

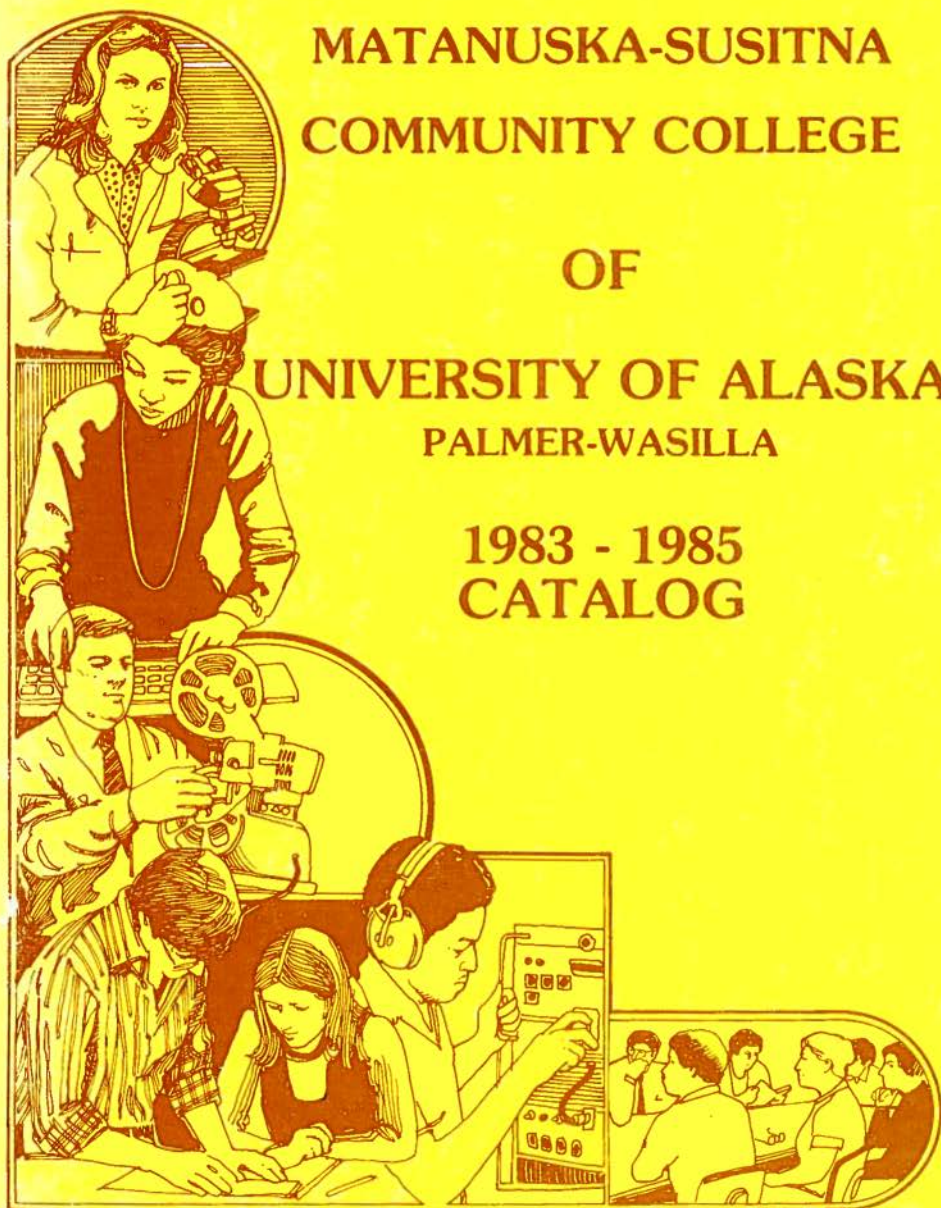
**MATANUSKA-SUSITNA
COMMUNITY COLLEGE**

OF

UNIVERSITY OF ALASKA

PALMER-WASILLA

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**MATANUSKA-SUSITNA
COMMUNITY COLLEGE**

OF

UNIVERSITY OF ALASKA

TABLE OF CONTENTS

ACADEMIC CALENDAR

1983 - 84 iv

THE BOARD OF REGENTS v

SOURCES OF INFORMATION 1

GENERAL INFORMATION 1

History of the University 1

History of Matanuska-Susitna Community College 1

Goals and Objectives 2

Accreditation 1

Library Service 3

The Students 3

Registration 3

Additional Entrance Requirements for Foreign Students 4

ADMISSIONS 5

The Open Door 5

Placement in Courses 5

Admissions 5

Academic Petition 6

Career Planning 6

Admission with Transfer Credit 6

Transfer of Credit 6

Auditors 6

Foreign Students 6

Additional Information 9

COLLEGE TRANSITION PROGRAM 7

FEES 8

Payment of Fees 8

Senior Citizen Waiver of Tuition 8

Residency 9

Refund of Fees and Tuition 9

FINANCIAL AID 10

Grants 10

Loans 10

Work-Study 10

Benefits 10

Veterans 11

VA Benefits and Satisfactory Progress 11

STUDENT AFFAIRS 12

General Responsibilities 12

Advisement, Counseling and Testing 12

Housing and Health Services 12

Extracurricular Activities 12

Athletics 12

Book Store 13

Placement 13

Alumni 13

Student Rights 13

Student Governance 13

Student Conduct 14

ACADEMIC REGULATIONS	15
Class Standing	15
Study Load	15
Full-time/Part-time Status	15
Major	15
Transcripts	15
Transfer of Credit	16
CLEP General Examination	16
Local Credit by Examination	16
Grading System	17
Grade Points	18
Grade Point Average Computation	18
Withdrawal from a Course	18
Add/Drop	18
Change of Grade Policy	18
Withdrawal from the University	19
Dismissal	19
Declaration of Degree Intent	19
Academic Petition	19
Graduation	19
Graduation with Honors	20
Adult Basic Education	20
The State of Alaska High School	
Equivalency Diploma	21
Matanuska-Susitna Community College	
High School Diploma	21
CERTIFICATE PROGRAMS	23
Electronics Technology	23
Refrigeration	24
Heating	24
DEGREE PROGRAMS	25
Degree Requirements	25
General University Requirements	25
Degree Requirements—Undergraduate	25
Associate Degree	25
Associate of Applied Science	27
Alphabetical Listing	28
COURSE DESCRIPTIONS	32
Alphabetical Listing	32
ACADEMIC FACULTY AND PROFESSIONAL STAFF	71
PART-TIME FACULTY AND ADMINISTRATIVE STAFF	72

SOURCES OF INFORMATION

MATANUSKA-SUSITNA COMMUNITY COLLEGE

Forrest L. Hayes, Counselor,
Financial Aid & VA
P. O. Box 899
Palmer, Alaska 99645
(907) 745-4255

UNIVERSITY OF ALASKA

Division of Community Colleges,
Rural Education & Extension
3605 Arctic Blvd.
Suite 420
Anchorage, Alaska 99503
(907) 564-3326

ACADEMIC CALENDAR

MATANUSKA-SUSITNA COMMUNITY COLLEGE

Fall Semester 1983

Fall 1983 Preregistration	Aug. 22-26
Fall 1983 Registration	Aug. 29-Sept. 2
Instruction Begins	Sept. 6
Late Registration Ends	Sept. 16
Add/Drop Deadline	Sept. 23
Withdrawal Deadline	Nov. 19
Thanksgiving Vacation	Nov. 24-25
Last Day of Instruction	Dec. 17
Grades Due in Dean's office	Dec. 28

Spring Semester 1984

Spring 1984 Registration for continuing students	Dec. 5-10
Spring 1984 Registration	Jan. 3-13
Instruction Begins	Jan. 16
Late Registration Ends	Jan. 27
Add/Drop Deadline	Feb. 2
Application for Diploma Due	Feb. 10
Withdrawal Deadline	March 31
Spring Break	April 20
Last Day of Instruction	April 28
Grades Due in Dean's office	May 4
Commencement	May 4

Summer Semester 1984

Summer 1984 Registration	May 14-18
Instruction Begins	May 21
Late Registration Ends	June 1
Add/Drop Deadline	June 7
Applications for Diploma Due	June 22
July 4th Holiday	July 4-5
Withdrawal Deadline	July 27

THE BOARD OF REGENTS

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

EDWARD B. RASMUSON
Past President
Anchorage, 1975-1989

LUTHER BURNETT
Fairbanks, 1983-1991

DONALD ABEL, JR.
President
Juneau, 1975-1989

HERBERT LANG
Treasurer
Anchorage, 1979-1985

GORDON EVANS
Juneau, 1983-1991

RAY BARTON
President of the University
Ex-Officio Member

ANN PARRISH
Secretary
Anchorage, 1983-1991

ROY HUHNDORF
Anchorage, 1983-1991

TOM MIKLAUTSCH
Fairbanks, 1979-1987

JOHN SHIVELY
Vice-President
Anchorage, 1979-1987

HUGH B. FATE, JR., D.M.D.
Past President
Fairbanks, 1969-1985

SARA HANNAN
Student Representative
Fairbanks, 1983-1985

COMMUNITY COLLEGES, RURAL EDUCATION AND EXTENSION

CHANCELLOR, DIVISION OF COMMUNITY COLLEGES, RURAL EDUCATION AND EXTENSION
George Melican, Ed.D.

DEAN, RURAL EDUCATION
Margery S. Walker Ph.D.

VICE CHANCELLOR, ADMINISTRATION
Gerry Bomotti, M.A.

MATANUSKA-SUSITNA COMMUNITY COLLEGE ADMINISTRATIVE OFFICERS

CAMPUS PRESIDENT
Alvin S. Okeson

DEAN OF INSTRUCTION
Glenn F. Massay

FISCAL OFFICER
Susan Musgrove

GENERAL INFORMATION

HISTORY OF THE UNIVERSITY

The Honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone for the University of Alaska. On that day, March 4, 1915, the land was set aside by Congress for the support of a land grant college.

The Territorial Legislature accepted the land grant on May 3, 1916 and created a corporation, "The Alaska Agricultural College and School of Mines," defined its duties and provided 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 on July 1, 1935; the Board of Trustees became the Board of Regents.

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

HISTORY OF MATANUSKA-SUSITNA COMMUNITY COLLEGE

Known as the Palmer Community College, the Matanuska-Susitna Community College provided its first course offerings to residents of the Matanuska and Susitna Valleys in 1958. In 1964, the name of the college was changed to correspond to the boundaries of the Matanuska-Susitna Borough.

In line with the University of Alaska's philosophy of taking higher education to the people, the Matanuska-Susitna Community College acts in cooperation with the Matanuska-Susitna Borough School District to offer a wide variety of classes.

The main campus is located on a 280 acre site off Trunk Road, approximately half-way between Palmer and Wasilla, with extension courses being offered in Talkeetna, Palmer, Wasilla, and Glacier View, as demand warrants.

Matanuska-Susitna Community College offers a general program of the first two years of college courses, including those leading to the Associate of Arts Degree and Associate of Applied Science. In addition, the curriculum provides a good basis for pursuit of a bachelors degree at other institutions. A number of vocational and interest courses are conducted in cooperation with the Matanuska-Susitna Borough School District.

The Matanuska-Susitna Community College is one of ten community colleges in the University of Alaska statewide system under the direction of the Chancellor for Community Colleges.

ACCREDITATION

The academic offerings of Matanuska-Susitna Community College are fully and independently accredited by Northwest Association of Secondary and Higher Schools.

GOALS AND OBJECTIVES

The Matanuska-Susitna Community College is an educational institution created to function within the geographic, economic and cultural community of the Matanuska and Susitna Valleys. The college is dedicated to serving the educational needs of the people with courses and programs designed to meet those needs.

The goals of the MSCC are:

1. To help people find their places in today's society;
2. To satisfy people's desire for knowledge; and
3. To develop responsibility and the leadership qualities necessary to cope with life.

The objectives of the MSCC are to serve:

1. People interested in transferring to a four-year institution;
2. People desiring job preparation in two years or less;
3. People who are seeking specific training or retraining for a single trade or function;
4. People who wish to broaden their educational backgrounds for personal reasons;
5. People who need or desire educational counseling; and
6. People who feel the need to involve themselves in creative or cultural affairs.



THE STUDENTS

Most MSCC students are adult learners pursuing studies on a part-time basis, some taking part in continuing educational and vocational programs leading to a certificate or degree, and others seeking courses to enhance job skills or to enrich their lives and those of others with whom they come in contact. An increasing number of high school students participate in early entry academic programs.

LIBRARY SERVICE

The library at MSCC contains approximately 13,000 volumes, 200 periodicals and serials, and collections of recordings, tapes, filmstrips, and government documents. Although the primary objective of library service is to provide curriculum support, the collection contains a wide variety of material of interest available to the entire community.

LIBRARY

A new library facility opened in March, 1983, to serve faculty, students and the community. The 12,000 square foot library provides books, periodicals, newspapers and media.

Additional features are an audio-visual previewing room, production studio, individual study carrels and a typing room. Reference and inter-library loan services are provided.

Library orientations may be scheduled with the librarian. Library hours are posted on the library door.

The campus library provides material particularly suited to the aims and curriculum of the college and personal enrichment.

REGISTRATION

Persons eligible for enrollment at Matanuska-Susitna Community College must complete registration according to the prescribed procedures and pay fees as determined by the college fee schedule in order to be eligible to attend classes and to earn credit. Auditors are required to register and pay appropriate fees. A registration period is held at the beginning of each regular session at times published in the official college calendar. Registration for special programs, short courses, seminars, and other classes which are not part of the regular academic calendar will be arranged prior to the beginning of such sessions.

New students planning to enroll full-time (12 semester hours or more), upon initial admission, must submit an application for admission form.

