENANCE AND REPAIR**  
Preventive maintenance and troubleshooting of basic outboard motors. **Special Note:** Student supplies used outboard motor.

**FT 113**  
**COASTAL PILOTING AND NAVIGATION**  
Development of navigation techniques and familiarity with local water. Includes chart reading, compass, piloting, aids to navigation, and rules of the road.

### GEOG: GEOGRAPHY

**GEOG 103**  
**WORLD ECONOMIC GEOGRAPHY**  
GER-ss  
Study of world economic activities. Physical and cultural bases, spatial growth and distribution patterns, and their significance in interregional and international development.

**GEOG 109**  
**FUNDAMENTALS OF METEOROLOGY**  
Cross-Listed: PHYS 109  
Introductory course in meteorology for non-specialists. **Prerequisite:** High school math skills.

**GEOG 200**  
**ALASKAN GEOGRAPHY**  
Introductory geographical survey of Alaska. Emphasis on the high latitude Alaskan lands and their potential for future development.

### GEOL: GEOLOGY

**GEOL 111/111S**  
**PHYSICAL GEOLOGY, LEC/LAB**  
Introduction to physical geology. Study of earth, its materials, and processes affecting changes on and within it. Laboratory training in use of topographic maps, and recognition of common rocks and minerals. **Prerequisite:** MATH 055.

**GEOL 172**  
**INTRODUCTORY TOPICS IN GEOLOGY**  
Specific topics selected from a field in earth science chosen to reflect interest in areas or topics not covered in traditional courses. **Special Note:** May be repeated.

### HETC: HOME ECONOMICS

**HETC 120**  
**LEARN TO SEW**  
Basic principles of sewing and simple clothing construction. Includes use of sewing machine, selection of fabrics and patterns, and simple construction techniques. Students must provide own sewing equipment (except sewing machine) and all patterns and fabrics for class projects.

**HETC 124**  
**SEWING TOPICS**  
Flexible workshops offering variety of specialized clothing and textile skill techniques. **Prerequisite:** HETC 121 or 122 or basic sewing skills. **Special Note:** May be repeated any number of times, but a maximum of 6 credits applicable toward degree requirements.
**HIST: HISTORY**

HIST 101  
GER-h, ss  
**WESTERN CIVILIZATION I**  
A survey of the origins of Western civilization in the Ancient Near East and subsequent development through 1650. The major political, social, economic, and intellectual developments will be emphasized.

HIST 102  
GER-h, ss  
**WESTERN CIVILIZATION II**  
A survey of the developments in Western civilization from 1650 to the present. The major social, political, economic, and intellectual characteristics of Western society will be emphasized.

HIST 131  
GER-h, ss  
**HISTORY OF THE UNITED STATES I**  
A survey of the discovery and exploration, colonial period, American Revolution, the Constitution, federal period, Jeffersonian-Jacksonian democracy, the west, sectionalism, slavery and abolitionism, American culture, and Civil War.

HIST 132  
GER-h, ss  
**HISTORY OF THE UNITED STATES II**  

HIST 242  
**HISTORY OF KODIAK**  
The history and development of Kodiak, beginning with the Native peoples and including the Russian discovery and occupation, World War II military expansion, and developments to the present day.

HIST 243  
**WORLD WAR II AND THE ALEUTIANS**  
An analysis of the portion of World War II during which American territory was invaded, requiring land, sea, and air defense spanning a thousand mile battlefield. Special attention to Kodiak and its involvement in the war effort.

HIST 341  
GER-h, ss  
**HISTORY OF ALASKA**  
Introduction to background of Alaska and its relationship to America and the world, including anthropological aspects of Native groups, land bridge theory, Russian discovery, occupation and management, orthodoxy, purchase, American organization and development, gold rushes, congressional definition and federalism, Native claims history, statehood, oil and the disposition of Alaska lands.

**HUM: HUMANITIES**

HUM 211  
GER-h  
**INTRODUCTION TO HUMANITIES I**  
Integrated exploration of fundamental principles of literature, music, philosophy, and visual arts.  
**Prerequisite:** ENGL 111.

HUM 212  
GER-h  
**INTRODUCTION TO HUMANITIES II**  
A study of a given historical period or periods with reference to art, literature, philosophy, and music.  
**Prerequisite:** ENGL 111.

