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 and to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, physical handicap, or veteran status. This policy is in accordance with the laws enforced by the Department of Health, Education, and Welfare and the Department of Labor, including Presidential Executive Order 11246 as amended; Title VI and VII of the 1964 Civil Rights Act; Title IX of the Education Amendment of 1972; Title 41, parts 60-1, 60-2, 60-3, and 60-50; Sections 799A and 845 of the Public Health Service Act, where applicable; Section 504 of the Rehabilitation Act; and Alaska Statute 18.80.220. Inquiries regarding the application of these and other regulations should be directed to either the Affirmative Action Officer of the University of Alaska or to the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.
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## KENAI PENINSULA COMMUNITY COLLEGE
### Calendar 1978-79

#### FALL 1978
- **Registration**: September 6, 7, 8
- **First Day of Instruction**: September 11
- **Late Registration Commences**: September 18
- **Last Day of Late Registration**: September 22
- **Deadline for Fall Graduation Applications**: October 13
- **Midterm**: October 30
- **Thanksgiving Vacation**: November 23, 24
- **Last Day to Drop/Add**: November 29
- **Last Day of Instruction/Examinations**: December 20

#### SPRING 1979
- **Registration**: January 10, 11, 12
- **First Day of Instruction**: January 15
- **Late Registration Commences**: January 22
- **Last Day of Late Registration**: January 26
- **Deadline for Spring Graduation Applications**: February 23
- **Midterm**: March 2
- **Spring Break**: March 5, 6, 7, 8, 9
- **Last Day to Drop/Add**: April 6
- **Last Day of Instruction/Examinations**: April 27
- **Commencement**: May 9

#### SUMMER 1979
- **First Day of Instruction/Registration**: June 4
- **Independence Day Holidays**: July 3, 4
- **Last Day of Instruction/Examinations**: August 9

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## KENAI PENINSULA COMMUNITY COLLEGE
### Calendar 1979-80

#### FALL 1979
- **Registration**: September 5, 6, 7
- **First Day of Instruction**: September 10
- **Late Registration Commences**: September 17
- **Last Day of Late Registration**: September 21
- **Deadline for Fall Graduation Applications**: October 19
- **Midterm**: October 29
- **Thanksgiving Vacation**: November 22, 23
- **Last Day to Drop/Add**: November 28
- **Last Day of Instruction/Examinations**: December 19

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SPRING 1980
Registration ............................................. January 9, 10, 11
First Day of Instruction .................................. January 14
Late Registration Commences ............................. January 21
Last Day of Late Registration ........................... January 25
Deadline for Spring Graduation Applications .......... February 22
Spring Break ............................................. March 3, 4, 5, 6, 7
Midterm .................................................. March 10
Last Day to Drop/Add ..................................... April 4
Last Day of Instruction/Examinations ................... April 25
Commencement ........................................... May 7

SUMMER 1980
First Day of Instruction/Registration .................... June 2
Independence Day Holidays ............................... July 3, 4
Last Day of Instruction/Examinations ................... August 8
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, 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.

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. Counseling and testing are also provided.

The Kenai Peninsula Community College is one of nine in the University of Alaska statewide system and, today, has an enrollment of over 1500 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 are:

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

Kenai Peninsula Community College is accredited as part of the Southcentral Region of the University of Alaska which received full accreditation by the Northwest Association of Secondary and Higher Schools in December, 1974. It is also accredited by the same agency as part of the Statewide University of Alaska System. Its programs are recognized by the Alaska Division of Vocational Education, the
Veteran's Administration Office and the Bureau of Indian Affairs Employment Assistance and Scholarship offices.

Cancellation of Classes

Kenai Peninsula Community College 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 College may discontinue a class at any time, if attendance falls below expected levels.

Registration

All adults 18 years of age and older, regardless of previous formal educational background are eligible to enroll in courses and programs at Kenai Peninsula Community College. Efforts will be made to screen and place students in programs appropriate to their skills. To assist in this effort, all students enrolling in certificate or degree programs will be given reading, composition and math placement tests. Those students not yet possessing a high school diploma will be encouraged to pursue the GED Diploma or KPCC High School Diploma with their regular course of studies.

Diagnostic Testing and Preparatory Course

Entering degree seeking students are required to take a diagnostic placement test in math, writing and reading. Students performing below a minimum level on one or more of these tests will be asked to take the equivalent preparatory course to improve performance in the deficient area.

Admission Requirements

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 Kenai Peninsula Community College. A specific grade point average (GPA) in previous high school or college work is not required.

Any person under 18 who is a senior in high school and who provides written approval by a parent and the appropriate school authority is eligible for admission to the Community College with the approval of the Counseling Office.

New students planning to enroll full time (12 semester hours or more), upon initial admission to the Kenai Peninsula Community College should submit an application for admission to the Admissions Office. (This must be accompanied by a $10 application fee.) Students must also submit transcripts from high schools and for any previous college work completed at other institutions of higher learning. These transcripts should be forwarded to the Admissions Office, Kenai
Residency

Alaskan residents as well as students from Hawaii, the Yukon Territory, and the Northwest Territories are exempt from non-resident tuition fees. For purposes of tuition fees, a resident is any person who has been physically present in Alaska for one year 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 non-resident for purposes of non-resident 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 an unemancipated person under the age of 18 shall be deemed a non-resident for purposes of non-resident 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.
FEES

Consolidated Fee and Graduate Credit Charge

Students enrolling in seven credits or less will pay $20 per credit for undergraduate courses and $30 per credit for graduate courses. Students enrolling in eight or more credits will pay the consolidated fee of $160 plus an additional $10 for each graduate credit included in the total maximum of $240.

Fees. Undergraduate

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<td>1 credit to 6 credits</td>
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<td>Late Registration Fee</td>
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<td>Add/Drop Fee (per transaction)</td>
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<tr>
<td>Credit-by-Examination Fee (each examination)</td>
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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.

Fee Explanations

All fees are approved by the Board of Regents of the University of Alaska Statewide System of Public Higher Education. The College
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 of any adjustments.

Admission Application Fee

A fee of $10 shall be paid at the time an application for admission to Kenai Peninsula Community College is submitted. This is a nonrefundable fee.

Audit Fees

Fee rates shall apply to students auditing any course in the same manner as for those enrolled for credit.

Add/Drop Fee

A add/drop fee of $2 shall be paid for each course added or dropped after the start of late registration. This fee will not be levied when changes are necessitated by College cancellation of courses or College rescheduling of classes.

Examination Fee

A fee of $15 shall be charged for each examination taken for removal of an incomplete or credit-by-examination. For more than three credits, an additional charge of $1 per credit hour shall be charged.

Late Registration Policy

Students registering later than the day designated for that purpose shall pay a late registration fine of $5. This fee 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 Campus President of the Community College may, at his discretion, waive late fees in these cases.
Laboratory or Material Fees

In addition to the standard course fees, laboratory or material fees are charged in some courses. These charges are listed in the class schedules.

Lab Fees

Lab fees vary with individual programs. Check with the Registrar's Office for further information. These fees are published each semester in the class schedules.

Payment of Fees

At the announced time of registration each student is expected to pay all charges due for the entire semester. 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 Business Office 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 to 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.

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 and sixty days following the date of registration.
3. Processing fee of $2 for initial contract and $2 per payment is added to the amount of the contract.
4. Delinquent payments are subject to an additional $2 charge.
5. The Activity Fee shall be paid in its entirety.

Financial Obligations

KPCC reserves the right to withhold transcripts, diplomas, or final grade reports from students who have not met all financial obligations. If a student is delinquent in payment of any amount due the College, registration for succeeding semesters may be withheld. The registration process is not complete until all fees and charges due the College have been paid.
Refunds — General

University Tuition and Fees

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

1. Complete refund of both tuition and fees will be made when a withdrawal is made prior to the first day of instruction for the semester or term or in the event courses registered for are cancelled by the College.

2. Ninety percent refund of tuition only will be made for withdrawals made after either instruction or the term begins and prior to the eighth day of the term or semester.

3. Fifty percent refund of tuition only will be made for withdrawals made from the eighth day and prior to the fifteenth day of the term or semester.