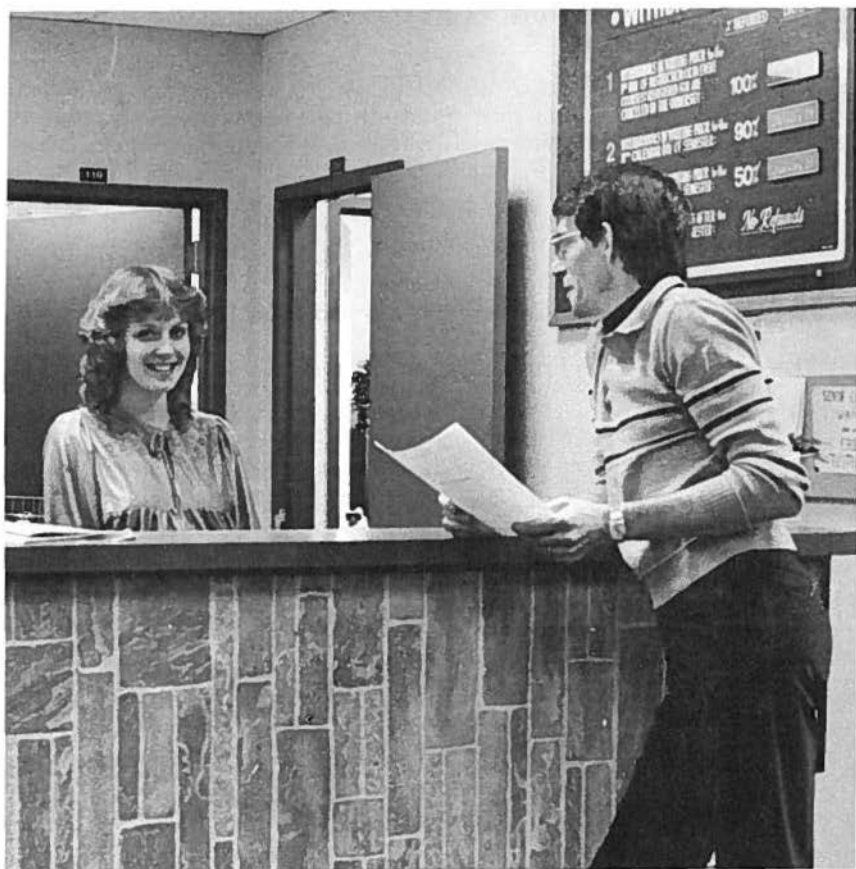
A student whose entire college-level work has been completed at any other campus within the University of Alaska statewide system will be required to request an original transcript from that campus, together with his/her application, to be forwarded to the Office of Admissions and Records.

The college will, at its discretion, determine whether transfer courses are adequate to cover majors offered at the Mat-Su campus.

Medical examinations are not required.

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

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.



ADMISSIONS

Students are held responsible for familiarity with the college regulations and requirements.

ENROLLING AT MATANUSKA-SUSITNA COMMUNITY COLLEGE

THE OPEN DOOR

MSCC's programs are designed primarily for students who have received their high school diploma or an equivalency certificate (GED), for seniors in high school who choose to participate in our early admissions program, and for adults not in high school who are 18 years or older. A specific grade point average (GPA) in previous high school or college work is not required.

PLACEMENT IN COURSES

Although Matanuska-Susitna Community College subscribes to the concept of the "open door", you are expected to meet the necessary prerequisites for your courses. Counselors and faculty members are prepared to assist you in determining the level you should attempt.

ADMISSIONS

APPLICATION FOR ADMISSION FORM—Complete all portions of the application for admission form and return it to the Office of Admissions and Records, Mat-Su Community College, P.O. Box 899, Palmer, Alaska 99645. Unanswered questions may delay or disqualify the application.

You are eligible to enroll for classes at Matanuska-Susitna Community College if you:

1. Have earned a high school diploma or equivalent (GED certificate);
or
2. Are 18 years of age or older; or your high school class has graduated;
or
3. Are a high school student with written permission from your parent or guardian and high school principal or counselor.

A specific grade point average (GPA) in previous high school or college work is not required for the majority of our programs.

If you are planning on completing a certificate or degree program at MSCC and have taken college-level work at other institutions, you must submit official transcripts from the other schools to the Office of Admissions and Records. A \$10.00 Fee is required for all graduating students.

Veterans who have had previous college training are required to have transcripts from those schools on file if they are to receive VA educational benefits.

NOTE: Some MSCC programs and some vocational programs have special admissions requirements and screening procedures in addition to the above. If you are interested in these programs, you must follow the application procedure included with the program description.

ACADEMIC PETITION

Any deviation from academic requirements and regulations must be approved by academic petition. A petition form, which requires the signatures of the student's advisor, unit head, and dean, may be obtained from the Office of Admissions and Records. Petitions to waive general college requirements must be processed through the appropriate dean, and the final decision rests with the campus president.

CAREER PLANNING

All degree and certificate students who are new to MSCC are expected to participate in program planning before registering for classes. Returning students are encouraged to utilize program planning prior to registration. You should contact the Counseling Office for this service.

ADMISSION WITH TRANSFER CREDIT

Matanuska-Susitna Community College will accept a total of 45 credits toward an associate degree from other accredited institutions. Generally, transfer students who have attended other accredited institutions are eligible for admission provided they have a 2.0 grade point average in their previous college work.

TRANSFER OF CREDIT

Course credit at the 100 and 200 levels from a Community College or Rural Extension Center within the statewide system of the University of Alaska shall be accepted for full credit. A maximum of 72 semester hours of 100 and 200 level course credits may be transferred to the University of Alaska.

Mat-Su Community College makes every effort to coordinate course offerings at the 300, 400, and graduate level. This is accomplished by working through the Office of the Dean of Rural Education. That office, in turn, coordinates the upper division and graduate offerings with the appropriate University center.

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. Class audit must be designated at the time of enrollment.

COLLEGE TRANSITION PROGRAM

1. The College Transition Program provides an opportunity for high school seniors to take a limited number of college freshman classes at the Mat-Su Community College during their last two years of high school.

After graduating from high school, students may continue their education at Mat-Su Community College, transfer their college credits to another unit within the University, or transfer to another school. For a high school junior or senior, this provides a number of advantages:

- a) A student can begin to satisfy the requirements for a college degree while still in high school.
 - b) Students can explore different academic or vocational areas they may wish to pursue.
 - c) The program facilitates a transition from high school to college without the problems that are often associated with relocation to a new area.
 - d) For those students who are undecided about college, it offers a way of finding whether college is for them without the cost of going away to school.
2. Eligibility--High school juniors and seniors who have the written approval of their parent or guardian and the consent of their principal are eligible.
 3. Transfer of credits--The Mat-Su Community College is fully accredited. Accumulated credits may be transferred to other colleges and universities.
 4. Class Load--High school students who take Community College classes should not attempt to take more classes than they can handle along with their regular high school classes and activities. Students should consult their high school counselor and a college advisor on class load.
 5. Classes--As with any other community college student, a high school senior may take any class as long as prerequisites are met.

However, it is strongly recommended that classes be taken in one or more of the following areas:

- a) English--Virtually all college degree programs require classes in written English.
 - b) General Requirements--Most degree programs require a specified number of general electives. The college catalog for the degree program you are considering should be consulted. For most colleges these elective categories are: Humanities, Social Science, Mathematics, and Natural/Physical Sciences.
 - c) Prospective Major--Classes can be taken in a prospective major area. This can be either a traditional academic subject or in a vocational area.
6. Transportation--Students are responsible for their own transportation. Most classes are held on campus, located on Trunk Road.
 7. Cost--Each student is responsible for the cost of tuition and books.
 8. Advisor--Any high school senior who takes classes under the College Transition Program must consult a college faculty advisor during the College's registration period preceding each semester.

FEES

Credit Hours	Resident		Non-Resident	
	Under Graduate	Graduate	Under Graduate	Graduate
1	\$ 25	\$ 50	\$ 65	\$100
2	50	100	130	200
3	75	150	195	300
4	100	200	260	400
5	125	250	325	500
6	150	300	390	600
7	175	350	455	700
8	200	400	520	800
9	225	450	585	900
10	250	450	650	900
11	275	450	715	900
12 or more	300	450	780	900

LAB FEES -

Lab fees vary with individual programs. Check with the Registrar's office, learning Center Coordinator, or appropriate instructor for further information. These fees are published each semester in the class schedules.

BOOKS AND SUPPLIES

Determined on a per unit cost basis.

OTHER FEES

Application fee (remit with application).....	\$10.00
Credit by Examination, per credit hour.....	5.00
Activity Fee 3-5 Credits	3.00
Activity Fee 6 or more Credits.....	6.00

PAYMENT OF FEES

At the announced time of registration each student is expected to pay all fees. In addition, any charges unpaid at the end of previous semesters are due and payable prior to reregistration at the College.

SENIOR CITIZEN WAIVER OF TUITION

Alaska residents 60 years of age or older may enroll in any course offered by the Matanuska-Susitna Community College for which they are properly qualified and for which space is available, without course credit hour charges. Lab fees and other special fees are not included in the waiver. All applicants for Senior Citizen Waiver must complete a "Tuition Waiver Request" form which is available at the registration desk. Credit classes are waived under the policy of the Board of Regents. Non-credit courses are waived through support of the Matanuska-Susitna Borough.

RESIDENCY

Alaskan residents as well as students from Hawaii, the Yukon Territory, and the Northwest Territories are exempt from a non-resident tuition fee. For purposes of non-resident tuition, a resident is any person who has been physically present in Alaska for one year (excepting vacations or other absence for temporary purposes with intent to return) and who declares intention to remain in Alaska indefinitely. However, any person who, within one year, has declared himself/herself to be a resident of another state, or has 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 qualifies as an Alaskan resident, as defined above, shall be deemed a resident, and otherwise such 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.

REFUND OF FEES AND TUITION

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

1. Complete refund of tuition and fees will be made when a withdrawal is made prior to the first day of instruction for semester or term or in the event courses registered for are cancelled by the University.
2. Withdrawals after instruction or the term begins and prior to the 8th day of the term or semester - ninety per cent refund.
3. Withdrawals during the second week of the semester - fifty per cent refund.
4. Withdrawals after the second week of instruction will receive no refund of tuition.

INFORMATION

Additional information, catalogs, and applications may be obtained by visiting or writing the College at: Matanuska-Susitna Community College, P.O. Box 899, Palmer, Alaska 99645. Phone: (907) 745-4255.

FINANCIAL AID

You can probably obtain financial aid if your parents cannot afford to send you to vocational school or college and if:

- a) You are accepted as a full-time or half-time student taking courses in an eligible college or vocational school.
- b) You are a United States citizen or permanent resident of the state in which you reside.
- c) You successfully maintain a 2.0 G.P.A.

There are four kinds of financial aid programs:

1. **GRANTS:** Gifts of money. You do not have to repay grants. They are given on the basis of financial need.
2. **LOANS:** Federal and State loans are available to students at most colleges and vocational schools. Loans are sometimes available from private lenders - banks and credit unions. You must repay loans after you graduate or leave school. **Repayment begins from 9 to 12 months after your schooling ends.**
3. **WORK-STUDY:** In a work-study program, you are given a part-time job, usually on-campus, to help you pay your way through college.
4. **BENEFITS:** These are funds some students are entitled to under special conditions. Like grants, benefits do not have to be paid back.

The following programs are designated under the Financial Aid program. Students attending MSCC, or potential students, may apply during the following time periods:

For the school year and fall semesters (September through May), the application period is **April 1 through August 31. No financial aid applications will be accepted after August 31 for the above school periods.** Financial Aid applications for the **spring semesters only** may be submitted from **November 1 through December 10.** This period applies only if the student is a late enrollee and did not submit financial aid forms during the initial period - **April 1 through August 31.**

1. **GRANTS:**

- a) Basic Education Opportunity Grant (BEOG)
- b) Supplemental Education Opportunity Grant (SEOG)
- c) Student State Incentive Grant Program (SSIG)
- d) Bureau of Indian Affairs (BIA)

2. **LOANS:**

- a) National Direct Student Loans (NDSL)
- b) Guaranteed Student Loan (GSL)
- c) Nursing School Loan (NSL)
- d) Health Education Assistance Loan (HEAL)

3. **WORK-STUDY:**

Students work at job on-campus or off-campus at non-profit organizations.

4. **BENEFITS:**

- a) G.I. Bill Benefits (VA)
- b) Social Security
- c) Junior G.I. Bill (Veteran's dependents)

See the **FINANCIAL AID COUNSELOR AT SCHOOL.**

VETERANS

The Community College Veterans Affairs Office serves the special needs of veterans, dependents, and servicemen using their VA educational benefits (G.I. Bill). Available at the campus VA office are VA applications, forms, pamphlets, and current information regarding benefits. Qualified veterans may also inquire about various VA supplementary programs such as work-study and tutorial programs. Students eligible for VA educational benefits who plan to enroll at the Community College are requested to complete the appropriate documents at the campus VA office.

Each veteran is responsible for notifying the campus Veterans Affairs Office of any change in program, including changes in classes each semester, dropping or adding classes, withdrawing from school, or change in address. Veterans dropping or withdrawing from classes may be charged with an overpayment by the Veterans Administration unless the veteran is able to show that mitigating circumstances have dictated the drop or withdrawal.

VA BENEFITS AND SATISFACTORY PROGRESS

Veterans in either of the following categories:

1. Having accumulated a total of 12 credit hours of unsatisfactory (failing) grades or,
2. Having a cumulative or semester GPA of less than 2.0 or,
3. Is not in good academic standing or not making satisfactory progress in accordance with the academic regulations of the Community College, will be placed on probation by the campus Veterans Affairs Office in respect to further payments of VA educational benefits.

Veterans placed on probation for the accumulation of more than 12 credit hours of unsatisfactory grades must successfully complete all future courses. Upon receipt of another unsatisfactory grade, the veteran will be reported to the Veterans Administration as making unsatisfactory progress.

Veterans placed on probation for having a cumulative or semester GPA of less than 2.0 (3.0 for graduate students) must complete succeeding semesters with a semester's GPA above a 2.0 (3.0 for graduate students), so that a cumulative GPA of 2.0 may be reached at time of graduation. Failure to comply will result in the Veterans Administration being notified that the veteran is making unsatisfactory progress.

Veterans placed on probation for not being in good academic standing or not making satisfactory progress in accordance with the academic regulations of the Community College, must be removed from probationary status by the community college after the successful completion of thirty semester hours. Failure to be removed from probation status will result in the veteran being reported to the Veterans Administration as making unsatisfactory progress.

Previous College Training - Veterans who have had previous college training are required to have transcripts from those schools on file with the Office of Admissions and Records of the Community College.

Monthly Enrollment Verifications - The campus VA office requires that all enrolled servicemen and veterans receiving VA educational benefits stop at the campus office each month to certify their attendance in writing. Failure to certify attendance by the 15th of each month will result in the termination of benefits.

Refunds - Charges to the veteran for tuition, fees, and other charges for a portion of the course will be based on the pro-rata portion of the total charges, less administrative charges for initial enrollment.

STUDENT AFFAIRS

GENERAL RESPONSIBILITIES

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

ADVISEMENT, COUNSELING, AND TESTING

Advisement, counseling, and testing are the responsibilities of the Counselor. Many of the functions are handled by clerical staff, faculty, and administration.

Student program development is done on an individual basis with each student, usually involving both faculty advisors and the Counselor. A student's program is developed following academic degree standards and transfer requirements. These requirements are described in the catalog. Tests available at the College include the high school GED, Career Guidance Inventory, Educational Interest Inventory, Kuder Preference Record, and other exams provided by the Educational Testing Service.

HOUSING AND HEALTH SERVICES

The College does not have student housing, food service, or health services available to students.

EXTRACURRICULAR ACTIVITIES

Activities occurring throughout the year include student and instructor art shows, various seminars and lectures, as well as occasional receptions and banquets. Most of these activities are open to the public and a fee may be charged. These activities have become a significant factor in the social life of Mat-Su students.

