

Kenai Peninsula Community College

of the University of Alaska
In Cooperation With The
Kenai Peninsula
Borough School District

Source of Information

University of Alaska Community College Division

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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 educatic and employment opportunities and to provide services and benefits all students and employees without regard to race, color, religinational origin, sex, age, physical handicap, or veteran status. I policy is in accordance with the laws enforced by the Department Health, Education, and Welfare and the Department of Labor, cluding Presidential Executive Order 11246 as amended; Title VI a VII of the 1964 Civil Rights Act; Title IX of the Education Amendm of 1972; Title 41, parts 60-1, 60-2, 60-3, and 60-50; Sections 799A a 845 of the Public Health Service Act, where applicable; Section 504 the Rehabilitation Act; and Alaska Statute 18.80.220. Inquir regarding the application of these and other regulations should directed to either the Affirmative Action Officer of the University Alaska or to the Office of Civil Rights, Department of Hea Education, and Welfare, Washington, D.C.

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KENAI PENINSULA COMMUNITY COLLEGE CALENDAR 1979-80

FALL 1979
Registration September 5, 6
First Day of Instruction September
Late Registration & Add/Drop Fees Commence September
Last Day to Add Classes September
Deadline for Fall Graduation Applications October
Midterm October
Thanksgiving Vacation November 22,
Last Day to Withdraw from Classes November
Last Day of Instruction December
Industrial Control Con
SPRING 1980
Registration January 9, 10,
First Day of Instruction January
Late Registration Commences January
Last Day to Add Classes January
Deadline for Spring Graduation Applications February
Spring Break
Midterm
Last Day to Withdraw from Classes Marc
Last Day of Instruction
Commencement
SUMMER 1980
First Day of Instruction/Registration Jun
Independence Day Holidays July :
Last Day of Instruction/Examinations Augus

General Information

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 of 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 Alaska in 1953 and named President Emeritus upon his retirement in 1960. Dr. William R. Wood became the University's fourth president at that time. Dr. Robert W. Hiatt became the 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, Sitka, Valdez, Kotzebue and Juneau.

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 Beach 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 and the Associate of Applied Science Degrees. Academic courses also coun toward earning the Bachelor of Art- Degree. In addition, a number o Vocational-Technical and interest courses are taught. Counseling and testing are also provided.

The Kenai Peninsula Community College is one of eleven in the University of Alaska statewide system and, today, enrolls over 1500 students per semester. The number of students has more than doubled since the fall of 1976.

Mission

The Ke ai Peninsula Community College is dedicated to offering a comprehensive, continuing and nondiscriminatory postsecondary educational program. Further, the institution is dedicated to serving as the center of learning and culture of the Borough, and it believes that each student should have the opportunity to grow as an individual within the framework of the College. The total Kenai Peninsula Borough comprises the campus and college education should be put within reach of all residents.

Philosophy

We believe that programs should be designed for developing careeroriented skills, for earning credits to meet KPCC requirements or to transfer to other colleges and universities, and for enriching the quality of living of individuals and the community, and further that social, cultural and citizenship skills should be developed as part of the educational program.

We believe that effective counseling, testing, evaluations and advisement services should be provided for students along with programs of financial aid and assistance for needy individuals.

We believe that effective learning and efficient operation require constant innovation throughout the institution.

And finally, we believe that as the cultural center of the Borough this College should encourage and participate in co-curricular events of significant value to the community, and that programs of non-educational services be maintained for the Borough: Its people, its government, its commerce and its industry.

Institutional Goals

- To help the student find his place in today's rapidly changing society.
- 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.

Objectives

- To locate instruction so that college courses will be available to residents of the entire Kenai Peninsula Borough according to need and/or demand;
- To offer career and technological education and training for persons entering or re-entering the labor market, and for upgrading the work-skills of those presently employed;
- To provide opportunities for credits that may be transferred to other colleges and universities, or may be used to obtain KPCC degrees or certificates;
- To establish, support and fund programs of financial aid to assure that needy individuals will be able to take advantage of college services;
- To recruit and to encourage those individuals with inadequate levels of education to return to school, and to provide effective basic education courses;
- To coordinate upper division and graduate classes given for credits that may be applied to Baccalaureate or graduate degrees for professional certification;
- To offer general interest or personal self-improvement courses designed to enrich the quality of living of an individual and of the community;
- To offer academic, career counseling and testing services for students, and an advisement program aimed at placing students in appropriate courses in relation to their interests, goals, and capabilities;
- To encourage, sponsor and participate in cultural activities, including significant discussions, debates, athletic events, theatrical productions, seminars, conferences, gatherings and forums;
- To maintain effective relationships with all segments of the community, to assure that future community needs will be met;

Accreditation

"Kenai Peninsula Community College was accredited in 1974 by the Northwest Association of Schools and Colleges as part of the University of Alaska, Southcentral."

Notice Regarding Refund Policy In Case of Cancellation of Classes

In the event that the operations of the University of Alaska are a versely affected by war, riot, act of God, action of Civil Authoristrike, 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 a case in which a significant curtailment is judged proper by the University, the University's liability shall be limited to (at most) refund of tuition and fees paid.

Admissions

Admission Requirements

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

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

New students planning to enroll full time (12 semester hours more), upon initial admission to the Kenai Peninsula Commun College should submit an application for admissions to the A missions Office. (This must be accompanied by a \$10 application fe Students must also submit transcripts from high schools and for a previous college work completed at other institutions of high learning. These transcripts should be forwarded to the Admissio Office, Kenai Peninsula Community College, Post Office Box 84 Soldotna, Alaska 99669.

Diagnostic Testing and Placement

Entering degree seeking students are required to take a diagnost placement test in math and writing. Students performing below minimum level in one or more of these tests will be advised to take the equivalent preparatory course to improve performance in the deficie area. Students must have placement results prior to registering for math or English courses.

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.

Additional Entrance Requirements for Foreign Students

A foreign student must be able to speak, read, and write the English language well enough to do college level work successfully. Therefore, all applicants from countries where English is not the native language must present a satisfactory score on the test of English as a Foreign Language (TOEFL). No other English language test can be used. In addition, when preparing the 1-20 form that is necessary to obtain an F-1 (student) visa, the University must certify to the Immigration and Naturalization Service (INS) that the prospective student has been accepted for full-time enrollment and has sufficient funds to meet estimated expenses for one academic year. Therefore, a foreign student must sign a statement that he has sufficient funds to pay all of his expenses while attending the University of Alaska as well as the amount needed to pay his transportation costs from his home to Alaska and return. It is vital that the student has enough money to pay for his return trip home in the event of an emergency or at the termination of his enrollment.

Admission of Part-Time Students

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

Admission Requirements For Other Special Programs, Vocational-Technical Programs, Career-Oriented Programs, Seminars, and Workshops

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

Auditors

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

Admission With Transfer Credit

Kenai Peninsula Community College will accept a total of 45 credits toward an associate degree from other accredited institutions. Credits earned at other institutions with a grade of "C" or better will be considered for transfer. Students wishing evaluation must request official copies of all transcripts from previous institutions be sent to the KPCC counseling office.

Cancellation or Scheduling 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.

Due to the small size of the Kenai Peninsula Community College, there can be no guarantee, express or implied, that any or every course listed herein will be offered during the period covered by this catalogue.

Information

Additional information, catalogs, and applications may be obtained by visiting or writing the college at the following address:

Admissions Office Kenai Peninsula Community College Post Office Box 848 Soldotna, Alaska 99669

Tuition and Fees

Consolidated Fee and Graduate Credit Charge

Students enrolling in seven credits or less will pay \$21 per credit fundergraduate courses and \$32 per credit for graduate course Students enrolling in eight or more credits will pay the consolidate fee of \$170 plus an additional \$12 for each graduate credit included the total maximum of \$256.

Undergraduate Tuition

Credits	Resident	Non-Resider
Part Time		
1	\$ 21.00	\$ 53.00
2	42.00	106.00
2 3	63.00	159.00
4	84.00	212.00
5	105.00	265.00
6	126.00	318.00
7	147.00	371.00
8	168.00	424.00
9	170.00	477.00
10	170.00	530.00
11	170.00	583.00
Full-Time		
12-18	170.00	

Fees

Admission Fee	\$10.
Student Activity Fee:	
12 credits and over (per semester)	10.
7 credits to 11 credits	
1 credit to 6 credits	edit to 5.
ate Registration Fee	5.
Add/Drop Fee (per transaction)	2.
Credit-by-Examination Fee (each examination)	

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

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

An additional 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.

Credit By Examination Fee

A fee of \$15 shall be charged for each examination. For more than three credits, an additional charge of \$1 per credit hour shall be charged. Students must complete all application materials.

Late Registration Policy

Students registering after the first week of instruction 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.

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.

Payment of Tuition and 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 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 on the date of enrollment will be processed on a time-available basis, and students run the risk of delayed registration and resulting late fees as well as closed classes.

Provisions for the deferred payment plan are as follows.

- Fifty percent of the total tuition 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.
- Processing fee of \$2 for initial contract shall be paid at registration.
- 4. Delinquent payments are subject to an additional \$2 charge.
- 5. Activity Fees and Lab Fees shall be paid in their entirety.

Senior Citizen Waiver of Tuition

Alaska residents 60 years of age or older may enroll in any course offered by the Kenai Peninsula Community College (for which they are properly qualified, and for which space is available) without course credit hour charges. Lab fees, other special fees, and non-credit fees are not included in the waiver.

All applicants for Senior Citizen Waiver must complete a "Tuition Waiver Request" form during registration.

Non-Credit Course Fees

Classes numbered 001-049 are non-credit. They do not meet degree requirements and they have fees other than the regulation tuition.

Employee Educational Benefits

All permanent, full-time employees of the University of Alaska, their spouses, and their dependent children under the age of 24 are entitled to certain educational benefits. Further information is available from the Personnel office.