4. No refund will be made for withdrawals made on or after the fifteenth day of the term or semester.

5. Claim for a refund is processed automatically by the Business Office once the appropriate paperwork is completed by the student at the Registrar's Office. The date of withdrawal, as indicated on the official withdrawal receipt, will determine the student's eligibility for a refund. Applications for refund may be refused unless they are made during the semester or term to which they apply.

6. Vocational and technical course fees will be subject to this refund schedule.

7. Campus activity, laboratory, materials, and miscellaneous fees shall not be subject to refund.

8. Refund of housing fees are subject to the same time requirements and conditions as academic refunds.

9. The Refund Policy for classes offered at locations other than the main campus and Kenai-Soldotna area will be based on the premise that the first class meeting dates will establish the first day of instruction for that area.
Student Services

To assist students with both academic and personal growth and development, the following services are provided by the KPCC Student Services Office:

1. Orientation to College.
2. Academic counseling and career guidance.
3. Student counseling relative to personal problems.
4. Financial aids counseling.
5. Tutorial assistance.
6. Support of student activities, organizations and interests.
7. Employment counseling.

The students at KPCC have initiated a Student Government in order to increase their participation within the College. Various activities are planned and implemented by this organization and all students are encouraged to join.

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 Freedoms 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.

Varsity Athletics

The long winters and abundant snows make the Kenai Peninsula one of the best cross-country ski areas in the United States. The College competes in varsity cross-country skiing in U.S.S.A. meets throughout Alaska as well as in local meets. Prospective student athletes should direct inquiries to the Cross-Country Ski Coach, Kenai Peninsula Community College, Post Office Box 848, Soldotna, Alaska 99669.

Student 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 form, the financial aid form. 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. Loans may not exceed $2500 per year and are open to Alaskans who have resided in the state a minimum of two years.

National Direct Student Loan. Requires the Financial Aid Form to determine financial need.

College Work Study. College work study is based on financial need. The student must submit the Financial Aid Form.

Drew Nixon Emergency Loan Fund. Students may apply for up to $50 through the Counselor’s Office on a short-term loan basis. A fee of $1 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 Financial Aid Form 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.
Academic Regulations

Academic Advising

The College recognizes that academic success is promoted by close personal relationships among students, counselors, and faculty. The student is encouraged to seek out information that will enable him/her to become well acquainted with the available options. Counselors will aid students in understanding requirements, seeking academic information, making appropriate referrals to faculty, etc. All full-time students will be assigned to a faculty advisor to assist in planning their academic program. Part-time students or non-degree students will be assigned to an academic advisor upon request. The student should consult his/her faculty advisor before each semester registration to properly plan his/her program. Assignment of faculty advisors is made through the Counselor's Office.

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, Division Chairman, Campus President and Chancellor, may be obtained from the Admissions Office.

Petitions to waiver general college or degree requirements must be processed through the Counseling Office for final decision by the appropriate University official.

Add/Drop Policy

1. Withdrawals enacted during the first two weeks of the semester are not reflected on the student's permanent record, nor will the student's name appear on the subsequent class lists.

2. The add/drop fee — $2 per transaction — will be assessed for all drop/add activity conducted.

3. Add/drop transactions which are completed within three weeks after the first day of class require no signatures.

4. After the first three weeks all add/drops require the signature of the instructor and advisor. Instructors may decline adding students.

5. The deadline for conducting drop activities is the beginning of the eighth week after classes begin. Only under extraordinary circumstances will withdrawal be accepted after the seventh week.
6. Students withdrawing from the College are not charged add/drop fees.
7. Students not officially withdrawn from a class may receive an "F".
8. Degree seeking students should consult their faculty advisor in all cases before initiating an add/drop.

Audit

A student may audit a course and must register officially for the class. Attendance, preparation and participation in the classroom discussions shall be at the discretion of the instructor. An auditor receives no credit for the course.

A student may change course registration from audit to credit or from credit to audit before the drop deadline.

Change of Grade Policy

Grades, other than incomplete and deferred grades, submitted by the instructor upon completion of a course are assumed to be the student's final grades and they become part of the student's permanent record. A grade may not be changed unless a legitimate error has been made on the part of the instructor in calculating the grade and such changes must be approved by the Division Chairman and the Admissions Office. Corrections of grading errors must be made within 45 days after the original grade has been submitted.

Class Attendance Regulations

The responsibility for class attendance is specifically placed on the individual student. Each student must recognize the vital aspects of class attendance and the fact that the value of the academic experience cannot be fully measured by testing procedures alone. He/She must appreciate the necessity and privilege of regular class attendance, accept this personal responsibility and accept the consequences of failure to attend class. A faculty member is requested to notify the Register when a student is not attending a class so that an attempt may be made to notify the student; however, there is no duty on the part of the faculty member to attempt to withdraw a student from a class for failure to attend. In addition faculty members may require attendance and attendance may reflect in the final grade.
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 students will be given class standing on the basis of the number of credits accepted by the College. Special students are registered without class standing.

College Level Examination Program (CLEP)

1. Credit for the CLEP General Examination will be awarded only to currently enrolled students or to those students who have previously taken courses at the University of Alaska which resulted in the establishment of an official record at the Office of Admissions and Records.

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits for 500 Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>No credit for any score</td>
</tr>
<tr>
<td>Math</td>
<td>3 credits</td>
</tr>
<tr>
<td>Natural Science</td>
<td>6 credits</td>
</tr>
<tr>
<td>Humanities</td>
<td>6 credits</td>
</tr>
<tr>
<td>Social Sciences/History</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

Maximum possible credits: 21

3. 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.

4. Examinations can be repeated after an interval of one year, or six months if the student can demonstrate study preparation for the test to the Director of Testing.

5. Credit for CLEP Examinations must be approved by faculty advisor and Division Chairman.

Correspondence Courses

More than 40 academic courses are also available through the correspondence study program. Further information and catalogs are
available by writing to Correspondence Study, Division of Continuing Education and Summer Sessions, University of Alaska, Fairbanks, Alaska 99701.

Credit-By-Examinations

1. Only currently enrolled students are eligible to request credit-by-examination through the Registrar's Office.
2. All courses except 90's, (193, 294, 499, etc.) practicums, sub-100 level courses may be taken by examination.
3. A course challenged for credit must not duplicate a course for which credit has already been granted.
4. A person who has audited a class may not request credit via departmental examinations for that class until the subsequent academic year.
5. Departmental examinations may be graded pass/fail or by a regular letter grade at the mutual agreement of the instructor and student.
6. Examinations may not be repeated earlier than one year from the date originally taken.
7. Credits earned by examination are not awarded grade point averages.

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 of 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 requires 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.
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.

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 nine 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. During the summer semester six credit hours is considered a full-time program.

Grade-Point Average Computation

The grade point average (GPA) for graduation is computed by dividing the total cumulative grade points by the total credits attempted. Letter grades are weighted as follows in compiling a grade-point average: A-4; B-3; C-2; D-1; F-0. The number of credits is multiplied by the letter value of the grade to give the grade points by each course. The sum of the grade points is then divided by the total credits attempted.

Courses graded P (Pass), CR (Credit Given) and grades earned by credit-by-examination carry no grade points are not included in computing the grade-point average.

All grades (original and any repeated courses) will be shown on the transcript, but only the last grade achieved for a course will be computed in the grade-point average for graduation certification. Grades earned from repeating courses will not count towards honors.

Independent Study

All independent study courses must be approved course offerings. The responsibility for registering for an independent study course rests with the student. Each independent study must be approved by the Admissions Office and must obtain the approval of the instructor and the Campus President.

Instructor Responsibility

An instructor may prescribe such reasonable regulations as he/she feels necessary. At the beginning of each semester he/she shall inform the students in his/her classes of these special regulations.
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.

Registration

Persons eligible for enrollment at Kenai Peninsula Community College must complete registration according to the prescribed procedures and pay fees as determined by the College 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 College calendar. Registration for special programs, short courses, seminars and other classes that are not part of the regular academic calendar will be arranged prior to the beginning of such sessions.

Student Responsibility

1. The student is responsible for all material covered in each course for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the course work.

