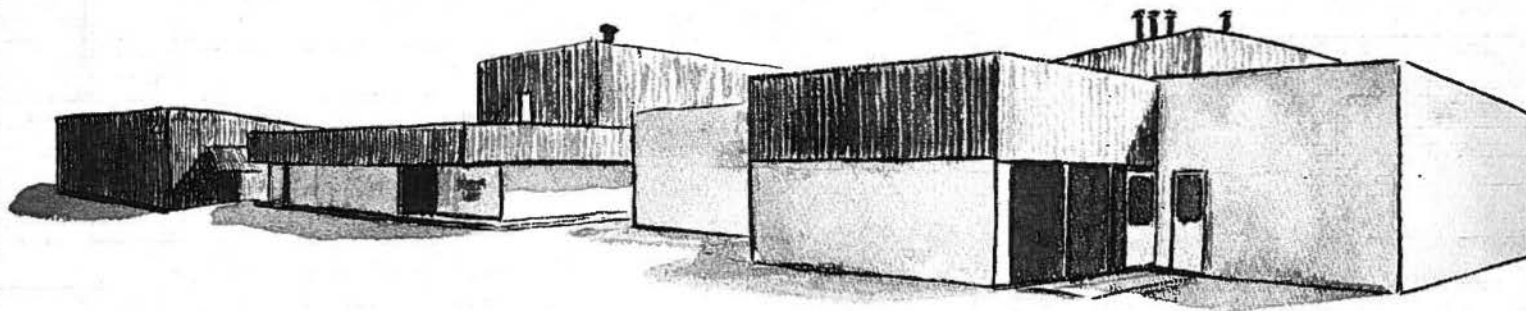


# CATALOG



## 1976-78

University of Alaska, Rural Education Affairs

**Kenai Peninsula Community College**

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**KENAI PENINSULA COMMUNITY COLLEGE**  
**IN COOPERATION WITH THE**  
**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**SOURCE OF INFORMATION**

University of Alaska  
Division of Rural Education Affairs

Office of Vice President  
for Rural Education Affairs  
101 Bunnell Bldg.  
Fairbanks, Alaska 99701

Office of Admissions & Records (907) 272-5522  
2651 Providence Avenue  
Anchorage, Alaska 99504

Kenai Peninsula Community College (907) 262-5801  
Post Office Box 848  
Soldotna, Alaska 99669

In case the operations of the University of Alaska are adversely affected by war, riot, act of God, action of civil authority, strike, or other emergency or condition, the university reserves the right to take action to curtail part or all of its operations, including action to cancel classes and action to discontinue services. In any case in which a significant curtailment is judged proper by the university, the university's liability shall be limited to (at most) a refund of tuition and fees paid.

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 or sex in accordance with the laws enforced by the Department of HEW/OCR and OEO/DOL.

Including Presidential Executive Order 11246, as amended, Title VI, of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972 and Title 41, parts 60-1, 60-2, 60-3, 60-20 and 60-50, and Sections 799A and 845 of the Public Health Service Act where applicable.

The University of Alaska is an Equal Opportunity Employer.

KENAI PENINSULA COMMUNITY COLLEGE

CALENDAR 1976-77

Fall 1976

Registration . . . . .	September 7 & 8
First Day of Instruction . . . . .	September 13
Late Registration Commences . . . . .	September 13
Add/Drop Charges Commence . . . . .	September 12
Last Day of Late Registration . . . . .	September 24
Deadline for Fall Graduation Applications . . . . .	October 19
Thanksgiving Vacation . . . . .	November 25 & 26
Last Day to Add/Drop . . . . .	December 6
Last Day of Instruction/Examinations . . . . .	December 23

Spring 1977

Registration . . . . .	January 12-13
First Day of Instruction . . . . .	January 17
Late Registration Commences . . . . .	January 17
Add/Drop Charges Commence . . . . .	January 19
Last Day of Late Registration . . . . .	January 28
Deadline for Spring Graduation Applications . . . . .	February 21
Spring Recess . . . . .	April 1
Last Day to Add/Drop . . . . .	April 8
Last Day of Instruction/Examinations . . . . .	April 29
Commencement . . . . .	May 4

## HISTORY OF THE UNIVERSITY

The University dates from July 4, 1915, when the Honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone on land set aside by Congress on March 4 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 act of the Territorial Legislature July 1, 1935; 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 of 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 University's fifth president in 1973 upon the retirement of Dr. Wood.

Today, the University's statewide system includes regional centers, with senior colleges, at Fairbanks, Anchorage, and Juneau, and community colleges at Anchorage, Bethel, Fairbanks, Juneau, Kenai-Soldotna, Ketchikan, Kodiak, Nome, Palmer, and Sitka.

## HISTORY OF

### KENAI PENINSULA COMMUNITY COLLEGE

The Kenai Peninsula Community College began as an adult education program in 1963 with 65 part-time students. It was first contracted as a Community College of the University of Alaska in 1964 with the offering of five credit classes.

In line with the University's standing philosophy of taking higher education directly to the people, KPCC acts in cooperation with the Kenai Peninsula Borough School District to offer classes over the entire Peninsula.

KPCC is one of the largest Community Colleges in the University of Alaska system. Its main campus is located off the Kalifonsky Road approximately four miles southwest of Soldotna. Extension programs are also being carried on with the help of Local Coordinators in Homer and Seward. The Kenai Peninsula campus extends some 185 miles by road from Seward to Homer and across Kachemak Bay to Seldovia; Tyonek is also served by this college.

KPCC offers a general program of the first two years of college courses, including those leading to the Associate of Arts Degree and the Associate of Applied Science. Academic courses also count toward earning the Bachelor of Arts Degree. In addition, a number of Vocational-Technical and interest courses are taught under School District sponsorship. Counseling and testing are also provided.

The Kenai Peninsula Community College is one of ten in the University of Alaska statewide system and, today, has an enrollment of over 1000 students.

## PHILOSOPHY AND OBJECTIVES

Kenai Peninsula Community College is an educational institution dedicated to offering a comprehensive continuing education program. The institution is dedicated to serving as a center of learning and cultural endeavor for the Kenai Peninsula area. Kenai Peninsula Community College believes each student should have the opportunity to grow as an individual within the framework of the college. Kenai Peninsula Community College provides educational opportunities to high school graduates and the general adult public.

The Institutional Objectives of Kenai Peninsula Community College can be stated as follows:

1. To help the student find his place in today's rapidly changing society.
2. To increase the student's desire for knowledge, and to sharpen his methods of acquiring that knowledge.
3. To develop leadership qualities and responsibilities to allow the student to cope with the problems of today's free society.

The Purposes of Kenai Peninsula Community College are:

1. To provide a comprehensive program of Community College curricula.
2. To provide a curriculum which parallels that of the University of Alaska system.
3. To provide a program of Vocational-Technical Education.
4. To provide a continuing program of Adult General Education.
5. To provide a guidance and advising program involving students, counseling and instructional staff.
6. To provide community services.

## ACCREDITATION

The Academic offerings of Kenai Peninsula Community College are fully accredited by Northwest Association of Secondary and Higher Schools through its relationship with the University of Alaska, Anchorage.

## ADMISSIONS

Any person who has earned a high school diploma or its equivalent or who is 18 years of age or older is eligible for admission to a community college. A specific grade point average (GPA) in previous high school or college work is not required.

Any person under age 18 who provides written approval by a parent and the appropriate school authority is eligible for admission to a community college with the approval of the director/dean, provided they have Senior class status at the high school in which they are enrolled.

New students planning to enroll full time (12 semester hours or more), upon initial admission, must submit an application for admission form together with a \$10 non-refundable admission fee to the Office of Admissions and Records. Students must also submit transcripts from high schools and of any previous college work completed at other institutions of higher learning.

A student whose entire college level work has been completed at any other campus within the University of Alaska Statewide System will be required to request that an original transcript from that campus, together with his application, be forwarded to the Office of Admissions and Records.

Students who have previously taken academic programs or course work at off-campus locations or extension centers within the Southcentral Region will not be required to forward transcripts of academic work taken at those campus locations.

The College will, at its discretion, determine whether transfer courses are adequate to cover majors not offered at the Kenai campus.

Medical examinations are not required.



#### Admission of Part-Time Students

Part-time students, those enrolling for 11 credit hours or less, are subject to the academic regulations of the University. They are not considered degree candidates until regular admissions requirements are met.

#### Admission Requirements for other Special Programs, Vocational-Technical Programs, Career-Oriented Programs, Seminars, and Workshops

Admission requirements for special courses, program seminars, workshops, etc., are determined by the Division sponsoring such programs. Further information relating to special courses admission requirements may be obtained from the sponsoring Division.

#### Additional Entrance Requirements for Foreign Students

A foreign student must be able to speak, read, and write the English language well enough to do college level work successfully. Therefore, all applicants from countries where English is not the native language must present a satisfactory score on the test of English as a Foreign Language (TOEFL). No other English language test can be used. In addition, when preparing the I-20 form that is necessary to obtain an F-1 (student) visa (a J-visa may be more appropriate for graduate students), the University must certify to the Immigration and Naturalization Service (INS) that the prospective student has been accepted for full-time enrollment and has sufficient funds to meet estimated expenses for one academic year. Therefore, a foreign student must sign a statement that he has sufficient funds to pay all of his expenses while attending the University of Alaska as well as the amount needed to pay his transportation costs from his home to Alaska and return. It is vital that the student has enough money to pay for his return trip home in the event of an emergency or at the termination of his enrollment. The average cost for attending the University of Alaska, Kenai Peninsula Community College, for one school year is \$800. This amount covers all University fees and a reasonable estimate of personal expenses plus books, but does not include transportation costs. (Each student is responsible for furnishing his/her own room and board.)

### AUDIT OF CLASSES

#### Auditors

Auditors are students who enroll for informational instruction only. They do not receive academic credit, have laboratory privileges, or submit papers for correction and grading. They must apply for admission, register formally on designated registration dates, obtain approval of class instructors, and pay the required fees.

### FEES

#### Summary of Semester Charges

#### Consolidated Fee and Graduate Credit Charge

Students enrolling in 7 credits or less will pay \$20 per credit for undergraduate courses and \$30 per credit for graduate courses.

Students enrolling in 8 or more credits will pay the consolidated fee of \$160 plus an additional \$10 for each graduate credit included in the total to a maximum of \$240.

Total Credits (Undergraduate and/or Graduate)	Graduate Credits Included in the Total	Consolidated Fee	Graduate Credit Charge	Total Fees
8 or more	0	\$160	\$ 0	\$160
8 or more	1	160	10	170
8 or more	2	160	20	180
8 or more	3	160	30	190
8 or more	4	160	40	200
8 or more	5	160	50	210
8 or more	6	160	60	220
8 or more	7	160	70	230
8 or more	8 or more	160	80	240



### Non-Resident Tuition

In addition to the consolidated fee and graduate credit charges, students who do not meet residency requirements will pay non-resident tuition according to the following schedule:

Total Credits	Non-Resident Tuition
1-6	\$ 0
7	50
8	100
9	150
10	200
11	250
12 or more	300

Note: Courses which require the use of special materials, supplies, or services may have a material use fee in addition to the normal credit-hour charge.

### Other Fees:

Application Fee (remit with application)	\$10
Late Registration Fee:	
First Day	.5
Each Succeeding Day	.2
Drop/Add fee (after 2nd day of instruction)	.2
Credit-by-examination fee (each examination)	15

### Activity Fee:

The activity fee for full-time students is \$10 per semester. Part-time students taking 7 to 11 credits are assessed \$5.00. Students taking 1 to 6 credits are assessed \$1.00 per credit to a maximum of \$4.00 for all courses extending beyond 14 consecutive calendar days. It is a non-refundable fee.