Withdrawals and Cancellation of Enrollments

Students withdrawing from courses or students who are cancelling their enrollment altogether must process a withdrawal or an enrollment cancellation notice at the Registrar's Office. Refunds will be made by the Accounting Office according to the policies outlined below. Students must officially drop or withdraw from classes (including those cancelled by the College) in order to qualify for a tuition refund.

Refund Policies for 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:

- 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.
- Ninety percent refund of tuition only will be mr de for withdrawals made the first day of semester instruction and prior to the eighth day of the term or semester.
- 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.
- No refund will be made for withdrawals made on or after the fifteenth day of the term or semester.
- 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 incated on the official withdrawal receipt, will determine the student's eligibility for a refund. Applications for refund may be a fused unless they are made during the semester or term to whithey apply.

- Vocational and technical course fees will be subject to this if fund schedule.
- Campus activity, laboratory, materials, and miscellaneous fe shall not be subject to refund.
- 8. 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

Functions of Student Services

Realizing that education should be more than just attendir classes, the Student Services Office at the College provides varie opportunities and supportive services that enable students to derive greatest benefit possible from their educational experience.

A few of the services which the Office provides include:

Educational Advising

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

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

Personal Counseling

Through individual conferences with the Counseling Cent Staff, you may be assisted in developing a greater degree of ad quacy in dealing with personal and/or interpersonal concerns.

Testing Services

Decisions about careers, education, vocations and personal fators are not always easy to make. The counseling service hatests which, when used in conjunction with counseling, can to figreat help to students in their making of decisions.

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

Pre-Admission Counseling

Youth and adults are assisted in determining the appropriateness of the college for their academic pursuits. By being familiar with the college, placement procedures, programs, policies, and financial aids, you can determine how you might best become involved as a part-time student, full-time student, or in the Community Services programs of the College.

Transfer Coordination

The College offers individualized counseling services to students considering transfer to four-year institutions or other training/educational opportunities. Assistance is provided in the process of completing application procedures, transfer of credit, determining course requirements and acquisition of financial assistance.

Career Development

Many people lack knowledge of the opportunities available to them; consequently, their lives are directed by others. Career counseling stresses self-evaluation to determine inner needs, interests, desires, and aptitudes so that, in consultation with a counselor and specific test results, you will be able to make a realistic vocational choice.

Program Planning

In cooperation with teaching and counseling faculty, you will be able to secure assistance in the selection of appropriate and realistic curriculums, as well as individual courses. Included will be short-term and long-range planning, consideration of previous educational experiences, personal interests, levels of learning skills, and academic potential.

Student Government

The student union of the Kenai Peninsula Community College of the Jniversity of Alaska is a student government of elected representives empowered to act in accordance to a recognized constitution and bylaws. The student union of the Kenai Peninsula Community College encourages students to participate in its programs and serices. Students seeking a student body office must have a minimum 1.25 G.P.A. and if elected must maintain this minimum G.P.A.

throughout their term. Should their attendance become irregular o G.P.A. drop below the prescribed level, they may be terminated by committee made up of two students, one counselor and one college administrator.

Cooperative Education

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

Varsity Athletics

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

Veterans Affairs

The Kenai Peninsula Community College is an approved institution for the education and training of veterans, and is responsible fo compliance with Veterans Administration regulations. Veterans wanting to collect benefits under the G.I. Bill should contact the Student Service office for an application for Program of Education o Training. Veterans should apply for educational benefits well before the registration period to ensure timely receipt of benefits.

Standard of Progress

Any veteran not maintaining a semester grade point average o cumulative grade point average of 2.0 or greater will be reported to the Veterans' Administration. Failure to maintain a grade point average of 2.0 or above may result in suspension of Veterans' Administration benefits. Any veteran receiving an incomplete grade will be reported to the Veterans' Administration and benefits may be terminated.

Each veteran shall present to the Student Services office a progress and attendance report on the last school day of each month signed by each instructor indicating that the veteran is maintaining satisfactory progress in attending classes and completing courses. The College will notify the Veterans' Administration of any veteran who is not making satisfactory progress or maintaining appropriate standards of attendance and progress.

Drop/Add and Withdrawals

The University is responsible for promptly reporting any increase or decrease in the number of certified credit hours for which the veteran is enrolled. Student veterans who drop a course or withdraw prior to completion will be held responsible by the Veterans' Administration for the reduction. (This action could create overpayment which will be recovered from the veteran before further payment is made.)

Adult Basic Education

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

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

Student Behavioral Standards

Education at the College 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 college community affords special status and prestige and often carries with it an even greater amount of responsibility. Students are representatives of the college 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.

Generally college regulations are designed to help each student work efficiently in courses and to assist in the development of high standards 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, 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 college citizenship. For those who find this process more difficult, the college attempts to provide such counse as the student needs to gain insight and confidence in adjusting to his new environment. In some cases, when a student is unable or un willing to assume his social responsibilities as a citizen in the college community, the institution may terminate his enrollment.

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

Registration

General

Persons eligible for enrollment at Kenai Peninsula Community College must complete registration according to the prescribed procedures and pay fees as determined by the University fees chedule 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 a 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.

Access to Student Records

Students are entitled to see their own records. To insure the privacy of student records, the University releases information to agencies of campus only upon written permission by students. Records are available for legitimate on-campus professional use on a need-to-know basis.

Student Financial Aid

Student Expenses

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

TUITION AND FEES. These costs vary with the student's educational lvel (graduate or undergraduate) and enrollment status (full or part-time). See the section in the catalog called "Fees" for a detailed listing of these charges.

BOOKS AND SUPPLIES. This usually ranges between \$170 and \$200 for a full-time student, but can vary with a student's course load.

HOUSING. Charges for rent, utilities and other household expenses can vary with the location and size of an apartment and the number of roommates sharing the total costs. For most students, housing usually averages from \$1,800 to \$2,250 per academic year.

FOOD. As with other items, the cost of food for an academic year varies among students. An allowance of between \$1,000 and \$1,500 seems to be sufficient for most students. The University does not provide food service for students.

TRANSPORTATION. An allowance between \$350 and \$450 is sufficient to meet most student's needs, but costs depend on how close a student lives to campus and whether or not the student owns a car. For budgeting purposes, also include fares between home and the campus between semesters, during holidays or other time when a student may wish to travel.

PERSONAL EXPENSES. A student should budget for clothing, laundry and cleaning, medical and dental expenses, recreation, personal supplies and other miscellaneous expenses. An allowance of \$400 to \$500 for the academic year should be sufficient for most students.

The University of Alaska recognizes that some students and their families are not able to finance a college education entirely from their income and assets. The Office of Student Services exists to provide counseling and financial aid to students in need of assistance.

Three types of financial aid are available at the Kenai Peninsula Community College:

- 1. Grants and Scholarships
- Loans
- 3. Part-time Employment

Student Financial Need

Most student financial aid awards are based primarily on need. A student's need is determined from information supplied on the Financial Aid Form (FAF). Students seeking financial assistance are required to submit a copy of the FAF to the College Scholarship Service, designating Kenai Peninsula Community College as one of the recipients. The FAF form may be obtained from the college, secondary schools, or the College Scholarship Service, P.O. Box 380, Berkeley, California 94701.

Grants and Scholarships

Grants and scholarships are awarded primarily on the basis of financial need and do not require repayment.

Basic Educational Opportunity Grants are administered through the U.S. Office of Education and range from \$50-\$1,400 per year, less the recipient's family contribution. Application is made directly to the BEOG Program Office, using applications available in the Office of Student Services. These grants are available only to undergraduates attending half-time or more.

The Law Enforcement Education Program provides grants for law enforcement personnel enrolled at the Kenai Peninsula Community College. Students under this program may receive funds to cover the cost of tuition and books. Applications for this program should be made at least one month prior to registration.

Veterans Administration Benefits are available to certain individuals who have served in the armed forces. These monthly benefits vary depending on the number of dependents of the veteran, as well as the number of classes taken. Veterans wishing to receive timely payments of benefits should contact their nearest Veterans Administration Office or a college counselor well before the date of registration for college.

Any veteran not maintaining a semester grade point average or cumulative grade point average of 2.0 or greater will be reported to the Veterans' Administration. Failure to maintain a grade point average of 2.0 or above may result in suspension of Veterans' Administration benefits.

Bureau of Indian Affairs

Eligible students may receive grants through the Bureau of Indian Affairs. Applications are available from BIA offices.

Fee Waivers

A limited number of fee waivers are available to students who demonstrate financial need. Application should be made to the Office of Student Services, prior to registration.

Loans

National Direct Student Loans are available to qualified students. Loan repayment begins nine months after a student completes his/her education, ceases to attend the institution, or finishes his/her military obligation, service with the Peace Corps, or service in Volunteers in Service to America (VISTA). For those who become teachers in special fields, some forgiveness clauses apply. The interest rate is 3 percent per year and the repayment period can extend up to 10 years. Loans totaling \$2,500 may be made during the first two years. Loans ceiling are \$10,000 aggregate for graduate students (including undergraduate NDSL loans) and \$5,000 aggregate for other students. Requires FAF Form.

Alaska Student Loan. Any full-time student who has been a resident of Alaska for the preceding two years and has a high school diploma or the equivalent is eligible to apply for an Alaska Student Loan. Undergraduate students may borrow up to \$3,000 a year to pay for educational expenses at any accredited institution; graduates may borrow up to \$5,000. If a student completes his/her degree program and is employed in the state following graduation, he/she will be eligible for up to 40 percent cancellation of the loan. Applications are available in the Office of Student Services.

Part Time Employment

A variety of part time jobs may be available in the local area. The Registrar will provide assistance as able in making such information available.

Financial Independence From Parents

For the purposes of student financial aid, a student is considered to be independent from parents if he/she meets all of the followin criteria: For the calendar year prior to the academic year for which he/she is applying for aid, and for the calendar years for which he/she is applying, a student cannot have or plan to have:

- been claimed by his/her parents as a dependent on the income tax return,
- received financial support in excess of \$600 annually from parents, or
- lived with his/her parents for any period exceeding si weeks.