2. The student is responsible for complying with any special attendance regulations specified by his/her instructor.

3. The student is responsible for initiating any request to make up work missed because of a class absence. The decisions to assist the student with make-up work rests with the instructor.

Study Load

Students normally may register for 18 semester hours of credit. Anything over 18 hours must be approved by the Counseling Center, Student Faculty Advisory, and Campus President provided that the student has completed 15 hours and has a grade point average of 3.0.

Transcripts

An official transcript, containing the seal of the University and signature of the Director of Admissions and Records, is available without charge upon the completion of a transcript request. Official transcripts of credit earned at other institutions, high school transcripts and other supporting documents which have been presented for admissions or evaluation of credit become the property of the University and are not reissued or copied for distribution. Transcript request forms are available from the Counseling Office.
Transfer of Credit

The College will accept transfer credits from other accredited institutions when the grades of courses completed are "C" or above. Where possible transfer credits will be equated with the University of Alaska courses. The College 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 USAF 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.

Transfer students must request official transcripts of all previous college credit be sent to the Admissions Office. Students MUST supply the Admissions Office with catalogs from previous institutions for transcript evaluation.

Withdrawal From The College

Withdrawal from the College 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 Colleges to avoid a failing grade.

Dismissal

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

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 with 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.

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.

**Associate Degrees**

**Art**

**Associate of Arts**

Art — The art major is for those students who:

A. Plan to major in Art in a four-year program and wish to complete their first two years at KPCC.

B. Wish a broad academic and practical base in the many phases of Art.

**General Requirements:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written English (Engl 067, 068, 111, 211, 212, or 213)</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communications (Speech 111)</td>
<td>3</td>
</tr>
<tr>
<td>*Reading (Engl 049, 105, 107)</td>
<td>3</td>
</tr>
<tr>
<td>*Math (Math 050, 055, 105, 107, 200, 201, 202)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science — Must be Lab course (Biology, Chemistry, Geography 201, 209, Geology, Physics)</td>
<td>6-8</td>
</tr>
<tr>
<td>Social Science (Anthropology, Business Administration 241, 242 only, Economics, Geography excluding Geog 201 and 209, History, Corrections, Police Administration, Law Science, Psychology, Sociology, Political Science)</td>
<td>6</td>
</tr>
<tr>
<td>Humanities (Art, English, Foreign Languages, Humanities, Linguistics, Music, Philosophy, Public Communication, Speech, Theater)</td>
<td>6</td>
</tr>
</tbody>
</table>

| Total Credits                                                                 |
|----------------------------------------------------------------------------|---------|
| 33-36 credits                                                                |         |

*Or pass a proficiency exam; if passed the student must substitute an elective.

*Courses numbered less than 100 may be taken by placement only.
Art Requirements: (Complete at least twenty credits from any of the following)

<table>
<thead>
<tr>
<th>General Requirements:</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 101, 102 Beginning Ceramics</td>
<td>6</td>
</tr>
<tr>
<td>Art 105, 106 Beginning Drawing</td>
<td>6</td>
</tr>
<tr>
<td>Art 107, 108 Watercolor Painting</td>
<td>6</td>
</tr>
<tr>
<td>Art 161, 162 Color and Design</td>
<td>6</td>
</tr>
<tr>
<td>Art 163 Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>Art 201, 202 Intermediate Ceramics</td>
<td>6</td>
</tr>
<tr>
<td>Art 203, 204 Ceramic Sculpture</td>
<td>6</td>
</tr>
<tr>
<td>Art 205, 206 Intermediate Drawing</td>
<td>6</td>
</tr>
<tr>
<td>Art 207, 208 Beginning Printmaking</td>
<td>6</td>
</tr>
<tr>
<td>Art 211, 212 Beginning Sculpture</td>
<td>6</td>
</tr>
<tr>
<td>Art 213, 214 Beginning Painting (Oil-Acrylic)</td>
<td>6</td>
</tr>
<tr>
<td>Art 217, 218 Portrait Painting</td>
<td>6</td>
</tr>
<tr>
<td>Art 221 Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>Art 222 Experimental Photography</td>
<td>3</td>
</tr>
<tr>
<td>Art 223 Watercolor Painting &amp; Composition</td>
<td>3</td>
</tr>
<tr>
<td>Art 260 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Art 261, 262 History of World Art</td>
<td>6</td>
</tr>
<tr>
<td>Art 291 Art Activities</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits (Electives to Total) 60 credits

Humanities

Associate of Arts

Humanities — The Humanities major offers a choice of courses in English, Literature, Art, Humanities, Foreign Language, Linguistics, Music, Philosophy, Speech and Drama. It is designed for students with the following goals:

<table>
<thead>
<tr>
<th>General Requirements:</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written English (Engl 067, 068, 111, 211, 212, or 213)</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication (Speech 111)</td>
<td>3</td>
</tr>
<tr>
<td>*Reading (Engl 050, 105, 107)</td>
<td>3</td>
</tr>
<tr>
<td>*Math (Math 050, 055, 105, 107, 200, 201, 202)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science — Must be lab course (Biology, Chemistry, Geography 201, 209, Geology, Physics)</td>
<td>6</td>
</tr>
<tr>
<td>Social Science (Anthropology, Business Administration 241, 242 only, Economics, Geography excluding Geog 201 and 209, History, Corrections, Police</td>
<td>6</td>
</tr>
</tbody>
</table>
Administration, Law Science, Psychology, Sociology, Political Science) 6
Humanities (Art, English, Foreign Language, Humanities, Linguistics, Music, Philosophy, Public Communication, Speech, Theater) 6
33-36 credits

*Or pass a proficiency exam; if passed the student must substitute an elective.
*Courses numbered less than 100 may be taken by placement only.

**Humanities Requirements:** (Complete at least twenty credits from any of the following)
Any combination of Art, English, Foreign Language, Journalism, Linguistics, Music, Philosophy, Speech, Drama. **Must include Humanities 211 and 212 and one literature course.** Minimum 30 credits in major requirement.

**Total Credits (Electives to Total) 60 credits**

---

**Industrial Electronics**

**Associate of Applied Science**

**General Requirements:**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written English: Six (6) credits from the following:</td>
</tr>
<tr>
<td>(Engl 067, 068, 111, 211, 212, 213) 6</td>
</tr>
<tr>
<td>Oral Communication (speech 111) 3</td>
</tr>
<tr>
<td>Mathematics: Six (6) credits from the following</td>
</tr>
<tr>
<td>(Math 050, 055, 105, 106, 107, 200, 201, 202) 6</td>
</tr>
<tr>
<td>Reading: Three (3) credits in reading or demonstration of proficiency</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>Two (2) semesters of Laboratory Science chosen from the following:</td>
</tr>
<tr>
<td>Physics 103, 104, 105, 106, 211, 212</td>
</tr>
<tr>
<td>Chemistry 103, 104, 105, 106</td>
</tr>
<tr>
<td>Geology 11, 112</td>
</tr>
<tr>
<td>Biology 105, 106 8</td>
</tr>
</tbody>
</table>

*Specific courses to be chosen in consultation with Academic Advisor.
If the student demonstrates reading proficiency, the three credit requirement may be met with an approved elective.
Industrial Electronics Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.T. 101</td>
<td>Basic Electronics: DC Physics</td>
<td>4</td>
</tr>
<tr>
<td>E.T. 102</td>
<td>Basic Electronics: AC Physics</td>
<td>4</td>
</tr>
<tr>
<td>Math 105</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Math 107</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>E.T. 121</td>
<td>Introduction to Semiconductors</td>
<td>3</td>
</tr>
<tr>
<td>E.T. 125</td>
<td>Principles of Logic and Gating</td>
<td>3</td>
</tr>
<tr>
<td>E.T. 126</td>
<td>Theory and Application of Solid State Electronics</td>
<td>3</td>
</tr>
<tr>
<td>E.T. 207</td>
<td>Rotating Machinery 1</td>
<td>3</td>
</tr>
<tr>
<td>E.T. 210</td>
<td>Communication Techniques</td>
<td>3</td>
</tr>
<tr>
<td>E.T. 224</td>
<td>Industrial Electronic Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>E.T. 230</td>
<td>Application of Integrated Circuits</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits (Electives to Total) 60 credits

Industrial Process Instrumentation

Associate of Applied Science

General Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Written English: Six (6) credits from the following:</td>
<td>6</td>
</tr>
<tr>
<td>(Engl 067, 068, 111, 211, 212, 213)</td>
<td></td>
</tr>
<tr>
<td>Oral Communications (Speech 111)</td>
<td>3</td>
</tr>
<tr>
<td>*Mathematics: Six (6) credits from the following:</td>
<td>6</td>
</tr>
<tr>
<td>(Math 050, 055, 105, 106, 107, 200, 201, 202)</td>
<td></td>
</tr>
<tr>
<td>*Reading: Three (3) credits in reading or demonstration of proficiency.</td>
<td>3</td>
</tr>
</tbody>
</table>

Two (2) semesters of Laboratory Science chosen from the following:

- Physics 103, 104, 105, 106, 211, 212
- Chemistry 103, 104, 105, 106
- Geology 111, 112
- Biology 105, 106

*Specific courses to be chosen in consultation with Academic Advisor.