**HUMS: HUMAN SERVICES**

HUMS 106  
GER-ss  
**INTRODUCTION TO SOCIAL WELFARE**  
Cross listed: SOC/SWK 106  
Analyzes social inequality and American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas—ethical, political, social and economic—explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and their solutions.  
**Prerequisite:** SOC 101.

HUMS 122  
**SUBSTANCE ABUSE AS A CONTEMPORARY PROBLEM**  
Examines cultural values and norms, and social attitudes toward alcohol and drug abuse. Impact of abuse on personal functioning and interpersonal relations.

HUMS 131  
**INTRODUCTION TO THE FAMILY TEACHING MODEL**  
Theory, techniques, and practices of the family teaching model for social skills training in family and group settings.  
**Grading Policy:** Pass/No Pass.

HUMS 153  
**HUMAN RELATIONS**  
Cross-Listed: PSY 153  
A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS 223</td>
<td>INTRODUCTION TO PARAPROFESSIONAL COUNSELING I</td>
<td>3 CR</td>
<td>Focuses on systematic approach to effective helping and skills which fall into the following skill categories: skills for understanding, skills for comfort and crisis intervention, and skills for positive action.</td>
</tr>
<tr>
<td>JUST 110</td>
<td>INTRODUCTION TO JUSTICE</td>
<td>3 CR</td>
<td>Survey of philosophies and methods of social control with emphasis on law and those involved in its administration—police, courts, and correction organizations. Includes history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society. <strong>Special Note:</strong> A prerequisite to most Justice courses.</td>
</tr>
<tr>
<td>JUST 153</td>
<td>EVIDENCE</td>
<td>3 CR</td>
<td>Kinds and degrees of evidence, and rules governing admissibility of evidence in court. <strong>Prerequisite:</strong> JUST 110 or PARL 101</td>
</tr>
<tr>
<td>JUST 241</td>
<td>BUSINESS LAW I</td>
<td>3 CR</td>
<td>Introduces legal aspects of business activities. Emphasizes principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate, and insurance.</td>
</tr>
<tr>
<td>JUST 242</td>
<td>BUSINESS LAW II</td>
<td>3 CR</td>
<td>Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods. <strong>Prerequisite:</strong> JUST/BA 241</td>
</tr>
<tr>
<td>JPN 101E</td>
<td>ELEMENTARY JAPANESE I</td>
<td>3 CR</td>
<td>Introduction, practice, and application of the basic spoken Japanese pronunciation, intonation, grammar, and oral composition.</td>
</tr>
<tr>
<td>JPN 102E</td>
<td>ELEMENTARY JAPANESE II</td>
<td>3 CR</td>
<td>Continued drill in speaking, listening, reading and writing in different situations. Emphasis on developing oral and written “hiragana” communication. <strong>Prerequisite:</strong> JPN 101E.</td>
</tr>
<tr>
<td>LS 101</td>
<td>LIBRARY SKILLS</td>
<td>1 CR</td>
<td>Self-paced study in college library skills and resources common to libraries in general with particular reference to the Kodiak College library. <strong>Special Note:</strong> No class sessions are held; course to be completed within semester with individual assignments completed according to schedule set by student and instructor. Grading Policy: Pass/No Pass.</td>
</tr>
<tr>
<td>MATH 050A</td>
<td>BASIC MATHEMATICS</td>
<td>1 CR</td>
<td>Includes addition, subtraction, multiplication, and division (the four basic operations) on whole numbers, fractions, and decimals. Computation involving ratios, proportions, and percents is also included. The topic of math anxiety will be dealt with throughout the course.</td>
</tr>
<tr>
<td>MATH 050B</td>
<td>REVIEW OF MATH CONCEPTS</td>
<td>1 CR</td>
<td>Includes a review of elementary geometry (area and perimeter calculations), order of operations and an introduction to mathematical expressions using variables and polynomials. <strong>Prerequisite:</strong> MATH 050A or placement.</td>
</tr>
<tr>
<td>MATH 050C</td>
<td>PREPARING FOR ALGEBRA</td>
<td>1 CR</td>
<td>Explores mathematical expressions using exponents and radicals. Also included is an overview of properties of equalities, solving equations, and elementary word problems. <strong>Prerequisite:</strong> MATH 050B or placement.</td>
</tr>
</tbody>
</table>
MATH 054  
**PRE-ALGEBRA**  
3 CR  
Basic concepts of pre-algebra mathematics. Includes arithmetic operations and applications, whole numbers, fractions, decimals, ratio and proportion, percent, area and volume, exponents, radicals, signed numbers, and solution of simple equations. **Special Note:** Equivalent to MATH 050. Credit will not be given for both MATH 050 and MATH 054. Math Placement Test not required.