Students are required to submit a Financial Aid Form and an A fidavit of Independence in order to be considered for financial aid ϵ Independent Students.

Any Student who does not meet all three criteria of independence considered to be dependent and must submit a Financial Aid Forwith Parental Income Data.

Part-Time Students

Students who are attending the Kenai Peninsula Communit College, less than half-time (i.e., enrolled for fewer than six hours persemester if undergraduate students) are not eligible for most financial.

Half-time students are eligible to apply for certain types of financia aid: Basic Educational Opportunity Grants, Supplemental Educatio Opportunity Grants, College Work-Study, National Direct Studer Loans, and Law Enforcement Education Program grants. NOTI Graduate students are not eligible for BEOG's or SEOG's.

Application Procedures

Students at Kenai Peninsula Community College should subm University Financial Aid Applications to the Office of Student Se vices, Kenai Community College, Box 848, Soldotna, Alaska 9966 Students are urged to apply for aid at least three months prior t registration; late applicants will be considered for assistance if func are still available.

In addition to a University application for financial aid, which is submitted directly to the University, a student must also file Financial Aid Form (FAF). Students should allow up to one month thave their financial statements processed by the College Scholarshi Service.

NOTE: Any undergraduate student who will be enrolled at least hal time must complete an application for a Basic Educational Opertunity Grant before he/she will be considered for other types of financial aid.

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One general University of Alaska application, along with the FAF, may be submitted to apply for any of the following programs: Supplemental Educational Opportunity Grants, University Scholarships, National Direct Student Loans, and College Work-Study. Separate applications are required for the Bureau of Indian Affairs Grants, the Law Enforcement Education Program and State Incentive Grants.

Questions concerning application forms, specific programs, or selection procedures should be directed to the Office of Student Services.

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. Petitions may be accepted for:

- 1. Waiving specific degree or program requirements.
- 2. Substitutions for required courses.
- Academic matters not restricted by general requirements established by the University of Alaska Statewide System or violating the integrity of the records-keeping function.

The following general University requirements are not subject to change or waiver by petition.

- Residency Requirements--at least 15 of the final 30 credit hours for an Associate Degree must be completed in residence.
- Credit Hour Requirements--a minimum of 60 credit hours, including those accepted by transfer, are required for an Associate degree.
- Grade Point Average--a grade point average of 2.00 (c) or higher required for graduation.

Changes on Permanent Record (Transcript)--except in rare in stances, and under extenuating circumstances, petitions requesting changes to the permanent record will not be approved. These include requests for:

- Changing department for cross-referenced courses.
- Changes in number of credits for courses in which the credit awarded have been increased since the student completed the course.
- Grade changes except as outlined in "change of grade" policy.
- Deletions from the permanent record, except for erroneous entries.

Petitions must be approved by the student's advisor, the Department Chairman and the Chancellor.

Adding a Course

Students may add a course during the first two weeks of the semester by submitting an add/drop form and appropriate fees. Adds after the first two weeks of classes will not be accepted.

Withdrawal From a Course

A student is expected to complete the courses in which he/she is enrolled. The student may, if circumstances warrant, withdraw from one or more classes by completing an add/drop form. Courses dropped in the first twoweeks of the semester will not appear on the student's permanent record; thereafter a mark of "W" will be entered on the record. A student who fails to withdraw formally from a course will receive an "F" on his/her permanent record.

Withdrawals are subject to all ADD/DROP and late fees.

The deadline for withdrawal activity is the end of the 7th week after classes begin.

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 Incompletes, submitted by the faculty, are assumed to be the students' final grades. A grade may not be changed

unless a legitimate error has been made on the part of the instructor in calculating the grade. Corrections of grading errors must be made within 45 days after the end of semester grade report is distributed to the faculty. A change of grade to "W" or "I" cannot be made unless the grade was erroneously submitted.

Grades cannot be changed to Audit since the "AU" designation is a registration status and the "AU" is not included in the grades that may be submitted by an instructor.

Incompletes--"I" grades, submitted for work not completed, remain on the permanent record until the work is completed by the student. Work must be completed and the change submitted within one year from the time the "I" was awarded if the "I" is to be changed to a letter grade on the permanent record. If the "I" is not removed during the one-year period, it will remain as an incomplete on the student's record.

Incompletes may be changed to letter grades-A, B, C, D, F, P, They cannot be changed to "W".

Credit-by-Examination (Local)

- Only currently enrolled student's are eligible to request creditby-examination through the Registrar's Office. Student must pay fees at time of request to the Accounting Office and bring the receipt to the Counseling Center.
- All courses except 90's, (193, 294, 499, etc.,) practicums, sub-100
 level courses may be considered for credit by examination. Determination as to what courses may be challenged rests with the
 appropriate department.
- A course challenged for credit must not duplicate a course for which credit has already been granted.
- A person who has audited a class may not request credit via departmental examinations for that class until the subsequent academic year.
- Departmental examinations may be graded pass/fail or by a regular letter grade at the mutual agreement of the instructor and student.
- Examinations may not be repeated earlier than one year from the date originally taken.
- Credits earned by examination are not awarded grade point averages.

Change of Name Policy

Students desiring a name change on their academic records should report the change to the Registrar. Reasonable proof of the change should be provided.

Study Load

Students normally may register for 18 semester hours of credit (15 semester hours in the summer semester.) Students wishing to enroll for more than 18 semester hours per semester (more than 15 semester hours in the summer semester) must submit an approved overload petition signed by the appropriate division director or dean at registration. Students must have a grade-point average of 2.75 for the previous two full semesters to be eligible for an overload. For study loads which include noncredit courses, the credit valuation is based upon equivalent credits.

Residence Credit

Residence credit is defined as University of Alaska credit that is earned by a student in formal classroom instruction, in U of A correspondence study, or in individual study or research through any unit of the University of Alaska Statewide System. Transfer credit, credit granted through nationally prepared examinations and credit by examination earned through locally prepared tests are not considered residence credit.

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 be reflected in the final grade.

Class standing is determined on the basis of total credits earned. Students are classified as:

Freshman Sophomore 0-29 credits 30-59 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)

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

English No credit for any score
Math 3 credits for 500 score
Natural Science 6 credits for 500 score
Humanities 6 credits for 500 score

Social Sciences/

History 6 credits for 500 score

Maximum possible credits: 21

- If as many as six semester credits have been earned in an area covered by a CLEP General Examination, no credit will be awarded for the successful completion of that examination.
- Examinations can be repeated after an interval of one year, or six months if the student can demonstrate study preparation for the test to the Director of Testing.
- 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 from the Counseling Office or by writing Continuing Education and Summer Sessions, University of Alaska, Fairbanks, Alaska 99701.

Grading

Grading:

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.
- 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.
- U--Unsatisfactory--Indicates unsatisfactory performance; is used for graduate theses, special courses, specific career oriented courses, workshops and seminars.
- 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. Instructors must complete necessary forms for incompletes and grade changes.
 - 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 theses, special projects, etc., that require more than one semester to complete.
- AU--Audit--Indicates student has enrolled for informational instruction only. No academic credit is awarded.
- W--Withdrawn--Indicates withdrawal from a course after the refund period has expired. This is at the end of the second week of instruction for full-semester courses. Please refer to semester schedules for detailed description of refund period pertaining to specific classes.
- CR--Indicates credit given under the credit, no-credit option and carries no grade point.
- Any grade generated from re-taking a course will not count towards honors.

Grade-Point Computation

The grade-point average (GPA) 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 for each course. The sum of the grade points is then divided by the total credits attempted to arrive at the Grade Point Average.

Courses graded P (Pass), S (Satisfactory), U (Unsatisfactory), CR (Credit Given) and grades earned by Credit-by-Examination carry no grade points and 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 toward honors.

Transcripts

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

Withdrawal From the University

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

Withdrawal From a Course

A student is expected to complete the courses in which he/she is enrolled. The student may, if circumstances warrant, withdraw from one or more courses by completing an add/drop form. Courses dropped during the first two weeks of the semester will not appear on the student's permanent record; thereafter a mark of "W" will be entered on the record. A student who fails to withdraw formally from a course will receive an "F" on his/her permanent record. Course withdrawals are subject to all add/drop and late fees. The deadline for withdrawal is the end of the 7th week after classes begin.

Degree Requirements

To receive a degree from the University of Alaska, a student must satisfy three sets of requirements: (I) General University Requirements, (II) Degree Requirements, and (III) Program (Major) Requirements.

General University Requirements Undergraduate

The minimum number of University of Alaska credits which must be earned including those accepted by transfer are 60 semester hours for an associate degree.

At least 15 semester hours of the final 30 semester hours for an associate degree must be earned in residence at the University of Alaska. Credit by exam does not qualify for residence credit.

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

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

A maximum 15 credit hours completed by correspondence study will be accepted toward an associate degree.

A student is eligible for one degree per graduation. To be eligible for a second associate degree, a student must have completed a minimum of 12 credits beyond the first degree and complete the major requirements for the second degree.

Course Classifications

Subjects and courses that may be used in satisfying "General Requirements" have been classified as follows:

Humanities

Art

English

Foreign Language and Literature

Humanities

Journalism

Music

Philosophy

Speech and Public Communication

Theater

History

Mathematics & Logic

All Mathematics Courses, Statistics Courses

Natural Sciences

Biology, Biological Sciences

Chemistry

Physical Geography (could be limited course only) (201, 209 only)

Geology

Physics

Physical Anthropology

Physical Sciences

Social Sciences

Anthropology

Business Administration

(Business Law only 241, 242 only) (could be limited coursework)

Corrections

Early Childhood Development

History

Economics

Geography

(Excluding 201, 209)

Law Science

Police Administration

Psychology

Sociology

Political Science

Education

Other

Accounting

Business Administration

Computer Information Systems

Home Economics

Office Occupations/Secretarial Science

Physical Education

Trade and Technology

Graduation

Responsibility:

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

Application for Graduation:

Degree and certificate candidates must formally apply for graduation. The application for graduation must be filed with the Office of 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.