If the student demonstrates reading proficiency, the three credit requirement may be met with an approved elective.

No course used to meet general requirements may be used to meet requirements elsewhere in the degree.
Industrial Process Instrumentation Requirements:

Required:
- D.T. 103 Mechanical Drafting 3
- E.T.125 Principles of Logic and Gating 3
- E.T. 230 Application of Integrated Circuits 3
- Chem 105 General Chemistry 4
- PETR 120 Process Instrumentation I 3
- PETR 151 Electricity for the Petroleum Industry 3
- PETR 140 Process Instrumentation II 3
- PETR 245 Basic Electronics 3
- PETR 160 Process Instrumentations III 3
- PETR 252 Mechanical Equipment I 3
- PETR 250 Practical Distillation 3
- PETR 105 Petro-Chem Science I 3
- PETR 180 Process Instrumentation IV 3
- PETR 270 Mechanical Equipment II 3
- PETR 106 Petro-Chem Science II 3

Total Credits (Electives to Total) 60 credits

Mathematics

Associate of Arts

General Requirements:  

Written English: Six (6) credits from the following:  
(Engl 067, 068, 111, 211, 212, 213) 6

Oral Communications (Speech 111) 6

*Mathematics: Six (6) credits from the following:  
(Math 050, 055, 105, 106, 107, 200, 201, 202) 6

*Reading: Three (3) credits in reading or demonstration of proficiency 3

Two (3) semesters of Laboratory Science chosen from the following:  
Physics 103, 104, 105, 106, 211, 212  
Chemistry 103, 104, 105, 106  
Geology 111, 112  
Biology 105, 106 8

*Specific courses to be chosen in consultation with Academic Advisor.
If the student demonstrates reading proficiency, the three credit requirement may be met with an approved elective.

Math Requirements:

Twenty or more credits from below including Math 200, 201, and Math 202.

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

Total Credits (Electives to Total)  60 credits

Natural Science

Associate of Applied Science

General Requirements:  Credits
*Written English: Six (6) credits from the following:  3
(Engl 067, 068, 111, 211, 212, 213)
Oral Communications (Speech 111)  3
*Mathematics: Six (6) credits from the following:  6
(Math 050, 055, 105, 106, 107, 200, 201, 202)
*Reading: Three (3) credits in reading or demonstration of  3
proficiency
Two (2) semesters of Laboratory Science chosen from  the following:
Physics 103, 104, 105, 106, 211, 212  8
Chemistry 103, 104, 105, 106  
Geology 111, 112  
Biology 105, 106  
*Specific courses to be chosen in consultation with Academic  Advisor.

If the student demonstrates reading proficiency, the three credit requirement may be met with an approved elective.

Natural Sciences Requirements: (Complete at least twenty credits from any of the following.)
Any combination of Biology, Chemistry, Geology, and Physics. Minimum of 20 credits.

Total Credits (Electives to Total) 60 credits

Office Management

Associate of Applied Science

General Requirements:

*Written English: Six (6) credits from the following:
  (Engl 067, 068, 111, 211, 212, 213) 6

Oral Communications (Speech 111) 3

*Reading: Three (3) credits in reading or demonstration of proficiency. 3

*Specific courses to be chosen in consultation with Academic Advisor.

If the student demonstrates reading proficiency, the three credit requirement may be met with an approved elective.

Office Management Requirements:

Acct 101, 102 Principles of Accounting or 6
Acct 051, 052 Introductions to Accounting 6
Econ 121 Principles of Economics I 3
Econ 122 Principles of Economics II 3
P.S. 101 Introduction to American Government 3
B.A. 241 Business Law 3

Three credits from the following courses:

Soc. 101 Introduction to Sociology 3
Psy. 101 Introduction to Psychology 3

Complete the following:

S.S. 101 Beginning Shorthand 4
S.S. 102 Intermediate Shorthand 4
S.S. 103 Elementary Typewriting 3
S.S. 105 Intermediate Typewriting 3
S.S. 106 Advance Typewriting 3
S.S. 129 Memory Typewriter Operations 3
S.S. 203 Office Machines 3
S.S. 207 Machines Transcription 3
Petroleum Technology

Associate of Applied Science

General Requirements:

*Written English: Six (6) credits from the following:
  (Engl 067, 068, 111, 211, 212, 213)  6
Oral Communications (Speech 111)  3
*Mathematics: Six (6) credits from the following:
  (Math 050, 055, 105, 106, 107, 200, 201, 202)  6
*Reading: Three (3) credits in reading or demonstration of proficiency.  3

Two (2) semesters of Laboratory Science chosen from the following:
  Physics 103, 104, 105, 106, 211, 212
  Chemistry 103, 104, 105, 106
  Geology 111, 112
  Biology 105, 106  8

*Specific courses to be chosen in consultation with Academic Advisor.

If the student demonstrates reading proficiency, the three credit requirement may be met with an approved elective.

Petroleum Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETR 105</td>
<td>Petro-Chem Science I</td>
<td>3</td>
</tr>
<tr>
<td>PETR 106</td>
<td>Petro-Chem Science II</td>
<td>3</td>
</tr>
<tr>
<td>PETR 120</td>
<td>Process Instrumentation I</td>
<td>3</td>
</tr>
<tr>
<td>PETR 140</td>
<td>Process Instrumentation II</td>
<td>3</td>
</tr>
<tr>
<td>PETR 151</td>
<td>Electricity for the Petroleum Industry</td>
<td>3</td>
</tr>
<tr>
<td>PETR 160</td>
<td>Process Instrumentation III</td>
<td>3</td>
</tr>
<tr>
<td>PETR 180</td>
<td>Process Instrumentation IV</td>
<td>3</td>
</tr>
<tr>
<td>PETR 199</td>
<td>Petroleum Affairs Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PETR 220</td>
<td>Surface Oilfield Production</td>
<td>3</td>
</tr>
<tr>
<td>PETR 245</td>
<td>Basic Electronics</td>
<td>3</td>
</tr>
<tr>
<td>PETR 250</td>
<td>Practical Distillation</td>
<td>3</td>
</tr>
<tr>
<td>PETR 252</td>
<td>Mechanical Equipment I</td>
<td>3</td>
</tr>
<tr>
<td>PETR 260</td>
<td>Petroleum Standards Laboratory</td>
<td>3</td>
</tr>
</tbody>
</table>
Petroleum Engineering Aide

Associate of Applied Science

A two year program leading to an associate of applied science degree with major in petroleum engineering. The program requires mathematics through calculus, physics, chemistry and substantial work in petroleum technology and engineering. Graduates are expected to assume engineering technician positions working under the direction of a graduate engineer in the oil industry.

General Requirements:

*Written English: Six (6) credits from the following:
  (Engl. 067, 068, 111, 211, 212, 213)  6
Oral Communications (Speech 111)  3

*Mathematics: Six (6) credits from the following:
  (Math 050, 055, 105, 106, 107, 200, 201, 202)  6

*Reading: Three (3) credits in reading or demonstration of proficiency.  3

Two (2) semesters of Laboratory Science chosen from the following:
  Physics 103, 104, 105, 106, 211, 212
  Chemistry 103, 104, 105, 106
  Geology 111, 112
  Biology 105, 106  8

*Specific courses to be chosen in consultation with academic advisor.