MATH 055  
**ELEMENTARY ALGEBRA**  
3 CR  
Beginning algebra course. Includes operations with signed numbers and polynomials, factoring, exponents, radicals, algebraic fractions, solution of linear equations, systems of equations, linear inequalities, and quadratic equations. Basic graphing. **Prerequisite:** MATH 054 with grade of C or higher or Math Placement Test.

MATH 065  
**PLANE GEOMETRY**  
3 CR  
Fundamental concepts of plane geometry. Methods of proof, elementary logic, congruent triangles, parallel lines, angle relationships, ratio, proportion, similarity, regular polygons, circles, and constructions. **Prerequisite:** MATH 055 or 060 with grade of C or higher or Math Placement Test.

MATH 102  
**BUSINESS MATH**  
3 CR  
Designed for students with a modest mathematical background who wish to develop skills in applied business mathematics and financial matters. Topics include simple and compound interest, notes, present value, trade and cash discounts, markup/markdown, depreciation, casualty insurance, sales and property tax, installment buying and business statistics.

MATH 103  
**CONCEPTS OF MATHEMATICS**  
3 CR  
A cultural sequence for students with limited background in mathematical thought and history. Emphasizes mathematical reasoning rather than formal manipulation. Exposes non-math students to diversity of topics in mathematics and teaches deductive reasoning. Topics chosen from arithmetic, geometry, number theory, topology, algebra, and analysis.

MATH 105  
**INTERMEDIATE ALGEBRA**  
3 CR  
Presumes solid foundation in elementary algebra. Includes sets, properties of real numbers, exponents and radicals, solution of first and second degree equations and inequalities. Also covers word problems, fundamental operations with polynomials, factoring, special products, rational expressions, functions, conic sections, Cartesian graphing of first and second degree equations and inequalities, systems of equations, and introduction to logarithmic and exponential functions. **Prerequisite:** MATH 055 or 060 with grade of C or higher or Math Placement Test.

MATH 107  
**COLLEGE ALGEBRA**  
4 CR  
GER-qs  
Review and extension of topics from MATH 105. Covers logarithmic and exponential functions, binomial theorem, graphs and equations of conic sections, solution of equations greater than second degree, mathematical induction, combinatorics and probability, function theory, inverses, inequalities, determinants, matrices and systems of equations, sequences and series. **Prerequisite:** MATH 105 or two years of high school algebra with grade of C or higher or Math Placement Test. **Special Note:** Students may apply no more than seven credits from any combination of MATH 107, 108 and 109 toward the graduation requirements for any baccalaureate degree.

MATH 108  
**TRIGONOMETRY**  
3 CR  
GER-qs  
Covers angular measure and trigonometric functions, fundamental trigonometric identities, composite angle identities, and graphs of trigonometric functions. Also includes complex numbers, DeMoivre's theorem, solution of right and oblique triangles, solution of trigonometric equations, inverse trigonometric functions, and vectors. Provides calculation practice helpful for physics, engineering and survey technology courses. **Prerequisite:** MATH 107 or two years of high school algebra with grade of C or higher or Math Placement Test. **Special Notes:** A student may apply no more than 7 credits from any combination of MATH 107, 108, and 109 toward the graduation requirements for any baccalaureate degree.

MATH 200  
**CALCULUS I**  
4 CR  
GER-qs  
Review of functions and analytic geometry, limits, derivatives of trigonometric and rational algebraic functions, curve sketching, basic integration of power functions, the definite integral, and applications of differentiation and integration. **Prerequisite:** MATH 107, 108, and 109 with grade of C or higher or Math Placement Test.

MATH 201  
**CALCULUS II**  
4 CR  
GER-qs  
Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar coordinates, techniques of integration, and infinite series. **Prerequisite:** MATH 200 with grade of C or higher.
MATH 202 4 CR
CALCULUS III
Vectors, partial differentiation and multiple integration.
Prerequisite: MATH 201 with grade of C or higher.