### Payment of Fees

At the announced time of registration each student is expected to pay all fees, student activity fees, health insurance, and deposits. In addition, any charges unpaid at the end of previous semesters are due and payable prior to re-enrollment at the college.

Students who have difficulty in meeting these charges have the alternative of requesting a deferred payment plan. The Office of Financial Aids accepts such applications. Requests for the deferred payment plan should be made in writing at least one month prior to registration. Failure to do so may delay the registration process and cause the late fee to be charged. Applications submitted on the date of enrollment will be processed on a time-available basis, and students run the risk of delayed registration and resulting late fees as well as closed classes.

When fees are to be paid by other persons or agencies after the registration process is completed, students should coordinate the fee payment arrangements in advance with either the Office of Financial Aids or the Business Office. Failure to do so may delay the registration process.

Provisions for the deferred payment plan are as follows:

1. Fifty percent of the total charges must be paid at registration time.
2. The balance is due in two equal monthly payments. These are due thirty days and sixty days following the date of registration as announced by the Registrar.
3. A processing fee of \$2 for the initial contract and \$2 per payment is added to the amount of the contract.
4. Delinquent payments are subject to an additional \$2 charge.

#### Residency

Alaskan residents as well as students from Hawaii, the Yukon Territory, and the Northwest Territories are exempt from a nonresident tuition fee. For purposes of nonresident tuition a resident is any person who has been physically present in Alaska for one year (excepting only vacations or other absence for temporary purposes 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 done any act inconsistent with Alaska residence shall be deemed a nonresident for purposes of nonresident tuition. An unemancipated person under the age of 18 who has a parent or guardian who qualified as an Alaska resident, as defined above, shall be deemed a resident, and otherwise such unemancipated person under the age of 18 shall be deemed a nonresident for purposes of nonresident tuition.

A foreign student on an F-1 Student Visa cannot become a resident because possession of a student visa is inconsistent with Alaska residence and is inconsistent with any declared intention to remain in Alaska indefinitely.

A foreign student on a permanent visa (permitting an indefinite stay in the U.S.) can qualify as a resident for tuition purposes if the other elements of the University's definition are met.

#### Refund of Fees and Tuition

Students who are withdrawing from courses or cancelling enrollment must process a withdrawal or cancellation notice at the Director's office. Refunds will be made according to the following schedule:

1. Complete refund of tuition and fees will be made when a withdrawal is made prior to the first day of instruction for semester or term or in the event courses registered for are cancelled by the University.
- \*2. Withdrawals after instruction or the term begins and prior to the 8th day of the term or semester - 90 percent refund.
- \*3. Withdrawals from the 8th day and prior to the 15th day of the term or semester - 50 percent refund.
- \*4. Withdrawal on or after the 15th day of the term or semester - no refund.
5. Claim for a refund must be made in writing to the Business Office at the time of withdrawal. The certified date of withdrawal slip, will determine the student's eligibility for a refund. Applications for refund may be refused unless they are made during the semester or term in which they apply.
6. Students withdrawing under discipline forfeit all rights to a refund of any portion of their tuition and fees.
7. Vocational/technical course fees shall be subject to this refund schedule.

\*Withdrawal transactions must be completed in the Office of Admissions and Records during the normal working day.

#### Late Registration Policy

Students registering later than the day designated for that purpose shall pay a late registration fine of \$5 for the first day, plus \$2 for each succeeding working day to a maximum of \$25. This fine is refundable only in the event all classes for which the student registered are cancelled.

#### Waiver of Late Fees

Occasionally there is a need to waive late fees due to circumstances beyond the students control. The Director of the Community College may, at his discretion, waive late fees in these cases.

#### Cancellation of Classes

The University of Alaska reserves the right to cancel, combine, to change the time, date or place of meeting, to make other revisions in these class offerings which may become necessary, and to do so without incurring obligation. The University may discontinue a class at any time if attendance falls below expected levels.

ALL FEES APPROVED BY THE BOARD OF REGENTS, UNIVERSITY OF ALASKA. THE UNIVERSITY RESERVES THE RIGHT TO CHANGE OR ADD TO ITS FEES AT ANY TIME. FEE ASSESSMENTS ARE SUBJECT TO AUDIT AND CORRECTION, AND ANY SUCH ADJUSTMENTS WILL BE MADE WITHIN THIRTY DAYS FOLLOWING THE CLOSE OF LATE REGISTRATION. STUDENTS WILL BE NOTIFIED BY MAIL OF ANY ADJUSTMENTS.

#### Financial Aid

Student financial aid is awarded primarily on the basis of need. To determine a student's financial need, the Kenai Peninsula Community College uses the College scholarship forms, the Parent's Confidential Statement or the Student's Financial Statement. Students who are attending the Kenai Peninsula Community College less than half time (enrolled for fewer than six hours per semester) are generally not eligible for financial aid. Students who wish to apply for any type of financial aid should contact a counselor at the Kenai Peninsula Community College.

The following types of financial aid are available at Kenai Peninsula Community College.

The Basic Educational Opportunity Grant

The Bureau of Indian Affairs Scholarship Grant and Employment Assistance Grant

The Alaska State Student Loan. Loan may not exceed \$2500.00 per semester and are open to Alaskans who have resided in the state a minimum of two years.

National Direct Student Loan. Requires the Student's Financial Statement or Parent's Confidential Statement to determine financial need.

College Work Study. College work study is based on financial need. The student must submit the Student's Financial Statement or Parent's Confidential Statement.

Drew Nixon Emergency Loan Fund. Students may apply for up to \$50.00 through the counselor's office on a short term loan basis. A fee of \$1.00 is charged per loan.

The Law Enforcement Education Program. This program is available to persons who are employed full time in Law Enforcement and pays for tuition and books.

Supplemental Educational Opportunity Grant. The grant requires completion of the Student's Financial Statement or Parent's Confidential Statement and eligibility is determined on the basis of financial need.

For further information and an application or assistance, contact a counselor at the Kenai Peninsula Community College.

#### STUDENT AFFAIRS

##### General Responsibilities

The University provides services to assist students in making their educational careers more profitable and meaningful. While the principal function of the University is to foster the intellectual growth of the student, it is recognized that the social, moral, physical and spiritual development of the individual is also of prime importance. Mindful of its obligation to assist the total development of the student, the University continues to encourage individualization in the educational process.

Student services include: (a) orientation activities to assist new students in adjusting to the privileges and responsibilities of membership in the University community; (b) academic counseling, and testing; (c) counseling with students relative to their personal problems; (d) financial assistance by means of scholarships, loans, and part-time jobs; (e) support of student organizations, activities, and interest groups; (f) special services, advising, and tutorial assistance programs for students in need of these services; and (g) the promotion of high standards of academic and social conduct.

### Student Behavioral Standards

Education at the University is conceived as training for citizenship as well as for personal self-improvement and development. Each citizen has a responsibility to respect the rights of others and to abide by the laws and boundaries which govern all citizens. Membership in a University community affords special status and prestige and often carries with it an even greater amount of responsibility. Students are representatives of the University community both on and off the campus, just as are faculty and staff members.

Each unit of the University has its unique mission and may of necessity have special guidelines or regulations in addition to generally accepted standards of behavior. These special regulations are printed and distributed to students at each unit of the University where applicable.

Generally, University regulations are designed to help each student work efficiently in courses and to assist in the development of a high standard of character and citizenship. They are not designed to ignore individuality, but rather to encourage the exercise of self-discipline which is imposed by a sense of social responsibility. These regulations, in most instances, have been developed jointly by staff and students. Students charged with infractions are advised in writing and given a full hearing with right of counsel and the opportunity to question witnesses or accusers. The University subscribes to principles of due process and fair hearings as specified in the Joint Statement On Rights and Freedom of Students, a statement developed by the American Association of University Professors, the U.S. National Student Association, the Association of American Colleges, the National Association of Women Deans and Counselors, and the National Association of Student Personnel Administrators.

Most students find it relatively easy to adjust to the privileges and responsibilities of the University citizenship. For those who find this process more difficult, the University attempts to provide such counsel as the student needs to gain insight and confidence in adjusting to his new environment. In some cases, when a student is unable or unwilling to assume his social responsibilities as a citizen in the University community, the institution may terminate his enrollment.

A student may be dismissed for cause by the President of the University after appropriate review.

### Job Placement

Job Placement services are offered for both part-time and full-time employment. The service provides counseling to assist students in selecting a career and attempts to make existing resources for successful entry into the job market. The placement of students participating in the College Work-Study Program may be on or off campus. Most of the work opportunities are on campus and can be related to a student's educational or vocational interest.

## ACADEMIC REGULATIONS

Each student will be held responsible for the regulations of the College as they apply to him.

### Attendance

Regular attendance is expected in all classes. Unexcused absences may result in a student being dropped from the course with a failing grade. It is the responsibility of the student to establish, to the instructor's satisfaction, the validity of an excuse for absence and to work out with the instructor acceptable arrangements for making up missed work.

### Class Standing

Class standing is determined on the basis of total credits earned.

Students are classified as:

Freshman	0-29 credits
Sophomore	30-59 credits
Junior	60-94 credits
Senior	95 credits

#### Transfer of Credit

The University will accept by transfer credits from other accredited institutions when the grades of courses completed are "C" or above. Where possible, transfer credit will be equated with University of Alaska courses. The University reserves the right to reject work of doubtful quality or to require an examination before credit is allowed. Credit will also be awarded for satisfactory completion of USAFI Courses as recommended in the Evaluation of Educational Experiences of the Armed Forces. College credit will not be allowed for the General Educational Development Tests.

#### Study Load

Students normally may register for 18 semester hours of credit: 19-20 semester hours with approval of the Director of the college; for 21 or more semester hours provided the student's grade point average with a full time study load for the past two semesters is at least 2.75 and he has the approval of the Director. For the purpose of computing study loads, non-credit courses are rated the same as credit courses.

#### Full-time/Part-time Status

An undergraduate student who registers for 12 or more semester hours of credit will be classified as full-time. A graduate student enrolled in 9 or more semester hours of credit or its equivalent will be classified as full-time. Non-credit courses may be included in the study load computation when determination of full-time/part-time status is made.

Any regular student who does not follow a prescribed course of study or curriculum leading to a specific degree will be enrolled as "interim" major. A student with an interest in a specific college, but who has not selected a major from that college, will be enrolled as a "non-major".

Special students are considered "undeclared" and are not assigned class standing.

#### CLEP General Examination

Only currently enrolled students will be awarded credit or those students who have previously taken courses at the University of Alaska which resulted in the establishment of an official file at the Office of Admissions and Records.

Credit for CLEP General Examinations shall be awarded according to the following schedule:

English . . . . .	No credit for any score
Math . . . . .	3 credits for 500 score
Natural Science . . . . .	6 credits for 500 score
Humanities . . . . .	6 credits for 500 score
Social Science - History . . . . .	6 credits for 500 score
Maximum possible . . . . .	21 credits

If as many as six semester credits have been earned in an area covered by a CLEP General Examination, no credit will be awarded for the successful completion of that examination.

Examinations can be repeated after an interval of one year.

#### Local Credit by Examination

Only currently enrolled students will be awarded credit.

All courses, except 90's (193, 294, 497, etc.) and practicums, may be taken by examination with instructor approval.

A course challenged for credit must not duplicate a course for which credit has already been granted.

A person who has audited a class may not request credit via departmental examinations for that class until the subsequent academic year. An audit does not restrict the taking of credit by examination.

Departmental examinations may be graded pass/fail or by a regular letter grade at the mutual agreement of the instructor and student.

Examinations may not be repeated earlier than one year.



#### Grading System

Only letter grades appear on the student's permanent academic record. These are as follows:

- A An honor grade; indicates originality and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than is regularly required.
- B Indicates outstanding ability above the average level of performance.
- C Indicates a satisfactory or average level of performance.
- D The lowest passing grade; indicates work of below average quality and performance.
- F Indicates failure.
  