ATHLETICS

There are no intercollegiate or intramural athletics at the College, though classes are regularly offered in physical education.

BOOKSTORE

Textbooks are sold from the bookstore. Other posted bookstore supplies and extracurricular materials are usually obtained from local merchants. Books may be purchased by students during posted bookstore hours.

Books may be returned only if the college cancels the class and if the books are unmarked and in new condition. If you wish to sell your used books, you may place a notice on the bulletin board.

PLACEMENT

Although there is no formal placement office at the College, faculty and staff assist students in finding employment. The Counselor assists each individual who requests help in finding employment.

ALUMNI

Alumni relations are presently handled by the Statewide Office of Alumni Services in Fairbanks, although the Mat-Su Community College Alumni Association is very active in the area.

STUDENT RIGHTS

Matanuska-Susitna Community College dedicates itself to insuring the constitutional rights of its citizens and to maintaining an educational environment conducive to learning. To encourage the maximum development of students, the College adheres to these guidelines:

1. All citizens enjoy, under the Constitution, the freedom to speak freely, to protest, to organize, and to demonstrate within the limits of State and Federal constitutions and laws.

2. It is the responsibility of each individual to maintain order so that other people's rights and the peace and security of the College will not be impaired.

3. The College must enable each individual to enjoy the rights of the First Amendment, and each individual must cooperate with the College in conducting the educational program.

A due process procedure for the hearing of student grievances has been developed.

STUDENT GOVERNANCE

The Matanuska-Susitna Community College student body has a very active and effective Student Council. The purpose of this organization is to "promote the educational and general welfare of the students, to broaden the educational perspective of the students through a self-governing structure, to act as a unity factor for the student voice, and to formulate with the faculty and administration policies and procedures concerning the overall college life."

TUDENT CONDUCT

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 the College community confords 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 school has its unique mission and may, if necessary, have special guidelines or regulations printed and distributed to students at each unit of the school where applicable.

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

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

PRIVACY OF RECORDS

Recognizing the need to ensure the privacy of individual records, Mat-Su Community College releases information only upon permission of students to agencies off campus. Records are available for legitimate on-campus professional use on a need-to-know-basis.

Academic and personal information is released by other institutions or employers solely upon release by the student. General information only is discussed with governmental agencies conducting standard investigations.

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

ACADEMIC REGULATIONS

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

ATTENDANCE

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

CLASS STANDING

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

Freshmen	0-29 Credits
Sophomore	30-59 Credits

STUDY LOAD

Students normally may register for 18 semester hours of credit; 19-20 semester hours with approval of the Dean or Campus President; 21 or more semester hours with the approval of the Dean or Campus President provided the student's grade point average with a full-time study load for the past two semesters is at least 2.75.

FULL-TIME/PART-TIME STATUS

An undergraduate student who registers for 12 or more semester hours of credit will be classified as full-time.

Non-credit courses may be included in the study load computation when determination of full-time/part-time status is made. Non-credit courses may not be used for this computation for financial aid or veterans benefits.

MAJOR

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

TRANSCRIPTS

Transcript Request forms may be obtained from the Registrar's Office at the College or by writing to: Registrar, Matanuska-Susitna Community College, P.O. Box 899, Palmer, Alaska 99645. Students are responsible for completing this form and forwarding it to:

Community Colleges, Rural Education and Extension
Office of Admissions and Records
3605 Arctic Blvd. #420 Anchorage, Alaska 99503

TRANSFER OF CREDIT

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

CLEP GENERAL EXAMINATION

Only currently enrolled students will be awarded credit, or those students who have previously taken courses at the University of Alaska which resulted in the establishment of an official file at the Office of Admissions and Records. Credit for CLEP General Examinations shall be awarded according to the following schedule:

English	3 Credits for 500 Score. Essay exam only
Math	3 Credits for 500 Score
Natural Science	6 Credits for 500 Score
Social Science	6 Credits for 500 Score
Humanities	6 Credits for 500 Score

As many as six semester credits have been earned in an area covered by a CLEP General Examination, no credit will be awarded for the successful completion of that examination. Examinations can be repeated after an interval of one year.

LOCAL CREDIT BY EXAMINATION

Only students currently enrolled in credit classes will be awarded credit. Courses below the 100 level cannot be challenged. Students should consult with the Counselor to determine which courses may be challenged. A course challenged for credit must not duplicate a course for which credit has already been granted. A person who has audited a class may not request credit via departmental examinations for that class until the subsequent academic year. An audit does not restrict the taking of credit by examination. Departmental examinations may be graded pass/fail or by a regular letter grade at the mutual agreement of the instructor and student. Examinations may not be repeated sooner than a one year interval.

CANCELLATION AND SCHEDULING OF CLASSES

The college reserves the right to cancel, combine, to change the instructor, 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.

GRADING SYSTEM

Each instructor establishes his or her grading policy at the beginning of each class. The following is the list of possible grades from which instructors may choose. The choice of which grade indicators will be used in a class rests solely with the instructor. Only letter grades appear on the student's permanent academic record. These are as follows:

A - An honor grade; indicates originality and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than is regularly required.

B - Indicates outstanding ability above the average level of performance.

C - Indicates a satisfactory or average level of performance.

D - The lowest passing grade; indicates work of below average quality and performance.

F - Indicates Failure.

CR - Credit.

Credit-No-Credit Option: The credit-no-credit option encourages students to explore areas of interest not necessarily related to their academic major. One "free" elective may be taken under this option each semester. The instructor will not be informed of the student's status in the course. The student will be given credit toward graduation if he performs at a level of "C" or above. If performance falls below that level the course will not be recorded on the student's transcript. In either case, the course will not be included in any grade point calculations. If the student later changes his major and the course becomes a requirement, the course will be accepted by his new major department. The student may change from credit-no-credit status during the first two weeks of the semester by informing the Director of Admissions and Records of his desire to change status.

P - Pass. Indicates passing work and carries no grade points.

S - Satisfactory. Indicates satisfactory completion; is used for graduate thesis, special courses, specific career oriented courses, workshops, and seminars and carries no grade points.

I - Incomplete. Indicates additional work must be performed for satisfactory completion of the course; may be given for unavoidable absence or other conditions beyond the control of the student, where work already completed is grade "C" or better. The grade for work which is incomplete must be made-up within one academic year or otherwise the incomplete becomes a permanent grade.

NB - No Basis. May be issued by an instructor when there has been insufficient contact between the instructor and the student for evaluation to occur.

Au - Audit. Indicates student has enrolled for informational instruction only. No credit is awarded.

W - Withdrawn. Indicates withdrawal from a course after the first two weeks of a semester.

GRADE POINTS

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



GRADE POINT AVERAGE COMPUTATION

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

WITHDRAWAL FROM A COURSE

A student is expected to complete the courses in which he/she is enrolled. He/she may, if circumstances warrant, withdraw without grade penalty up to four weeks prior to the end of the semester. Student-initiated withdrawals are not permitted during the last month of the semester. Elective and non-sequence courses should be dropped first. Students wishing to add courses to their schedules may do so until the last day of the late registration period.

ADD/DROP

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

WITHDRAWAL

Withdrawal from the College is the official discontinuance of attendance prior to the end of a semester or session. An official withdrawal procedure must be completed according to the regulations of the College. Withdrawal forms are available at the registration counter.

CHANGE OF GRADE POLICY

Grades, other than incompletes and DF's, submitted by the faculty, are assumed to be the student's 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. 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" grade changes - "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,. They cannot be changed to "W".

DISMISSAL

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

DECLARATION OF DEGREE INTENT

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

ACADEMIC PETITION

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

GRADUATION

The responsibility for meeting all requirements for graduation rests upon the student. Degree candidates must formally apply for graduation. The application 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 academic calendar. Applications for graduation filed after the deadline date will be processed for graduation the following semester.

GRADUATION WITH HONORS

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

In order to graduate with honors, students who transfer from other institutions must be in attendance at Mat-Su Community College for at least two semesters, with a minimum of 12 credits each semester. All college work attempted, including transfer credits, is considered for graduation with honors. Any grade generated from re-taking a course will not count toward honors.

DIPLOMAS AND COMMENCEMENT

Mat-Su Community College issues diplomas to degree candidates in May, following the close of the spring semester.

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

ADULT BASIC EDUCATION

The Adult Basic Education program provides GED examinations, classes, and tutoring for individuals with less than a high school education, who wish to acquire skills which will lead to better jobs or training in academic or vocational/technical programs offered by the State, private institutions, or the Matanuska-Susitna Community College. The basic skills emphasized are those of communication (reading, spelling, writing, and mathematical problem solving). Adult Basic Education is open to persons over 17 years of age, who have not attained a high school diploma.

USE OF SOCIAL SECURITY #

As a convenience to students, the University of Alaska uses the students' Social Security number as a student identification number so as to avoid the need for students to memorize two nine-digit numbers. State and Federal laws require that students not wishing to supply their Social Security number need not do so. If you would prefer not using your Social Security number, the University will assign a nine-digit number as your student identification number at the University of Alaska. You are then responsible for remembering that number and using it in all future dealings with the University.



THE STATE OF ALASKA HIGH SCHOOL EQUIVALENCY DIPLOMA

Adults who have not completed their high school education and who wish to earn a diploma, may do so by passing the General Education Development Tests (GED). The State of Alaska Diploma is recognized as the equivalent of a four-year high school diploma. It is acknowledged as such by business, industry, civil service commission, the military, licensing bureaus, and many other institutions, including the Matanuska-Susitna Community College. Individuals interested in taking the GED tests should contact the Community College.

MATANUSKA-SUSITNA COMMUNITY COLLEGE HIGH SCHOOL DIPLOMA

Applicants for the Matanuska-Susitna Community College High School Diploma must be at least 19 years of age and must have been out of school for one semester or longer. Students who do not meet these requirements but who wish to work toward their diplomas, should discuss their situations with a counselor at the College.

A student who successfully completes 19 high school credits, in a manner described below, is eligible to receive a high school diploma through the auspices of the Matanuska-Susitna Community College.

1. Completion of at least 19 high school credits must include:

English	3 Credits	Plus One (1)
Math	2 Credits	additional
Science	1 Credit	credit in either
Social Studies	2 Credits	Math or Science
Electives	10 Credits	

2. Credit toward the Matanuska-Susitna Community College High School Diploma can be earned in the following ways:
 - a) Previous high school credits are accepted. An official high school transcript is required from the last school attended.
 - b) High school subjects completed through USAFI or accredited correspondence programs are accepted.
 - c) Each GED test passed at the 50 percentile or higher is equal to two (2) high school credits for that subject area.
3. An applicant must have attended the Community College as a student. The amount of residence required at the College is determined by the number of credits previously earned in the regular high school.

High School Credits Completed
10 or less
11 to 15
16 to 18
18 or more

MSCC Courses Required
4
3
2
1



Because of limited demand and instructor availability, students may be required to take course work through Anchorage Community College to complete degree or certificate requirements within any given two-year period. Consultation with a program advisor is essential.



CERTIFICATE PROGRAMS

In keeping with the Community College concept, the diversity of needs within the student population is recognized. Students are permitted to arrange any program of study which they feel will fulfill their own particular needs. Additionally, several specific programs have been developed to afford the student an opportunity to earn certificates and degrees. Students are encouraged to discuss their programs with a counselor prior to enrolling for their first class.

Certificate programs are available in the following areas:

1. Electronics Technology
2. Refrigeration Technology
3. Heating Technology

ELECTRONICS TECHNOLOGY

To receive a One-Year Certificate of Training, each student must satisfactorily complete the following courses:

COURSE NUMBER	COURSE TITLE	CREDITS
ET 101	Basic Electronics: DC Physics	4
ET 102	Basic Electronics: AC Physics	4
ET 108	Mathematics for DC Circuits	3
ET 109	Mathematics for AC Circuits	3
ET 122	Introduction to Electronic Devices	3
ET 123	Electronic Circuit Fundamentals	3
ET 125	Principles of Logic and Gating	3
ET 127	Microprocessor Fundamentals	3
Total		26

To receive a One and One-Half Year Intermediate Certificate of Training, each student must satisfactorily complete the following courses in addition to those indicated for the One-Year Certificate:

ET 205	Transmitter Circuitry	3
ET 209	Receiver Circuitry	3
ET 210	Amplifiers	3
ET 215	Modulation, Mixing, and Detection	3
Total		38

To receive a Two-Year Advanced Certificate of Training, each student must satisfactorily complete the following courses in addition to those indicated for the One-Year and One and One-Half Year Certificate:

COURSE NUMBER	COURSE TITLE	CREDITS
ET 220	Wideband Systems I	3
ET 221	Wideband Systems II	3
ET 225	Principles of Microwave Electronics	3
ET 226	Industrial Telephone Switching Systems	3
Total		50

REFRIGERATION CERTIFICATE

Emphasis of the program is to prepare the student with job entry-level skills. Additional training must take place on the job. Students satisfactorily completing this program will possess a strong background in refrigeration fundamentals, electricity/electronics, applied technical mathematics, and the technical skills needed to diagnose and repair the modern refrigeration system. Students must complete 25 credit hours of required courses with a minimum grade of "C" to be eligible for a One-Year Refrigeration Certificate.

COURSE NUMBER	COURSE TITLE	CREDITS
RH 101	Refrigeration and Air Conditioning I	4
RH 103	Technical Math for Refrigeration and Heating I	3
RH 105	Electrical Circuits for Refrigeration and Heating I	3
RH 107	Physics for Refrigeration and Heating I	3
RH 122	Refrigeration and Air Conditioning II	3
RH 124	Domestic Refrigeration	3
RH 126	Electrical Circuits for Refrigeration and Heating II	3
RH 128	Graphics for Refrigeration and Heating	3
Total		25

HEATING CERTIFICATE

A Two-Year Certificate program in Refrigeration and Heating is also available. Students satisfactorily completing this program will possess a strong background in heating fundamentals including gas, oil, and electric heat, applied physics, applied mathematics, graphics, electricity/electronics, and the technical skills needed to diagnose and repair warm-air and hydronic heat systems. To receive a Two-year Certificate in Refrigeration and Heating, students must complete all the requirements for the One-Year Refrigeration Certificate, plus complete the following courses with an average grade of "C".

RH 201	Commercial Refrigeration	4
RH 202	Physics for Refrigeration and Heating II	3
RH 203	Control Systems for Refrigeration and Heating II	3
RH 207	Graphics for Refrigeration and Heating II	3
RH 225	Heating Plants I - Residential	4
RH 226	Heating Plants II - Commercial	4
Total		46

DEGREE PROGRAMS

DEGREE REQUIREMENTS

To receive a degree from the Mat-Su Community College, a student must satisfy three sets of requirements: 1) General college requirements; 2) Degree requirements; and 3) Program (Major) requirements.

GENERAL UNIVERSITY REQUIREMENTS

Undergraduate:

The minimum number of college 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 any associate degree must be earned at Mat-Su Community College.