MATH 205 3 CR
MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS I
Elementary set theory, numeration systems, and algorithms of arithmetic, logic, divisors, multiples, integers, rational numbers, number theory, solving equations and inequalities, graphing, problem solving strategies, consumer math, and geometry. Includes use of appropriate materials for teaching these topics. Prerequisite: Two years of high school math including at least one year of algebra or Math Competency Test.

MATH 206 3 CR
MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II
Continuation of MATH 205. Topics include real number systems and subsystems, algebra, graphing, logic, geometry, topology, measurement, metric system, probability and statistics, and calculators. Includes use of appropriate materials for teaching these topics. Prerequisite: MATH 205.

MT: MARINE TECHNOLOGY
NOTE: MT 230 and 233 must be taken concurrently.

MT 230 2 CR
BOAT OPERATOR LICENSE PREP
Covers weather, first aid, seamanship, pollution control, navigation, rules of the road, all of which a basic understanding is necessary to pass the USCG examination to operate a marine vessel for hire. Grading Basis: Pass/No Pass

MT 233 2 CR
MASTER LICENSE PREP/UNDER 100 GROSS TON
Covers topics to prepare a person to pass the USCG examination for the boat master license under 100 gross ton. Includes rules of the road, CRF and UPV regulations, seamanship, firefighting, aids to navigation, LORAN, compass, gyro and lifesaving. Grading Policy: Pass/No Pass

MT 235 1 CR
MARINE SURVIVAL EQUIPMENT, PROCEDURES, AND DRILLS
Focus on survival equipment and procedures used in an emergency at sea. Includes drill instructor requirements for documented fishing vessels. Hands-on training with life rafts, EPIRBs, immersion suits, and fire fighting. Pool session and on board drills will also be conducted. U.S.C.G. approved. Grading Policy: Pass/No Pass

MUS: MUSIC

MUS 111 3 CR
FUNDAMENTALS OF MUSIC
Rudimentary work in the elements of music and an introduction to notation, rhythm, scales, keys, intervals, and musical terminology. Designed for students with little or no background in music reading, or as a refresher course for those who have studied music.

MUS 121 3 CR
GER-la
MUSIC APPRECIATION
Enhancement of listener understanding and enjoyment of various musical styles. Investigation of music through the ages: Medieval through contemporary. Special Notes: May not be counted towards the degree requirements for music majors pursuing either a BA or BM degree.

MUS 124 3 CR
HISTORY OF JAZZ
History and development of jazz from its early heritage to the present, emphasizing representative styles and individual or group contributors. Recordings, guest artists, and possible field trips enhance regular classroom activities.

MUS 161 1-2 CR
PRIVATE LESSONS: PIANO
Private music instruction in piano.

PHIL: PHILOSOPHY

PHIL 101 3 CR
GER-h
INTRODUCTION TO LOGIC
Analyzes argumentation and informal fallacies; introduces deductive logic, and examines inductive evidence in scientific and practical reasoning.

PHIL 201 3 CR
GER-h
INTRODUCTION TO PHILOSOPHY
Introduces works of influential thinkers, both ancient and modern, in the Western philosophical tradition. Emphasizes central problems of knowledge, reality, and good and evil.
**PS: POLITICAL SCIENCE**

**PS 101**  
3 CR  
GER-ss  
INTRODUCTION TO AMERICAN GOVERNMENT  
An introduction to the historical and constitutional foundations of American government; the political activities of parties, groups, and the media; public decision-making by the executive, Congress, and the courts; and current economic, environmental, social, and foreign issues and policies.

**PSY: PSYCHOLOGY**

**PSY 111**  
3 CR  
GER-ss  
GENERAL PSYCHOLOGY  
Introduces psychology through presentation of outstanding research and theories. Includes physiological, developmental, abnormal, perception, motivation, learning, and personality.

**PSY 112**  
PSYCHOLOGY SHORT COURSES  
1 CR  
Presents topics in general psychology. Specific topics to be announced. **Special Note:** May be repeated for a maximum of 3 credits.

**PSY 120**  
PARENTING: MORE THAN DISCIPLINE  
Cross Listed: ED 120  
Introduces parenting and how it differs from discipline. Discusses three parenting styles. Emphasizes nurturing, communicating, setting limits, and make maturity demands.

**PSY 130**  
CRISIS LINE/SHELTER ADVOCACY  
1 CR  
Basic listening skills and crisis intervention techniques. Overview of domestic violence, adult and child sexual assault, legal alternatives, and community resources.