- CR Credit. Credit-No-Credit Option: The Credit-No-Credit option encourages students to explore areas of interest not necessarily related to their academic major. One "free" elective may be taken under this option each semester. The instructor will not be informed of the students' status in the course. The student will be given credit toward graduation if he performs at a level of C or above. If performance falls below that level, the course will not be recorded on the student's transcript. In either case, the course will not be included in any grade point calculations. If the student later changes his major and the course becomes a requirement, the course will be accepted by his new major department. The student may change from credit-no-credit to regular enrollment status or from regular to credit-no-credit status during the first two weeks of the semester by informing the Director of Admissions and Records of his desire to change status.
- P Pass. Indicates passing work and carries no grade points.
- S Satisfactory. Indicates satisfactory completion, is used for graduate theses, special courses, specific career oriented courses, workshops, and seminars and carries no grade points.
- U Unsatisfactory. Indicates unsatisfactory performance, is used for career oriented programs, and carries no grade points.
- I Incomplete. Indicates additional work must be performed for satisfactory completion of the course; may be given for unavoidable absence or other conditions beyond the control of the student where work already completed is grade C or better.
- \* The grade for work that is incomplete (I) must be made up within one academic year or otherwise the incomplete becomes a permanent grade.
- DF Deferred. Indicates that the course requirements cannot be completed by the end of the semester; that credit may be withheld without penalty until the requirements of the course are met within an approved time. This designation will be used for courses such as thesis, special projects, etc., that require more than one semester to complete.
- AU Audit. Indicates student has enrolled for informational instruction only. No academic credit is awarded.
- W Withdrawn. Indicates withdrawal from a course after the first two weeks of a semester.

#### Grade Points

For the computation of grade points, each credit is multiplied by a grade factor: Grade A by 4, grade B by 3, grade C by 2, grade D by 1 and grade F by 0. A grade point average 2.00 is required for good scholastic standing.

#### Grade Point Average Computation

Any grade generated from re-taking a course will not count towards honors.

All grades (original and any re-take) for a course will be shown on the transcript, but only the last grade achieved for a course will be the one computed in the grade point average (GPA).

#### Change of Majors

A student desiring to change his major may do so only at the beginning of a semester and must obtain the written consent of the heads of the departments concerned on a change of department and/or major form which may be obtained at the Office of the Director of Admissions and Records.

#### Add/Drop

A student is expected to complete the courses in which he is enrolled. He may, if circumstances warrant, withdraw without grade penalty up to three weeks prior to the end of the semester. Student initiated withdrawals are not permitted during the last month of the semester. Elective and non-sequence courses should be dropped first. Students wishing to add courses to their schedules may do so until the end of the late registration period. The fee for student initiated course changes is \$2 per course. An Add/Drop card must be obtained from the student's academic advisor or from the Office of the Director of Admissions and Records.

#### Registration

Persons eligible for enrollment at the University of Alaska must complete registration according to the prescribed procedures and pay fees as determined by the University fee schedule in order to be eligible to attend classes and to earn credit. Auditors are required to register and pay appropriate fees. A registration period is held at the beginning of each regular session at times published in the official University 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.

#### Withdrawal from a Course

A student is expected to complete the courses in which he or she is enrolled. The student may, if circumstances warrant, withdraw from one or more classes by following the Add/Drop procedure. Courses dropped during the first two weeks of the semester will not appear on the student's permanent record. A student wishing to withdraw from all of his classes should follow the procedure for withdrawing from the University.

#### Withdrawal from the University

Withdrawal from the University is the official discontinuance of attendance prior to the end of a semester or session. An official withdrawal procedure must be completed according to the regulations of the University.

#### Dismissal

A student may be dismissed for cause at any time by the President of the University, after appropriate review.

#### Declaration of Degree Intent

Community college students who have completed 15 semester credit hours should declare intent to begin a degree program and be admitted to degree status. Senior college students who have completed 75 semester credit hours should declare intent to begin a degree program and be admitted to degree status.

#### Academic Petition

Any deviation from academic requirements and regulations must be approved by academic petition. A petition form, which requires the signatures of the student's advisor, unit head, and dean, may be obtained from the Office of the Director of Admissions and Records.

Petitions to waive general University or degree requirements must be processed through the appropriate Provost for final decision by the Vice President for Academic and Faculty Affairs.

### PRIVACY OF STUDENT RECORDS

Recognizing the need to insure the privacy of individual records, the College releases information only upon permission of students to agencies off campus. Records are available for legitimate on-campus professional use on a need-to-know basis. Information on students is maintained by the following offices:

Director of Admissions and Records for academics, Counseling for professional reference, Health Services for medical history, and Office of Student Affairs for disciplinary records and extracurricular activities. Academic and personal information is released to other institutions or employers solely upon release by the student. General information only is discussed with governmental agencies conducting standard investigations.

#### Access to Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his/her official records as specified by that Act. Further information and request for specific records may be obtained from the Office of the Director.

### ACADEMIC ADVISING PROGRAM

The academic advising program is designed for all full-time and part-time students at the Kenai Peninsula Community College seeking a degree through the University of Alaska or elsewhere.



Each student seeking a degree is assigned an academic advisor in order to assist students in meeting degree requirements and choosing classes to meet educational objectives.

You will need an academic advisor regardless of whether you finish your degree here or transfer to another degree program elsewhere in order to insure meeting your academic program requirements. The academic advising program is designed to protect you from taking the wrong classes and to assist you in meeting the requirements of your specific degree.

A counselor will assign you an advisor. If you have not declared a major or are undecided about your educational objectives, a counselor will act as your advisor.

Please do not drop a class without consulting your academic advisor.

### COOPERATIVE EDUCATION

The Kenai Peninsula Community College cooperative education program is designed to give students enrolled at the Kenai Peninsula Community College academic credit for on-the-job training. Contact the counseling office for further information.

### ADVISING, COUNSELING, TESTING

The counseling services available at the Kenai Peninsula Community College are designed to assist students with academic, vocational, personal and communicational concerns.

#### Educational Advising

Opportunities for advising are available for students in many vocational and academic areas at the counseling office. The counseling office can help you with:

- planning your education program
- how to decide upon your major area of study
- learning about careers and the education required
- learning about your interests and abilities
- requirements for your program or degree.

#### Career Exploration

There are many people who need help in exploring the world of work and learning information pertaining to vocations, training and/or educational requirements. A counselor can help students take an active part in their own self exploration, career planning and decision making.

#### Personal Counseling

Emotional and personal conflicts sometimes tend to make it difficult for a student to attain his educational goals. A counselor can help a student work in learning to explore and resolve personal problems through personal counseling.

#### Testing Services

Decisions about careers, education, vocations and personal factors are not always easy to make. The counseling service has tests which, when used in conjunction with counseling, can be of great help to students in their making of decisions.

Some of the tests offered are interest, achievement, intelligence, challenge examinations, as well as many national examinations. Arrangements can also be made to take the College Level Entrance Exam.

### STUDENT GOVERNMENT

The student union of the Kenai Peninsula Community College of the University of Alaska is a student government of elected representatives empowered to act in accordance to a recognized constitution and bylaws. The student union of the Kenai Peninsula Community College encourages students to participate in its programs and services.

An official transcript, containing the seal of the University and signature of the Director of Admissions and Records, is available without charge upon the written request of the student to the Office of Admissions and Records. Official transcripts of credit earned at other institutions, high school transcripts, and other supporting documents which have been presented for admission and evaluation of credit become the property of the University and are not reissued or copied for distribution.

## GRADUATION

### Responsibility

The responsibility for meeting all requirements for graduation rests upon the student.

### Application for Graduation

Degree candidates must formally apply for graduation. The application for graduation must be filed Admissions and Records during the semester the student plans to graduate and not later than the application filing dates which appear in the University academic calendar.

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

## COLLEGE TRANSITION PROGRAM

1. The College Transition Program provides an opportunity for high school seniors to take a limited number of college freshman classes at the Kenai Peninsula Community College during their last year of high school. After graduating from high school, students may then continue their education at KPCC, transfer their college credits to another unit within the University, or transfer to a school outside. For a high school senior, this provides a number of advantages:
  - a. A student can begin to satisfy the requirements for a college degree program while still in high school.
  - b. Students can explore different academic or vocational areas they may wish to pursue.
  - c. The program facilitates a transition from high school to college without the problems that are often associated with relocation to a new area.
  - d. For those students who are undecided about college, it offers a way of finding out whether college is for them without the cost of going away to school.
2. Eligibility - High school seniors who have the written approval of their parents or guardian, and the consent of their principal are eligible.
3. Transfer of Credits - The Kenai Peninsula Community College is fully accredited within the University of Alaska system. Accumulated credits may be transferred to other colleges and universities.
4. Class Load - High school students who take community college classes should not attempt to take more classes than they can handle along with their regular high school classes and activities. Students should consult their high school counselor and a college advisor on class load.
5. Classes - As with any other community college student, a high school senior may take any class as long as prerequisites are met. However, it is strongly recommended that classes be taken in one or more of the following areas:
  - a. English - Virtually all college degree programs require classes in written English.
  - b. General Requirements - Most degree programs require a specified number of general electives. The college catalog for the degree program you are considering should be consulted. For most colleges these elective categories are: Behavioral Science, Humanities, and Natural/Physical Science.
  - c. Prospective Major - Classes can be taken in a prospective major area. This can be in either a traditional academic subject or in a vocational area.
6. Transportation - Students are responsible for their own transportation. Most daytime classes are held at the new campus off Kalifonsky Beach Road.
7. Cost - Each student is responsible for the cost of tuition and books.
8. Advisor - Any high school senior who takes classes under the College Transition Program must consult a college faculty advisor during the college's registration period preceeding each semester.

### Diplomas and Commencement

The University of Alaska issues diplomas to degree candidates three times each year: in September following the summer session, in December following the close of the fall semester, and in May following the close of the spring semester.

All students who complete degree requirements during the academic year are invited to participate in the annual commencement ceremony which follows the spring schedule.

### Graduation with Honors

Undergraduate students who obtain a grade point average of 3.5 will be graduated cum laude; 3.8, magna cum laude; and 4.0, summa cum laude, provided they meet the honors as well as the general residence requirements.

In order to graduate with honors, students who transfer from other institutions must be in attendance at the University of Alaska for at least four semesters with a minimum of 12 credits each semester. All college work attempted, including transfer credits, is considered in the determination of a student's eligibility for graduation with honors.

## VETERANS

Veterans affairs are handled through the counseling office at Kenai Peninsula Community College. Veterans Administration application forms are available in this office to enable students to receive G.I. Bill benefits promptly. Qualified veterans may also inquire about the various supplementary programs such as tutoring.

Veterans eligible for VA educational benefits should make application through the counseling office at least six weeks prior to the opening date of the semester to be assured of timely receipt of financial aid.

The Veterans Administration considers a student "full-time" if he or she is carrying at least 12 credits per semester.

Veterans must maintain satisfactory attendance and progress in order to continue receiving benefits. Unsatisfactory attendance or progress will be reported to the Veterans Administration.

Veterans should contact the counseling office to determine whether their military experience and/or education can be transferred into University of Alaska credit.

## THE STATE OF ALASKA HIGH SCHOOL EQUIVALENCY DIPLOMA

Adults who have not completed their high school education and who wish to earn a diploma may do so by passing the General Education Development Tests (GED).

The State of Alaska Diploma is recognized as the equivalent of a four-year high school diploma. It is acknowledged as such by business, industry, civil service commissions, the military licensing bureaus, and many other institutions, including the Community College. Individuals interested in taking the GED tests should contact the Adult Basic Education office.

## CERTIFICATE PROGRAMS

Kenai Peninsula Community College offers three certificate programs for students who feel they need to prepare themselves for work in the following fields:

1. Petroleum Technology
2. Water/Wastewater Operator Training
3. Secretarial Studies

Each of these programs is offered on a yearly basis and lasts a total of 30 weeks.