Diplomas and Commencement:

Kenai Peninsula Community College issues diplomas to degree candidates, in December and May.

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

Graduation With Honors:

Undergraduate students who obtain a cumulative grade poin average of 3.5 will be graduated with honors, provided they meet the honors as well as the general residence requirements.

In order to graduate with honors, a student must be in attendance a the University of Alaska for at least two semesters as a full-time student for the associate degree. All college work attempted, in cluding transfer credits, is considered in the determination of ϵ student's eligibility for graduation with honors.

Degree Requirements

Art

The Associate of Arts Degree in Art is designed to serve both the student who wants to pursue a four year degree in Art and the student who wishes to obtain a broad and practical base in many phases of Art. Students must meet general Associate Degree requirements and major specialty requirements.

Art Associate of Arts Degree

I. General Requirements:

	Credits
**Written English (English 067, 068, 111, 211, 212, or 213)	6
Oral Communications (Speech 111)	3
*Reading (English 105, 107)	3
**Math (Math 050, 055, 105, 107, 200, 201, 202)	3
Natural Science-Must be lab course (Biology, Chemistry,	
Geography 201, 209, Geology, Physics, Physical Science)	8
Humanities (Art, English, Foreign Language, Humanities,	
Linguistics, Music, Philosophy, Public Communications,	
Speech, Theater)	6
Social Science (Anthropology, Business Administration	
241, 242 only, Economics, Geography excluding 201 & 209,	
History, Police Administration, Psychology, Sociology,	
Political Science)	6
76 - 3000 (936) (Processor (1000 (100) (1000 (100) (1000 (1000 (100) (1000 (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (1000 (100) (1000 (100) (1000 (1000 (100) (100) (100) (100) (100) (1000 (100) (100) (100) (1000 (10	35

^{*}Or pass proficiency exam and substitute elective

Courses number less than 100 may not be challenged.

II. Art Requirements: (Complete at least 20 credits from any of the following)

		Credits
Art 101, 102	Beginning Ceramics	6
Art 105, 106	Beginning Drawing	6
Art 107, 108	Watercolor Painting	6
Art 161, 162	Color & Design	6
Art 163	Three Dimensional Design	3
Art 201, 202	Intermediate Ceramics	6
Art 203, 204	Ceramic Sculpture	6
Art 205, 206	Intermediate Drawing	6
Art 207, 208	Beginning Printmaking	6
Art 211, 212	Beginning Sculpture	6

^{**}Placement required.

*Art 213	Beginning Oil Painting	3
*Art 214	Beginning Acrylic Painting	3
Art 217, 218	Portrait Painting	6
Art 221	Introductory Photography	3
Art 222	Experimental Photography	3
Art 223	Watercolor Painting & Composition	3
Art 260	Art Appreciation	3
Art 261, 262	History of World Art	6
Art 291	Art Activities	3

^{*}May be repeated once for credit with permission of instructor.

III. Total Credits (Electives to Total)

60 credits

Business Administration

The Associate of Arts and Associate of Applied Science Degrees in Business Administration are designed to assist both individuals who are interested in business as a career choice and those who are interested citizens and consumers. Students should consult an advisor for help in choosing a degree.

Busines Administration—AAS

The Business Associate of Applied Science is for those students who wish to acquire practical skills and who may or may not plan to continue their education.

Associate of Applied Science Degree

I. General Requirements

	creaits
**Written English (English 067, 068, 111, 211, 212, or 213)	6
Oral Communications (Speech 111)	3
*Reading (English 105, 107)	3
**Math (Math 050, 055, 105, 107, 200, 201, 202)	3
Six credits from any of the following:	6
Social Science	
Humanities	
Natural Science	
Math	
Total	21

^{*}Or pass proficiency exam & substitute an elective.

^{**}Placement required. Courses numbered less than 100 (except Acct. 051 & 052) may not be challenged.

II. Business Administration Requirements Credits Complete all of the following (Required) 18 Acct 101, 102 or 051, 052 Principles of Accounting (6)Ba 151 Introduction to Business (3)Econ 121 Economics (3)Cis 101 Introduction to Data Processing (3)BA 241 Business Law (3)11. Complete courses for one of the below concentration areas 15 A. Management - Concentration Area Recommended Acct 250 Introduction to Managerial Acct. (3) 101 Real Estate Principles & Pract. BA (3)BA 166 Small Business Management (3)BA 243 Principles of Marketing (3)BA 280 Principles of Management (3)Real Estate - Concentration Area B. Recommended 12 101 Real Estate, Principles & Practices BA (3)223 Real Estate Law BA (3)BA 221 Real Estate Financing (3)BA 225 Real Estate Appraising (3)III. **Electives to Total** 60

Business Administration—AA

The Business Associate of Arts program is for the students who:

- A. Plan to major in Business in a four-year program and wish to complete their first two years at KPCC.
- B. Desire a broad academic and practical base in Business.

Associate of Arts

I. General Requirements:

	Credits
**Written English (English 067, 068, 111, 211, 212, 213)	6
Oral Communications (Speech 111)	3
*Reading (English 105, 107)	3

**Math (Math 050, 055, 105, 107, 200, 201, 202)	3
Natural ScienceMust be lab course (Biology, Chemistry	
Geography 201, 209, Geology, Physics, Physical	
Science)	8
Social Science (Anthropology, Business Administration,	
Economics, Geography excluding Geog 201 and 209,	
History, Police Administration, Psychology, Sociology,	
Political Science)	6
Humanities (Art, English Foreign Languages, Humanities,	
Linguistics, Music, Philosophy, Public Communica-	
tion, Speech, Theater)	6
	_

Credits 35

II. Business Requirements: Complete 21 Credits below.

Acct.	101-102 Principles of Accounting	6 credits
BA	151 Introduction to Business	3 credits
BA	166 Small Business Management	3 credits
BA	241 Business Law I	3 credits
Econ	121 Economics	3 credits
Cis	101 Introduction to Data Processing	3 credits

III. Total Credits (Electives to Total)

60 credits

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

Humanities

The Associate of Arts with a major in Humanities can, with careful course selection, satisfy the first two years of most four year degrees in such fields as English, Theater, Philosophy, Foreign Language, Music or Speech as well as such professional fields as education or law. Students are encouraged to take courses which both reflect ultimate degree goals and develop a broad background in the many areas of the humanities.

^{*}Or pass a proficiency exam and substitute an elective.

^{**}Placement required. Courses numbered less than 100 may not be challenged. Those students electing to transfer to a four year Baccalaureate Degree Program must take Math 105 in preparation for elementary statistics.

Humanities

Associate of Arts

I. General Requirements:

	Credits
**Written English (English 067, 068, 111, 211, 212, or 213)	6
Oral Communications (Speech 111)	3
*Reading (English 105, 107)	3
**Math (Math 050, 055, 105, 107, 200, 201, 202)	3
Natural ScienceMust be lab course (Biology, Chemistry, Geography 201, 209, Geology, Physics, Physical	
Science	8
Social Science (Anthropology, Business Administration	
241, 242 only, Economics, Geography excluding	
Geog 201 and 209, History, Police Administration,	
Psychology, Sociology, Political Science)	6
Humanities (Art, English, Foreign Languages, Humanities,	
Linguistics, Music, Philosophy, Public Communica-	
tion, Speech, Theater)	_6
Cred	its 35

^{*}or pass a proficiency exam and substitute an elective.

II. Humanities Requirements:

Credits 20

Complete at least twenty credits from any of the following areas. Must include Humanities 211 and 212 and one literatures course.

Any combination of Art, English, Foreign Language, Journalism, Linguistics, Music, Philosophy, Speech, Drama.

III. Electives to Total

60

^{**}Placement required. Courses numbered less than 100 may not be challenged.

Industrial Electronics

This two year degree program is designed for the student wishing to pursue a career as an electronic technician. The program assumes no prior knowledge of electricity or electronics. Graduates can expect to be employed as repair technicians, engineering assistants and field engineers.

Most aspects of the electronics field are covered including basic D.C. and A.C. theory, semi-conductors, motors and generators, communications, and the digital-microprocessor field. Abundant laboratory work is included in the curriculum.

Industrial Electronics Associate of Applied Science

I. General Requirements

				Credits
*	*Writ	ten E	nglish (English 067, 068, 111, 211, 212 or 213)	6
			munications (Speech 111)	3
*			tics (minimum 105 & 107 required)	6
	*Rea	ding (English 105, 107)	3
			esters of lab science chosen from the following:	
			s 103, 104, 105, 106, 211, 212	
			stry 103, 104, 105, 106	
			y 111, 112	
			105, 106	8
		0,	N 224.75	$\frac{8}{26}$
II.			l Electronics Requirements	
	ET	101	Basic Electronics: DC Physics	4
	ET	102	Basic Electronics: AC Physics	4 3
	ET	121	Introduction to Semiconductors	3
	ET	125	Principles of Logic and Gating	3
	ET	126	Theory & Application of Solid State Electronics	3 3 3
	ET	207	Rotating Machinery I	3
	ET	210	Communication Techniques	3
	ET	224	Industrial Electronic Maintenance	3
	ET	230	Application of Integrated Circuits	3
	ET	240	Electronic Projects	3 3 1 30
				30
	Elec	tives	to Total	60

^{*}Or pass proficiency test and substitute an elective.

^{**}Placement required. Courses numbered less than 100 may not be challenged.

Industrial Process Instrumentation

This is a highly technical, specialized degree. Only students with strong math and science backgrounds are advised to pursue this program. Students must work closely with advisors to complete the 68 credits degree in two years. A fifth semester of course work may be necessary.

Industrial Process Instrumentation Associate of Applied Science

I. General Requirements:

	Credits
**Written Communication (English 111&212 required)	6
Oral Communication (Speech 111)	3
**Mathematics (Minimum 055 and 105 required)	6
*Reading (English 105, 107)	3
Lab Science (Physical Science 103 and Chemistry 105 are	
required)	8
,	<u>8</u> 26

^{*}Or pass proficiency exam and substitute an elective.