**PSY 135**  
DOMESTIC VIOLENCE AND SEXUAL ASSAULT ADVOCACY TRAINING  
In-depth review of fundamentals of domestic violence and sexual assault advocacy with specific emphasis on law enforcement, legal, medical, and social services. Focuses on regulation and program standards, dynamics of advocacy case work, development of techniques of effective interaction with clients, and working knowledge of community resources.

**PSY 150**  
3 CR  
GER-ss  
HUMAN DEVELOPMENT  
Reviews aspects of human development and changes which occur during a person’s lifetime. Covers prenatal period, infancy, early and middle childhood, adolescence, and early, middle, and late adulthood.

**PSY 153**  
HUMAN RELATIONS  
Cross-Listed: HUMS 153  
A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

**PSY 223**  
INTRODUCTION TO PARAPROFESSIONAL COUNSELING I  
Cross-listed: HUMS 223  
Focuses on systematic approach to effective helping and helping skills which fall into the following skill categories: skills for understanding, skills for comfort and crisis intervention, and skills for positive action.

**RUSS: RUSSIAN**

**RUSS 101E**  
ELEMENTARY RUSSIAN I  
3 CR  
Introduces Russian language and culture for students with no background in Russian. Students learn alphabet and past and future tenses, and read simple paragraphs. Focuses on life in Russian speaking countries. Emphasizes conversation.

**RUSS 102E**  
ELEMENTARY RUSSIAN II  
3 CR  
Students learn rudiments of Russian grammar while continuing to build vocabulary and conversational skills. Use of Russian language newspapers, magazines and atlases to enhance reading skills. **Prerequisite:** RUSS 101E or equivalent.

**SOC: SOCIOLOGY**

**SOC 101**  
3 CR  
GER-ss  
INTRODUCTION TO SOCIOLOGY  
Introduction to science of humans as social animals, emphasizing social processes which give rise to and shape human’s language, experiences, perception, meaning, and behavior. Multiple frameworks used in understanding and predicting behavior.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>SOC 106</td>
<td>INTRODUCTION TO SOCIAL WELFARE</td>
<td>3 CR</td>
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<td>SOC 201</td>
<td>SOCIAL PROBLEMS AND SOLUTIONS</td>
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<td>SPAN 101</td>
<td>ELEMENTARY SPANISH I</td>
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<td>3 CR</td>
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<tr>
<td>SPCH 111</td>
<td>FUNDAMENTALS OF ORAL COMMUNICATION</td>
<td>3 CR</td>
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<tr>
<td>THR 101</td>
<td>THEATRE PRACTICUM: PERFORMANCE</td>
<td>1 - 3 CR</td>
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<td>THR 121</td>
<td>ACTING I</td>
<td>3 CR</td>
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**SOC 106 INTRODUCTION TO SOCIAL WELFARE**

Analyzes social inequality and the American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas—ethical, political, social and economic—explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and their solutions. **Prerequisite:** SOC 101.

**SOC 201 SOCIAL PROBLEMS AND SOLUTIONS**

Survey of some of today's major social problems such as criminal and violent behavior, corporate crime, sexual deviations, health problems, poverty, discrimination, urban decay, and environmental pollution. Examines how social issues become social problems, the causes of problems, and the dynamics involved in arriving at policies and solutions.

**SPAN: SPANISH**

**SPAN 101E ELEMENTARY SPANISH I**

Foundations of Spanish: alphabet, proper pronunciation, basic vocabulary and sentence structure. Grammar covers articles, gender of nouns, adjectives, pronouns, and regular/irregular verb patterns through preterite tenses. Emphasizes speaking and understanding Spanish through frequent classroom practice and lab exercises.

**SPAN 102E ELEMENTARY SPANISH II**

Foundations of oral and written Spanish: continuation of basic Spanish vocabulary and grammar. Imperfect, future and conditional tenses, including their compound forms, will be studied along with other verbal patterns. **Prerequisite:** SPAN 101E or equivalent.

**SPAN 201E INTERMEDIATE SPANISH I**

Reviews fundamental structures of Spanish grammar and vocabulary. Gives special attention to command forms and present and past subjunctive. Familiarizes students with sound and usage of the language by taking dictation, reading and writing short compositions. Enhances conversation through thematic vocabularies and idiomatic expressions. **Prerequisite:** SPAN 102E or equivalent.