## PETROLEUM TECHNOLOGY

To receive a certificate in Petroleum Technology each student must satisfactorily complete the following courses:

		Credits
P.C. 100	Math for Petroleum Calculations	3
P.C. 105	Petro-Chemical Science I	3
P.C. 106	Petro-Chemical Science II	3
P.C. 120	Basic Process Instrumentation	3
P.C. 140	Advanced Instrumentation	3
P.C. 151	Basic Electricity	3
P.C. 220	Surface Oil Production Equipment	3
P.C. 245	Electronics	3
P.C. 252	Operation of Mechanical Devices	4
P.C. 260	Laboratory Standards	3
P.C. 290	Petroleum Affairs Seminar	2
E.S. 101	Engineering Graphics	2

## WATER/WASTEWATER OPERATOR

To receive a certificate in Water/Wastewater training, each student must satisfactorily complete the following courses:

		Credits
CHEM 105	General Chemistry	4
BIOL 107	General Biology	4
WWT 110	Sanitary Chemistry I	4
WWT 101	Water Wastewater Operations I	3
WWT 102	Water Wastewater Operations II	3
	Written Communications	3
WWT 100	Wastewater Math	6
WWT 103	On Job Training	4

## SECRETARIAL STUDIES

To receive a certificate in Secretarial Studies, each student must satisfactorily complete the following courses:

Six credits from the following courses:

		Credits
S.S. 103	Elementary Typewriting	3
S.S. 105	Intermediate Typewriting	3
S.S. 106	Advanced Typewriting	3

Twenty-four credits from the following courses:

		Credits
S.S. 210	Office Procedures	3
S.S. 211	Secretarial Procedures	3
S.S. 131	Comprehensive Business English	3
S.S. 231	Business Communications	3
S.S. 203A	Ten-Key Adding Machine	1
S.S. 203B	Electronic Calculator	1
S.S. 203C	Duplication/IBM Executive Typewriter	1
S.S. 207	Machine Transcription	3

(Any two of the following courses included in the 24 credits mentioned above.)

S.S. 101	Beginning Shorthand	4
S.S. 102	Intermediate Shorthand	4
S.S. 201	Advanced Shorthand	4
Acct. 101	Elementary Accounting I	3
Acct. 102	Elementary Accounting II	3

Total Credits: (Electives to Total) 30

#### ASSOCIATE DEGREES

The Community College offers the Associate of Arts and the Associate of Applied Science Degrees. The student should note that while specific and general requirements are identical or quite similar for most degrees, there are numerous exceptions. These exceptions serve one or both of the following purposes:

1. The technical nature of some programs requires a narrow concentration of effort in order to cover the material adequately within a two-year time span.
2. Program requirements are frequently keyed to the specifications of State and Federal credential boards. Many vocational-technical licenses are predicated on the student's having completed specific requirements. There is also an increasing trend to require an Associate Degree prior to licensing in technical fields. The Community College programs are designed to meet both requirements.

The regulations of the Board of Regents of the University of Alaska provide that the Associate Degree be conferred on any student who satisfactorily completes the courses outlined.

With counseling and careful selection, a student will be able to select his lower division work so that it satisfies the requirements for graduation as well as for transferring to a senior institution. Satisfactory completion for the purpose of receiving an Associate Degree is interpreted to mean a grade point average of 2.00 or better - C average.

The minimum number of University of Alaska credits which must be earned, including those accepted by transfer, is 60 semester hours for an Associate Degree.

At least 15 semester hours of the final 30 semester hours for an Associate Degree must be earned at the University of Alaska.

A grade average of 2.00 (C) must be attained in all work as well as in the major and minor fields.

A student enrolled in an undergraduate degree program may elect to graduate under the requirements of the general catalog in effect during the year of graduation or in effect at the time he originally enrolled in the major, providing there has not been a time lapse of more than seven years.

A maximum of 15 semester credits completed by correspondence may be accepted toward an Associate Degree.

To receive an Associate Degree, a student must have been enrolled during the year preceding graduation.

To receive a second associate degree, a student must have an additional 12 credits which were not used for the first degree. Only 6 upper division credits may be used for the second degree.

#### PROGRAM REQUIREMENTS

Degree programs are listed in alphabetical order. Specific and General Requirements for Associate Degrees, when not specified, will be in accordance with the General Requirement listings in this section. The alphabetical listing of programs will refer back to this section when applicable.

## ASSOCIATE IN ARTS DEGREE

General Requirements	Credits
A. (1) Written Communication	6
(2) Oral Communication	3
B. Select three areas below. Complete six credits in each area.	18
(1) Humanities	
(2) Social Science	
(3) Natural Science	
(4) Mathematics	
(5) Other (Acct., Bus. Adm., H.E., M.S., P.E., etc.)	

NOTE: No course used to meet the above requirements may be used to meet the requirement of the major.

Major Specialty	20
See alphabetic listing of programs (No course used to meet the general education requirements may be used to meet the requirements of the major.)	

A total of 60 credits required for graduation	
Electives to total	60

The Associate in Arts Degree is granted in every Division and in every Discipline within the Community College. When not otherwise specified in the alphabetical listing of Degree Programs, the requirements are as follows:

1. Complete the General Requirements for the Associate of Arts Degree as listed in this section.
2. Complete 20 to 30 credits in the specific Major Specialty. These courses are to be selected with the student's advisor.
3. Electives to a total of 60 credits.

## ASSOCIATE IN APPLIED SCIENCE DEGREE

General Requirements	Credits
A. (1) Written Communication	6
(2) Oral Communication	3
B. Six credits using any combination of the following areas:	6
(1) Humanities	
(2) Social Science	
(3) Natural Science	
(4) Mathematics	

Major Specialty	
Specified courses to total at least 30 credits. See alphabetical listing of programs.	

A minimum of 60 credits required for graduation	
Electives to total	60

NOTE: No course used to meet General Requirements may be used to meet the requirements of the Major Specialty. Some A.A. and A.A.S. Degree Programs require more than 60 credits.



# SAMPLE PROGRAM PLAN FOR ASSOCIATE IN ARTS DEGREE

1st Semester	
Written Communication	3 credits
Oral Communication	3 credits
Elective	3 credits
Student's Major Specialty	3 credits
Elective	3 credits
Total	15 credits
2nd Semester	
Written Communication	3 credits
Elective	3 credits
Major Specialty	3 credits
Major Specialty	3 credits
To satisfy Section B under General Requirements, begin first 3 credit courses	3 credits
Total	15 credits
3rd Semester	
Major Specialty	3 credits
Major Specialty	3 credits
Major Specialty	3 credits
Take two 3 credit courses to satisfy Section B of General Requirements	6 credits
Total	15 credits
4th Semester	
Major Specialty	3 credits
Take three credit courses to satisfy Section B of General Requirements	9 credits
Elective	3 credits
Total	15 credits
TOTAL	60 credits

# SAMPLE PROGRAM PLAN FOR ASSOCIATE IN APPLIED SCIENCE DEGREE

1st Semester	
Written Communication	3 credits
Humanities, Natural Science, Math or Social Science	3 credits
Oral Communication	3 credits
Major Specialty	3 credits
Major Specialty	3 credits
Total	15 credits



2nd Semester		
Written Communication	3 credits	
Humanities, Natural Science, Math or Social Science	3 credits	
Major Specialty	3 credits	
Major or Elective	6 credits	
Total	15 credits	

3rd Semester		
Elective	3 credits	
Major Specialty	3 credits	
Major Specialty	3 credits	
Major Specialty	3 credits	
Elective	3 credits	
Total	15 credits	

4th Semester		
Major Specialty	3 credits	
Major Specialty	3 credits	
Major Specialty	3 credits	
Elective	3 credits	
Elective	3 credits	
Total	15 credits	
TOTAL	60 credits	

#### ASSOCIATE IN ARTS

#### BUSINESS

		Credits
General Requirements		27
Business Requirements		20
Acct. 101-102	Elementary Accounting	6 credits
B.A. 241	Business Law I	3 credits
Econ. 121	Economics	3 credits
B.A. 151	Introduction to Business	3 credits
CIS 101	Introduction to Data Processing	3 credits
Math 110	Math of Finance	3 credits
TOTAL CREDITS (Electives to Total)		60

NOTE: Those students electing to transfer to a four year baccalaureate degree program must take Math 105 in preparation for elementary statistics.

## ASSOCIATE IN APPLIED SCIENCE

## BUSINESS

		Credits
General Requirements		15
Major Core Specialty (Required)		15
Acct. 101-102	Elementary Accounting	6 credits
B.A. 241	Business Law I	3 credits
Econ. 121 or 051	Economics	3 credits
B.A. 151	Introduction to Business	3 credits
Concentration Area Recommended		15
B.A. 220	Principles of Purchasing	3 credits
B.A. 243	Principles of Marketing	3 credits
B.A. 280	Principles of Management	3 credits
CIS 101	Introduction to Data Processing	3 credits
Math 110	Math of Finance	3 credits
TOTAL CREDITS (Electives to Total)		60

## ASSOCIATE IN ARTS

## HUMANITIES

	Credits
General Requirements	27
Major Specialty	20
Any combination of Art, English, Foreign Language, Journalism, Linguistics, Music, Philosophy, Speech, Drama. Must include Humanities 211 and 212 and one Literature course. Minimum 20 credits in major requirement.	
TOTAL CREDITS (Electives to Total)	60

## ASSOCIATE IN APPLIED SCIENCE

## INDUSTRIAL ELECTRONICS

	Credits	
General Requirements	15	
Major Specialty	38	
E.T. 101	Basic Electronics: D.C. Physics	4 credits
E.T. 102	Basic Electronics: A.C. Physics	4 credits
E.T. 108	Mathematics for D.C. Circuits	3 credits
E.T. 109	Mathematics for A.C. Ci rcuits	3 credits
E.T. 120	Vacuum Tube Parameters	3 credits
E.T. 121	Introduction to Semi-conductors	3 credits
E.T. 125	Principles of Logic and Gating	3 credits
E.T. 126	Theory and Application of	
	Solid State Electronics	3 credits
E.T. 200	Residential and Commercial Wiring	3 credits
E.T. 207	Rotating Machinery I	3 credits
E.T. 222	Rotating Machinery II	3 credits
E.T. 224	Industrial Electronic Maintenance	3 credits
TOTAL CREDITS (Electives to Total)	60	

## ASSOCIATE IN ARTS

## MATHEMATICS

Credits

General Requirements . . . . . 27

Major Specialty . . . . . 20  
20 or more credits, including Math 200, Math 201, and Math 202.

## Suggested courses:

Math 105	Intermediate Algebra	3 credits
Math 107	College Algebra	3 credits
Math 108	Trigonometry	3 credits
*Math 200	Calculus	4 credits
*Math 201	Calculus II	4 credits
*Math 202	Calculus III	4 credits

\*These courses are required for students who plan to earn a Bachelors Degree in Math. They are not required for an Associate in Arts Degree.

TOTAL CREDITS (Electives to Total) . . . . . 60

## ASSOCIATE IN ARTS

## NATURAL SCIENCE

Credits

General Requirements . . . . . 27

Major Specialty Natural Science . . . . . 20  
Any combination of biology, chemistry, geology and physics. Minimum of 20 credits.

TOTAL CREDITS (Electives to Total) . . . . . 60

## ASSOCIATE IN APPLIED SCIENCE

## PETROLEUM TECHNOLOGY

Credits

General Requirements . . . . . 15

## Major Core Speciality (Required in all Petroleum Tech Programs)

*P.C. 105	Petro-Chemical Science I	3 Credits
*P.C. 106	Petro-Chemical Science II	3 Credits
P.C. 120	Basic Process Control Instrumentation	3 Credits
P.C. 220	Surface Oilfield Production	3 Credits

Geology Elective 3 Credits

\*Substitute E.T. 207 and E.T. 222 for P.C. 105 and P.C. 106 in the Industrial Instrument Speciality.