A grade-point 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 the one in effect at the time he/she originally enrolled in the major, providing there has not been a time lapse of more than seven years.

DEGREE REQUIREMENTS, UNDERGRADUATE

Associate Degree:

The associate degree is awarded upon the successful completion of a prescribed two-year program. The degree has its own integrity and for many people it will be their most advanced formal educational experience. For others, it will be the first undergraduate degree and a stepping-stone to a baccalaureate program.

A maximum of 15 semester hours of credit completed by correspondence may be accepted toward an associate degree.

ASSOCIATE OF ARTS

Degree Requirements:

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

<u>AREAS</u>	<u>CREDITS</u>
Communications	9
Written Communication (6)	
Oral Communication (3)	

Math/Natural Science	9
Humanities	9
Social Science	9
Applied Studies	<u>9</u>
Sub-Total	45
3) Electives	<u>15</u>
TOTAL	60

- 4) At least 15 of the final 30 credit hours must be earned in residence;
- 5) A grade point average (GPA) of 2.00 (C) or better;
- 6) As the Associate of Arts degree is intended to provide a student with a basis of general education in order to undertake baccalaureate degree work and is nonspecific in intent, only one AA per student may be earned.

COURSE CLASSIFICATIONS

Subjects and courses that may be used in satisfying general requirements have been classified as follows:

HUMANITIES

Art
Alaskan Native Languages
English
Foreign Language
Humanities
Journalism
Linguistics
Literature
Music
Philosophy
Speech & Public Communication
Theater
History★
Religion

APPLIED STUDIES

Accounting
Business Administration
Computer Information Systems
Home Economics
Office Occupations/Secretarial Science
Physical Education
Military Science
Trade & Technology
Fisheries
Meteorology
Corrections
Early Childhood Development
Law Science
Police Administration
Education
OTHER

MATHEMATICS & LOGIC

All Mathematics Courses, Statistics
Courses, Selected Philosophy Course
(204 only) limited to Logic only

NATURAL SCIENCES

Biology, Biological Sciences
Chemistry
Physical Geography (201,209 only)
(could be limited course only)
Geology
Physics
Physical Anthropology
Physical Sciences

SOCIAL SCIENCES

Anthropology
History ★
Psychology
Political Science
Economics
Geography (excl. 201,209)
Sociology
Behavioral Science

★CAN BE USED UNDER EITHER CATEGORY BUT NOT BOTH.

ASSOCIATE OF APPLIED SCIENCE

Degree Requirements:

English 111, 211 or 213 6

Speech 3

Six credits from any one of these four areas

(note applicable disciplines): 6

HUMANITIES

Art	Linguistics	Speech
English	Music	Theatre
Foreign Languages	Philosophy	
Humanities	Public Communications	

SOCIAL SCIENCES

Anthropology	History	Political Science
Economics	Corrections	Psychology
Geography	Police	Sociology
(excluding Geo 201	Administration	
& 209)	Law Science	

MATH AND LOGIC

Applied Statistics	Philosophy
Mathematics	(Phil 204 only)

NATURAL SCIENCE

Biology	Geography	Geology
Chemistry	(Geo 201 &	Physics
	209 only)	

MAJOR REQUIREMENTS

See 'Degree Programs' section for the specific requirements of the various majors.....	Credits
Electives to total.....	30
	60

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

ACCOUNTING

ASSOCIATE OF APPLIED SCIENCE

1. Complete the general degree requirements for the AAS degree as shown on page 27.

2. Complete courses for the major specialty.

ACCT 101/102	Principles of Accounting I & II	6
BA 151	Introduction to Business	3
BA 241	Business Law I	3
ECON 121	Principles of Economics I	3
Concentration in Accounting (15 credits):		
ACCT 103 or 202	Basic Cost Accounting or	
	Principles of Managerial Accounting	3
ACCT 222	Introduction to Computer and Accounting	3
ACCT		
260/261/262	Intermediate Accounting I, II, & III	9
CIS 101	Introduction to Data Processing	3
	Electives to Total	60

AGRICULTURE

ASSOCIATE OF APPLIED SCIENCE

1. Complete the general degree requirements for the AAS degree as shown on page 27.

2. Complete courses for the major specialty.

AGR. 100	Survey of Agriculture	3
AGR. 101	Intro. to Plant Science I	3
AGR. 103	Intro. to Soil Science	3
AGR. 110	Intro. to Animal Science	3
AGR. 120	Intro. to Agriculture Business	3
Agriculture Electives		15
	Electives to total	60

BUSINESS ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE

1. Complete the general degree requirements for the AAS degree as shown on page 27.
2. Complete courses for the major specialty.

ACCT 101/102	Principles of Accounting I & II	6
ACCT 222	Introduction to Computers and Accounting	3
BA 151	Introduction to Business	3
BA 231	Fundamentals of Supervision	3
BA 241/242	Business Law I & II	6
CIS 101	Introduction to Data Processing	3
ECON 121	Principles of Economics I	3
Any Two	100/200 level ECON/BA courses	6
	Electives to Total	60

ELECTRONICS TECHNOLOGY

1. Complete the general degree requirements for the AAS degree as shown on page 27.
2. Complete courses for the major specialty.

		Credit
ET 101	Basic Electronics: DC Physics	4
ET102	Basic Electronics: AC Physics	4
ET 108	Mathematics for DC Circuits	3
ET 109	Mathematics for AC Circuits	3
ET 122	Introduction to Electronic Devices	3
ET 123	Electronic Circuit Fundamentals	3
ET 125	Principles of Logic and Gating	3
ET 127	Microprocessor Fundamentals	3
ET 205	Transmitter Circuitry	3
ET 209	Receiver Circuitry	3
ET 210	Amplifiers	3
ET 215	Modulation, Mixing and Detection	3
ET 220	Wideband Systems I	3
ET 221	Wideband Systems II	3
ET 225	Principles of Microwave Electronics	3
ET 226	Industrial Electronics	3
	Total	65

SECRETARIAL SKILLS

ASSOCIATE OF APPLIED SCIENCE

1. Complete the general degree requirements for the AAS degree as shown on page 27.
2. Complete courses for the major specialty.

	Credits
Select 1 of the following 2 courses:	
ECON 101 Introduction to Current Economic Problems	3
ECON 121 Principles of Economics I	3
Select 1 of the following 3 courses:	
BA 241 Business Law I	3
ECON 122 Principles of Economics II	3
PS 101 Introduction to American Government	3
Select 1 of the following 3 courses:	
OO 209 Business Relationships	3
PSY 101 Introduction to Psychology	3
SOC 101 Introduction to Sociology	3
Select 1 of the 2 following sets of Accounting:	
ACCT 051/052 Bookkeeping for Business I & II	6
ACCT 101/102 Principles of Accounting I & II	6
Major Specialty	
OO 101 Beginning Shorthand	4
OO 102 Intermediate Shorthand	4
OO 103 Elementary Typewriting	3
OO 105 Intermediate Typewriting	3
OO 106 Advanced Typewriting	3
OO 203 Office Machines	3
OO 210 Office Procedures	3
OO 231 Business Communications	3
Select 1 of the following 2 courses:	
OO 202 Advanced Dictation and Transcription	4
OO 204 Conference Reporting	4
Electives to Total	60

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

Because of the relatively small enrollment at Matanuska-Susitna Community College, the College is sometimes unable to offer all the classes to complete an Associate Degree within the customary two-year period. In such cases, the College recommends that students consult the counseling staff and make arrangements to supplement their program requirements by taking classes at Anchorage Community College.



REFRIGERATION & HEATING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

1. Complete the general degree requirements for the AAS degree as shown on page 27.
2. Complete courses for the major specialty.

Credits

RH 101	Refrigeration and Air Conditioning I	4
RH 102	Technical Math for Refrigeration and Heating I	3
RH 105	Electronics for Refrigeration and Heating I	3
RH 107	Physics for Refrigeration and Heating I	3
RH 122	Refrigeration and Heating II	3
RH 124	Domestic Refrigeration	3
Rh 126	Electronics for Refrigeration and Heating II	3
RH 128	Graphics for Refrigeration and Heating I	3
RH 201	Commercial Refrigeration	4
RH 202	Physics for Refrigeration and Heating II	3
RH 203	Control Systems for Refrigeration and Heating II	3
RH 207	Graphics for Refrigeration and Heating II	3
RH 225	Heating Plants I - Residential	4
RH 226	Heating Plants II - Commercial	3
Rh 229	Solid State Electronics for Refrigeration and Heating II	3
Total		64

COURSE DESCRIPTIONS

The courses that are described on the following pages are listed alphabetically by discipline.

Associate degree level courses are those numbered 50-99 and may be used toward the attainment of the Associate of Applied Science Degree only.

College transfer credit courses, numbered 100 and above, are applicable to baccalaureate degrees upon transfer.

Courses following each other in sequence will be numbered in sequence (i.e., History 101/102). In a sequence, the first course is generally a prerequisite for the second.

Unlisted Courses

Some courses will be offered that are not listed in this catalog. This is due, in part, to developments after the catalog deadline.

A number of courses not published in the catalog are known as "S.T." courses; special topic courses that have been developed at the suggestion of the students, the public, and the faculty. A special topic course might eventually be retained as a permanent class under the standard course numbering system.

Other classes are being added to the curriculum. The student is advised to consult the schedule of classes each semester, which lists the courses currently being taught.

ACCOUNTING

ACCT 051

3 Credits

BOOKKEEPING FOR BUSINESSES I

For individuals who desire to learn the basic concepts and procedures of practical bookkeeping. May be used as an alternative to ACCT 101 by students seeking an Associate of Applied Science degree in general business. Covers fundamental bookkeeping principles, practices, and procedures necessary in recording and reporting the financial data for a typical service-type business and for merchandising businesses. All material covered refers to businesses owned by one individual (sole proprietorship).

ACCT 052**3 Credits****BOOKKEEPING FOR BUSINESS II**

A continuation of ACCT 051. The accounting necessary for a business formed as a partnership or a corporation. Other selected subject material is covered at the option of the instructor, as indicated by the expressed interest of the student enrolled. Prerequisite: ACCT 051.

ACCT 101**3 Credits****PRINCIPLES OF ACCOUNTING I**

This is the first college-level course in Accounting leading to an Associate Degree in Accounting. Material covered in the course introduces the accounting concepts and procedures for the financial accounting of a sole proprietorship. Emphasis is placed on the accounting cycle, the recording, summarizing, and interpreting of accounting data through the presentation of formal financial statements.

ACCT 102**3 Credits****PRINCIPLES OF ACCOUNTING II**

This is the second semester of college accounting leading to an Associate Degree in Accounting. Material covered in the course introduces the accounting concepts and procedures for the financial accounting for corporations, with a general coverage of accounting techniques used in managerial decision making. A study is made covering long-term debts and investments. The analysis and preparation of various specialized financial statements such as the cash flow statement and the statement of changes in financial position are thoroughly covered. Coverage of financial accounting as related to a manufacturing firm, along with an introduction to job costing and process costing are also a part of the course of study. Prerequisite: ACCT 101.

ACCT 103**3 Credits****BASIC COST ACCOUNTING**

The fundamentals of theory and practical problems in the analysis and control of material, labor, and overhead cost in manufacturing. Emphasis is given to job cost system and the process system. Prerequisite: ACCT 102 or permission of instructor.

ACCT 202**3 Credits****PRINCIPLES OF MANAGERIAL ACCOUNTING**

Treats the following topics at a principle level: analysis and use of financial statements; cost behavior as it relates to break-even analysis and decision costs; basic elements of cost accounting and control; budgeting and cash flow planning. Prerequisites: ACCT 101, ACCT 102.

ACCT 210**3 Credits****INCOME TAX**

Course content will be those aspects of Federal Income Tax law pertaining to the computation of taxable income of individuals and sole proprietorships. Emphasis will be on theory, history, and developing the ability to relate the various principles into tax planning and research. Prerequisites: ACCT 201/ACCT 202 or permission of instructor.

ACCT 222**3 Credits****INTRODUCTION TO COMPUTERS AND ACCOUNTING**

An introduction to accounting information systems from an experiential point of view. The organizational relationship between the accounting systems, management information systems, and the organizational impact will be discussed. Automated information systems from the basics up through systems design and implementation with emphasis on the impact upon accounting.

ACCT 260**3 Credits****INTERMEDIATE ACCOUNTING I**

This is the first semester of a three-semester course sequence in Intermediate Accounting. This course is applicable toward an Associate of Arts degree, and Associate of Applied Science degree with an emphasis in Accounting, and meets all requirements listed for a Bachelor of Business Administration degree with an emphasis in Accounting. This course involves a study of balance sheet accounts with emphasis on working capital and tangible and intangible assets. A review of accounting principles is conducted with a concentrated emphasis on Generally Accepted Accounting Principles.

ACCT 261**3 Credits****INTERMEDIATE ACCOUNTING II**

This is the second semester of a three semester course sequence in Intermediate Accounting. This course is applicable toward an Associate of Arts Degree, an Associate of Applied Science Degree with an emphasis in Accounting, and with successful validation, will meet all requirements listed for a Bachelor of Business Administration degree with an emphasis in Accounting. This course involves a study of inventory accounting procedures, operational and intangible assets, and a study of corporation accounting procedures. A review of accounting principles is conducted with a concentrated emphasis on Generally Accepted Accounting Principles.

ACCT 262**3 Credits****INTERMEDIATE ACCOUNTING III**

This is the third semester of a three semester course sequence in Intermediate Accounting. This course is applicable toward an Associate of Arts Degree, an Associate of Applied Science Degree with an emphasis in Accounting, and with successful validation, will meet all requirements listed for a Bachelor of Business Administration degree with an emphasis in Accounting. This course involves a study of Stock Rights, EPS, Long Term Investments, Accounting for Pension Costs and Leases, Statement of Changes in Financial Position, Accounting Changes and Analysis of Financial Statements. A review of accounting principles is conducted with a concentrated emphasis on Generally Accepted Accounting Principles.

AGRICULTURE

AGRI 100

3 Credits

SURVEY OF AGRICULTURE (Agric. in Our Lives)

Concepts and techniques of agriculture; past, present and future agricultural industry; food and fiber production; Land Grant University System; agriculture careers; overview of world, U.S. and Alaskan agriculture.

AGRI 101

3 Credits

INTRODUCTION TO PLANT SCIENCE I

Principles of identification, adaption, management and utilization of field and horticultural crops for food and fiber. Fundamentals of crop management, breeding, weed control and crop quality. Pre-requisite: High School Biology and Chemistry encouraged.

AGRI 102

3 Credits

INTRODUCTION TO PLANT SCIENCE II

Principles of plant science as related to production of economic crops with special attention to management and marketing of those grown in Alaska. Prerequisite: AGRI 101 or instructor's permission.