**SPAN 202E INTERMEDIATE SPANISH II**

Continuation of SPAN 201E. Includes review of grammar and new vocabulary and expressions. Emphasizes reading and writing of short compositions or essays. Articles from magazines and newspapers on issues of current interest will be analyzed and discussed to expand ability of students to read, write and speak fluently. **Prerequisite:** SPAN 201E or equivalent.

**SPCH: SPEECH**

**SPCH 111 FUNDAMENTALS OF ORAL COMMUNICATION**

Talking with greater ease and listening more effectively in individual and group situations. Improvement in organizing ideas and exchanging thoughts, opinions, information and data. Practice in understanding and using language and the informative speaking process. Students practice speaking and listening skills by participating in group activities and by giving individual speeches.

**SWK: SOCIAL WORK**

**SWK 106 INTRODUCTION TO SOCIAL WELFARE**

Cross-Listed: HUMS/SOC 106

Analyzes social inequality and the American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas—ethical, political, social and economic—explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and their solutions. **Prerequisite:** SOC 101.

**THR: THEATRE**

**THR 101 THEATRE PRACTICUM: PERFORMANCE**

Participation in mainstage productions as an actor, director, or assistant director.

**THR 121 ACTING I**

An introduction to basic acting techniques with stress on creativity, concentration, relaxation, physical and vocal awareness, and the Stanislavsky method of acting.
THR 201 1 - 3 CR
THEATRE PRACTICUM: TECHNICAL
Participation in mainstage productions as member of technical staff. Credit for scene crew, light crew, props, costume crew, make-up crew, stage management, and publicity.

VS: VOCATIONAL SKILLS

VS 100 BEGINNING WOODWORKING 2 CR
Basics of sound wood design, stock selection, hand and machine tools, cutting and shaping, fastening, surface preparation, stains and finishes.

VS 150 INTERMEDIATE WOODWORKING 2 CR
Advanced use of hand and power tools including the wood lathe. Students will build a variety of assigned projects. Prerequisite: VS 100

VS 200 ADVANCED WOODWORKING 2 CR
Advanced version of VS 100 with emphasis on complex assembly techniques. Covers care and use of machines in building items made from wood. Prerequisite: VS 100 or experience in the field.

WELD: WELDING

WELD 115 2 CR
BASIC SHIELDED METAL ARC WELDING
Beginning course designed to teach basics in welding steel, using the shielded metal arc welding (SMAW) process. Videotaped lessons and demonstrations consist of a series of intensive, highly structured skill building exercises in stick welding. Covers four basic joints in four positions. Includes brief exposure to cutting techniques with stick, shear, arc/air and oxy-acetylene torch.

WELD 116 2 CR
INTERMEDIATE SHIELDED METAL ARC WELDING
Reviews basic joints in all positions and emphasizes those skills needed to pass practical examination for structural welding in all positions. Covers typical fabrication techniques, electrode selection, fit-up, joint design, hardfacing of steel, cast-iron welding, and cutting techniques. Prerequisite: WELD 115 or faculty permission.
**Directory**

- Full-Time Faculty
- Adjunct Faculty
- Village Instructors
- Staff
- Kodiak College Advisory Council
- University of Alaska Administrative Officers
- Board of Regents

## FULL-TIME FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
<th>Field</th>
<th>Experience</th>
</tr>
</thead>
</table>
| BANE, GILBERT   | 1988    | Science/Fisheries           | California State University, 1954, B.S.  
Cor nell University, 1961, M.S.  
Cornell University, 1963, PhD. |
| BEVANS, RICHARD | 1990    | Business Administration/Computers | Pacific Lutheran University, 1980, B.A  
Indiana University, 1982, M.A. |
| BROCKMAN, SUSAN | 1979    | Mathematics/Music           | Colorado State University, 1964, B.S.  
University of Alaska, 1968, M.S.  
Pacific Lutheran University, 1976, M.A. |
| CLEARY, BRIAN J. | 1988    | Computers/Education         | California State University, 1979, B.A.  
California State University, 1981, M.A.  
University of Oregon, 1984, M.S. |
| HATFIELD, CHARLOTTE | 1975   | Librarian/Media             | Oregon College, 1969, B.S.  
Oregon College, 1974, M.S. |
| JAMIN, CHRISTINE | 1981    | Counseling/Adult Education  | College of St. Rose, 1968, B.A.  
Oregon State University, 1981, M.Ed. |
University of Oregon, 1970, M.F.A.  
University of Oregon, 1984, PhD. |
| WARNER, IRVING  | 1985    | English/Writing             | University of Alaska, Fairbanks, 1972, B.A.  
University of Maine, 1983, M.A. |
| WISCHER, KATHLEEN | 1988    | Office Management & Technology | Western Michigan University, 1968, B.S.  
University of Idaho, M.B.Ed. |

## ADJUNCT FACULTY

Approximately 50 part-time instructors teach courses each semester.