II. Industrial Process Instrumentation Requirements

			Credits
Petro	105	Petro-Chemical Science I	3
Petro	106	Petro-Chemical Science II	3
Petro	120	Process Instrumentation I	3
Petro	140	Process Instrumentation II	3
Petro	150	Mechanical Drafting for Petro. Industry	3
Petro	151	Electricity for the Petro. Industry	3
Petro	160	Process Instrumentation III	3
Petro	180	Process Instrumentation IV	3
Petro	245	Basic Electronics	3
Petro	250	Practical Distillation	3
Petro	252	Mechanical Equipment I	3
Petro	270	Mechanical Equipment II	3
ET	125	Principles of Logic and Gating	3
ET	230	Application of Integrated Circuits	3 42
		aren • to • restricting a secretar and a restriction and restricting from the Conference of the Confer	42

III. Total Credits Required

68

^{**}Placement required. Courses numbered less than 100 may not be challenged.

Mathematics

The mathematics degree is designed to provide students with a broad background in math through Calculus III. Students planning to transfer into a four year mathematics program should notify their advisor at the start of their two year program.

Mathematics

Associate of Arts Degree

I. General Requirements

	Credits
* *Written English: Six (6) credits from the following:	
(English 067, 068, 111, 211, 212, 213)	6
Oral Communications (Speech 111)	3
*Reading: Three (3) credits in reading or demonstration of	
proficiency	3
Two (2) semesters of Laboratory Science chosen from the	
following:	8
Physics 103, 104, 105, 106, 211, 212	
Chemistry 103, 104, 105, 106	
Geology 111, 112	
Biology 105, 106	
Physical Science 103, 104	
Social Science: 6 credits from Social Science Area	6
Humanities: 3 credits from Humanities Area	3
	29

^{*}Or pass proficiency exam and substitute an elective.

II. Mathematics Requirements

•••	wathen	iatios	ricquirements	C	redits 20
	Twenty	or mor	e credits from below including		
	Math 200	0, 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
III.	Total C	redits	(Electives to Total)	Credits	60

^{**}Placement required. Courses numbered less than 100 may not be challenged.

Natural Science

The Natural Science degree offers an interdisciplinary approach to the sciences. Students planning to transfer to four year institutions should consult with the Natural Science staff for programming assistance.

Natural Science Associate of Arts Degree

I. General Requirements:

CONTRACTOR CONTRACTOR IN BUILDING CONTRACTOR	Credits
**Written English: Six (6) credits from the following:	
(English 067, 068, 111, 211, 212, 213)	6
Oral Communications (Speech 111)	3
**Mathematics: Six (6) credits from the following:	
(Math 050, 055, 105, 107, 200, 201, 202)	6
*Reading: Three (3) credits in reading or demonstration of	
proficiency	3
Social Science: 6 credits from the Social Science Area	6
Humanities: 3 credits from the Humanities Area	3
	27
	21

^{*}Or pass proficiency exam and substitute an elective.

II. Natural Science Requirements

		Credits 20
	Complete at least twenty credits from any combination	
	of the following: to include minimum of two (2) semesters of laboratory science.	
	Biology, Chemistry, Geology, Physics	
III.	Electives to Total	60

^{**}Placement required. Courses numbered less than 100 may not be challenged.

Office Occupations

The Associate of Applied Science in Office Occupations is a twoyear degree designed for the student who plans to seek work in an office position leading toward supervisory responsibility. Included in this program are 27 credits in Office Occupations plus courses in accounting, business, social sciences, and communication skills.

Office Occupations Associate of Applied Science Degree

I. General Requirements

	C	redits
**Written English (English 067, 068, 111, 211, 212, 213)		6
Oral Communications (Speech 111)		3
*Reading (English 105, 107)		3
*Or pass proficiency exam & substitute elective. **Placement required. Courses less than 100 may not		
be challenged.		
II. Office Occupations Requirements		
A. Complete six accounting credits from below:		6
Acct. 101, 102 Principles of Accounting or	(6)	
Acct. 051, 052 Introduction to Accounting	(6)	
B. Complete the following:	(0)	3
Econ. 121 Principles of Economics I	(3)	
C. Choose three credits from following:	N-7	3
Econ. 122 Principles of Economics II	(3)	
P.S. 101 Intro. to American Gov.	(3)	
B.A. 151 Introduction to Business	(3)	
B.A. 241 Business Law I	(3)	
D. Select three credits from the following:		3
Sociology 101, Psy 101, Psy 201, Psy 153 or		
Psy 202		
E. Complete the following 12 credits		12
OO 106 Advanced Typewriting	(3)	
OO 110 Office Procedures	(3)	
OO 210 Office Procedures	(3)	
OO 231 Business Communications	(3)	
F. Complete fifteen credits from the following:		15
OO 103 Elementary Typewriting	(3)	
OO 105 Intermediate Typewriting	(3)	
OO 101 Beginning Shorthand	(4)	
OO 102 Intermediate Shorthand	(4)	

00	202	Adv. Dictation & Transcription	(4)
00	220	Refresher Gregg Shorthand	(2)
00	203X	Office Machines	(3)
00	207X	Machines Transcriptions	(3)
00	212	Medical Transcription	(3)
00	214X	Legal Transcription	(3)
00	129	Memory Typewriter Operations	(1)
00	299	Office Practicum	(6)
CIS	101	Introduction to Data Processing	(3)
BA	280	Principles of Management	(3)
BA	166	Small Business Management	(3)
00	131	Comprehensive Business Engl.	(3)

III. Electives to Total

60

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Office Occupations

The Associate of Arts in Office Occupations is designed for the student who is planning to continue his/her education in a four-year college, working toward a bachelor's degree. In addition to taking 21 credits in Office Occupations the student will complete the lower-division requirements in communication skills, math, humanities, and social sciences.

Office Occupations Associate of Arts Degree

I. General Requirements

	C	redits
*Written English (English III required. Three additional		
credits from 067, 068, 211, 212, 213)		6
Oral Communications (Speech 111)		3
*Reading (English 105, 107)		3
Social Science: 6 credits from following:		6
Economics 121 Principles of Economics I	(3)	
Economics 122 Principles of Economics II	(3)	
Political Science 101		
Introduction to American Government	(3)	
Psychology 101 Introduction to Psychology	(3)	
Mathematics		6
Required: CIS 101 Introduction to Data Processing	(3)	
**Three credits from below:		
Math 050, 055, 105, 107, 200, 201, 202	(3)	
	200	

Humanities

6

60

Choose any combination of following for six credits: Art, English, History, Humanities, Journalism, Linguistics, Music, Philosophy, Speech, Theater, Languages

- *Or pass proficiency test and substitute elective.
- **Placement required. Courses numbered less than 100 may not be challenged.

II. Office Occupations Requirements

Requir	ed.	• 0.00000000000000000000000000000000000			Credit 15
		100	Dringinles of Assessation 1.9.11	(0)	.0
ACCI	. 101,	102	Principles of Accounting I & II	(6)	
00	106		Advanced Typewriting	(3)	
00	210		Office Procedures	(3)	
00	231		Business Communications	(3)	
Comple	ete mi	nimu	m of six credits from the following:		6
00	101	Begi	nning Shorthand	(4)	
00	102	Inter	mediate Shorthand	(4)	
00	105	Inter	mediate Typewriting	(3)	
00	110	Offic	ce Procedures	(3)	
00	129	Mem	ory Typewriter Operations	(1)	
00	202	Adva	anced Dictation & Transcription	(4)	
00	203	Offic	ce Machines	(3)	
00	207	Mac	hine Transcription	(3)	

Petroleum Engineering Aide

Electives to Total

III.

A two year program leading to an Associate of Applied Science degree with a 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.

Petroleum Engineering Aide Associate of Applied Science

I. General Requirements:

	Credits
**Written English: Six (6) credits from the following:	
(Minimum English 111, 211, 212, 213)	6

3
6
3
8
26

^{*}Or pass proficiency exam and substitute elective.

II. Petroleum Engineering Aide Requirements

Credits
30

Students seeking this degree must complete 30 credits of course work in this major specialty. Specific courses must be chosen in consultation with faculty advisor.

III. Electives to Total

60

Petroleum Technology

The Petroleum Technology Program primarily provides training in the field of operations. However, students are aided in developing a variety of skills in petroleum related activities. Students are advised to have a good math and technical background for entry into this program. Students considering this degree should consult a petroleum advisor prior to attempting any classes.

Petroleum Technology Associate of applied Science

I. General Requirements

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

^{**}Placement required. Courses numbered less than 100 may not be challenged.

**Mathematics: Six (6) credits from the following:	
(Math 050, 055, 105, 106, 107, 200, 201, 202)	6
*Reading (Eng. 105, 107)	3
Two (2) semesters of Laboratory Science chosen from the	
following:	8
Physics 103, 104, 105, 106, 211, 212	
Chemistry 103, 104, 105, 106	
Geology 111, 112	
Biology 105, 106	
Physical Science 103, 104	
	26

				9 -	
*Or pass proficiency exam and substitute an elective. **Placement required. Courses numbered less than 100 may not be challenged. II. Petroleum Technology Requirements Complete 30 credits from below: Credits					
	Complet	000	realts from below.	Ordans	
	A. Req	uired:	(Complete these 21 credits)	21	
	Petro	105	(1) 그러워 [1] 1 - [(3)	
	Petro	106	Petro-Chemical Science II	(3)	
	Petro		Process Instrumentation I	(3)	
	Petro	140		(3)	
	Petro	220		(3)	
	200 Table 200 Care	250		(3)	
	Petro	252	Mechanical Equipment I	(3)	
			Electives (select & complete a minim		
			m the following:	9	
	Petro	150	Mechanical Drafting for Petro Ind.	(3)	
	Petro	151	Electricity for the Petro Ind.	(3)	
	Petro	160	Process Instrumentation III	(3)	
	Petro	180	Process Instrumentation IV	(3)	
	Petro	199	Petroleum Affairs Seminar	(1-3)	
	Petro	221	Surface Oilfield Equipment II	` (3)	
	Petro	245	Basic Electronics	(3)	
	Petro	260	Petroleum Standards Lab	(3)	
	Petro	270	Mechanical Equipment II	(3)	
	Petro	277	Petroleum Reservoir Engineering I	(3)	
	Petro	285	Offshore Oilfield Operations	(3)	
III.	Elective	s to T	otal	60	

III. Electives to Tota	III.	Electives	to Total
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Police Administration

Designed for the person employed by a law enforcement agency. Courses may be taken concurrent with employment to allow an individual to achieve a degree over a period of time. Student should be advised that this degree will require longer than two years to complete.