Concentration Areas . . . . . 15  
(Pre-Professional - Petroleum Engineer)

CHEM 105	General Chemistry	4 Credits
CHEM 106	General Chemistry & Qualitative Analysis	4 Credits
PHYS 105	University Physics I	4 Credits
PHYS 106	University Physics II	4 Credits
MATH 105	Intermediate Algebra	3 Credits
MATH 107	College Algebra	3 Credits
MATH 200	Calculus	4 Credits
MATH 201	Calculus	4 Credits

TOTAL CREDITS . . . . . 60

(Industrial Instrument Speciality)

P.C. 140	Advanced Instrumentation	3 Credits	
P.C. 151	Electricity for Petroleum Industry	3 Credits	
P.C. 245	Basic Electronics	3 Credits	
P.C. 246	Instrumentation III	3 Credits	
P.C. 252	Mechanical Equipment I	3 Credits	
P.C. 255	Instrumentation IV	3 Credits	
P.C. 260	Petroleum Standards Laboratory	3 Credits	
P.C. 270	Mechanical Equipment II	3 Credits	
MATH 55 or MATH 105	Elementary Algebra	3 Credits	
MATH 105 or MATH 107	Intermediate Algebra	3 Credits	
	College Algebra	3 Credits	30

TOTAL CREDITS . . . . . 60

(Petro-Tech. General Studies)

P.C. 140	Instrumentation II	3 Credits	
P.C. 151	Electricity for Petroleum Industry	3 Credits	
P.C. 252	Mechanical Equipment I	3 Credits	
P.C. 250	Practical Distillation	3 Credits	
P.C. 260	Petroleum Standards Laboratory	3 Credits	
P.C. 270	Mechanical Equipment II	3 Credits	
E.S. 101	Graphics	2 Credits	
MATH 55 or MATH 105	Elementary Algebra	3 Credits	
MATH 105 or MATH 107	Intermediate Algebra	3 Credits	
PHYS 103 or CHEM 105	College Physics I	4 Credits	
PHYS 104 or CHEM 106	General Chemistry and Qualitative Analysis	4 Credits	34

TOTAL CREDITS . . . . . 64

ASSOCIATE IN APPLIED SCIENCE

SECRETARIAL STUDIES

		Credits	
General Requirements			9
	Written Communication	6 credits	
	(S.S. 131, Comprehensive Business English is highly recommended.)		
	Oral Communication	3 credits	
Degree Requirements			15
	Acct. 101-102	Elementary Accounting	6 credits
	Econ. 121	Principles of Economics I	3 credits
	Three credits from the following courses:		
	Econ. 122	Principles of Economics II	3 credits
	P.S. 101	Introduction to American Government	3 credits
	B.A. 241	Business Law	3 credits
	Three credits from the following courses:		
	Soc. 101	Introduction to Sociology	3 credits
	Psy. 101	Introduction to Psychology	3 credits

Major Specialty (Required)		30
S.S. 101	Beginning Shorthand	4 credits
S.S. 102	Intermediate Shorthand	4 credits
S.S. 103	Elementary Typewriting	3 credits
S.S. 105	Intermediate Typewriting	3 credits
S.S. 106	Advanced Typewriting	3 credits
S.S. 109	Magnetic Card/Selectric Typewriter	1 credit
S.S. 203	Office Machines	3 credits
S.S. 210	Office Procedures	3 credits
S.S. 231	Business Communications	3 credits
S.S. 207	Machines Transcription	3 credits
TOTAL CREDITS (Electives to Total)		60

# ASSOCIATE IN APPLIED SCIENCE                      WATER/WASTEWATER TECHNOLOGY

FIRST YEAR - Complete Water/Wastewater Certificate Requirements

SECOND YEAR		Credits
Written Communications		3 credits
Oral Communications		3 credits
WWT 201	Water/Wastewater Oper III	3 credits
WWT 202	Water/Wastewater Oper IV	3 credits

Select electives from the following classes for a minimum of 60 total credits:

WWT 210	Sanitary Chemistry II	4 credits
	Electronics (To be selected with advisor approval)	
	Instrumentation (To be selected with advisor approval)	
Biol. 242	Intro. to Microbiology	4 credits
P.S. 211	Local Government	3 credits
B.A. 280	Prin. of Management	3 credits
Biol. 271	Ecology	3 credits

# ASSOCIATE IN ARTS    SOCIAL SCIENCE

		Credits
General Requirements		27
Major Specialty Social Science		20
	Complete 20 credits in Anthropology, Psychology, Sociology, Political Science, Economics, Geography, History and/or Education.	
TOTAL CREDITS (Electives to Total)		60

## COURSE DESCRIPTION

### ACCOUNTING

Acct. 51

#### INTRODUCTION TO ACCOUNTING I

3 credits

This course is designed for the general business student for whom it may be the final study of accounting; or, for the person who intends to continue the study of accounting. This course covers the fundamental accounting processes dealing with the bookkeeping and accounting functions for service businesses and for merchandising businesses owned by a single proprietor. It is an introduction to the theory and principles of accounting as applied to the modern business field.

Acct. 52

#### INTRODUCTION TO ACCOUNTING II

3 credits

A continuation of Accounting I. It familiarizes the student with partnership and corporate accounting. Special emphasis is directed to contemporary interest and subject matter including analysis of cash-flow and fund-flow and certain other supplementary financial statement presentations.

Acct. 101

#### ELEMENTARY ACCOUNTING I

3 credits

An introductory course in accounting concepts and procedures for a business. Emphasis is placed on the accounting cycle and the recording, summarizing, and interpretation of accounting data.

Acct. 102

#### ELEMENTARY ACCOUNTING II

3 credits

A continuation of introductory accounting concepts and procedures with the introduction of manufacturing operations. Emphasis is placed on cost accounting and additional financial statements to be used in making management decisions. Prerequisite: Accounting 101.

### ANTHROPOLOGY

Anth. 101

#### THE STUDY OF MAN

3 credits

Introduction of Anthropology, including the physical and cultural aspects of man.

Anth. 200

#### HERITAGE OF ALASKA NATIVES (Same as History 200)

3 credits

The methodology of ethnohistory of Alaska Natives and consideration of cultural contacts, cultural breakdowns, and interaction of Natives with other people.

Anth. 202

#### CULTURAL ANTHROPOLOGY

3 credits

Basic theories and current concepts of cultural anthropology regarding the social, political, and aesthetic life of primitive societies. Prerequisite: Anth. 101 or permission of the instructor.

Anth. 205

#### PHYSICAL ANTHROPOLOGY

3 credits

An introductory course including the behavior, genetics, classification and evolution of man and the other primates, as well as the distribution, morphological, and physiological adaptations of modern human populations. Prerequisites: Biol. 107-108 and Anth. 101 or permission of the instructor.

Anth. 214

#### ARCHAEOLOGY

3 credits

The history of archaeology and a study of its methods. Prerequisite: Anth. 101 or permission of the instructor.

ART	
Art 101	3 credits
Art 102	3 credits
BEGINNING CERAMICS	
Introduction to the making and firing of clay objects. Study of clay, methods of forming decorations, glazing, and firing. Art 101-102 may be taken in reverse order.	
Art 105	3 credits
Art 106	3 credits
FREEHAND DRAWING	
Exploration of basic drawing principles - lines, value, form, structure, perspective, texture, pictorial design in various media from objects, figures, landscapes, pure forms. Art 105-106 may be taken in reverse order.	
Art 107	3 credits
Art 108	3 credits
WATERCOLOR	
Exploration of the materials of watercolor as an expressive painting medium. Concentration is on individual projects in color, value, technique, texture. Art 107-108 may be taken in reverse order.	
Art 161	3 credits
Art 162	3 credits
DESIGN AND COLOR THEORY	
Fundamentals of form, color, visual perception: Principles of composition, organization, and structure. Emphasis is on two-dimensional design. Art 161-162 may be taken in reverse order.	
Art 163	
THREE-DIMENSIONAL DESIGN	3 credits
Course dealing with the elements of good design in three dimensional form. Series of problems related to the development of the aesthetic in three dimensions.	
Art 201	3 credits
Art 202	3 credits
INTERMEDIATE CERAMICS	
A continuation of basic ceramics with an emphasis on the potter's wheel, glaze calculations, and plaster, as it relates to pottery. Art 201-202 may be taken in reverse order. Prerequisite: Art 101-102 or permission of instructor.	
Art 203	3 credits
Art 204	3 credits
CERAMIC SCULPTURE	
Use of plastic qualities of clay as a sculptural media. Wheel-thrown sculpture, coil, and slab techniques will be explored as well as architectural, three-dimensional mural design. Art 203-204 may be taken in reverse order. Prerequisite: Art 101 or permission of the instructor.	
Art 205	3 credits
Art 206	3 credits
LIFE DRAWING AND COMPOSITION	
Problems in drawing form life, exploring possibilities in pictorial design and composition. Emphasis on form in space using charcoal, pen, brush, and various other media. Art 205-206 may be taken in reverse order. Prerequisite: Art 106 or permission of the instructor.	





Art 207	3 credits
Art 208	3 credits
<b>BEGINNING PRINTMAKING</b>	
Exploration of the multiple as an art medium; problems in relief, woodcut, linecut, intaglio, etching, drypoint, engraving, collagraph, paper lithograph, and planograph processes. Each semester concentrates on design in two different major processes. Art 207-208 may be taken in reverse order.	
Art 209	3 credits
Art 210	3 credits
<b>BEGINNING METALCRAFT</b>	
Material processes and techniques for silver jewelry and silversmithing. Art 209-210 may be taken in reverse order. Prerequisite: Art 161 or permission of the instructor.	
Art 211	3 credits
Art 212	3 credits
<b>BEGINNING SCULPTURE</b>	
An introduction to sculpture using wood, metal, wire, plaster, clay, and plastic materials. Course designed to make the student artist aware of his materials and the tool required for the execution of sculpture. Art 211-212 may be taken in reverse order.	
Art 213	3 credits
Art 214	3 credits
<b>BEGINNING OIL PAINTING</b>	
Introduction to painting procedure. Still life, landscape, and figure studies in oil and varied media. Art 213-214 may be taken in reverse order. Prerequisites: Art 105 and 162 or permission of the instructor.	
Art 215	3 credits
Art 216	3 credits
<b>WEAVING</b>	
This course will cover various weaving techniques, including the traditional loom weaving, different kinds of primitive weaving (backstrap loom, Inko loom, Hungarian loom, etc.) tapestry weaving, macrame, and spinning and dying yarns. The emphasis will be on individual creativity and experimentation within these techniques.	
Art 217	
<b>PORTRAIT PAINTING</b>	
Basic principles of portrait painting, study of character, design, and composition. Use of charcoal, oil and related media. Prerequisite: Art 106 and 214 or permission of the instructor.	
Art 220	
<b>INVESTIGATIONS OF NEW MEDIA &amp; TECHNIQUES</b>	
Techniques of combining art with any subject matter to enhance and enrich these courses. Studio course combined with art history.	
Art 221	
<b>INTRODUCTORY PHOTOGRAPHY</b>	
Basic principles of photography; exploration of photography as a means of artistic expression; its relationship to other art media. Cross listed with Journalism 203.	

Art 222  
EXPERIMENTAL PHOTOGRAPHY 3 credits  
Exploration of various special effects, techniques; free experimentation with the photographic image; emphasis on creativity. Prerequisite: Art 221 or permission of the instructor.

Art 224 3 credits  
Art 225 3 credits

EXPERIMENTAL IN ACRYLIC PAINTING  
This course is designed to deal with the multiplicity of techniques available through the use of acrylic paint. These techniques will be explored through problems relating to transparent, opaque, textural, and sculptural nature of the medium.