## VILLAGE INSTRUCTORS

Instructors are hired for the villages of Akhiok, Karluk, Larsen Bay, Old Harbor, Ouzinkie, and Port Lions.

## STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Carol Hagel</td>
<td>College Director</td>
</tr>
<tr>
<td>Bill Applebee</td>
<td>Business Manager</td>
</tr>
<tr>
<td>Janet Bane</td>
<td>Media Technician</td>
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<tr>
<td>Kenneth Boyer</td>
<td>Custodian</td>
</tr>
<tr>
<td>Mignon Brown</td>
<td>Library Aide</td>
</tr>
<tr>
<td>Violeta Doctolero</td>
<td>Book Store</td>
</tr>
<tr>
<td>Fae Gaines</td>
<td>Registrar</td>
</tr>
<tr>
<td>Karen Hamer</td>
<td>Accounting</td>
</tr>
<tr>
<td>Steven Kreber</td>
<td>Channel 14</td>
</tr>
<tr>
<td>Patricia Mahoney</td>
<td>Personnel</td>
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<tr>
<td>John Mahoney</td>
<td>Program Coordinator</td>
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<tr>
<td>Patsy Malutin</td>
<td>Receptionist</td>
</tr>
<tr>
<td>Jane Petrich</td>
<td>Village Outreach</td>
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<tr>
<td>Penny Russell</td>
<td>Custodian</td>
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<tr>
<td>Barbara Stevens</td>
<td>Administrative Asst.</td>
</tr>
<tr>
<td>D. Michael Treston</td>
<td>Maintenance</td>
</tr>
<tr>
<td>R'Dell Wolff</td>
<td>Receptionist</td>
</tr>
</tbody>
</table>
KODIAK COLLEGE
ADVISORY COUNCIL

Ginny Shank, Chairman
James Peotter, Vice Chairman
Jeff Stephan
Linda Freed
Donene Tweten
Margaret Hall
Jack Hill
Judy Fulp
Anna Moran
Kathy Roberts
John Witteveen
Gloria Bishop
Norm Wooten
Steve Mathis
Bruce Johnson
Mary Monroe, ex-officio
Student Association President, ex-officio
Carol Hagel, ex-officio

ADMINISTRATIVE OFFICERS

Jerome Komisar
President, University of Alaska

E. Lee Gorsuch
Chancellor, University of Alaska Anchorage

Larry Kingry
Vice Chancellor for Student Services, UAA

Janet Hillyer
Vice Chancellor for Administrative Services, UAA

UNIVERSITY OF ALASKA
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Mary Jane Fate, Fairbanks
Chancy Croft, Anchorage
Joe J. Thomas, Fairbanks
Virginia Breeze, Anchorage
Michael Kelly, Fairbanks
Eric Forrer, Juneau
Lew Williams, Ketchikan
Joseph Henri, Anchorage
Morris Thompson, Fairbanks
R. Danforth Ogg, Kodiak
Joe L. Hayes, Jr., Fairbanks
INDEX