Police Administration Associate of Arts Degree

I. General Requirements

	Credits
*Written Communication (English 067, 068, 111, 211, 212, 213)	6
Oral Communication (Speech 111)	3
Select three areas from below and complete six credits in	
each of three areas.	18
Humanities	
Social Science	
Natural Science	
Mathematics	
Other	

^{*}Placement required. Courses less than 100 level can not be challenged.

II. Police Administration Requirements

111.

			C	redits
A. R	equire	ed Courses		12
PA	110	Introduction to Justice	(3)	
PA	251	Criminology	(3)	
PA	250	Development of Law	(3)	
PA	221	Justice Organization & Management	(3)	
B. C	omple	ete twelve credits from the following:		12
PA	252	Substantive Criminal Law		
PA	254	Criminal Procedure		
PA	150	Line & Staff Administration		
PA	153	Evidence		
PA	220	Practicum: Field Practice		
PA	225	Criminal Investigation		
PA	257	Traffic Study		
PA	258	Juveniles & Law		
PA	259	Administrative Concepts		
PA	210	Principles of Corrections		
PA	262	Police Interrelationships		
Elec	tives t	to Total		60

Social Science

The Associate in Arts with a major in Social Science is extremely flexible and can be designed to meet the needs of a wide variety of students. This degree can, with careful course selection, satisfy the first two years of most four year degrees in the traditional social sciences, psychology, sociology, history, anthropology, and political science and also is excellent preparation for those pursuing four year degrees in such professional fields as education, law or public service. Students pursuing this degree are encouraged to develop a broad general background in the social sciences reserving more intensive specialization for later in their academic careers.

Social Science

Associate of Arts Degree

I. General Requirements

	Credits
**Written English (English 067, 068, 111, 211, 212, 213)	6
Oral Communications (Speech 111)	3
*Reading (English 105, 107)	3
**Math (Math 050, 055, 105, 107, 200, 201, 202)	3
Natural Science (Must be lab course)	8
Biology, Chemistry, Geography, Geology, Physics, Physical Science	
Social Science (Anthropology, Business Administration 241, 242 only, Economics, Geography excluding Geog.	6
201 & 208, History, Corrections, Police Administration,	
Psychology, Sociology, Political Science)	
Humanities (Art, English, Foreign Languages, Human- ities, Linguistics, Music, Philosophy, Public Com- munication, Speech, Theatre	6

*Or pass proficiency exam & substitute elective.

**Placement required. Courses numbered less than 100 can not be challenged.

II.

II.	Social Science Requirements	
	Complete at least twenty credits from any of the following: Anthropology, Psychology, Sociology, Political Science, Economics, Geography & History	Credits 20
III.	Electives to Total	60

Certificate Requirements

Office Occupations Certificate

To receive a certificate in Office Occupations a student must satisfactorily complete 30 credits as outlined below with a minimum of 2.0 GPA cumulative and in major. Students must declare their intention to seek a certificate prior to their final semester of study by notifying the Registrar's office.

•••	,		,	(Credits
A	. Re	equired	l		12
	00	110	Office Procedures	(3)	
	00	210	Office Procedures	(3)	
	00	131	Comprehensive Business English	(3)	
	00	231	Business Communications	(3)	
В	. Se	lect tw	o of the following courses:		6
	(A st	udent	who enters the OM program with a		
	profi	ciency	in Intermediate Typing would need		
	only	take A	dvanced Typing		
	00	103	Elementary Typewriting	(3)	
	00	105	Intermediate Typewriting	(3)	
	00	106	Advanced Typewriting	(3)	
C	. Se	lect tw	o courses of accounting or two courses in		
	shor	thand:			
	(Ast	udent	who enters the program with proficiency		
	in In	termed	liate Shorthand would need only take		
	Adva	inced [Dictation. A student with proficiency in		
			gequivalent to Introduction to Accounting		
	(Acc	t 051-0	52) need only take Principles of Account-		
	ing.				
	00	101	Beginning Shorthand	(4)	
	00	102	Intermediate Shorthand	(4)	
	00	202	Advanced Dictation	(4)	
	00	220	Refresher Gregg Shorthand	(2)	
	Acct		Introduction to Accounting	(3)	
	Acct		Introduction to Accounting	(3)	
	Acct		Principles of Accounting	(3)	
	Acct		Principles of Accounting	(3)	
D			ourses from the following to total 30 credits:		
	00	203X	Office Machines	(3)	
	00	207X	Machines Transcription	(3)	
	00	212	Medical Transcription	(3)	
	00	214X	Legal Transcription	(3)	
	00	129	Memory Typewrite Operation	(1)	
	00	299	Office Practicum	(6)	

CIS	101	Introduction to Data Processing	(3)
BA	151	Introduction to Business	(3)
BA	241	Business Law	(3)
BA	280	Principles of Management	(3)
BA	166	Small Business Management	(3)

Petroleum Technology Certificate

To receive a certificate in Petroleum Technology a student must complete a minimum of 27 credits in petroleum courses and three credits of mathematics. *(Math 050, 055, 105, 107, 200, 201, 202). Students must have a 2.0 or greater GPA in these 30 credits to qualify for a certificate. Students must declare their intention to seek a certificate prior to the beginning of their final semester of study by notifying the Registrar's Office.

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.

^{*}Placement required. Courses numbered less than 100 may not be challenged.

Acct. 102 Principles of Accounting II 3 Credits
A continutation 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. 230 Intermediate Accounting 3 Credits
A study of balance sheet accounts with emphasis on working capital,
and tangible and intangible assets. Review of accounting principles
and introduction to current accounting pronouncements. Study of
procedures for analysis of and correction of accounts. Prerequisite:
Acct. 102

Acct. 231 Intermediate Accounting II 3 Credits
A continuation of Acct. 230. Emphasis is upon long term liabilities, stockholders equity and problems in specialized areas of accounting in relation to current pronouncements. Prerequisite: Acct. 230.

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 contact, 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.

Art

Art 101, Art 102 Beginning Ceramics 3 Credits each 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 each 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 each 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 each 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 each 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 each 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 203-2-4 may be taken in reverse order. Prerequisite: Art 101 or permission of the instructor.

Art 205, Art 206 Intermediate Drawing 3 Credits each 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 each 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 each 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 Beginning Oil Painting 3 Credits Investigations of basic materials and techniques in oil painting with emphasis on individual growth. Can be repeated once for credit with permission of instructor.

Art 214 Beginning Acrylic Painting 3 Credits
Investigations of basic materials and techniques in acrylic painting
with emphasis on individual growth. Can be repeated once for credit
with permission of instructor.

Art 217, 218 Portrait Painting 3 Credits each 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 each 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
chronological sequence beginning with fall semester. Prerequisite:
Sophomore standing. Term paper required each semester.

Art 291 Art Activities

Various Art Studies and experiences. Permission of instructor required. Subjects and credits to be announced.

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 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.

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 Operation 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. 221 Real Estate Financing (3 + 0) 3 Credits
Basic financing pertaining to residential housing for members of the real estate industry, related businesses, and homebuyers.

B.A. 222 Real Estate Taxes (3+0) 3 Credits
A practical course exploring many of the tax aspects of real estate transactions, investments, and operations. Tax law, problem recognition and solving, and investment planning, as related to real estate will be emphasized.

B.A. 223 Real Estate Law (3+0) 3 Credits A practical course surveying the various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other transactions in the field of real estate and the law.

B.A. 225 Real Estate Appraising (3+0) 3 Credits
Designed to train students in the techniques and art of real estate appraising. Studies of valuation procedures via the cost, market and income approach to real estate value. (This course follows the format of the Society of Real Estate Appraisers No. 101 Course.)

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, objectives, programming, structure, accounting system and formal

procedures for control. Description of budgeting systems, processe and the budget cycle formulation, development, preparation, review approval, implementation and control. Prerequisite: Acct. 101, B.A. 15 or permission of instructor.

B.A. 280 Principles of Management 3 Credit 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 Credit:

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. Prerequisites: Chem. 105 or equivalent.

Chem. 110 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.

Child Development

CD 120 Child Nutrition, Illness and Health 3 Credits
Nutrition, food selection and meal planning in relation to feeding
young children. Common diseases and illnesses of early childhood.

CD/HE/Psy. 150 Human Growth and Development 3 Credits Theory and laboratory of human mental, emotional, social, and physical development: Prerequisite: CD/HE/Psy. 101.

CD 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 CD major, this course is
appropriate for parents who wish to increase their skill and understanding in providing appropriate learning experiences for young
children.

CD/Psy. 223 3 Credits
Introduction to Counseling for Paraprofessionals

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.

CD/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.

CD/Psy. 245 Child Development 3 Credits
Theory and laboratory of human mental, emotional, social, and physical development. Prerequisites: Psy. 101.

CD/HE/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: CD/HE/Psy. 244, 245 or permission of the instructor.

Computer Information Systems

CIS 101 Introduction to Data Processing 3 Credi
A beginning course covering topics in machine organization, proble
formulation, programming, information flow, management, and a
plications of automatic data processing systems.

CIS 181 Computer Workshop 1 Crect
As introductory course to teach the student how to use the comput
terminal and special programs available to computer users. I
troduction to basic programming will be covered.

CIS 201 Computer Programming I 3 Credi
Development on skill in the use of problem solving comput
languages such as Fortran and Basic. Prerequisite: CIS 101 or pe
mission of the instructor.