If the student demonstrates reading proficiency, the three credit requirement may be met with an approved elective.

Petroleum Engineering Aide Requirements:

Major Specialty (Specific Courses to be chosen in consultation with faculty advisory.)  30

Total Credits (Electives to Total)  60
Police Administration

Associate in Arts

General Requirements:

*Written English: Six (6) credits from the following:
  (Engl. 067, 068, 111, 211, 212, 213) 3

*Mathematics: Six (6) credits from the following:
  (Math 050, 055, 105, 106, 107, 200, 201, 202) 6

*Reading: Three (3) credits in reading or demonstration of proficiency. 3

Two (2) semesters of Laboratory Science chosen from the following:

Physics 103, 104, 105, 106, 211, 212 8
Chemistry 103, 104, 105, 106 3
Geology 111, 112 3
Biology 105, 106 3

*Specific courses to be chosen in consultation with academic advisor.

If the student demonstrates reading proficiency, the three credit requirement may be met with an approved elective.

Police Administration Requirements:

Required Core Courses (Total 12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Just 110</td>
<td>Introduction to Justice</td>
<td>3</td>
</tr>
<tr>
<td>Just 251</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>Just 250</td>
<td>Development of Law</td>
<td>3</td>
</tr>
<tr>
<td>Just 221</td>
<td>Justice Organization &amp; Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Major Courses (Total 12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Just 252</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Just 254</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>Just 150</td>
<td>Line and Staff Administration</td>
<td>3</td>
</tr>
<tr>
<td>Just 153</td>
<td>Evidence</td>
<td>3</td>
</tr>
<tr>
<td>Just 220</td>
<td>Practicum: Field Practice</td>
<td>3</td>
</tr>
<tr>
<td>Just 225</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>Just 257</td>
<td>Traffic Safety</td>
<td>3</td>
</tr>
<tr>
<td>Just 258</td>
<td>Juveniles and Law</td>
<td>3</td>
</tr>
<tr>
<td>Just 259</td>
<td>Administrative Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Just 210</td>
<td>Principles of Corrections</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits (Electives to Total)  60 credits
Social Science

Associate of Applied Arts

Social Science — The Social Science major is a general two-year degree that offers a wide variety of course selection. With the proper selection of courses it is applicable to the following aims:

A. Transfer students — The Social Science major satisfies the first two years of most 4-year Social Science degrees in the University of Alaska system. As such it is appropriate for those who plan to major in Psychology, Sociology, Anthropology and other Social Sciences.

B. Professional students — Because it is quite adaptable the Social Science major is appropriate for those seeking professional degrees in such fields as Law and Education.

C. Continuing Education students — The Social Science degree is appropriate for those students who wish to work toward a college degree but do not plan to transfer to a four-year program.

General Requirements:  

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written English (Engl 067, 068, 111, 211, 212, or 213)</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communications (Speech 111)</td>
<td>3</td>
</tr>
<tr>
<td>*Reading (Engl 049, 105, 107)</td>
<td>3</td>
</tr>
<tr>
<td>*Math (Math 050, 055, 105, 107, 200, 201, 202)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science — Must be Lab course (Biology, Chemistry, Geography 201, 209, Geology, Physics)</td>
<td>6-8</td>
</tr>
<tr>
<td>Social Science (Anthropology, Business Administration 241, 242 only, Economics, Geography excluding Geog 201 and 208, History, Corrections, Police Administration, Law Science, Psychology, Sociology, Political Science)</td>
<td>6</td>
</tr>
<tr>
<td>Humanities (Art, English, Foreign Languages, Humanities, Linguistics, Music, Philosophy, Public Communication, Speech, Theater)</td>
<td>33-36 credits</td>
</tr>
</tbody>
</table>

*Or pass a proficiency exam; if passed the student must substitute an elective.

*Courses numbered less than 100 may be taken by placement only.
Social Science Requirements: Complete at least twenty credits from any of the following.

Anthropology, Psychology, Sociology, Political Science, Economics, Geography, and History.

Total Credits (Electives to Total) 60 credits

Certificate Programs

Office Management

To receive a certificate in Office Management, each student must complete the below requirements.

I. Satisfactorily complete or challenge three typing courses for nine credits.
   S.S. 103 Elementary Typewriting 3
   S.S. 105 Intermediate Typewriting 3
   S.S. 106 Advanced Typewriting 3

II. Complete twenty-one credits from the following courses:
   S.S. 101 Beginning Shorthand 4
   S.S. 102 Intermediate Shorthand 4
   S.S. 110 Office Procedures 3
   S.S. 129 Memory Typewriter Operations 1
   S.S. 131 Comprehensive Business English 3
   S.S. 202 Advanced Dictation & Transcription 4
   S.S. 203 Office Machines 3
   S.S. 207 Machine Transcription 3
   S.S. 210 Office Procedures 3
   S.S. 220 Refresher Gregg Shorthand 2
   S.S. 212 Medical Transcription 3
   S.S. 215 Beginning Legal Procedures 3
   S.S. 231 Business Communications 3
   S.S. 299 Office Practicum 6
   Acct 051 Introduction to Accounting I 3
   Acct 052 Introduction to Accounting II 3
   Acct 101 Principles of Accounting I 3
   Acct 102 Principles of Accounting II 3

Total Credits 30 credits
Petroleum Technology

To receive a certificate in Petroleum Technology, a student must complete a minimum of 30 credit hours in Petroleum courses with a grade point average of 2.0 or greater. Students must declare their intention to seek the Certificate prior to the beginning of their final semester of study. Certificate courses must be approved by the student's Academic Advisor.

Water/Wastewater Operator

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 105</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 107</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>WWT 110</td>
<td>Sanitary Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>WWT 101</td>
<td>Water/Wastewater Operations I</td>
<td>3</td>
</tr>
<tr>
<td>WWT 102</td>
<td>Water/Wastewater Operations II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>WWT 100</td>
<td>Wastewater Math</td>
<td>6</td>
</tr>
<tr>
<td>WWT 103</td>
<td>On-Job-Training</td>
<td>4</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTIONS

Accounting

Acct. 051  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. 052  Introduction to Accounting II  3 credits
A continuation of Acct. 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 certain other supplementary financial statement presentations.
Acct. 101  Principles of Accounting I  3 credits
A course introducing the accounting concepts and procedures for the financial accounting of a sole proprietorship. Emphasis is placed on the accounting cycle, the recording, summarizing, interpreting of accounting data and the presentation of formal financial statements.

Acct. 102  Principles of Accounting II  3 credits
A continuation of introductory accounting concepts and procedures with the introduction of partnership, corporation, and manufacturing operations. Emphasis is placed on cost accounting and additional financial statements to be used in making management decisions. Prerequisite: Accounting 101.

Acct. 210  Income Tax  3 credits
A study of federal and state income taxes relating to individual citizens of Alaska with emphasis on the preparation of tax returns, tax planning and analysis of selected tax problems. Prerequisites: Acct 101.

Acct. 250  Introduction to Managerial Accounting  3 credits
Use of accounting information for managerial decisions planning and control in economic entities. Topics: The accounting process, responsibility accounting, performance measurement, capital budgeting, financial reports, and analysis for managers. Prerequisite: Acct 101 and 102 or permission of instructor.

Adult Basic Education

ABE 001 — Adult Basic Education is a program of individualized instruction in math, English and reading comprehension preparing the student for the GED High School Equivalency test. Upon successful completion of the GED test students receive a High School Equivalency Diploma from the State Department of Education.

Anthropology

Anth. 101  The Study of Man  3 credits
Introduction of Anthropology, including the physical and cultural aspects of man.

Anth. 200  Natives of Alaska  3 credits
The methodology of ethnohistory of Alaska Natives and considerations 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  Biological 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 or 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.

Anth. 293  Archaeology Field Methods  1-3 credits
The Archaeological excavation of a site on the Kenai Peninsula. Students will learn the theory and techniques of proper excavation.