Art 260  
ART APPRECIATION 3 credits  
A course designed for a non-art major, to stimulate thought and develop an appreciation of all the visual art. No attempt at chronological study is planned; rather, emphasis is on how art is useful in everyday life, how it speaks, what it means.

Art 261 3 credits  
Art 262 3 credits

HISTORY OF WORLD ART  
Origins of art and its progressive development from the beginning to contemporary art; emphasis on change and progress. Art 261-262 may be taken in reverse order; however, course content is presented in a chronological sequence beginning with fall semester. Prerequisite: Sophomore standing. Term paper required each semester.

Art 291  
SEMINAR IN INDIVIDUAL INSTRUCTION 3 credits  
In conjunction with a studio class, students extend involvement in a study area. This may include learning to set up exhibitions, assisting the instructor in the laboratory situation, researching data, as well as pursuing individual art projects of the students design. Arrangements are made with the individual instructor. Written permission must be obtained from the instructor prior to registration.

## BEHAVIORAL SCIENCE

B.S. 101  
FIELD OBSERVATION 3 credits  
Observation experience within a series of three agencies in which an awareness of intake procedures, services provided, and follow-up will be discussed. Prerequisite: B.S. 102 or may be taken concurrently.

B.S. 102  
INTRODUCTION TO BEHAVIORAL SCIENCE 3 credits  
This science of man as a social animal, his social process, experience perception, and behavior with added emphasis upon motivation, learning sensation, and personality in an attempt to construct an interaction frame-work in understanding and predicting human behavior.

## BIOLOGY

Biol. 107 Fall and Spring

### FUNDAMENTALS OF BIOLOGY (3+0)

3 credits

Basic principles of living systems: chemical and structural bases; major metabolic mechanisms; reproduction and development; genetics; evolution and diversity; environmental relationships; and mechanisms for stability of cells, organisms, and populations. An introductory course open to students in all curricula.

Biol. 108 Fall and Spring

### FUNDAMENTALS OF BIOLOGY (0+3)

3 credits

Laboratory part of Biology 107. Exercises are designed to illustrate principles and concepts developed in Biology 107. Prerequisite: Concurrent registration, or credit in Biol. 107.

Biol. 111

### HUMAN ANATOMY AND PHYSIOLOGY I (2+3)

3 credits

An introduction to human structure and function. The integumentary, skeletal, muscular, nervous, and endocrine systems are considered. This course is primarily intended for nursing students. Prerequisite: Permission from instructor.

Biol. 112

### HUMAN ANATOMY AND PHYSIOLOGY II (2+3)

3 credits

A continuation of Biol. 111. The circulatory, respiratory, digestive, excretory, and reproductive systems are considered. Prerequisite: Biol. 111 or permission from instructor.

Biol. 242

### INTRODUCTION TO MICROBIOLOGY (3+3)

4 credits

Survey of the morphology and physiology of microorganisms, their role in ecology and their relationship to man. Prerequisite: Biol. 105. Chemistry is recommended.

Biol. 271

### PRINCIPLES OF ECOLOGY (3+3)

3 credits

Relationships between organisms and their environments. Communities, environmental factors affecting plants and animals, population structure, and field trips. Prerequisite: Biol. 105 and 106.

## BUSINESS ADMINISTRATION

B.A. 151

### INTRODUCTION TO BUSINESS

3 credits

Business organization, nature of major business functions, such as managements, finance, accounting, marketing, personnel administration. The opportunities and requirement for professional business careers.

B.A. 220

### PRINCIPLES OF PURCHASING

3 credits

Introduction to the various phases of industrial procurement in its relation to other areas of business organization. Prerequisite: B.A. 243.

B.A. 241

### BUSINESS LAW I

3 credits

Survey of the legal aspects of business problems; basic principles, institutions, and administration of law in contracts, agency, employment, negotiable instruments, and personal sales.

B.A. 243  
PRINCIPLES OF MARKETING 3 credits  
The role of marketing in the economy; marketing institutions, supply and demand, determining prices, analysis of marketing costs and competition.

B.A. 280  
PRINCIPLES OF MANAGEMENT 3 credits  
Organization of management, managerial functions in operations, division of responsibility, vertical and horizontal theory, managerial leadership and personnel functions, business control and procedures, basic management problems. Prerequisite: B.A. 151, 243 and Sophomore standing.

## CHEMISTRY

Chem. 105  
GENERAL CHEMISTRY 4 credits  
An introduction to Chemistry for science majors including atomic and molecular structure and reactivity, equations, state of matter, chemical calculations, solutions, kinetics and equilibrium. Lab is used to develop skills in using glassware and handling chemicals. Prerequisite: High school chemistry or permission of the instructor.

Chem. 106  
GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS 4 credits  
Follows Chem. 105 and includes Nuclear Chemistry, Thermo Chemistry, Electro Chemistry, Chemistry of selected elements and organic Chemistry. Prerequisite: Chem. 105 or equivalent.

## COMPUTER INFORMATION SYSTEMS

CIS 101  
INTRODUCTION TO DATA PROCESSING 3 credits  
A beginning course covering topics in machine organization, problem formulation, programming, information flow, management, and applications of automatic data processing systems.

## ECONOMICS

Econ. 121  
PRINCIPLES OF ECONOMICS I 3 credits  
Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; economic systems.

Econ. 122  
PRINCIPLES OF ECONOMICS II 3 credits  
Theory of prices and markets; income distribution; contemporary problems of labor, agriculture, public utilities, international economic relations. Prerequisite: Econ. 121.

## EDUCATION

Ed. 205  
SCIENCE AND MATHEMATICS - METHODS FOR AIDES 4 credits  
Methods and materials, techniques and practices in teaching science and math. Special considerations in how to assist in a regular classroom situation. Practicum experience as an aide provided by assignment in local schools.

## ELECTRONICS TECHNOLOGY

E.T. 101

### BASIC ELECTRONICS: DC PHYSICS

4 credits

Course assumes no previous knowledge of electronics and prepares the student for further study. Subjects included are: basic physics of electricity, direct current and practices, magnetism, and use of test equipment.

E.T. 102

### BASIC ELECTRONICS: AC PHYSICS

4 credits

Principles of alternating current, vectors, phase relationships, inductive and capacitive reactance and impedance. AC circuit analysis, series and parallel resonant circuits. Transformers, network analysis. Prerequisites: E.T. 101 and E.T. 108.

E.T. 108

### MATHEMATICS FOR DC CIRCUITS

3 credits

Review of arithmetic. Selected topics in algebra, trigonometry, slide rule computation, graphs, analytic geometry, waveform analysis, and decibel calculation. Calculations necessary for DC theory and continued study of electronics.

E.T. 109

### MATHEMATICS FOR AC CIRCUITS

3 credits

Selected topics in algebra, trigonometry, slide rule computation, graphs, analytic geometry, waveform analysis, and decibel calculations, calculations necessary for AC theory and continued study of electronics. Prerequisites: E.T. 101 and E.T. 108.

E.T. 120

### VACUUM TUBE PARAMETERS

3 credits

Subjects included are: fundamentals, construction, characteristics, parameters, uses and specifications of vacuum tubes. Prerequisites: E.T. 102 and E.T. 109.

E.T. 121

### INTRODUCTION TO SEMICONDUCTORS

3 credits

Semiconductor diodes and transistors, physics, construction characteristic curves, parameters, specifications, and basic applications, including laboratory work in methods of circuit analysis and circuit aspects. Prerequisites: E.T. 102 and E.T. 109.

E.T. 125

### PRINCIPLES OF LOGIC AND GATING

3 credits

Developing basic logic circuits, including studies in adders, subtractors, binary arithmetic, boolean algebra, logic simplification, registers, counters, and all standard gates and switches. Prerequisites: E.T. 120 and E.T. 121.

E.T. 126

### THEORY AND APPLICATION OF SOLID STATE ELECTRONICS

3 credits

Advanced solid state theory and applications, theory and circuit analysis of field effect transistors, integrated circuits, junction transistors, diodes, and troubleshooting. Prerequisites: E.T. 120 and E.T. 121.

E.T. 200

### RESIDENTIAL AND COMMERCIAL WIRING

3 credits

Blueprint reading, layout, and techniques of wiring practices for heating, control, alarm and signaling systems.

E.T. 206

### ELECTRONIC INDUSTRIAL INSTRUMENTATION

3 credits

Installation, maintenance and repair of industrial electronic process control instrumentation. Practical experience in troubleshooting, calibration and alignment.

E.T. 207  
ROTATING MACHINERY I 3 credits  
Theory of operation of single phase fractional horsepower motors, polyphase generators and motors, controllers and protective devices.

E.T. 222  
ROTATING MACHINERY II 3 credits  
Continuation of E.T. 207.

E.T. 223  
ELECTRONIC SYSTEMS 3 credits  
Design, specification and installation of an electrical process control system by student to include elements of sensing, control, feedback and alarm systems.

E.T. 224  
INDUSTRIAL ELECTRONIC MAINTENANCE 3 credits  
Practical experience in repair and maintenance of industrial instrumentation units. To include Electronic, Pneumatic and Electro-pneumatic equipment.

E.T. 227  
ELECTRICAL GENERATION AND TRANSMISSION 3 credits  
Theory of Commercial and Emergency power generation, transmission and control. To include prime movers, generation sets, transformers, switch gear, and transmission equipment.

E.T. 240  
CODE AND LAW 3 credits  
Survey and National Electrical Code, representative Alaskan Municipal Codes, and Underwriters specifications for electrical systems. Liability, performance and bid bonding and insurance for the private contractor.

#### ENGINEERING SCIENCE

E.S. 101  
GRAPHICS 2 credits  
Orthographic projection, pictorial drawing, sketching, lettering, geometric construction, charts, graphs and diagrams.

E.S. 102  
GRAPHICS 2 credits  
Descriptive geometry, graphic solution of three dimensional problems.

#### ENGLISH

Engl. 111  
METHODS OF WRITTEN COMMUNICATION 3 credits  
Intensive instruction in written expression, including orderly thought, clear expression, and close analysis of appropriate texts.

Engl. 131  
INTRODUCTION TO LITERATURE 3 credits  
Introduction to the analysis and appreciation of fiction, drama and poetry. Recommended for students considering English as a major or a minor.

- Engl. 175  
VOCABULARY DEVELOPMENT 3 credits  
Studies to increase the student's acquaintance with and control of words in English. Emphasis on developing the student's own vocabulary through familiarity with Greek and Latin word roots, some consideration of processes in the development of the English vocabulary as a whole. Individual projects encouraged.
- Engl. 201  
MASTERPIECES OF WORLD LITERATURE 3 credits  
To develop familiarity and interpretation of selected masterpieces up through the Renaissance. Prerequisite: Engl. 111.
- Engl. 202  
MASTERPIECES OF WORLD LITERATURE 3 credits  
To develop familiarity and interpretation of selected masterpieces from the Renaissance to the Twentieth Century. Prerequisite: Engl. 111.
- Engl. 203  
A SURVEY OF BRITISH LITERATURE 3 credits  
Analysis and interpretation of selected English writings from the Age of Chivalry to the Romantic Period. Prerequisite: Engl. 111.
- Engl. 204  
A SURVEY OF BRITISH LITERATURE 3 credits  
Analysis and interpretation of selected English writings from the Romantic Period to the Modern Period. Prerequisite: Engl. 111.
- Engl. 211  
ADVANCED COMPOSITION WITH MODES OF LITERATURE 3 credits  
Practice of written interpretation of fiction, drama and poetry. Prerequisite: Engl. 111.
- Engl. 212  
TECHNICAL REPORT WRITING 3 credits  
Practice in writing business correspondence, formal and informal reports. Assignments correlate with vocational writing requirements. The student should be well versed in his/her selected technical field before enrolling. Prerequisite: Engl. 111.
- Engl. 260  
SOPHOMORE WRITERS: WORKSHOP 3 credits  
Practices in the techniques of writing short stories, one-act plays, sketches and poetry.
- GEOLOGY
- Geol. 100  
ELEMENTS OF GEOLOGY 3 credits  
A basic course in geology, to provide information about glaciers, volcanoes, mineral resources and other topics of interest to Alaskans. A nonlaboratory introduction to the earth, its origin, sequence of events in its evolution and succession of life on it; appreciation of the modern landscape. Not acceptable toward a degree in geology or fulfilling a laboratory science requirement.
- Geol. 111  
PHYSICAL GEOLOGY 4 credits  
Introduction to physical geology; a study of the earth, its materials, and the processes that effect changes upon and within it. Laboratory training in the use of topographic maps and the recognition of common rocks and minerals.