Economics

Econ. 101 Introduction to Current Economic Problems 3 Credi
A one semester course designed either for explorations of the field
for the student who desires basic economic understanding but doe
not plan further work in economics. Not open to students who hav
taken Econ. 121 or 123.

Econ. 121 Principles of Economics I 3 Credi Introduction to economics, analysis and theory of national incommoney and banking, public finance and taxation, economic systems.

Econ. 122 Principles of Economics II 3 Credit Theory of prices and markets, income distribution, contempora problems of labor, agriculture, public utilities, international economic relations. Prerequisites: Econ. 121.

Education

Ed./Petr. 100 Energy in Alaska—An Overview 3 Credit Course description available upon request from Registrar's Office Box 848, Soldotna, Alaska 99669.

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. 278 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 (Industrial Electronics)

E.T. 101 Basic Electronics: DC Physics 4 Credits
Course assumes no previous knowledge of electronics and prepares the student for further study. Subjects included are: basic
physics of electricity, direct current and practices, magnetism, and
use of test equipment.

E.T. 102 Basic Electronics: AC Physics 4 Credits
Principles of alternating current, vectors, phase relationships, inductive and capacitive reactance and impedance. AC circuit analysis, series and parallel resonant circuits. Transformers, network analysis.
Prerequisites: E.T. 101 and Math 105.

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. Prerequisites: E.T. 121.
- E.T. 222 Rotating Machinery II 3 Credits
 Continuation of E.T. 207.
- E.T. 223 Electronic Systems 3 Credits

 Design, specifications 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 Electropheumatic 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 Electronic Project 1 Credit
The student will design, obtain parts for and construct an electronic device. The student will be responsible for all phases of design and construction including documentation and all costs of the project. Prerequisite: Sophomore Standing.

English

Engl. 050 Basic Reading Improvement 1 Credit Reading improvement for below average readers. Skills of recognition, accuracy, comprehension and application are emphasized.

Engl. 067, Engl. 069 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. Placement required.

Engl. 105 Reading Lab 3 Credits

A basic open-entry reading course covering comprehension and vocabulary. Completely individualized instruction designed to encourage wide reading, vocabulary improvement, and the development 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 comprehension.

Engl. 111 Methods of Written Communication 3 Credits Intensive instruction in written expression, including orderly thought, clear expression, and close analysis of appropriate texts. Placement required.

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.

Engl. 207 American Prizewinners 3 Credits Interpretation and discussion of selections by 20th century American writers who have been honored nationally and internationally. The course features a core of works to be read in common. In addition, students will select readings from a supplementary list.

Engl. 211

Intermediate Composition With Modes of Literature

Practice of written interpretation of fiction, drama and poetry.

Prerequisite: Engl. 111.

Engl. 212 Technical Report Writing 3 Credits
Practice in writing business correspondence, formal and informal
reports. Assignments correlate with vocational writing requirements.
The student should be well versed in his/her selected technical field
before enrolling. Prerequisite: Engl. 111.

Engl. 213 Intermediate Exposition 3 Credits Instruction in writing through close analysis of expository prose from the social and natural sciences. Students write for weekly conferences. Research paper required. Prerequisites: Engl. 111 and sophomore standing.

Engl. 215 Introduction to Poetry 3 Credits
Analysis and appreciation of the various kinds of writing in verse (lyric narrative, and other poetry), including the terminology used to describe poetic techniques.

Engl. 216 Introduction to Fiction 3 Credits
Analysis and appreciation of selected novels and short stories, including the terminology used to describe fictional techniques.

Engl. 217 Introduction to Drama 3 Credits
Analysis and appreciation of selected plays, including the terminology used to describe dramatic techniques.

Engl. 260 Writers Workshop 3 Credits
Practices in the techniques of writing short stories, one-act plays, sketches and poetry. Prerequisite: Engl. 111.

Foods Service

FST 104 Applied Food Service Sanitation 1 Credit For students in management or practice in the hospitality industry. Emphasis placed on legal and efficiency requirements, laws and regulations.

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 CreditsStudy 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 Credit: General introduction to various invertebrates, and plans preserved as fossils, with emphasis on invertebrates, their classification, and evolution. Prerequisite: Geol. 112.

History

Hist. 101 Western Civilization 3 Credit: The origins and major political, economic, social, and intellectua developments of western civilization to 1650.

Hist. 102 Western Civilization 3 Credits
Major political, economic, social, and intellectual developments o
western civilization since 1650.

Hist. 115 Alaska, Land and People 3 Credits
A survey of Alaska from earliest days to present, its peoples problems, and prospects.

Hist. 131 History of the United States I 3 Credits
The discovery of America to 1865; colonial period. Revolution, for mation of the Constitution, western expansion, Civil War.

Hist. 132 History of the United States II 3 Credits
History of the U.S. from the Reconstruction to the present.

Hist. 261 Russian History 3 Credits
Origins of Russia, Kievan Russia. The Mongol Era and the Rise of
Muscovy. Modern Russia to the 20th century.

Hist. 141 The American Frontier 3 Credits
This course follows the frontier and its contributions, ideas and at
titudes, as it moves westward from east to west and to Alaska.

Hist. 142 History of the American Frontier 3 Credits
Course description available upon request from Registrar's Office,
Box 848, Soldotna, Alaska 99669.

Home Economics

HE/CD/Psy. 150 Human Growth and Development 3 Credits
Theory and laboratory of human mental, emotional, social, and physical development: Prerequisite: CD/HE/Psy. 101.

HE/CD/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.

HE/CD/Psy. 245 Child Development 3 Credits
Theory and laboratory of human mental, emotional, social, and physical development. Prerequisites: Psy. 101.

HE/CD/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: CD/HE/Psy. 244, 245 or permission of the instructor.

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

Jour. 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 Credit
Preparation of general news items, critical review, indepth analyses
human interest topics. For publication in college, regional an
national media.

Mathematics

Math 050

Basic Arithmetic

3 Credit
This is a beginning course for students with a weak background i
basic mathematics. It deals with the techniques and procedures i
making numerical calculations with whole numbers, fractions
decimals, percentages, ratios and proportions. It also covers as
plications of these skills. Placement required. This course may not b
challenged.

Math 055 Elementary Algebra 3 Credit
A beginning course in algebra. This course is designed to introduc
the students to the basic concepts of algebra. These concepts includ
variable, linear equations and inequalities, polynomials, factoring
rational expressions and elementary quadratic equations
Prerequisites: Math 050 or placement. This course may not b
challenged.

Math 105 Intermediate Algebra 3 Credit
This is a first semester college algebra course. The topics dealt wit
include algebraic expressions, equations (linear, quadratic, an
fractional), inequalities, exponents, radicals, functions, graphing, an
systems of equations. Prerequisite: Math 050 or placement throug
diagnostic test.

Math 107 College Algebra 3 Credit
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
A grade of C or better in Math 105 or placement through diagnosti
test.

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 c better, or Math 105, or Math 107.

Math 200 Calculus I 4 Credits
Review of functions of 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 II 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.

Natural History

Nat. H. 141 Survey of Flora & Fauna 3 Credits
Course description available upon request from Registrar's Office,
Box 848, Soldotna, Alaska 99669.

Office Occupations

O.O. 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.

O.O. 102 Intermediate Shorthand 4 Credits
Reinforces basic Gregg theory principles; emphasis upon speed dictation; transcription introduced. Prerequisite: O.O. 101 or equivalent.

O.O. 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.

O.O. 103B Elementary Typewriting 1 Credit Speed and accuracy development. Introduction to typing of simple tables and manuscripts, typing personal and business letters. Prerequisite: O.O. 103A or equivalent.

- O.O. 103C 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.
- O.O. 105 Intermediate Typewriting 3 Credits
 Speed and accuracy development and application to typewriting skill
 to special letter problems, tabulation, manuscripts, and other office
 typing problems. Prerequisite: O.O. 103 or one year of high school
 typing or equivalent.
- O.O. 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: O.O. 105 or equivalent and speed of 40 words a minute.
- O.O. 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.
- O.O. 129 Memory Typewriter Operations 1 Credit Introduction and practice in the use of the Mag A IBM Memory typewriter. Prerequisites: O.O. 102 and O.O. 106 or equivalent.
- O.O. 131 Comprehensive Business Enlgish 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.
- O.O. 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: O.O. 102 and O.O. 106 or equivalent.
- O.O. 203X Office Machines 3 Credits
 Basic operation and application of current office machines, including the ten-key adding machine and electronic calculator.

O.O. 207X Machines Transcription 3 Credits

Develop proficiency in the use of machine transcribers with emphasis on mailable transcripts, and speed of transcription. Prerequisite: O.O. 105 or ability to type 45 words per minute.

O.O. 210 Office Procedures 3 Credits

Duties and responsibilities of the general office employee as well as
the personal secretary in the following areas: preparing reports,
keeping minutes and records of meetings, making travel
arrangements, filing and records management, human relations in the
office, and exploring possibilities for professional growth and advancement.

O.O. 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.

O.O. 214X Legal Machine Transcription 3 Credits Machine Transcription of client and court documents prepared in the law office. Prerequisite: O.O. 105.

O.O. 220 Refresher Gregg Shorthand 3 Credits Improvement of skill in taking and transcribing Gregg Shorthand. Materials are individualized to the skill level of the student. Prerequisite: O.O. 101 and O.O. 103 or equivalent.

O.O. 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: O.O. 131 or Engl. 111 and
typing ability.

O.O. 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/Ed. 100 Energy In Alaska-An Overview 3 Credits Course description available upon request from Registrar's Office, Box 848, Soldotna, Alaska 99669.

Petr 105 Petroleum Science I 3 Credits
Survey of the Physical and Chemical properties of Hydrocarbon
gasses and fluid. 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 operation 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. Prerequisite: Petr 105 or permission of instructor.

Petr 110 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.