Art

Art 101, Art 102  Beginning Ceramics  3 credits
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, Art 106  Beginning Drawing  3 credits
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, Art 108  Watercolor Painting  3 credits
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, Art 162  Color and Design  3 credits
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
Courses 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, Art 202  Intermediate Ceramics  3 credits
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, Art 204  Ceramic Sculpture  3 credits
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, Art 206  Intermediate Drawing  3 credits
Exploration of pictorial composition and creative interpretation of subjects. May be taken in reverse order. Prerequisite: Art 105-106 or permission of instructor.

Art 207, Art 208  Beginning Printmaking  3 credits
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 211, Art 212  Beginning Sculpture  3 credits
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 tools required for the execution of sculpture. Art 211-212 may be taken in reverse order.

Art 213-Art 214  Beginning Painting (Oil-Acrylic)  3 credits
Investigations of basic materials and techniques in painting in specific medium. May be taken in reverse order.

Art 217, Art 218  Portrait Painting  3 credits
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. May be taken in reverse order.

Art 219, Art 220  Life Drawing and Composition  3 credits
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. May be taken in reverse order. Prerequisite: Art 106 or permission of the instructor.
Art 221  Introductory Photography  3 credits
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 223  Watercolor Painting and Composition  3 credits
Development of individual approach to watercolor media. Can be repeated for credit with permission of instructor. Prerequisite: Watercolor Painting, Art 107-108 or permission of the instructor.

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, Art 262  History of World Art  3 credits
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  Art Activities  (credits to be arranged)
Introduction to planning and installing art exhibitions, art laboratory and studio practices and related activities. Written permission of the instructor required.

Aviation Technology

AT 100  Private Pilot Ground School  4 credits
Preparation for the Federal Aviation Administration Private Pilot Examination. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, the navigation computer, meteorology to include the national weather information, dissemination services, Federal Aviation Regulations, FAA Airman’s Information Manual (AIM), radio communications and radio navigation.

Biology

Biol. 105  Fundamentals of Biology  4 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. Biol. 105L, a lab, must be taken concurrently.

**Biol. 106 Fall and Spring** Fundamentals of Biology 4 credits
Phylogeny of plants and animals; animal physiology; ecology & evolution. Biology 106L, a lab, must be taken concurrently.

**Biol. 111** Human Anatomy and Physiology I 4 credits
An introduction to human structure and function. The integumentary, skeletal, muscular, nervous, and endocrine systems are considered. Prerequisite: Permission from instructor. Includes a lab.

**Biol. 112** Human Anatomy and Physiology II 4 credits
A continuation of Biol. 111. The circulatory, respiratory, digestive, excretory, and reproductive systems are considered. Prerequisite: Biol 111 or permission from instructor. Includes a lab.

**Biol. 242** Introduction to Microbiology 3 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. 252** Principles of Genetics 4 credits
Principles of inheritance in prokaryotes and eukaryotes; and physiochemical properties of genetic systems. (Laboratory is included). Prerequisites: Biol. 105 and 106. (BA-N)

**Biol. 271** Principles of Ecology 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**

Workshops will be conducted based upon the expressed interests of all persons and groups within the area. We actively solicit input based upon your needs.

**B.A. 101** Real Estate, Principles and Practices 3 credits
Fundamental course in real estate; property rights, ownership, financing, brokerage, planning, investing, and home buying and selling.

**B.A. 105** Principles of Bank Operations 3 credits
This course presents the fundamentals of bank functions in a descriptive fashion for the beginning banker. An overview of the
profession is a broad (operation) perspective. The descriptive orientation is intentional. Banking is increasingly dependent on personnel who have the broad perspective so necessary for career advancement.

B.A. 123  Income Tax For The Individual ... Seminar  1 credit
Prepares the individual to document, record, and prepare the IRS Form 1040 and 1040 A. Familiarizes the student with his/her filing status, withholding allowance, exemptions, computation of Adjusted Gross Income, Taxable Income, and tax payments/credits/refunds.

B.A. 151  Introduction to Business  3 credits
Business organization, nature of major business functions, such as management, finance, accounting, marketing, personnel administration. The opportunities and requirements for professional business careers.

B.A. 166  Small Business Management  3 credits
A survey of core areas of business administration with particular emphasis upon organization and operation of small- and middle-scale businesses. Business law, personal finance, manufacturing, marketing and finance at the introductory level. Credit may not be counted toward the four-year degree in accounting, business, and economics.

B.A. 206  Analyzing Financial Statements  3 credits
This course is organized into two main sections: characteristics of financial statements and financial statement analysis. The first section serves as a useful review of basic accounting principles and the second section teaches how to analyze this financial data from the financial statements.

B.A. 241  Business Law  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
Role of marketing in society and economy. The business firm as a marketing system — management of a firm's marketing effort. The total product/package, pricing, distribution and promotional policies. Prerequisite: B.A. 151 or permission of instructor.

B.A. 256  Budgeting: Planning and Control  3 credits
See Acct. 250
The overall plan stated in terms of costs and revenue. Foundations for effective budgeting, management tool prerequisites, goals, ob-
jectives, programming, structure, accounting system and formal procedures for control. Description of budgeting systems, processes and the budget cycle formulation, development, preparation, review, approval, implementation and control. Prerequisite: Acct. 101, B.A. 151 or permission of instructor)

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
Following Chem. 105 and includes Nuclear Chemistry, Thermo Chemistry, Electro Chemistry, Chemistry of selected elements and organic Chemistry. Prerequisite: Chem. 105 or equivalent.

Chem. 193 Chemical Laboratory Techniques 3 credits
This course is an introduction to chemistry for the non-science major having little background in science or mathematics with primary emphasis placed on developing laboratory techniques. The laboratory experiments will provide support for key principles covered in lectures. Experiments will deal with basic laboratory skills such as classification, weighing, measuring, and separating various materials, preparation of solutions of various concentrations, and identification of unknown compounds utilizing their physical and chemical properties.

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.

CIS 193ST Computer Workshop 1 credit
An introductory course to teach the student how to use the computer
terminal and special programs available to computer users. Introduction to basic programming will be covered.

CIS 201 Computer Programming I 3 credits
Development on skill in the use of problem solving computer languages such as Fortran and Basic. Prerequisite: CIS 101 or permission of the instructor.

Drafting Technology

DT 103 Mechanical Drafting 3 credits
An introductory course dealing with the signs, symbols and conventions used on mechanical working drawings to express the heating, air conditioning and plumbing systems in buildings. Prerequisites: DT 100, 106.

Early Childhood Development

ECD 120 Child Nutrition, Illness and Health 3 credits

ECD 155 Activities For Young Children 3 credits
This survey course emphasizes the development and use of materials for young children. Emphasis is placed on activities that enhance growth in all areas of development, rather than activities that merely entertain children. Although required in the ECD major, this course is appropriate for parents who wish to increase their skill and understanding in providing appropriate learning experiences for young children.

ECD/Psy 244 Early Childhood Development 3 credits
This course provides the student with a survey of human development from the prenatal period to five years. Aspects of development discussed include physical/motor, social/emotional, and linguistic/intellectual. In addition, students visit Early Childhood programs in the community in order to gain skill in “seeing” development and in recognizing individual styles of interacting with materials, other children, and adults. Although this course is required for students in the Early Childhood Development program, it is open to all students wanting a deeper knowledge and understanding of Early Childhood Development.

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. Prerequisites: Econ. 121)

Education

Ed. 201  Orientation to Education  3 credits
Designed to acquaint the prospective teacher with the nature of teaching, including the scholastic, professional, and personality requirements for effective teaching. Involves laboratory time in the public schools as teacher's aide. Open to all students. Required for students majoring or minoring in education.

Ed. 193  Teaching Adults to Read  3 credits
This course is offered as part of a program to prepare students to tutor a poor or non-reading adult. Emphasis of the course will be on characteristics of the adult learner, methods and materials for teaching beginning reading to adults, the testing and evaluation of adults, and preparing a tutorial program for the adult. Part of this course requires actual tutoring of a poor or non-reader.

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

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 Math 107.

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, linear integrated circuits, SCR’s, TRIACS, DIACS and troubleshooting.

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 D.C. Motors and generators, A.C. single phase motors and generators, A.C. polyphase motors. Course includes operating characteristics of the devices stressing application.