Geol. 112  
HISTORICAL GEOLOGY 4 credits  
Laboratory work includes the reconstruction of geologic history of various regions through the use of geologic maps and structure sections. Prerequisite: Geol. 111.

Geol. 204  
GEOMORPHOLOGY 4 credits  
Study of land forms and physical processes of their development. Interpretation of topographic maps. Prerequisite: Geol. 112 or by permission of the instructor.

Geol. 212  
INTRODUCTION TO PALEONTOLOGY 4 credits  
General introduction to various invertebrates, and plants preserved as fossils, with emphasis on invertebrates, their classification, and evolution. Prerequisite: Geol. 112.

## HISTORY

Hist. 101  
WESTERN CIVILIZATION 3 credits  
The origins and major political, economic, social, and intellectual developments of western civilization to 1650.

Hist. 102  
WESTERN CIVILIZATION 3 credits  
Major political, economic, social, and intellectual developments of western civilization since 1650.

Hist. 131  
HISTORY OF THE UNITED STATES 3 credits  
The discovery of America to 1865; colonial period, Revolution, formation of the Constitution, western expansion, Civil War.

Hist. 132  
HISTORY OF THE UNITED STATES 3 credits  
History of the U.S. from the Reconstruction to the present.

Hist. 200  
HERITAGE OF ALASKA NATIVES (Same as Anth. 200) 3 credits  
The methodology of ethnohistory of Alaska Natives and consideration of cultural contacts, cultural breakdowns, and interaction of Natives with other people.

## HUMANITIES

Hum. 211 3 credits  
Hum. 212 3 credits

HUMANITIES  
Integrated introduction to the fundamental principles of literature, music, arts and philosophy. Prerequisite: Engl. 111 or equivalent, Hist. 101-102 recommended. Sophomore standing.

## MATHEMATICS

Math 55

### ELEMENTARY ALGEBRA

3 credits

A beginning course for students whose background is very weak. This course is designed to introduce the student to the basic concepts of algebra. These concepts include sets and their operation, numerals and number systems and their properties, variables, sentences-open and closed-properties of order, absolute value, linear and quadratic equations and inequations, factors, exponents, radicals, graphs, relations, and functions.

Math 105

### INTERMEDIATE ALGEBRA

3 credits

Set theory, number systems, absolute value, inequalities, linear and quadratic equations, exponents and radicals, polynomials, and functions. Covers graphing and systems of equations. Prerequisite: One year of high school algebra with a grade of C or better, or Math 55.

Math 107

### COLLEGE ALGEBRA

3 credits

Review of high school algebra, determinants, matrices, topics in the theory of equations, systems of equations, inequalities, curve sketching, probability and applications. Logarithms, binomial theorem, and mathematical induction. Prerequisite: Two years of high school algebra with a grade of C or better, or Math 105.

Math 108

### TRIGONOMETRY

3 credits

Plane trigonometric functions, negative angles, solving right triangles, solving oblique triangles, graphs of the trigonometric functions, and DeMoivre's Theorem. Prerequisite: Two years of high school algebra with a grade of C or better, or Math 105, or Math 107.

Math 110

### MATHEMATICS OF FINANCE

3 credits

Simple and compound interest, discount, annuities, amortization, sinking funds, depreciation, and capitalization. Prerequisite: Math 105 or admission by arrangement.

Math 200

### CALCULUS

4 credits

Review of functions and analytic geometry, limits, derivatives of rational algebraic functions, curve sketching, basic integration of power functions, the definite integral, and applications of differentiation and integration. Prerequisite: Math 107.

Math 201

### CALCULUS

4 credits

Differentiation and integration of exponential, logarithmic, and trigonometric functions. Parametric equations, arc length, polar coordinates, and techniques of integration. Applications of the above. Prerequisite: Math 200 or equivalent.

Math 205

### MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS

3 credits

Set theory, real number system and subsystems, informal geometry, relations and functions, modular arithmetic, bases, logic. Prerequisite: Math 105 and/or placement.

## MUSIC

Mus. 113

### MUSIC FUNDAMENTALS

3 credits

Rudimentary work in the elements of music including introduction to the keyboard, rhythm, major and minor scales, intervals and musical terms. This course is designed for students with little or no background in music reading.

Mus. 123

### MUSIC APPRECIATION I

3 credits

Introduction to historical-cultural aspects of music as an art form in the various stylistic eras, the leading figures of these eras, and the world they inhabited. This course also deals with the materials and structural elements out of which a musical work is fashioned. Open to all students.

Mus. 124

### MUSIC APPRECIATION II

3 credits

Continuation of Mus. 123. Prerequisite: Mus. 123 or permission of the instructor.

## PETROLEUM TECHNOLOGY

P.C. 100/WWT 100

### MATH FOR THE PETROLEUM INDUSTRY

3 credits

Applications of selected topics from Mathematics to field applications in the petroleum industry. To include arithmetic, theory of measurement, units, slide rule, principles of algebra, plane and solid geometry, trigonometry, graphical representations, geometric constructions and advanced petroleum industry applications.

P.C. 105

### PETRO-CHEMICAL SCIENCE I

3 credits

Survey of the Physics and measurement of physical quantities and interaction of physical variables necessary for an efficient understanding of the industrial processes the operation will be required to control.

P.C. 106

### PETRO-CHEMICAL SCIENCE II

3 credits

Survey of chemical principles applicable to operation and maintenance of Petro-Chemical facilities.

P.C. 120

### BASIC PROCESS CONTROL INSTRUMENTATION

3 credits

A survey of the application and principles of operation of the instrumentations used in the Petro-Chemical Industries. Study of the process variables measured and controlled, safety factors in instrumentation and installations and operations.

P.C. 130

### CHEMICAL PLANT OPERATIONS

3 credits

Introduction to the basic physics, chemistry, and engineering of a chemical plant designed to help the plant operator understand the process being controlled. Topics include physics, chemistry, instrumentation, turbines, compressors, steam systems, water quality, catalytic reactions and fractionating equipment.

P.C. 140

### ADVANCED INSTRUMENTATION

3 credits

Design and installation of pneumatic and electrical process control systems, repair and maintenance of instruments, valves and actuators.

- P.C. 151  
ELECTRICITY FOR THE PETROLEUM INDUSTRY 3 credits  
AC and DC distribution and control systems. Applications of AC and DC to motors, generators, lighting circuits.  
Operation and interpretation of electrical measuring instruments.
- P.C. 199  
MECHANICAL EQUIPMENT II 3 credits  
Installation of maintenance of bearings and seals, preventive maintenance programs. Selection of appropriate lubricants, analysis of equipment failures.
- P.C. 220  
SURFACE OILFIELD PRODUCTION 3 credits  
P.C. 220 involves a variety of units dealing with oilfield production equipment and practices. The course of crude oil from well head to refinery, the equipment employed, problems encountered, nomenclature, standard industry procedures and governmental regulations.
- P.C. 245  
BASIC ELECTRONICS 3 credits  
Analysis of both discrete circuit blocks and functional industrial instruments composed of these blocks. Includes component nomenclature, circuit operation isolation of malfunctions and repair of electronic equipment.
- P.C. 250  
PRACTICAL DISTILLATION 3 credits  
Layout, design and nomenclature of refinery equipment and operations. Common refinery problems and correct operator response will be treated. Maintenance of towers, furnaces, boilers and heat exchangers, and related refinery equipment.
- P.C. 252  
MECHANICAL EQUIPMENT I 3 credits  
Maintenance and operation of pumps, compressors, turbines, engines, motors, and drive components.
- P.C. 260/WWT 210  
PETROLEUM STANDARDS LABORATORY 3 credits  
Comprehensive laboratory experience in measuring the parameters of petroleum products. Fundamental laboratory testing of plant feed water and effluent will also be included.
- P.C. 285  
OFFSHORE OPERATIONS 3 credits  
Survey of the History and development of offshore drilling and production facilities with particular emphasis on situations peculiar to Alaskan waters.
- P.C. 290  
PETROLEUM AFFAIRS SEMINAR 3 credits  
P.C. 290 is made up of field trips, films and guest speakers associated with the petroleum industry production problems. Innovative techniques, situations unique to Arctic production efforts, environmental safeguards, political and social involvement of the industry will be considered.
- PHYSICAL EDUCATION
- P.E. 100  
PHYSICAL EDUCATION ACTIVITIES AND INSTRUCTION 1 credit  
Instruction, practice and activity in a variety of physical activities, sports and dances.

## PHYSICS

Phys. 103  
COLLEGE PHYSICS I 4 credits  
Classical mechanics and thermodynamics. Prerequisites: High school algebra and geometry. Trigonometry useful.

Phys. 104  
COLLEGE PHYSICS II 4 credits  
Electricity, magnetism, optics, and an introduction to modern physics. Prerequisites: High school algebra and geometry, trigonometry or Physics 103.

Phys. 105  
UNIVERSITY PHYSICS I 4 credits  
Classical mechanics and thermodynamics with some calculus used. Corequisite: Math 200.

Phys. 106  
UNIVERSITY PHYSICS II 4 credits  
Electricity, magnetism, optics, and an introduction to modern physics with some calculus used. Prerequisites: Math 200 and Physics 105.

## POLITICAL SCIENCE

P.S. 101 INTRODUCTION TO AMERICAN GOVERNMENT 3 credits

P.S. 102  
INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICAL SCIENCE 3 credits  
U.S. Constitution and its philosophy; evolution of the branches of government; political process, contemporary political issues, goals, methods, and levels of government.

P.S. 211  
STATE AND LOCAL GOVERNMENT 3 credits  
Organization and politics of state and local government in the United States; the Alaska Constitution; problems of statehood in Alaska.

## PSYCHOLOGY

Psy. 101  
INTRODUCTION TO PSYCHOLOGY 3 credits  
Fundamentals of general psychology and human behavior.

Psy. 102  
INTRODUCTION TO PSYCHOLOGY 3 credits  
A continuation of the fundamentals of the principles of general psychology. Prerequisite: Psy. 101.

## SECRETARIAL STUDIES

S.S. 101  
BEGINNING SHORTHAND 4 credits  
Gregg Shorthand, Diamond Jubilee Series. Beginning Shorthand for secretarial students. Theory and reading practice for students who have had no training in Gregg Shorthand.