Petr 120 Instrumentation I 3 Credits

An introduction to the beginning student of the application and principles of automatic control systems in the modern process industry including both pneumatic and electronic concepts. Prerequisites: Students should have some background in basic physics, elementary algebra and be strong in general math.

Petr 121 Process Instrumentation for Engineers 3 Credits
Process Instrumentation for the Mechanical or Electrical engineer
who desires exposure to the functions of automatic control systems
in the modern dynamic process plant. A familiarization of automation
in today's industry. Prerequisites: Must be presently engaged in or
recently familiar with industrial plant operations, design, or maintenance. Interview with instructor.

Petr 130 Chemical Plant Operations 3 Credit
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 include Physics, Chemistry,
Mechanical Equipment, Instrumentation, Valves, Steam Generation,
water quality, Ammonia synthesis operations, and Urea synthese
operations. No prerequisites, permission of the instructor.

Petr 140 Instrumentation II 3 Credits
A continuation of Petro 120 with more emphasis on the use of instrumentation, calibration procedures, maintenance and repair of instruments and the use of test equipment. An introduction to a wide variety of instruments. Prerequisites: Successful completion of Petro 120 with at least a grade of C or above. Physically able to perform mechanical type repairs.

Petr 150 Mechanical Drafting for the Petroleum Industry 3 Credits
An introductory course covering sketching, mechanical and process
piping drafting with the main emphasis on process piping symbols
and flow systems used in the petro-chemical industry.

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 Instrumentation II 3 Credits
A study of methods; installation and identification of proper instruments to be used with particular industrial processes and operation of instrumentation under live load conditions through the use of sophisticated process simulators. Prerequisites: Completion of Petro 120, Petro 140, with at least a C average or special permission from instructor after interview.

Petr 180 Instrumentation IV 3 Credits
Course will explore techniques used in designing, and developing
control loops. Control loop engineering and development of loops for
maximum efficiency and energy control. Program will develop basic
engineering skills. Prerequisites: Completion of all previous instrument classes with at least a C average or permission from instructor after personal interview.

Petr 199 Petroleum Affairs Seminar 1 Credi
Course composed of a combination of three elements: attendance of 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 I 3 Credit: A course specializing in oilfield equipment and terminology for drilling related activities. Course includes detailed operation and function o rotary drilling rig, cementing techniques and procedures, design an operation of gas lift valves and a knowledge of major surface and downhole equipment.

Petr 221 Surface Oilfield Equipment II 3 Credit: Continuation of Surface Oilfield 220. Emphasis is placed upon postdrilling operations such as logging, drill-stem testing procedure: and evaluation and perforating. Stimulation techniques involving acidizing and sand fracturing. Basic knowledge of downhole tools and fishing operations. Prerequisites: Petro 220 or permission of instructor.

Petr 245

Basic Electronics

3 Credit:
Analysis of both discrete circuit blocks and functional industrial in
struments composed of these blocks. Includes component nomen
clature, circuit operation isolation of malfunctions and repair o
electronic equipment.

Petr 250 Practical Distillation 3 Credit:
A practical approach to the operation of a grass roots distillation operation as patterned after a small refinery to include an un derstanding of tower operation and the process of fractionating o crude oil.

Petr 252 Mechanical Equipment I 3 Credite 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 wate
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. Prerequisite: Chemical Laboratory techniques or permission of instructor.

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 structure, 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.

Physical Science

Mathematics is at Math 55 level

Phy.S. 103
Physical Science
4 Credi
This is the first of a two semester course with laboratory. It
designed to expose the students to the basic concepts in physic
astronomy and meterology. The student is presented with gener
knowledge of science rather than an in-depth study of any one fiel
The material is presented in such a way as to show the i
terrelatedness and interdependence of these scientific field

Phys.c. 104 Physical Science 4 Credit This is the second of a two semester course with laboratory. It designed to expose the students to the basic concepts in meterolog chemistry, and geology. The student is presented with gener 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 field Mathematics is at Math 55 level.

Physics

Phys. 103 College Physics I 4 Credi Classical mechanics and thermo dynamics. Prerequisites: Math 105.

Phys. 104 College Physics II 4 Credi Electricity, magnetism, optics, and an introduction to modern physic Prerequisites: Phy. 103.

Phys. 105 University Physics I 4 Credit Classical mechanics and thermodynamics with calculus. Prerequisit Math 200.

Phys. 106 University Physics II 4 Credit Electricity, magnetism, optics and an introduction to modern physic with math at calculus level. Prerequisite: Phys. 105.

Political Science

P.S. 101 3 Credit
Introduction to American Government and Political Science I

U.S. Constitution and its philosophy; evolution of the branches c government; political process.

P.S. 102 3 Credits

Introduction to American Government and Political Science II
Contemporary political issues, goals methods, and levels of government in the American system.

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 I 3 Credits
The science of behavior. Biological basis of behavior, motivation,
learning, perception, personality, abnormal behavior, treatment of
abnormal behavior.

Psy. 102 Introduction to Psychology II 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.

Psy./CD/HE 150 Human Growth and Development 3 Credits Theory and laboratory of human mental, emotional, social, and physical development: Prerequisite: CD/HE/Psy. 101.

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 inclass experience designed to increase self-awareness, build self-esteem and enhance relationship skill.

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 assignment. 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.

Psy./CD/HE 244 Child Development 3 Credits Introduction to the physical, social, affective and cognitive development of young children from pre-birth to six years of age. Prerequisite: CD/HE/Psy. 101.

Psy./CD/HE 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: CD/HE/Psy. 244, 245 or permission of the instructor.

Russian

Russian 081 Conversational Russian I 3 Credits
For students with no previous knowledge of the Russian language.

Russian 082 Conversational Russian II 3 Credits For students who have taken Russ 081 or one year of Russian in high school.

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. 122 Social-Cultural Aspects of Chemical Dependency 3 Credits Social aspects of drug dependency for all ethnic groups.

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

Spanish 081 Conversational Spanish I 3 Credits
For students with no previous knowledge of the Spanish language.

Spanish 082 Conversational Spanish II 3 Credits For students who have taken Spanish 081, or one year of high school Spanish.

Spanish 101, Spanish 102 Elementary Spanish 5 Credits
Designed to teach students to hear, speak, read, and write Spanish;
oral practice is emphasized.

Speech

Speech 111 Fundamentals of Oral Communication 3 Credits
An introduction to the process 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 120 Debate and Deliveration 3 Credits
Understanding and discussing of controversial topics. Students will
gather facts and present one side of issues. The arts of listening and
calculation will be stressed.

Speech 221 Oral Interpretation 3 Credi
Theory and practice in orally communicating the printed word in pros
and poetry.

Speech 241 Public Speaking 3 Credit Theory and practice of exposition and persuasion and platfor speaking situations. Training in the selection, organization and ϵ fective presentation of material to large audiences in a variety situations.

Welding Technology

MatT111 Gas Welding and Cutting 4 Credit Combustion characteristics and heat values of fuel gases, design of gas using equipment, welding blueprints, hazards and safety. Practic in welding with various torches. Cutting with acetylene, Mapp, ar Propance in all positions. Automatic and shape-cutting machines. Lafee. Prerequisite: Permission of instructor.

MatT 112 Shielded Metal Arc Welding 4 Credit History, process, electrodes, and techniques for manual electroc welding. Designing for welding. Metallurgy of low carbon and lo alloy steels, practice on all positions, welding with typical electrode on low carbon steel. Lab Fee. Prerequisite: Permission of instructor.

MatT 113 Welding Construction 4 Credit Grades of steel available and their preferred uses, standard shape weights, use of steel suppliers handbooks, takeoffs from sho blueprints, cost calculations, AWS building construction code criteria for welding design, practice in structural welding. Weldin procedure qualification tests to code standards. Lab Fer Prerequisite: Permission of Instructor.

Registers

Faculty and Professional Personnel

- BORAAS, Alan Anthropology, Geology, Adult Education. University of Minnesota, B.A.; University of Toronto, M.A.
- CLARK, Dayne L. Business Administration. The College of Idaho, B.A.; Boise State University, MBA.
- CLARK, Debby D. Counseling and Guidance. The College of Idaho, B.S.; The College of Idaho, M.Ed.
- CLAUSEN, Mary Ethel Librarian. Baldwin-Wallace College, B.A.; Roosevelt University, M.A.; University of Washington, M.A.
- HANRAHAN, David E. Petroleum Technology. Northern Illinois University, B.S.; Iowa State University, M.S.
- HORNE, David B. Natural Science, Chemistry, Real Estate. Sam Houston State University, B.S.; The University of Texas, Ph.D.
- HOUTZ, Allen Petroleum Technology. Washington State University, B.S.
- MCLELLAND, Peter G. Petroleum Technology. The University of Alberta, B.S.
- MORRIS, Patricia K. Office Management. Compton College, A.A.; Linfield College, B.A.; Oregon State University, M.S.
- MORRISON, James H. Counseling and Guidance. Mt. Angel Seminary College, B.A.; Alaska Methodist University, M.A.
- NOBLE, Patricia A. Office Management. Long Beach City College, A.A.; California State College, B.S.
- PETERSEN, Lance Speech, English, Theatre. Alaska Methodist University, B.A.
- PORTER, Bruce Electronics Technology, Computer Sciences. University of Akron, A.A.; University of Akron, B.S.
- ROGERS, John Electronics Technology. University of Washington, B.A.
- SHAFFER, Boyd Art, Biology, Journalism. The Sorbonne
- STEFFY, Dennis D. Physics, Petroleum Technology, Electronics. Indiana University of Pennsylvania, B.A.; Indiana University of Pennsylvania, M.S.
- STEFFY, Ginger I. Math. Indiana University of Pennsylvania, B.S.; Indiana University of Pennsylvania, M.S.

- WAGONER, Thomas H. Director, Vocational Education. Eastern Washington State College, B.A.; University of Alaska, M.A.
- WILLIAMS, John J. Petroleum Technology. Instrumentation Specialist.
- WILSEY, John G. Campus President. Northwestern University, B.S.; University of New Mexico, M.A.; University of Mexico, Ed.D.

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