Ability to Benefit, 5
Academic:
Advising, 16
Appeals, 11
Calendar, 1
Dishonesty, 21
Petition, 11
Rights of Students, 19
Satisfactory Progress, 24
Standing, 11
Access to Student Records, 11
Accounting Courses, 43
Accreditation, 3
Accredited Colleges/Universities, 7
Add/Drop Procedure, 27
Admission to Program, 6
Admission Form and Fee, 31
Adult Basic Education, 31, 43
Advising, 16
Advisory Council, 63
Affirmative Action, 4
AK Wildland Courses, 43
Anthropology Courses, 43
Applied Statistics Courses, 44
Art Courses, 44
Attendance, 12
Associate of Arts Degree
General Transfer, 36
Requirements, 32
Associate of Applied Science
Bookkeeping, 38
General Business, 36
Second, 15, 32
Secretarial, 37
Auditing Classes, 26
Aviation Technology Courses, 45
Biology Courses, 45
Board of Regents, 63
Book Store, 16
Business Admin. Courses, 45
Cancellation of Classes, 27
Certificate Programs
Bookkeeping, 39
General Clerical, 39
Requirements, 33
Word/Information Proc., 40
Change of Address, 27
Change of Name, 27
Change of Major/Degree, 6
Cheating, 12
Chemistry Courses, 46
Class Standing, 12
Commencement, 12
Computer Information and
Office Systems Courses, 46
Computer Services, 17
Concurrent Programs of Study, 32
Corequisites, 12
Counseling, 16
Course Classifications, 35
Course Level Expectations, 41
Course Numbering System, 42
Credit
Age Limits of, 12
By Exam, Local, 29
By Exam, National, 29
Certified Experience, 30
Contact Hours, 41
For Prior Learning, 29
Independent Study, 30
Military Service, 29
Residence, 12
Transfer, 6
Diesel Courses, 54
Dietetics & Nutrition Courses, 50
Directed Study, 30
Disciplinary Procedure, 21
Drug Policy, 20
Economics Courses, 50
Education:
Adult, 43
Courses, 51
Emergency Medical Tech., 52
Emergency Trauma Technician, 52
English Courses, 52
English As A Second Language
Courses, 54
Expenses, 9
Facsimile (Fax) Transmission, 27
Faculty
Full-Time, 62
Adjunct, 62
Village Instructors, 62
Faculty-Initiated Withdrawal, 13
Fees, 8
Financial Aid
Application Procedure, 23
Federal Verification, 23
Termination, 24
Fisheries Technology Courses, 54
Full-Time Status, 13
General Education Requirement, 42
General Education Requirement-
AA/Baccalaureate Degree Link, 33
General Education Requirement-
Transfer of Credits Within UA, 34
Geography Courses, 54
Geology Courses, 54
Goals Statement, 2
Grade Point Aver. Computation, 13
Grades
Changes, 14
Credit/No Credit Option, 14
Deferred, 13
Incomplete, 14
Letter, 13
Non-Academic, 13
Other Designations, 13
Pass/No Pass, 14
Reports, 14
Graduation
Application, 15
Requirements, 33
With Honors, 15
Grants, 24
Grievance Procedure, 21
History:
Kodiak College, 3
University of Alaska, 4
Courses, 55
Home Economics Courses, 54
Honors List, 15
Humanities Courses, 55
Human Services Courses, 55
Independent Learning Credit, 30
Independent Study, 30
International Students, 5
Japanese Courses, 56
Justice Courses, 56
Library, Carolyn Floyd, 17
Library Skills Courses, 56
Loans, 24
Marine Technology Courses, 58
Mathematics Courses, 56
Miscellaneous Information, 4
Mission Statement, 2
Music Courses, 58
Non-credit Courses, 41
Open Enrollment Policy, 5
Orientation, 16
Part-time Status, 13
Philosophy Courses, 58
Physical Education Courses, 51
Placement Testing, 16
Political Science Courses, 59
Prerequisites, 15, 42
Psychology Courses, 59
Refunds, 10
Registration
Changes, 28
Regular, 28
Late, 26
Procedures, 26
Repeating Courses, 15
Residency, 9
Russian Courses, 59
Safety, Campus, 22
Scholarships, 21
Senior Citizen Tuition, 9
Sex Offenses Policy, 20
Small Business Dev. Center (SBDC), 17
Smoking Policy, 4
Sociology Courses, 59
Social Security Numbers, 27
Social Work Courses, 60
Spanish Courses, 60
Special Topic Courses, 41
Speech Courses, 60
Staff, 62
Students
Code of Conduct, 19
Freedom of Access, 19
Freedom of Expression, 18
Freedom from Sexual Harassment, 19
Freedom from Search and Seizure, 19
Government, 17
Non-Degree Seeking, 6
Participation in Institutional Govern., 19
Underage, 6
Study Loads, 27
Theater Arts Courses, 60
Transcripts and Test Scores, 6, 27
Tuition
Schedule, 8
Deferred, 9
Refund, 10
Unaccredited Institutions, 7
University of Alaska
Board of Regents, 63
Administrative Officers, 63
Veterans, 25
Vocational Skills Courses, 61
Wait List, 6
Welding Courses, 61
Withdrawal from College
Procedure, 28
Veterans, 25