- S.S. 102  
INTERMEDIATE SHORTHAND 4 credits  
Reinforces basic Gregg theory principles; emphasis upon speed dictation; transcription introduced. Prerequisite: S.S. 101 or equivalent and ability to type.
- S.S. 103  
ELEMENTARY TYPEWRITING 3 credits  
Basic typewriting skill with emphasis on correct techniques and development of speed and accuracy. Introduction to centering, typing of personal and business letters, envelopes, simple tables and manuscripts. For people with no previous typing training.
- S.S. 105  
INTERMEDIATE TYPEWRITING 3 credits  
Speed and accuracy development and application of typewriting skill to special letter problems, tabulation, manuscripts, and other office typing problems. Prerequisite: S.S. 103 or one year of high school typing or equivalent.
- S.S. 106  
ADVANCED TYPEWRITING 3 credits  
Typing of business letters, legal documents and forms, statistical tabulations including financial reports, and the problem solving approach to the completion of various typing problems. Emphasis on speed and office standards. Prerequisites: S.S. 105 or equivalent and speed of 40 words a minute.
- S.S. 109  
MAGNETIC CARD/ELECTRIC TYPEWRITER 1 credit  
Instruction and practice in the use of the IBM Magnetic Card Typewriter. This machine is an electric typewriter with the capacity to record signals on magnetic cards and play back automatically at rapid speeds. Prerequisites: S.S. 105 or equivalent and speed of 45 words a minute.
- S.S. 131  
COMPREHENSIVE BUSINESS ENGLISH 3 credits  
Develop skills in the mechanics of writing and transcribing business letters that are correct in language, grammar, punctuation, capitalization, etc. Intensive practice is given.
- S.S. 201  
ADVANCED SHORTHAND 3 credits  
Developing speed and transcribing large quantities of new-matter dictation, graded in difficulty, and problems of transcription. Prerequisite: S.S. 102 and S.S. 106 or equivalent.
- S.S. 202  
ADVANCED DICTATION AND TRANSCRIPTION 4 credits  
Optimum speed, accuracy, technical applications and transcription are realized with emphasis on production of mailable copy. Comprehensive review is provided. Prerequisites: S.S. 102, S.S. 106, S.S. 201 or equivalent.
- S.S. 203  
OFFICE MACHINES
- A. Basic operation of ten-key adding machine 1 credit
  - B. Calculating machines and an overview of their use in office work 1 credit
  - C. Use of duplicating machines and the IBM Executive Typewriter. Prerequisite: S.S. 103 or equivalent 1 credit



S.S. 207  
MACHINES TRANSCRIPTION 3 credits  
Transcription training with emphasis on mailable copies, speed of transcription, meeting deadlines, and working under pressure. Prerequisite: S.S. 105 or ability to type 45 words a minute.

S.S. 210  
OFFICE PROCEDURES 3 credits  
Business filing systems and records control, applications of effective procedures for handling mail, telephone, meeting the public, office communications, library science, and employment procedures.

S.S. 215  
BEGINNING LEGAL SECRETARIAL PROCEDURES 3 credits  
Duties and responsibilities of the legal secretary including the preparation of client and court documents. Emphasis on stylization of legal papers, difference in the State courts.

S.S. 231  
BUSINESS COMMUNICATIONS 3 credits  
Applies the techniques of written communications to situations that require problem solving and an understanding of human relations. Students will compose and evaluate the various kinds of communications that commonly pass between a businessman and his associates, customers, and dealers. Included will be interoffice memos, letters, and reports. Prerequisite: S.S. 131 or Engl. 111 and ability to type.

S.S. 299  
OFFICE PRACTICUM 6 credits  
The student is placed in a business office which is related to her educational program and occupational objective for 10 hours a week for two additional hours a week in a seminar with the coordinator. Prerequisite: Permission of the instructor.

SOCIOLOGY

Soc. 101  
INTRODUCTION TO SOCIOLOGY 3 credits  
An introduction to the science of man as a social animal, emphasizing the social processes which give rise to and shape man's language, experiences, perception, meaning and behavior. An attempt is made to construct an interaction framework to be used in understanding and predicting human behavior.

Soc. 102  
INTRODUCTION TO SOCIOLOGY 3 credits  
Expansion of sociological concepts introduced in Soc. 101 through application to the institutions of family, economy, politics, education and religion, and major social trends. Prerequisite: Soc. 101.

SPANISH

Span. 101 5 credits  
Span. 102 5 credits  
ELEMENTARY SPANISH  
Designed to teach students to hear, speak, read, and write Spanish; oral practice is emphasized. Prerequisite: Span. 101.

## SPEECH

Speech 111

### FUNDAMENTALS OF ORAL COMMUNICATION

3 credits

An introduction to the processes of interpersonal and group communication patterns, focusing on the affective elements of language and culture. Work is based on specific structural technique combined with creative delivery methods and the essentials of audience analysis, audience response and constructive listening.

## THEATRE ARTS

Theatre 101, 201

### THEATRE PRACTICUM (PARTICIPATION)

1-3 credits

Participation in workshops or lab productions as performer or technical staff member. Participation in productions required. May be repeated for a total of six credits.

Theatre 211

### INTRODUCTION TO THEATRE I

3 credits

History of theatre with emphasis on dramatic form, architecture, and standard of criticism. First semester will cover Greek Drama through the Restoration.

Theatre 241

### BASIC STAGECRAFT

3 credits

Materials of scene construction and painting and their use. Fall semester covers Scene Design and Stage Lighting. Through analysis of plays, students will learn to design sets, construct scenery, and develop lighting plots. Practical experience is also gained from crew work on college productions.

## WATER/WASTEWATER

WWT 100/P.C. 100

### MATH FOR THE WATER/WASTEWATER INDUSTRY

3 credits

Applications of selected topics from mathematics to field applications in the water/wastewater industry, to include arithmetic, theory of measurement, units, slide rule, principles of algebra, plane and solid geometry, trigonometry, graphical representations, geometric constructions and advanced water/wastewater industry applications.

WWT 101

### WATER/WASTEWATER OPERATIONS I

5 credits

Introduction survey of water and wastewater treatment, plus basic hydraulics and electricity. Students will spend two hours per week in mechanical or electrical lab.

WWT 102

### WATER/WASTEWATER OPERATIONS II

5 credits

A continuation of WWT 101 with basic study of water purification unit processes and wastewater treatment unit processes. Students will spend 4 hours/week in mechanical lab and hands-on process operation at local treatment plant. Prerequisites: WWT 101.

WWT 103

### ON THE JOB TRAINING

4 credits

On-Job-Training at approved water or wastewater facilities. Cooperative work experience may be substituted with instructor approval.

- WWT 110  
SANITARY CHEMISTRY I 4 credits  
Indepth study of basic chemical tests relating to water and wastewater treatment operations. Students will develop technique and explore theory for each test. Sampling, record keeping, data analysis, lab management, and lab safety will also be studied. Prerequisite: Chem. 105.
- WWT 201  
WATER/WASTEWATER OPERATIONS III 5 credits  
A continuation of WWT 101 and WWT 102 which includes basic physics and electronics. The theory of wastewater treatment processes will be covered in depth with emphasis on design an; process interaction. Mechanical laboratory and on-job-training on specific subjects will continue. Prerequisite: WWT 101 and WWT 102.
- WWT 202  
WATER/WASTEWATER OPERATIONS IV 5 credits  
A continuation of WWT 101, 102 and 201. Course includes indepth study of water treatment processes with emphasis on design and process interaction. Tertiary wastewater processes and industrial waste treatment will be covered. Mechanical laboratory and on-job-training on specific subjects will continue. Prerequisite: WWT 101, WWT 102, and WWT 201.
- WWT 210/P.C. 260  
SANITARY CHEMISTRY II 4 credits  
Indepth study of more advanced water chemistry. Instrumentation and automatic equipment will be emphasized. Comprehensive laboratory experience in advanced wastewater tests. Prerequisite: WWT 110.
- WWT 240  
MANAGEMENT AND PSYCHOLOGY OF EMPLOYMENT RELATIONS 3 credits  
This course will cover the basic management and personnel supervision skills required of a small industrial type organization. It is intended to give the student an understanding of the employer-employee relationship and the problems encountered by both groups.

## THE BOARD OF REGENTS

The Regents of the University of Alaska are appointed by the Governor and are approved by the Legislature.

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Terris Moore, President Emeritus and Professor of the University. Williams College '29, A.B.; Harvard '33, M.B.A.; '37, D.C.S.; University of Alaska '67, LL.D.; (President 1949-1953, Prof. 1953-)

William R. Cashen, Professor of Mathematics and Marshall of the University, Emeritus. University of Alaska '37, B.S.; University of Washington '48, M.A. (1942-1974)

Bettie H. Clark, Head, Alumni Services and Career Planning and Placement, Emeritus. University of Alaska '35, B.S. (1962-1972)

Lydia Fohn-Hansen, Associate Director of Cooperative Extension, Emeritus. Iowa State College '19, B.S.; '22, M.S.; University of Alaska '59, D. Hum. (1925-1936, 1940-1959)

Victor P. Hessler, Professor of Geophysics, Emeritus. Oregon State University '26, B.S.; Iowa State University '27, M.S.; '34, Ph.D. (1955-1968, 1968-)

Laura Jones, Director of Admissions and Registrar, Emeritus. University of Denver '41, B.A. (1956-1971)

James R. Leekley, Senior Scientist in Charge, Petersburg Fur Farm, Emeritus. Oregon State University '38, B.S. (1941-1972)

Agnes S. Sunnell, Associate Professor of Extension, Emeritus. University of Washington '31, B.S.; Washington State University '44, M.S. (1960-1970)

## ACADEMIC FACULTY & PROFESSIONAL STAFF

- BORAAS, Alan — Anthropology, Geology, Adult Education. University of Minnesota, B.A. 1969; University of Toronto, M.A. 1971.
- CARNEGIE, John W. — Natural Science, Chemistry, Water/Wastewater Technology. Oregon State University, B.S. 1965; M.S. 1968; D.H.D. 1970.
- CLARK, Dayne L. — Business Administration. The College of Idaho, B.A. 1969; Boise State University, MBA 1973.
- CLAUSEN, Mary Ethel — Librarian. Baldwin-Wallace College, B.A. 1945; Roosevelt University, M.A. 1969; University of Washington, M.A. 1974.
- HANRAHAN, David E. — Petroleum Technology. Northern Illinois University, B.S. 1965; Iowa State University, M.S. 1968.
- MORRIS, Patricia Kathryn — Secretarial Sciences. Compton College, A.A. 1961; Linfield College, B.A. 1963.
- MORRISON, James H. — Guidance and Counseling, Financial Aids, Testing. Mt. Angel Seminary College, B.A. 1968; Alaska Methodist University, M.A. 1974.
- NOBLE, Patricia Anna — Secretarial Sciences. Long Beach City College, A.A. 1963; California State College, B.S. 1968.
- PETERSEN, Lance — Speech, English, Theatre. Alaska Methodist University, B.A. 1964.
- PETERSON, Brock — Water/Wastewater Technology Program.
- STEFFY, Dennis Dale — Physics, Petroleum Technology, Electronics. Indiana University of Pennsylvania, B.A. 1968; M.S. 1969.
- STEFFY, Ginger I. — Math. Indiana University of Pennsylvania, B.S. 1968; M.S. 1969.
- WAGONER, Thomas H. — Coordinator, Vocational-Technical. Eastern Washington State College, B.A. 1966, B.A. 1969.
- WEBBER, Melvin M. — Electronics Technology.
- WILLIAMS, John Joseph — Petroleum Technology Program.
- WILSEY, John Gerald — Director of College. Northwestern University, B.S. Business Administration 1947; University of New Mexico, M.A. Educational Administration 1966; University of Mexico, Ed.D. Educational Administration 1969.

## PART-TIME FACULTY

- |                       |                   |                         |
|-----------------------|-------------------|-------------------------|
| Ames, Betty A.        | Fisher, Helen     | Morris, Marie           |
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| Anderson, George      | Florey, Karen     | Parmenter, Julie        |
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| Carson, Theodore, Jr. | Hall, Dr. James   | Rule, Alex S.           |
| Corcoran, Mary Kay    | Heaphy, Michael   | Schroer, Mary           |
| Cowan, Robert         | Henderson, Renee  | Shaffer, Boyd           |
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| Delehey, Marion E.    | Jensen, Robert F. | Tinjum, Ray             |
| Draper, Howard        | Large, Lawrence   | Traber, Erick           |
| Evenson, James        | Larson, Renae     | Varick, Victor          |
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