E.T. 210 Communication Techniques  3 credits
Basic communication theory as applied to AM, FM and SSB receivers and transmitters including T.V. Practical experience in repair and alignment of communication devices. Prerequisite: E.T. 121.

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 students 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. 230 Application of Integrated Circuits  3 credits
Coverage includes characteristics and interfacing information on DTC, TTL and CMOS devices with emphasis on MSI and LSI chips. Microprocessor interfacing including digital to analog and analog to digital conversion will be covered. Prerequisite: E.T. 125.
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, bid bonding and insurance to the
private contractor.

English

Engl. 049       Basic Reading Skills
Reading improvement for below average readers.

Engl. 067, Engl. 068       Elementary Exposition       3 credits
For students preparing for an associate degree. Development of
reading comprehension. Instruction in written expression, with
practical application (such as preparing technical work results,
resumes, and business correspondence) as determined by the needs
of the class.

Engl. 105       Reading Lab       3 credits
A basic open-entry reading course covering comprehension and
vocabulary. Completely individualized instruction designed to en­
courage wide reading, vocabulary improvement, and the develop­
ment of skills necessary for success in freshman college courses.

Engl. 107       Study Reading For College       3 credits
An intermediate reading course dealing with study skills, study habits,
and study reading demanded in college work. Emphasis on flexibility
of reading rate, enrichment of vocabulary and increased com­
prehension.

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
minor.

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.
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<tr>
<th>Course Code</th>
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<td>Engl. 207</td>
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<td>With Modes of Literature</td>
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<td>Engl. 212</td>
<td>Technical Report Writing</td>
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<td>Engl. 213</td>
<td>Intermediate Exposition</td>
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<td>Engl. 215</td>
<td>Introduction to Poetry</td>
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<td>Engl. 216</td>
<td>Introduction to Fiction</td>
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<td>Engl. 217</td>
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<td>Engl. 260</td>
<td>Writers Workshop</td>
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<td>Geol. 100</td>
<td>Elements of Geology</td>
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**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. 115**  
**Alaska, Land And Its People**  
3 credits  
A survey of Alaska from earliest days to present, its peoples, problems, and prospects.

**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. 261**  
**Russian History**  
3 credits  
Hist. 194 The American Frontier 3 credits
This course follows the frontier and its contributions, ideas and attitudes, as it moves westward from east to west and to Alaska.

Humanities
Hum. 211, Hum. 212 Humanities 3 credits
Integrated introduction to the fundamental principles of literature, music, arts and philosophy. Prerequisite: Engl. 111 or equivalent, Hist. 101-102 recommended. Sophomore standing or instructor's permission.

Journalism
Journ. 201 News Writing 3 credits
Structure of news stories, various news leads and feature stories: gathering and evaluating information for simple news stories; writing stories. Prerequisite: ability to type is essential.

Jour. 204 Journalism Lab 3 credits
Preparation of general news items, critical review, indepth analyses, human interest topics. For publication in college, regional and national media.

Mathematics
Math 050 Basic Arithmetic 3 credits
This is a beginning course for students with a weak background in basic mathematics. It deals with the techniques and procedures in making numerical calculations with whole numbers, fractions, decimals, percentages, ratios and proportions. It also covers applications of these skills.

Math 055 Elementary Algebra 3 credits
A beginning course in algebra. This course is designed to introduce the student to the basic concepts of algebra. These concepts include variables, linear equations and inequalities, polynomials, factoring, rational expressions and elementary quadratic equations. Prerequisites: Math 050 or passing grade on diagnostic test.

Math 105 Intermediate Algebra 3 credits
This is a first semester college algebra course. The topics dealt with include algebraic expressions, equations (linear, quadratic, and fractional), inequalities, exponents, radicals, functions, graphing, and systems of equations. Prerequisite: Two years of high school algebra with a grade C or better or Math 55.
Math 107  College Algebra  3 credits
This is a precalculus level course which begins with an expansion of the algebraic concepts of Math 105 and then covers: functional relationships, analytic geometry, exponential and logarithmic functions, trigometric functions and polynomical functions. Prerequisite: Math 105.

Math 108  Trigonometry  3 credits
Plane trigonometric functions, negative angles, solving right 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 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, logarithnic, and trigonometric functions. Parametric equations, arc length, polar coordinates, and techniques of integration. Applications of the above. Prerequisite: Math 200 or equivalent.

Office Management
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 S.S. 131, and typing ability.

S.S. 103A  Elementary Typewriting  1 credit
Basic typewriting skill with emphasis on correct techniques and development of speed and accuracy. Introduction to centering, typing of personal and business letters.

S.S. 103B  Elementary Typewriting  1 credit
Speed and accuracy development. Introduction to typing of simple tables and manuscripts, typing personal and business letters. Prerequisite: S.S. 103A or equivalent.
S.S. 103C  Elementary Typewriting  1 credit
Typing drills to improve speed and/or accuracy in straight copy typing. Prerequisite: S.S. 103B or equivalent.

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. 110  Office Procedures  3 credits
Duties and responsibilities of the general office employee as well as the personal secretary; knowledge of procedures acceptable to good business standards in the following areas: oral and written communications, typing procedures, work planning, handling the mail, and fulfilling the role of the secretary.

S.S. 129  Memory Typewriter Operations  1 credit
Introduction and practice in the use of the Mag A IBM Memory typewriter. Prerequisites: Typing speed of 45 words a minute and knowledge of business-style typing.

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. Intensive practice is given.

S.S. 202  Advanced Dictation and Transcription  4 credits
Emphasis on speed building, theory review, high speed shortcuts, technical vocabulary, transcription with emphasis on production of mailable copy. Prerequisites: S.S. 102 and S.S. 106 or equivalent.

S.S. S. 203  Office Machines  3 credits
Basic operation and application of current office machines, including the ten-key adding machine and electronic calculator.
S.S. 207  Machines Transcription  3 credits
Develop proficiency in the use of machine transcribers with emphasis on mailable transcripts, and speed of transcription. Prerequisite: S.S. 105 or ability to type 45 words per minute.

S.S. 210  Office Procedures  3 credits
Duties and responsibilities of the general office employee as well as the personal secretary in the following areas: helping with reports, meetings, making travel arrangements, filing and records management, human relations in the office, and exploring possibilities for professional growth and advancement.

S.S. 212  Medical Transcription  3 credits
Accuracy and speed in transcribing medical dictation. Ability to produce accurate medical data through a broad knowledge of medical terms, drugs and instruments, as well as acceptable initials and abbreviations for medical terminology. Also familiarity with various types of medical reports and records.

S.S. 215  Beginning Legal Procedures  3 credits
Duties and responsibilities of the legal secretary including the preparation of client and court documents. Emphasis on stylization of legal papers, differences in the State courts.

S.S. 220  Refresher Gregg Shorthand  2 credits
Improvement of skill in taking and transcribing Gregg Shorthand. Materials are individualized to the skill level of the student. Prerequisite: S.S. 101 and S.S. 103 or equivalent.

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 typing ability.

S.S. 299  Office Practicum  6 credits
The student is placed in a business office which is related to his/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.

Petroleum Technology

Petr 105  Petroleum Science I  3 credits
Survey of the Physical and Chemical properties of Hydrocarbon
gasses and fluids. Control of process variables and interactions necessary for efficient operation of production facilities. Emphasis on crude oil handling, production, separation and transportation.

**Petr 106 Petroleum Science II** 3 credits
Application of the properties of petroleum hydrocarbons to specific operational situations with particular emphasis to handling of natural gas and natural gas liquids. Operation of gas separators, gas dehydrators, Glycol units, Glycol regeneration, light ends recovery, gas fired equipment, combustion theory, and operation of a typical gas synthesis facility.

**Petr 120 Process Instrumentation I** 3 credits
A survey of the application and principles of the operations of instrumentation as used in industrial complexes including a study of the process variables of pressure, temperature, level, flow, and pH. Also involved is a study of the safety factors in installing and operating instrumentation of both the electronic and pneumatic types.