AGRI 103

3 Credits

INTRODUCTION TO SOIL SCIENCE

Stresses the properties of soils and how they affect plant growth, soil texture, structure, moisture retention, chemistry, fertility, temperature, biological activity, and organic matter. Liming, fertilization, nutrient deficiencies, and irrigation for agricultural plants will be covered. Prerequisite: High School Biology and Chemistry encouraged.

AGRI 110

3 Credits

INTRODUCTION TO ANIMAL SCIENCE

Basic course in animal husbandry including the importance and place of livestock in agriculture; types, market classes and grades of beef, sheep and swine; origin and characteristics of breeds; and the judging of beef, sheep and swine. Prerequisite: High School Biology and Chemistry encouraged.

AGRI 120

3 Credits

INTRODUCTION TO AGRICULTURE BUSINESS

Economics of agriculture production. The management principles in agriculture and the demand for farm products, principles of marketing and price determination. Identification of individual problems and alternative approaches to their solution.

AGRI 130 **3 Credits**

INTRODUCTION TO MECHANICAL & ALTERNATE ENERGY

Includes discussion of the world energy supply and demand situation. Why and how agriculture uses energy. Renewable alternatives - solar, wind, biomass, etc., will be investigated. An energy plan for agriculture, conservation and efficient management will be discusses.

AGRI 201 **3 Credits**

FORAGE MANAGEMENT

Distribution, morphology, identification, physiology, management and utilization of forage crops for hay, silage, and pasture for livestock, and for soil improvement and soil conservation. Prerequisites: AGRI 101,103.

AGRI 210 **3 Credits**

FEEDS AND FEEDING

Study of the digestion, absorption, assimilation and utilization of nutrients, principle feeds, minerals and vitamins, rations and nutritive ration as utilized by domestic animals. Prerequisites: AGRI 110 and Chemistry or BIOL 105, or instructor's permission.

AGRI 211 **3 Credits**

DAIRY SCIENCE

Study of the places of dairying in agriculture; dairy breeds and their selection; calf raising and herd replacement; management of dairy herd; records and record keeping; common diseases.

AGRI 220 **3 Credits**

AGRICULTURAL BUSINESS

Study of fundamental principles of records and accounting as applied to use in the organization and management of agricultural enterprises. Prerequisites: AGRI 120 and ACCT 101.

AGRI 230 **3 Credits**

WIND ENERGY

Emphasis on wind as an alternative energy source for domestic and agricultural purposes, site selection, technology and economics for utilization.

AGRI 240 **2 Credits**

GREENHOUSE OPERATION AND MANAGEMENT

This course will cover principles of management and operation of both home and commercial greenhouses. The content will include greenhouse construction, heating, cooling, root media, root media pasteurization, Watering, fertilization, carbon dioxide fertilization, light and temperature management, chemical growth regulation, insect and diese control and the management of several selected crops.

AGRI 250**3 Credits****POULTRY SCIENCE**

Poultry in the agricultural economy: Fundamental principles of anatomy, physiology and body systems, diseases, their prevention and control; management practices and procedures in producing poultry meat and eggs.

ANTHROPOLOGY**ANTH 101****3 Credits****THE STUDY OF MAN**

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

ANTH 200/HIST 200**3 Credits****HERITAGE OF ALASKA NATIVES**

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

ANTH 202**3 Credits****CULTURAL ANTHROPOLOGY**

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.

ART**ART 045****Non-Credit****STAINED GLASS**

A beginning course designed to accommodate those students interested in learning the art of stained glass.

ART 101**3 Credits****ART 102****3 Credits****BEGINNING CERAMICS I & II**

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. Foundation experiences in other materials such as plaster, enamels, concrete, and glass is given.

- ART 105** **3 Credits**
ART 106 **3 Credits**
BEGINNING DRAWING I & II
 Introduction to basic elements in drawing. Emphasis on a variety of techniques and media. No prerequisite.
- ART 110** **2 Credits**
NELSON ISLAND ESKIMO COIL BASKET WEAVING
 The gathering, curing, dyeing, and weaving of grasses will be discussed. Major concentration will be on the Nelson Island style of Eskimo coil basket weaving with in-depth student participation.
- ART 123** **3 Credits**
WATERCOLOR PAINTING
 Investigation of basic materials and techniques in painting in the medium specified. Prerequisite: Beginning Drawing or permission of the instructor.
- ART 142** **3 Credits**
BATIK
 A studio-oriented introduction to the fiber arts. The course consists of a thorough experimentation with the ancient wax resist/dye process of designing textiles. Studio activities will include designing, waxing, dyeing, dye-mixing, and presenting and displaying completed batiks.
- ART 143** **3 Credits**
INTERMEDIATE BATIK
 The course consists of a thorough experimentation with the ancient wax resist/dye process of designing textiles. Studio activities will include designing, waxing, dyeing, dye-mixing, and presenting and displaying completed batiks.
- ART 201** **3 Credits**
ART 202 **3 Credits**
INTERMEDIATE CERAMICS I & II
 Refinement of skill and production in the making and firing of clay objects. Students develop an understanding of cone system and reduction and oxidation firing procedures, calculating a glaze formula and a clay body. Prerequisite: ART 101, 102 or permission of instructor.
- ART 207** **3 Credits**
BEGINNING PRINTMAKING
 Printmaking will be a studio oriented experience. Students will create original prints with a variety of non-press techniques such as block printing, monoprinting, and silk screen printing. Printing on both paper and fabric will be explored.

ART/JOUR 213**3 Credits****INTRODUCTION TO PHOTOGRAPHY**

Instruction necessary to master the basic skills in operating a camera, recording images on film, and using a darkroom to create photographic prints. The student studies the origins and backgrounds of photography and learns to recognize 35mm camera parts, determine proper exposure settings, use light and filters, develop roll film, make contact/proof sheets, enlarge, and mount photographs.

ART 215**3 Credits****BEGINNING ON LOOM WEAVING**

Includes the traditional loom weaving as well as different kinds of primitive weaving (backstrap loom, Inko loom, Hugarian loom, etc.). Emphasis will be on stimulating student creativity and utilizing fiber as a means of expression.

ART 227**3 Credits****THE HUMAN FORM IN ART.**

The Human Form in Art is primarily a studio oriented class which explores the human figure as the subject for and motivation of art work. Drawing and rendering the human form naturalistically as well as in an expressive and abstract manner will be emphasized. Students will use a variety of media including pencil, charcoal, felt pen, watercolor, ink, chalk, crayon, and tempa. The way in which artists both past and present view and use the human form in art will also be explored.

ART 231**3 Credits****FABRIC DESIGN**

Fabric Design is a studio oriented course which explores the surface design of textiles. Processes of silkscreen printing, block printing, and various direct application techniques will be introduced. Design elements and principles as they relate to fabric design, as well as processes and equipment construction will be emphasized.

ART 242**ADVANCED BATIK**

The course consists of a thorough experimentation with the ancient wax resist/dye process of designing textiles. Studio activities will include designing, waxing, dyeing, dye-mixing, and presenting and displaying completed batiks. Prerequisite: ART 143.

ART/JOUR 280**3 Credits****INTERMEDIATE PHOTOGRAPHY**

Development and refinement of skills in the use of the camera and techniques as a medium of expression. Assignments given to create concepts, discipline and an awareness that the camera is only a tool of creative expression. Lighting for form, texture, and separation through the use of existing and/or studio lighting. Introduction to special darkroom techniques as a tool for further investigation. Prerequisite: ART/JOUR 213.

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. Extensive use of appropriate FAA films is made.

AT 102 COMMERCIAL GROUND INSTRUCTION

4 Credits

Advanced work in the topics discussed in AT 100, plus: Alcohol and drugs and their effects in flight; aircraft engines, systems performance and limitations; the radar environment; introduction to IFR charts; use of oxygen; medical facts for pilots; good operating practices; high performance aircraft; emergency procedures; pilot responsibilities; icing, maneuvers. Prerequisites: AT 100 or passing score of FAA Private Pilot Exam or instructor's permission. (Must also take AT 200, Instrument Ground School, in order to graduate from FAA approved Advanced Ground School.)

AT 104 ALASKA BUSH FLYING

3 Credits

Specialized instruction and discussion concerning the unique flying conditions which Alaskan pilots face. Includes basic aerodynamics, mountain flying, skis, floats, wheels, judgement of unimproved landing areas, characteristics of Alaskan weather, external loads, airplane performance and limitations, including icing and frost on wings, and survival. Prerequisite: Private Pilot Certificate or higher.

AT 231 SURVIVAL, SEARCH, & RESCUE

3 Credits

An extension of AT 233, dealing with the situations that develop from lost or downed aircraft. Principles of survival and a survey of survival in all types of climates. Emphasis on survival in an arctic environment. Organization for search and rescue with emphasis on systems and operational methods used in Alaska.

AT 233 AVIATION SAFETY

3 Credits

An introduction to safety engineering. This course will survey the field of aviation safety with a view toward identifying the primary causes of aviation accidents. Safety programs will be developed and evaluated. Role of the National Transportation Safety Board and other related agencies. Future concepts in aviation safety. Prerequisite: Some knowledge of aviation or permission.

BIOLOGY

BIOL 105

4 Credits

FUNDAMENTALS OF BIOLOGY I

An introductory course. Basic principles of cell biology, including prokaryotic biology; genetics; plant and animal biology.

BIOL 106

4 Credits

FUNDAMENTALS OF BIOLOGY II

Phylogeny of plants and animals (phylogeny of the eukaryotes); animal physiology; ecology; and evolution. Prerequisite: BIOL 105.

BIOL 242

3 Credits

INTRODUCTORY MICROBIOLOGY

A survey of the morphology and physiology of microorganisms (viruses, bacteria, fungus, algae, and protozoans), including their role in the environment and their relationship to man. Concepts of immunology are introduced. The laboratory stresses aseptic techniques for handling microorganisms. Recommended for associate professional programs in the Health Sciences; satisfies baccalaureate nursing requirements. Prerequisites: One semester of college biology or completion of at least one semester in a health occupations program.

BIOL 260

3 Credits

MAN AND THE ENVIRONMENT

Basic ecological concepts are introduced followed by population ecology as it relates to man, especially with respect to man's use of resources and man-caused pollution. The course will conclude by considering the intricate relationship between economics, politics and environment with special emphasis on earthmanship. Prerequisite: One semester of college biology or permission of teacher.

BIOL 272

4 Credits

PRINCIPLES OF ECOLOGY

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

BUSINESS ADMINISTRATION

3A 151

3 Credits

INTRODUCTION TO BUSINESS

This course is designed to assist the student with relatively little business management experience to understand the role of profit and business in society; the issue of social responsibility; forms of business ownership; and the role of management in the specialized fields of human resources, finance, production, and marketing. The student will explore, as an aid in career choice, the opportunities and requirements in several business positions, as well as make a personal assessment of interests and capabilities.

BA 222

3 Credits

REAL ESTATE TAXES

An exploration of many tax aspects of real estate transactions, investments, and operations. Emphasis on real estate aspects of tax law, problem recognition and solution and investment planning.

BA 223

3 Credits

REAL ESTATE LAW

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.

BA 231

3 Credits

FUNDAMENTALS OF SUPERVISION

An introduction to the role of an effective supervisor. For both students with and without supervisory experience. Emphasizing the development of the insight and skills necessary to get things done through others by planning, organizing, motivation, and controlling. Practical experience by using an experiential approach to deal with a contemporary situation facing supervisors.

BA 232

3 Credits

FUNDAMENTALS OF ORGANIZATIONAL MANAGEMENT

The leadership style of managers and an understanding of the skills necessary to effectively lead in organizations. Management literature in motivation and leadership is explored for its practical implications. Students use this information in analyzing organization situations.

BA 241

3 Credits

BUSINESS LAW I

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

BA 242**3 Credits****BUSINESS LAW II**

Continuation of the basic principles, institutions, and administration of law in insurance, suretyship, partnership, corporations, real property, trusts, will, bankruptcy, torts, and business crimes.

BA/PSY/SOC 251**3 Credits****INTRODUCTION TO STATISTICS**

Basic concepts, purposes, and procedures of statistics. Methods for description of groups (data reduction), simple inferences about groups, and differences between group means. Prerequisite: 6 hours of Psychology or Sociology.

CHEMISTRY

CHEM 120**4 Credits****SURVEY OF CHEMISTRY**

A course designed to introduce health science students to the chemistry of biological systems. Cover units of measure, chemical solutions, acids, bases, atomic and molecular structure, radioactivity, oxidation-reduction reactions, gas laws and an introduction to organic chemistry.

CHEM 103**3 Credits****CONTEMPORARY CHEMISTRY**

This descriptive course provides an orientation to the fundamentals of chemistry at an introductory level. This course covers problem solving, atomic theory, chemical periodicity, concepts of chemical bonding, writing formulas of simple ionic and covalent compounds, mole concept, solubility for inorganic compounds, stoichiometric techniques, kinetic theory, gas laws.

COMPUTER INFORMATION SYSTEMS

CIS 100**2 Credits****INTRODUCTION TO COMPUTERS (Making it count)**

An introductory course on computers and computer applications covering hardware and software, computer system operation, system analysis, acquiring and using computer power, applications, and computer impact on society. Tailored to students seeking a career in computing or fields relying on computers, business and professional persons whose success may depend on computers and lay persons who are curious about a device that has such a broad influence on society.

CIS 100L AND MAKING IT COUNT LAB**1 Credit**

A lab supplement to the CIS 100 Making It Count course. Programming procedures, flowcharting and beginning BASIC programming are covered. Hands-on computer programming experience. CIS 100L in combination with CIS 100 telecourse will be equivalent to CIS 101 in preparing students to continue in the CIS course sequence.

CIS 101**3 Credits****INTRODUCTION TO DATA PROCESSING**

A beginning course covering topics in machine organization, problem formulation programming, information flow, management and applications of automatic data processing systems.

CIS 102**3 Credits****RPG II PROGRAMMING**

Training and practice in writing programs in the RPG II language.

CIS 103**3 Credits****FORTRAN PROGRAMMING**

Training and practice in writing programs in the FORTRAN language. Emphasis on problem solving with a computer: analysis; flowcharting; testing and debugging; documentation. Recommended as first programming language. Recommended previous course: CIS 101.

CIS 106**3 Credits****BASIC PROGRAMMING**

Training and practice in working programs in the BASIC language. Recommended previous course: CIS 101.

CIS 201**3 Credits****COBOL PROGRAMMING**

Training and practice in working programs in the COBOL language. Recommended previous course: CIS 105 or CIS 106 or data processing experience.

CIS**3 Credits****PASCAL**

Training in structured programming using Pascal language. Modularization, stepwise refinement, elements of programming style and design of test data will be studied.

DRAFTING TECHNOLOGY**DT 100****3 Credits****FUNDAMENTALS OF DRAFTING**

Basic drafting skills common in surveying and civil engineering, architectural, mechanical, structural, and electrical drafting.

DT 101 **3 Credits**
PRINCIPLES OF ARCHITECTURAL DRAFTING
Introduction to the use of drafting principles and tools as they are applied in the field of architecture. Use, preparation, and reproduction of working drawings, including techniques in sheet organization, detailing, dimension, and reference systems.

DT **3 Credits**
INTERMEDIATE ARCHITECTURAL DRAFTING
Advance study in the use, preparation, and reproduction of working drawings.

ECONOMICS

ECON 101 **3 Credits**
INTRODUCTION TO CURRENT ECONOMIC PROBLEMS
A one-semester course designed primarily for the student who plans no further work in economics. Utilizes a less rigorous approach than is customary in traditional economics courses and focuses on such current economic problems as unemployment, inflation, economic growth, balance of payments, and industrial strikes. Not recommended for persons who have taken ECON 121 and/or ECON 122.

ECON 121 **3 Credits**
PRINCIPLES OF ECONOMICS I
Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; and economic systems. Primary concentration on the capitalist system and the U.S. economy.

ECON 122 **3 Credits**
PRINCIPLES OF ECONOMICS II
Theory of prices and markets; industrial organization and public policy; income distribution; contemporary problems of labor, agriculture, public utilities, and big business.

EDUCATION

ED 201 **3 Credits**
ORIENTATION TO EDUCATION
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 a teacher's aide. Open to all students. Required for students majoring or minoring in education.

ED 212**3 Credits****HUMAN DEVELOPMENT AND LEARNING**

Content is a synthesis of the interrelated principles of human growth development adjustment and learning. It is designed primarily for students preparing for a career in teaching but is also open to parents, counselors, community workers and others interested in human development and learning.

ED 240**AMESLAW SIGN LANGUAGE**

Language of the deaf.

ED 280**2 Credits****SIGN LANGUAGE I**

Understanding and practicing the fundamentals of Total Communication using the SEE System. Over six hundred SEE signs will be taught plus the verb tenses and approximately sixty-five affixes. Fluency in signing and reading will be goals.

ED 281**2 Credits****SIGN LANGUAGE II**

Designed to increase signing vocabulary and fluency as well as fingerspelling skills to enable the student to use sign language conversationally and in beginning interpretive situations. The student will learn approximately five hundred new signs. Prerequisite: ED 280 or Instructor's permission.

ED 282**2 Credits****SIGN LANGUAGE III**

Designed to increase signing vocabulary and fluency as well as fingerspelling skills to enable the student to use sign language conversationally and in beginning interpretive situations. Prerequisite: ED 281 or Instructor's permission.

ELECTRONICS

ET 039**Non-Credit****AMATEUR RADIO LICENSING, GENERAL**

A course designed to prepare students for FCC General Class license Examinations. Morse Code and basic radio fundamentals will be emphasized. This course is also well-suited to those seeking a novice license.

ET 101**4 Credits****BASIC ELECTRONICS: DC PHYSICS**

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.

ET 102**4 Credits****BASIC ELECTRONICS: AC PHYSICS**

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: ET 101 and ET 108.

ET 108**3 Credits****MATHEMATICS FOR DC CIRCUITS**

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

ET 109**3 Credits****MATHEMATICS FOR AC CIRCUITS**

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

ET 122**3 Credits****INTRODUCTION TO ELECTRONIC DEVICES**

Vacuum tube and solid state devices. Physics, construction, characteristics, parameters, application, and limitations are covered by lecture and laboratory work. Prerequisites: ET 102 and ET 109.

ET 123**3 Credits****ELECTRONIC CIRCUIT FUNDAMENTALS**

An analysis of basic electronic circuits. Power supplies, amplifiers, and oscillators. Operational and failure analysis of basic circuits, with troubleshooting procedures for each type. Prerequisite: ET 122.

ET 125**3 Credits****PRINCIPLES OF LOGIC AND GATING**

Developing basic logic circuits, including studies in adders, subtracters, binary arithmetic, Boolean algebra, logic simplification, registers, counters, and all standard gates and switches. Prerequisites: ET 122 and ET 123.

ET 127 **3 Credits**
MICROPROCESSOR FUNDAMENTALS
Microprocessor theory and operation: topics covered include basic microprocessor architecture; how to program a microprocessor; how to interface a microprocessor to other equipment; and troubleshooting microprocessor circuits and systems.

ET 205 **3 Credits**
TRANSMITTER CIRCUITRY
Methods and techniques used in the transmission of intelligence by AM, FM, and SSB radio propagation. The study of circuitry and antennas designed to modulate and transmit AM, FM, and SSB transmitters. Alignment and troubleshooting AM, FM, and SSB transmitters. Prerequisites: ET 201 and ET 202.

ET 209 **3 Credits**
RECEIVER CIRCUITRY
Methods and techniques used in the reception, demodulation, detection, and reproduction of radio intelligence transmitted by AM, FM, and SSB. Block diagram and schematic interpretation of AM, FM, and SSB receivers. Alignment and troubleshooting procedures used on AM, FM, and SSB receivers. Prerequisites: ET 201 and ET 202.

ET 210 **3 Credits**
AMPLIFIERS
Amplifier theory, operation, and troubleshooting: Topics covered will include the theory and operation of audio and video amplifiers, RF and IF amplifiers, operational amplifiers, and power amplifiers. The student will use representative equipment to perform test and alignments and troubleshoot malfunctioning equipment.

ET 215 **3 Credits**
MODULATION, MIXING, & DETECTION
Modulation and frequency conversion theory: topics covered will be Frequency and Time Domain Analysis; AM and FM Modulation Theories; principles of frequency conversion; and recovering intelligence from modulated waves.

ET 220 **3 Credits**
VIDEOTELEVISION SYSTEMS I
Television as a system. Introduction to video systems, including transmission reception and system alignment. Prerequisites: ET 205 and ET 209 or instructor approval.

ET 221**3 Credits****WIDEBAND SYSTEMS II**

Introduction to vacuum tube and solid state color television circuits. Includes mechanical and electrical setups for television and color troubles not related to black-and-white television: CATV, cable television, and laying out a system. Prerequisites: ET 205 and ET 209 or instructor approval.

ET 225**3 Credits****PRINCIPLES OF MICROWAVE ELECTRONICS**

Course in microwave electronics for the technician. Theory of wave propagation, microwave oscillators, basic transmitting and receiving systems for radar and telecommunications. Prerequisites: ET 220 and ET 221 or instructor approval.

ET 226**3 Credits****INDUSTRIAL TELEPHONE SWITCHING SYSTEMS**

Introduction to the use of industrial electronics circuits and equipment. Theory of operation, magnetic amplifiers, motor speed controls, voltage and current control in DC and AC generators, synchro and servo systems, and large current polyphase rectifiers. Prerequisites: ET 220 and ET 221 or instructor approval.



EMERGENCY MEDICAL TECHNOLOGY

MT 119

4 Credits

EMERGENCY MEDICAL TRAINING

Overall objective is to improve quality of emergency care rendered to victims of accidents and illness. At least 81 hours are required to develop the necessary skill level. Practical application, control of bleeding, application of splint, prevention of shock, and other basic life-support techniques are emphasized. Designed to provide minimum level of training necessary for ambulance attendants, but also useful for anyone desiring emergency medical training beyond first aid.

MT 120

2 Credits

EMERGENCY MEDICAL TRAINING

Practicum for EMT 119.

MT 130

3 Credits

EMERGENCY TRAUMA

This training course provides the students with the knowledge and skills needed for treating trauma in the absence of more advanced medical care.

ENGLISH

ENGL 100

3 Credits

ELEMENTARY ENGLISH

An intensive review of the basic structure of the English language including word formation patterns, word combining, basic grammar, punctuation, sentence structure and paragraph formation. This course is meant as a basic background course for students unsure of their English skills who wish a solid review of the building blocks of our language before taking English 111.

ENG 101-A

1 Credit

COLLEGE SURVIVAL SKILLS

The emphasis is on basic study skills such as notetaking, reading for information, preparing for and taking tests. Coping with college stress skills is also covered as is an introduction to campus resources. Offered on Audit/Pass/Withdraw basis; no letter grade.

ENGL 101-B

2 Credits

SPELLING AND VOCABULARY

For students needing practice in these English skills. Credits apply as humanities elective but not toward composition requirements.

ENGL 111 **3 Credits**

METHODS OF WRITTEN COMMUNICATION

Intensive instruction in written expression, including orderly, thorough, clear expression, and close analysis of appropriate texts. Prerequisite: A diagnostic test is given during the first class and based on the results of this test, the instructor may recommend remedial work in English prior to taking ENGL 111.

ENGL 175 **3 Credits**

VOCABULARY DEVELOPMENT

Studies to increase awareness and control of words in English. Emphasis on building the student's own vocabulary through familiarity with classical word roots. Other topics: dictionary use and the development of the English vocabulary as a whole. Individual projects encouraged. Intended for students already fluent in English.

ENGL 201 **3 Credits**

MASTERPIECES OF WORLD LITERATURE I

To develop familiarity and interpretation of selected masterpieces up through the Renaissance. Prerequisite: ENGL 111.

ENGL 202 **3 Credits**

MASTERPIECES OF WORLD LITERATURE II

To develop familiarity and interpretation of selected masterpieces from the Renaissance to the Twentieth Century. Prerequisite: ENGL 111.

ENGL 203 **3 Credits**

SURVEY OF BRITISH LITERATURE I

Analysis and interpretation of selected English writings from the Anglo-Saxons to the Romantics. Prerequisite: ENGL 111.

ENGL 204 **3 Credits**

SURVEY OF BRITISH LITERATURE II

Analysis and interpretation of selected English writings from the Romantics to the present. Prerequisite: ENGL 111.

ENGL 211 **3 Credits**

ADVANCED COMPOSITION WITH MODES OF LITERATURE

Practice of written interpretation of fiction, drama, and poetry. Prerequisite: ENGL 111.

ENGL 212 **3 Credits**

TECHNICAL REPORT WRITING

Instruction in the composition of business correspondence, formal and informal technical reports. The student should be well-versed in a technical field before enrolling. Prerequisite: ENGL 111.

NGL 250 **3 Credits**
STUDIES IN AMERICAN LITERATURE
Selected American short stories, poems, and novels from the early nineteenth century to the present will be studied not only for their value as literature, but for their reflections of the political, social, and philosophical ideas which have helped shape our country.

ENGL 260 **3 Credits**
CREATIVE WRITERS' WORKSHOP
An introduction to the writing of short stories, one-act plays, poetry, and sketches. Includes weekly production of a worksheet of student writing for in-class analysis.

ENGL 265 **3 Credits**
LITERATURE OF THE NORTH
A regional approach to the writers of Alaska, Canada, Scandinavia, and the Soviet Union. Prerequisite: ENGL 111.

FRENCH

FREN 103 **3 Credits**
FRENCH CONVERSATION I
For students with little or no background in French. No writing required. Language laboratory work is needed outside of class time.

GEOLOGY

GEOL 103 **3 Credits**
LANDSCAPES AND RESOURCES OF ALASKA
The geologic origins of the mountains and glaciers which make up Alaska's magnificent scenery. This course is designed for those who would like to know more about the state in which they live, including where and how some of its natural resources (gold, copper, coal, oil, etc.) occur.

GEOL 111 **4 Credits**
PHYSICAL GEOLOGY
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 **4 Credits**
HISTORICAL GEOLOGY

Laboratory work includes the reconstruction of geologic history of various regions through the use of geologic maps and structure sessions.
Prerequisite: GEOL 111.

GERMAN

GER 103

3 Credits

GER 104

3 Credits

CONVERSATIONAL GERMAN I & II

Elementary linguistic skills of the German language, with a heavy component on culture and social structure of Germany and other German speaking countries. Students will learn the phonological features of the German language, learn basic grammar, and will be able to read and write, situationally based, as it is featured in the textbook.

HISTORY

HIST 101

3 Credits

WESTERN CIVILIZATION I

Origins of Western civilization in the ancient Near East and subsequent development through 1650. Emphasis on major political, social, economic, and intellectual developments.

HIST 102

3 Credits

WESTERN CIVILIZATION II

A survey of developments in Western civilization from 1650 to the present. Emphasis on major social, political, economic, and intellectual characteristics of Western society.

HIST 131

3 Credits

HISTORY OF THE UNITED STATES I

The discovery of America to 1865; colonial period, Revolution, formation of the Constitution, Western expansion, Civil War.

HIST 132

3 Credits

HISTORY OF THE UNITED STATES II

History of the U.S. from the Reconstruction to the present.

HIST 257

3 Credits

THE GOLD RUSH ERA: MYTH AND REALITY

A general investigation into the Gold Rush Era of 1880-1905 in Alaska and the Yukon. The major emphasis will be upon the Klondike, but Juneau, Nome, and Fairbanks will also be investigated. Both fact and fiction will be utilized to understand the myth and reality of the era.

HOME ECONOMICS

E 160

3 Credits

THE ART OF SKIN SEWING

Basic techniques of sewing skins, including skin selection, preparation, patterns, cutting, stitching, applied designs as sewn by the Natives of the northern regions of Alaska.

IE/ART 215

3 Credits

IE/ART 216

3 Credits

WEAVING

The study of various techniques, including the traditional loom weaving; different kinds of primitive weaving (backstrap loom, Inko loom, Hungarian loom, etc.), tapestry weaving, macrame, and spinning and dyeing yarn. The emphasis will be on individual creativity and experimentation within these techniques.

JUSTICE

JUST 110

3 Credits

INTRODUCTION TO CRIMINAL JUSTICE

Survey of various philosophies, functions, and methods of social control, with emphasis on role of law and those involved in its administration - police, courts and corrections organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society. This is a prerequisite to all justice courses.

JUST 116

3 Credits

PRE-SENTENCE INVESTIGATION

Discussion and limited practice of the techniques of investigating criminal and civil cases prior to the imposition of sentence by the judge. Practice in writing reports. Court etiquette. Study of courtroom procedure.

JUST 120

3 Credits

PRACTICUM: FIELD OBSERVATION

Offers the student an opportunity to examine various aspects of criminal justice systems in operation, such as group counseling, halfway-house programs, law enforcement, judicial process, and treatment procedure.

JUST 150

3 Credits

LINE AND STAFF ADMINISTRATION

Principles of police administration and organization as applied to staff and line units. An analysis of their functions and activities, including recordkeeping, report writing, and the application of the computer.

**JUST 153
EVIDENCE**

3 Credits

The kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

**JUST 200
PRACTICUM: FIELD OBSERVATION**

3 Credits

A course designed for pre-service personnel interested in first-hand familiarization with the functions and operations of criminal justice agencies.

**JUST 203
JUVENILE DELINQUENCY**

3 Credits

A conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture, with emphasis on the juvenile code ordinance and treatment procedure.

**JUST 210
PRINCIPLES OF CORRECTION**

3 Credits

An introduction to the basic concepts of probation and parole; the use of authority in corrective services, institutional methods, a study of popular and professional concepts in correction. Prerequisite: JUST 110.