**Petr 130 Chemical Plant Operations** 3 credits
A first course for the beginning chemical plant operator. Emphasis on chemical plant operations involving chemical synthesis. Present course directed is toward the Union Chemical Divisions, Kenai, Alaska Ammonia-Urea Complex. Contents includes Physics, Chemistry, Mechanical Equipment, Instrumentation, Valves, Steam Generation, water quality, Ammonia synthesis operations, and Urea synthesis operations. No prerequisites, permission of the instructor.

**Petr 140 Process Instrumentation II** 3 credits
A 5-hour per week class designed as a continuation of Process Instrumentation I and expanding on the control of the various process variables with emphasis on repair, maintenance, and calibration, and hands-on physical training in the maintenance of a wide variety of electrical and electronic instruments, valves, and actuators.

**Petr 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.

**Petr 160 Process Instrumentation III** 3 credits
A continued expansion of the study of Industrial Instrumentation including physical laboratory work, hands-on training, maintenance and calibrating techniques. It is a study of methods, installation, and identification of proper instrument systems with particular processes and operation of instrumentation under actual live-load conditions through the use of sophisticated process simulators.
Petr 180  Process Instrumentation IV  3 credits
The techniques used in designing and developing process control loops. The design and development of control loops for maximum efficiency and energy control and the implementation of these loops into physical processes. Program will include basic engineering skills.

Petr 199  Petroleum Affairs Seminar  1 credit
Course composed of a combination of three elements: attendance on scheduled field trips to Alaskan petroleum facilities, participation in a class project, usually of a design or actual construction nature, and presentation of a technical paper on an assigned topic.

Petr 220  Surface Oilfield Equipment  3 credits
A first course in oilfield equipment, procedures and nomenclature for the student wishing an introduction to all phases of the oil production industry. No prerequisites.

Petr 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.

Petr 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.

Petr 252  Mechanical Equipment I  3 credits
Theory, operation, and maintenance of internal combustion engines and pumps. Other topics included are bearing, drive components, lubrication, and fundamentals of rigging. Laboratory practice will be given on rigging, pump alignment, and tuneup of internal combustion engines.

Petr 260  Petroleum Laboratory Standards  3 credits
The student will perform standard water analysis according to API RP-45 and associated standards, specific waterflood analysis for water quality and scale formation, physical petroleum analysis relating to quality control for sales purposes, environmental parameter monitoring and recording, and instrumental analysis as time permits. Suggested prerequisite: Chemical Laboratory techniques.

Petr 270  Mechanical Equipment II  3 credits
Construction, operation, and maintenance of compressors, turbines, and motors. Basic pneumatics and hydraulics and troubleshooting of both. Laboratory practice on pneumatic and hydraulic simulators and equipment.
Petr 277  Petroleum Reservoir Engineering I  3 credits
An introduction to the properties of petroleum reservoirs, associated rock structures, traps, fluid migrations, porosity, permeability, fluid saturations, drawdowns, recovery schemes, reservoir drives, introduction to artificial pressure maintenance, waterflood, completion calculations, recovery predictions, abandonments, mapping and deviation surveys.

Petr 285  Offshore Oilfield Operations  3 credits
A first course for production operators, service company personnel, maintenance personnel, and others going offshore for the first time or wishing to increase their knowledge of the offshore industry. Course content emphasizes safety and most material is devoted to drilling and production operations offshore. No prerequisites. This course may, from time to time, be available through correspondence.

Philosophy

Phil. 201  Introduction to Philosophy  3 credits
Terms, concepts, and problems as reflected in writings of great philosophers. Prerequisites: Sophomore standing and permission of the instructor.

Phil. 215  Man and Values  3 credits
An introductory survey of the most influential accounts of the human condition and human nature and the value systems which they give rise to in our time such as Christianity, Marxism, Freudianism, Capitalism, Behaviorism.

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.
—Cross-country skiing
—Physical fitness
—Women’s Fitness and Figure Control
—Fitness Yoga
—Wilderness Survival
—Beginning Karate
—Intermediate Karate

Physical Science

Phy. S. 103  Physical Science  4 credits
This is the first of a two semester course with laboratory. It is designed to expose the students to the basic concepts in physics,
astronomy and meteorology. The student is presented with general knowledge of science rather than an in-depth study of any one field. The material is presented in such a way as to show the interrelatedness and interdependence of these scientific fields. Mathematics is at Math 55 level.

**Phy. S. 104 Physical Science** 4 credits
This is the second of a two semester course with laboratory. It is designed to expose the students to the basic concepts in meteorology, chemistry, and geology. The student is presented with general knowledge of science rather than an in-depth study of any one field. The material is presented in such a way as to show the interrelatedness and interdependence of these scientific fields. Mathematics is at Math 55 level.

### 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

The science of behavior. Biological basis of behavior, motivation, learning, perception, personality, abnormal behavior, treatment of abnormal behavior.

**Psy. 201 Advanced General Psychology** 3 credits

The theory and methods of psychology including the scope and limitations of the science. Major emphasis in the area of experimental, statistical, physiological, clinical, and social analysis of behavior. Prerequisite: Psy. 101.

**Psy. 244 Early Childhood Development** 3 credits

Introduction to the physical, social, affective and cognitive development of young children from birth to six years of age. Prerequisite: Psy. 101.
Psy. 245  Child Development  3 credits
Theory and laboratory of human mental, emotional, social, and physical development. Prerequisite: Psy. 101.

Psy. 246  Adolescence  3 credits
Intellectual, emotional, social and physical development patterns during the adolescent years. Laboratory arranged for observations of adolescents in a variety of settings, including public schools. Prerequisite: Psy. 201.

Psy. 153  Human Relations  3 credits
An exploration of feelings, attitudes and behaviors affecting interpersonal relationships in all areas of life, with an emphasis upon in-class experience designed to increase self-awareness, build self-esteem and enhance relationship skills.

Psy. 169  Human Sexuality  3 credits
Introduction to topics concerning human sexual functioning. These include the physiology, psychology, sociology, philosophy, and morality of human sexuality practices and of love.

Psy. 202  Psychology of Adjustment  3 credits
Application of psychological principles to the problems of everyday life. Course focus will be an emphasis on the analysis of development life style adjustment patterns. Mechanics of adjustment will be demonstrated by various practicum assignments. Prerequisites: Psy. 101, 102.

Psy. 223  Introduction to Counseling for Paraprofessionals  3 credits
Introduction to the fundamentals and theoretical constructs of counseling which are applicable to effective interpersonal interactions. Major emphasis on role playing, using tapes, making referrals, how to assist professionals, administering tests, and awareness of verbal and non-verbal communication.

Russian

Russian 193  Beginning Russian  3 credits
An introduction to Russian emphasizing conversational Russian.

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 introducing in Soc. 101 through application to the institutions of family, economy, politics, education, religion, and major social trends. Prerequisite: Soc. 101.

Soc. 201  Social Problems  3 credits
Problems of contemporary society; analysis of factors giving rise to them, and an attempt to explore remedial strategies. Prerequisite: Soc. 101.

Soc. 242  The Family  3 credits
A study of the contemporary patterns of marriage and family relationships in the U.S. A social psychological approach to factors associated with the life cycle of the family, including mate selection, marital interaction and adjustments, parent-child relationships, and the later years of married life. Prerequisite: Soc. 101 recommended.

Spanish

Span. 101, Span. 102  Elementary Spanish  5 credits
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.

Speech 241  Public Speaking  3 credits
Theory and practice of exposition and persuasion and platform speaking situations. Training in the selection, organization and effective presentation of material to large audiences in a variety of situations.
Welding Technology

**MatT 111 Gas Welding and Cutting 4 credits**
Combustion characteristics and heat values of fuel gases, design of gas using equipment, welding blueprints, hazards and safety. Practice in welding with various torches. Cutting with acetylene, Mapp, and Propane in all positions. Automatic and shape-cutting machines.

**MatT 112 Shielded Metal Arc Welding 4 credits**

**MatT 113 Welding Construction 4 credits**
Grades of steel available and their preferred uses, standard shapes, weights, use of steel suppliers handbooks, takeoffs from shop blueprints, cost calculations, AWS building construction codes, criteria for welding design, practice in structural welding. Welding procedure qualification tests to code standards.
REGISTERS

UNIVERSITY OF ALASKA
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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CLARK, Debby D. — Counseling. The College of Idaho, B.S.

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