**JUST 221
JUSTICE ORGANIZATION AND MANAGEMENT**

3 Credits

Survey of organization and management of police, court, correctional, and legal operations; agency roles, goals, structural arrangements, and administrative practices; applicability of theory and research; techniques and instruments of organization and management; principles of change.

**JUST 225
CORRECTIONS AND THE COMMUNITY**

3 Credits

Study of the community organizations and resources related to corrections, such as vocational rehabilitation, alcohol detoxification, welfare services, child guidance, mental health clinics, employment services, and legal aid. Special emphasis placed on how these services relate to the offender once he/she has been released.

**JUST 226
CORRECTIONAL ADMINISTRATION**

3 Credits

Study of human management as applied in the field of corrections. Topics to be studied will include personnel, budgeting, interagency coordination, supervising, and program planning. Each student constructs an organization chart for a model prison and functional charts for various departments within a prison.

JUST 227**3 Credits****LAW AND CORRECTIONS**

Study of Alaskan and national laws that relate to corrections. Brief surveys of court procedures as they relate to the offender.

JUST 250**3 Credits****DEVELOPMENT OF LAW**

Study of underlying philosophy, development, and structure of law, with emphasis on law systems of United States and Alaska. Includes "Civil" precedents of such Constitutional provisions as "due process" and "equal protection" in the United States Bill of Rights; criticisms of law; review of native law ways; procedures of changing law. Prerequisite: JUST 110.

JUST 251**3 Credits****CRIMINOLOGY**

Survey of various philosophies, functions, and methods of social control, with emphasis on role of law and those involved in its administration - police, courts, and corrections organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society.

JUST 252**3 Credits****SUBSTANTIVE CRIMINAL LAW**

A study of the elements, purposes, and functions of the substantive criminal law. Casebook study of the general law of crimes and defenses. Concentration on Alaska cases and statutes in the Alaska Criminal Code.

JUST 254**3 Credits****CRIMINAL PROCEDURE**

Emphasis upon the legal limitations of the police and the right of the people to be secure from the government under the protection of the Federal and Alaska State Constitutions. Concentration on the law of arrest, search and seizure, wiretapping, electronic surveillance, the exclusionary rule, interrogations and confessions, line-ups and other pre-trial identification procedures, right to counsel, trial by jury, entrapment, and double jeopardy. Study of cases decided by the U.S. Supreme Court and the Alaska Supreme Court, along with applicable Alaska Statutes and Alaska Rules of Criminal Procedure.

JUST 258**3 Credits****JUVENILES AND THE LAW**

The role of agencies under the law in regard to juveniles, with special attention to the role of law enforcement. Both theoretical and practical aspects will be studied.

JUST 285**3 Credits****RIGHTS OF OFFENDERS**

A study of cases in which prisoners' rights have been defended, including parole, post-release disabilities, rehabilitation, and jail conditions.

JUST 291**3 Credits****COUNSELING TECHNIQUES IN CORRECTION**

Study of group and individual counseling techniques; contributions and limitations of the paraprofessional; practical application in correction settings; and combating offender attitudes and peer pressures.

JUST 295**3 Credits****DRUGS AND ALCOHOL-RELATED PROBLEMS**

Study of the latest legislation on drugs and alcohol as it relates to the offender. Discussion of treatment methods and withdrawal symptoms.

MATERIALS TECHNOLOGY

MATT 011**Non-Credit****BEGINNING WELDING**

A course in the basic steps of welding. The course will include oxygen acetylene welding and also electric arc welding. Not for certified welder.

MATHEMATICS

MATH 054**3 Credits****PRE ALGEBRA**

Basic concepts of pre-algebra mathematics. Arithmetic operations and applications. Whole numbers, fractions, decimals, ratio and proportion, percent, area and volume, exponents, radicals, signed numbers and solution of simple equations.

MATH 055**3 Credits****ELEMENTARY ALGEBRA**

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

MATH 102**3 Credits****GEOMETRY**

Fundamental concepts of plane geometry: methods of proof, elementary logic, congruent triangles, parallel lines, angle relationships, ratio, proportion, similarity, regular polygons, circles, constructions, and coordinate geometry.

MATH 103**3 Credits****MATH 104****3 Credits****CONCEPTS OF MATHEMATICS**

A cultural sequence for students requiring or desiring a year's sequence in mathematics or a single semester in mathematics. The course is designed to acquaint students who have a limited mathematical background with mathematical thought and history. It emphasizes mathematical reasoning rather than formal manipulation. Primarily designed to expose the non-math student to the diversity of topics in mathematics and through this exposure, to teach correct deductive reasoning. Topics may be chosen from arithmetic, geometry, number theory, set theory, topology, algebra, and analysis. An ideal course for education majors, particularly elementary education majors. Math 104 may be taken without having taken Math 103.

MATH 105**3 Credits****INTERMEDIATE ALGEBRA**

Set theory, number systems, absolute value, inequalities, linear and quadratic equations, exponents and radicals, polynomials, and functions. Covers graphing and systems of equations. Prerequisite: One year of high school algebra with a grade of "C" or better or MATH 055.

MATH 107**3 Credits****COLLEGE ALGEBRA**

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

MATH 108**3 Credits****TRIGONOMETRY**

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

MATH 200**4 Credits****CALCULUS I**

Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar coordinates, and techniques of integration. Application of the above. Prerequisite: 1 year High School Trigonometry with a grade of C or better or MATH 107 and 108.

MATH 201**4 Credits****CALCULUS II**

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

MUSIC

MUS 101	2 Credits
MUS 102	2 Credits
MUS 201	2 Credits
MUS 202	2 Credits

MATANUSKA-SUSITNA COMMUNITY CHORUS

Performance oriented, large chorus. An established community organization for singers with the ability to read music, demonstration of secure rhythm and pitch, and acceptable vocal production. Admission by audition only.

MUS 123	3 Credits
MUSIC APPRECIATION	

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

OFFICE OCCUPATIONS

00 101	4 Credits
BEGINNING SHORTHAND	

Gregg Shorthand, Diamond Jubilee Series. Beginning shorthand for secretarial students. Theory and reading practice for students who have had no training in Gregg Shorthand.

00 102	4 Credits
INTERMEDIATE SHORTHAND	

Reinforces basic Gregg theory principles; emphasis upon speed dictation; transcription introduced. Prerequisite: 00 101 or equivalent and ability to type.

00 103	3 Credits
ELEMENTARY TYPEWRITING	

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.

00 105	3 Credits
INTERMEDIATE TYPEWRITING	

Speed and accuracy development and application of typewriting skill and special letter problems, tabulations, manuscripts, and other office typing problems. Prerequisite: 00 103 or one year of high school typing or equivalent.

00 107

3 Credits

ADVANCED TYPEWRITING

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 is on speed and office standards. Prerequisites: 00 105 or equivalent and speed of 40 words per minute.

00 210

3 Credits

OFFICE PROCEDURES

Business filing systems and records control; application of effective procedures for handling mail, telephone, meeting the public, office communications, library science, and employment procedures.

00 231

3 Credits

BUSINESS COMMUNICATIONS

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 business person and his/her associates, customers, and dealers. Included will be interoffice memos, letters, and reports. Prerequisites: 00 131 and ability to type.

PHILOSOPHY

PHIL 201

3 Credits

INTRODUCTION TO PHILOSOPHY

Basic concepts, problems, and methods as reflected in writings of great philosophers of the Western philosophical tradition.

PHYSICAL EDUCATION

PE 105

Non-Credit

VOLLEYBALL

Designed for adults who desire to acquire skills in playing volleyball.

PE 040 **Non-Credit**
BEGINNING BELLY DANCE
Designed for those wishing to learn an ancient art form for enjoyment and physical conditioning.

PE 041 **Non-Credit**
INTERMEDIATE BELLY DANCE
A continuation of Beginning Belly Dance, with emphasis placed on developing techniques previously studied. In addition, students will study and practice some of the more intricate routines.

PE 100 **1 Credit**
PHYSICAL EDUCATION ACTIVITIES AND INSTRUCTION
Instruction, practice and activity in a variety of physical activities, sports and dance.

PE 116 **1 Credit**
MOUNTAINEERING I
The class is designed for the hiker who would like to learn the basic techniques of summer mountaineering, including rock and ice climbing. Basic knowledge of overnight camping is recommended.

PHYSICS

PHYS 103 **4 Credits**
COLLEGE PHYSICS I
Classical mechanics and thermodynamics. Prerequisites: High school algebra and geometry. Trigonometry useful.

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

POLITICAL SCIENCE

PS 101 **3 Credits**
INTRODUCTION TO AMERICAN GOVERNMENT
A survey of American government and politics, which tries to understand how public policy is made. Attention is given to the Constitution, executive courts, political parties, interest groups, and the citizen.

PS 102 **3 Credits**
INTRODUCTION TO POLITICS
Study of the discipline of political science; its focus, its concept, and its methods. Special attention is given to the analysis of how people organize, act, and resolve their conflicts.

PSYCHOLOGY

PSY 101

3 Credits

INTRODUCTION TO PSYCHOLOGY I

An introduction to the fundamentals of general psychology and human behavior. Topics included are: overview of field; physiology; genetics; learning; memory; language; emotions; motivation; and personality. This is the first half of a two-semester survey.

PSY 102

3 Credits

INTRODUCTION TO PSYCHOLOGY II

A continuation of the survey of general psychology and human behavior. Topics included are: developmental sensation reception; abnormal behavior; clinical therapy; social psychology; intelligence and personality testing; and statistics. Prerequisites: PSY 101.

PSY 150

3 Credits

HUMAN DEVELOPMENT

An introductory overview of the various aspects of development and changes which occur throughout a person's life span. Covers prenatal period; infancy; early and middle childhood; adolescence; early, middle and late adulthood. Prerequisite: PSY 101 or Instructor's permission.

PSY 153

3 Credits

HUMAN RELATIONS

An exploration of feelings, attitudes, and behaviors affecting interpersonal relationships in all areas of life, with an emphasis upon in-class experience designed to increase self-awareness, build self-esteem, and enhance relationship skills. Prerequisite: PSY 101 or Instructor's permission.

PSY 169

3 Credits

HUMAN SEXUALITY

Introduction to topics concerning human sexual functioning. These include the physiology, psychology, sociology, philosophy, and morality of human sexuality practices and of love. Prerequisite: PSY 101 or Instructor's permission.

PSY 170

3 Credits

RATIONAL LIVING

Rational-emotive-therapy; general semantics; decision making; communication theory; etc., are studied. Goals are (1) to better understand how a person creates neurotic emotions and blocks effective behavior and (2) to examine styles of ongoing daily "self-counseling." Prerequisite: PSY 101 or Instructor's permission.

PSY 202**3 Credits****PSYCHOLOGY OF ADJUSTMENT**

Application of psychological principles to the student's everyday life. The student will learn to analyze his/her reactions to stress and life-style adjustment patterns, and how to change his/her behavior. Another emphasis of the course will be on the variety of ways people cope with stress, how to lower stress, and what are the most adaptive ways of coping with what life brings. Prerequisites: PSY 101/102.

PSY 209**3 Credits****SOCIAL PSYCHOLOGY**

An introduction to inter-group relations; processes values, personality and psychological impact of social interaction. Prerequisites: PSY 101 or SOC 101.

PSY 223**3 Credits****INTRODUCTION TO COUNSELING FOR PARAPROFESSIONALS**

Introduction to the fundamentals and theoretical constructs of counseling, which are applicable to effective interpersonal interaction. Major emphasis on role playing, using tapes, making referrals, how to assist professionals, administering tests, and awareness of verbal and non-verbal communication. Prerequisites: PSY 101 or Instructor's permission.

PSY 237**3 Credits****TRANSACTIONAL ANALYSIS**

Personal and group interaction demonstrating communication techniques which will include both verbal and non-verbal experiences. Emphasis is on the student getting to know himself/herself better to better understand and accept others. Prerequisite: PSY 101 or Instructor's permission.

PSY 244**3 Credits****EARLY CHILDHOOD DEVELOPMENT**

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. Prerequisite: PSY 101 or Instructor's permission.

PSY 245**3 Credits****CHILD DEVELOPMENT**

A study of the physical, emotional, cognitive, and social aspects of a child's development from the prenatal period to the beginning of adolescence. Theoretical view of development and the effects of genetics, the environment, and socialization are included. Prerequisites: PSY 101 or Instructor's permission

PSY 246
ADOLESCENCE

3 Credits

Intellectual, emotional, social, and physical development patterns during the adolescent years. Prerequisites: PSY 101 or Instructor's permission.

PSY 251
INTRODUCTORY STATISTICS FOR BEHAVIORAL SCIENCES

3 Credits

Introduction to the purposes and procedures of statistics; calculating methods for the description of groups (data reduction) and for simple inferences about groups and differences between group means. Prerequisite: 6 hours of Psychology, Sociology, or Behavioral Science.

PSY 261
INTRODUCTION TO EXPERIMENTAL PSYCHOLOGY

3 Credits

Introduction to and laboratory application of the experimental methods to some problems of psychology, using both human and animal subjects. Prerequisites: PSY 101 or instructor's permission.

REFRIGERATION AND HEATING TECHNOLOGY

RH 101
REFRIGERATION AND AIR CONDITIONING I

4 Credits

Course assumes no previous knowledge of refrigeration or air conditioning and prepares the student for further study. The student will describe the fundamentals of refrigeration and air conditioning theory. Students will explore compressors, condensers, evaporators, metering devices, and related components. Students will use basic hand and power tools and testing devices applicable to the trades, and will experiment with mechanical compression refrigeration system training devices.

RH 103
TECHNICAL MATH FOR REFRIGERATION AND HEATING I

3 Credits

Course is based on the practical use of mathematics as applied to trade and vocational work, and is designed to increase skills involving trade and technical problems. Basic topics covered are fractions, decimals, percentage, powers of numbers, and basic algebraic elements. The students will explore geometric concepts, ratio and proportion, scale drawings, and trigonometric functions.

RH 105
ELECTRICAL CIRCUITS FOR REFRIGERATION AND HEATING I

3 Credits

Course assumes no previous knowledge of electricity or electronics and prepares the student for further study. Students will explore the fundamentals of energy, sources of electricity, conductors and semiconductors, insulators, inductance, capacitance, and AC/DC motors. Students will apply principles and skills developed by using test instruments and training devices.

RH 107**3 Credits****PHYSICS FOR REFRIGERATION AND HEATING I**

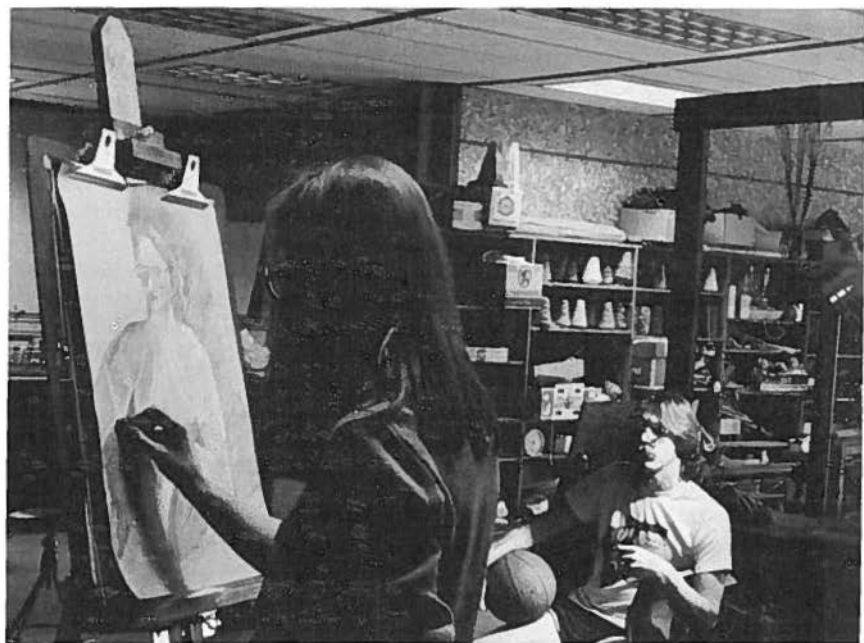
Course assumes no previous knowledge of physics and prepares the student for further study. Basic physical laws related and applied to the refrigeration and heating fields and the terminology associated with those fields, will be explored. Students will apply theoretical knowledge to training devices and make fundamental calculations related to operating performance of equipment.

RH 122**3 Credits****REFRIGERATION AND AIR CONDITIONING II**

The student will analyze and describe the chemical composition and properties of various refrigerants. The student will apply this analysis to "shop-job" situations, using "live" equipment and refrigeration training devices by diagnosing and correcting various malfunctions. The student will describe the safe handling and storage of refrigerants. Prerequisite: RH 101 or equivalent.

RH 124**3 Credits****DOMESTIC REFRIGERATION**

The student will become familiar with the design, construction, and servicing of household refrigerators and freezers. Students will test and service these units as well as experiment with various training devices. Reoperation of some of these units will be explored and demonstrated. Prerequisite: RH 101 or equivalent.



RH 126**3 Credits****ELECTRICAL CIRCUITS FOR REFRIGERATION AND HEATING II**

Students will explore schematic wiring diagrams and electrical circuits, alternating current, electric meters, single-phase motors, motor protection, three-phase motors. Familiarization exercises dealing with air conditioning circuits and the ability to troubleshoot malfunctioning equipment will be covered. Prerequisite: RH 103 and 105 or equivalent.

RH 128**3 Credits****GRAPHICS FOR REFRIGERATION AND HEATING I**

Course assumes no previous knowledge of graphic arts. Students will develop and demonstrate skills in sketching and freehand drawing. Projection theory, orthographic and pictorial representations, sectional drawings, and auxiliary views will be explored, to enable students to prepare simple working drawings.

RH 201**4 Credits****COMMERCIAL REFRIGERATION**

The student will describe the various system components and their use. Students will explain the function of refrigerant flow control devices, receivers, defrost mechanisms, primary and secondary controls and other related controls. This information will be applied to analyze and service commercial refrigeration systems. Installation procedures, thermal conductivity, and heat load estimates will be explored and demonstrated. Prerequisite: RH 122 or Equivalent.

RH 202**3 Credits****PHYSICS FOR REFRIGERATION AND HEATING II**

Course teaches the student the practical aspects of psychrometrics, load calculation, heat quantities, insulation factors and coefficients, heat and water vapor flow through structures. Prerequisite: RH 102 and 107 or equivalent.

RH 203**3 Credits****CONTROL SYSTEMS FOR REFRIGERATION AND HEATING**

Course assumes no previous knowledge of control systems. Material covered deals with the practical application of automatic controls for heating and air conditioning systems. Basic problems of automatic controls are explored and principles are applied to problem solving. Prerequisites: RH 105 and 126 or equivalent.

RH 207**3 Credits****GRAPHICS FOR REFRIGERATION AND HEATING II**

Course relates to piping, duct, and schematic diagrams. Students will develop and demonstrate skills in the layout of piping, duct, and schematic diagrams for use in heating and air conditioning. Symbols associated with plumbing, duct work, and electrical trades will be stressed. Prerequisite: RH 128.

RH 225**4 Credits****HEATING PLANTS I - RESIDENTIAL**

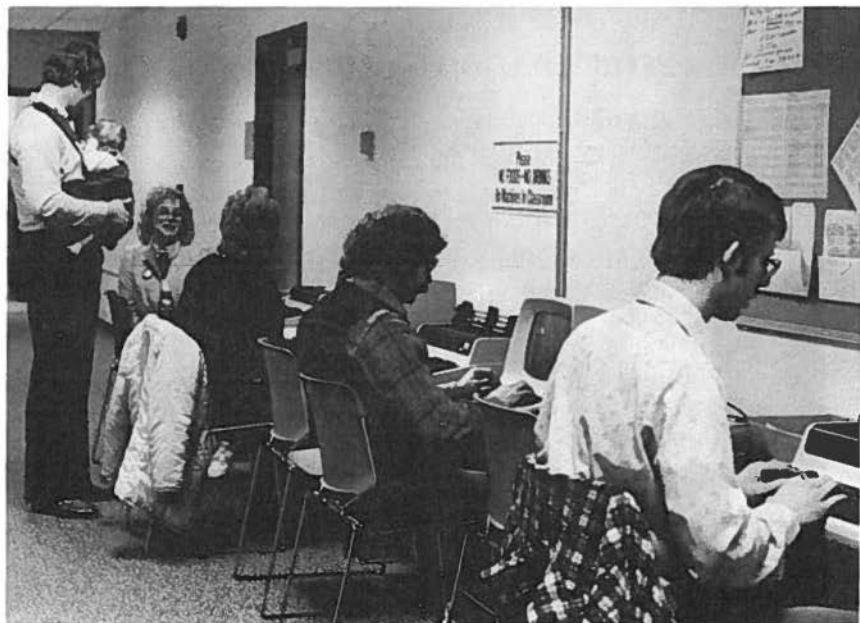
Course assumes no previous knowledge of residential heating plants. Students will develop knowledge and skills needed to work in the field of residential heating. Material taught will range from beginning maintenance skills to advanced troubleshooting and repair of oil, gas, electric, heat pump heating systems. Prerequisites: RH 105 and 126 or equivalent.

RH 226**4 Credits****HEATING PLANTS II - COMMERCIAL**

Course explores commercial heating devices and systems. Mixed air temperature control systems (air handling), commercial gas heat systems, three-phase commercial single-package air conditioning, direct spark gas ignition systems, and heavy oil burner systems are explored. Much of the course work will deal with troubleshooting. As such, a large portion of the time allotted will be devoted to "hands-on learning". Prerequisites: RH 105 and 106 or equivalent.

RH 229**3 Credits****SOLID STATE ELECTRONICS FOR REFRIGERATION AND HEATING II**

Course assumes no previous knowledge of electronics and prepares the student for further study. Students will explore semiconductors, diodes, transistors, transistor amplifiers, electron tubes, power supplies, photo-electricity, thermo-electric cooling, inductive heating, and dielectric heating. Prerequisite: RH 126 or equivalent.



SOCIOLOGY

SOC 101 **3 Credits** **INTRODUCTION TO SOCIOLOGY**

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 **3 Credits** **INTRODUCTION TO SOCIOLOGY**

Expansion of sociological concepts introduced in SOC 101, through application to the institutions of family, economy, politics, education, religion, and major social trends. Prerequisite: SOC 101 or permission of instructor.

SOC 201 **3 Credits** **SOCIAL PROBLEMS**

Problems of contemporary society; analysis of factors giving rise to them, and an attempt to explore remedial strategies. Prerequisite: SOC 101.

SOC 202 **3 Credits** **SOCIAL ORGANIZATION**

An examination of attempts by human societies to regulate and organize behavior; a study of the variety and nature of organizational forms.

SOC 203 **3 Credits** **JUVENILE DELINQUENCY**

A conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture, with emphasis on the juvenile code ordinance and treatment procedure. Prerequisites: SOC 101/102.

SOC 207 **3 Credits** **POPULATION AND ECOLOGY**

Analysis of world populations: growth and decline patterns, migratory trends and ecology; worldwide implications to current population growth; critical review of major theoretical contributions, with introduction to demographic methods. Prerequisites: SOC 101/102.

SOC 209 **3 Credits** **SOCIAL PSYCHOLOGY**

An introduction to inter-group relations; processes values; personality and psychological impact of social interaction. Prerequisites: PSY 101 or SOC 101.

SOC 215**3 Credits****RACE RELATIONS**

An analytic approach to variations in subculture norms and values, communication difficulties, and emergent identities and self-images of minority groups in America. Problems of transcultural adjustments, the change of social, economic, and political status of minority groups. Prerequisite: Soc 101/102.

SOC 242**3 Credits****THE FAMILY**

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.

SOC 246**3 Credits****ADOLESCENCE**

Intellectual, emotional, social, and physical development patterns during the adolescent years. Prerequisite: PSY 101/102.

SOC 251/PSY 251**3 Credits****INTRODUCTORY STATISTICS FOR BEHAVIORAL SCIENCES**

Introduction to the basic concepts, purposes, and procedures of statistics. Areas of study include: data reduction; descriptive measures for group data; inferential measures of association; and correlation and regression analysis. Prerequisite: PSY 101 or Instructor's permission.

SOC 261**3 Credits****INTRODUCTION TO SOCIAL WORK PRACTICES**

Identification and development of basic personal and interpersonal skills required by social workers; skills and techniques of observing, recording, and reporting; basic principles of interviewing; professional social work values and ethics. Prerequisite: SOC 106 or permission of instructor.

SOC 262**6 Credits****SOCIAL WORK METHODS AND PRACTICE**

Builds on skills, principles, and techniques in SOC 261 and introduces students to basic social work methods; social casework, social group work, and community organization; field experience in community social agencies takes place concurrently with classroom work. Prerequisite: SOC 261 or permission of instructor.

SPEECH

PCH 111

3 Credits

FUNDAMENTALS OF ORAL COMMUNICATION

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.

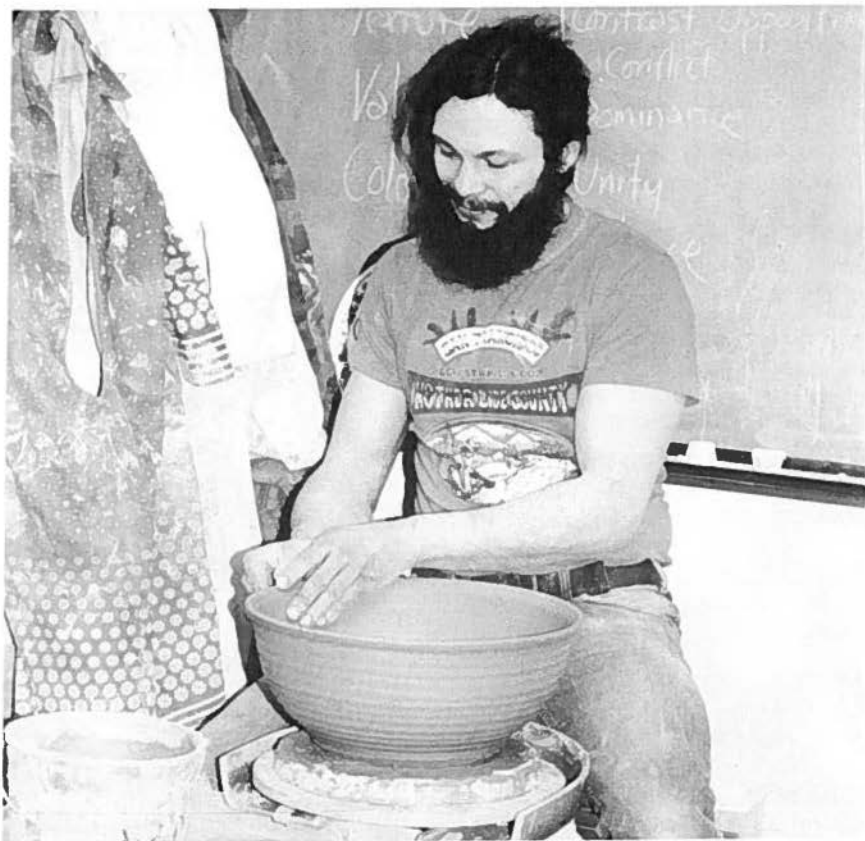
STATISTICS

AS 200

3 Credits

INTRODUCTION TO APPLIED STATISTICS

Descriptive statistics, probability, normal distribution, hypothesis testing, estimation, correlation and regression, non-parametrics, computer applications. Prerequisite: Math 105.



ACADEMIC FACULTY AND PROFESSIONAL

BERRY, TED

Agriculture; Michigan State University, B.S., 1971; Michigan State University, M.A. 1978.

DARBY, TED

Social Science; University of Minnesota, B.A., 1948; Indiana State University, M.S., 1949. University of Massachusetts, Certificate of Advanced Study, 1970.

FALLON, ELIZABETH J.

English, SUNY, B.A., 1961; University of Alaska, M.A. 1966.

FROST, FRANK

Electronics Technology; College of Redwoods, A.A., 1970, University of California (Humbolt), B.S., 1973.

HAYES, FORREST L.

Counselor, Psychology, Sociology; A.A., Anchorage Community College, 1970; B.A., Tampa University, 1971; M.A., University of Alaska, 1975; Ph.D., United States International University, 1979.

KETCHUM, KERMIT

Electronics Technology; Park College, B.B.A., 1976.

MADSEN, ELIZABETH K.

Librarian, Anthropology; Western Washington State, B.A., 1966; University of Hawaii, M.A., 1972.

MARSH, CHARLES

Agriculture; Kansas State University, B.S., 1949; Kansas State University, M.S., 1955.

MASSAY, GLENN F.

Dean of Instruction; B.S., Education, California State College, 1959; ;M.A., West Virginia University, 1962; Ph.D, West Virginia University, 1970.

MITCHELL, JOHN

Math, Science; Cornell University, B.S., 1969; University of Washington, M.S., 1977.

MUSSER, RICHARD W.

Refrigeration and Heating Technology; Purdue University; A.A.S., 1964; B.S., 1967; M.S., 1968.

OKESON, ALVIN S.

Campus President, Concordia College, B.A., 1956; St. Cloud State College, M.S., 1964.

ANCE, JOHN R.

Refrigeration and Heating Technology; University of Alaska, A.A.S., 1978.

AN LOON, WESTON O.

Accounting, Business Administration, Economics; University of Minnesota, B.A., 1956; University of Texas, B.B.A., 1972; University of Missouri, B.A., 1974.

Lat-Su Community College utilizes the academic talents of a wide variety of residents of the Valley and surrounding areas. Listed below are the names of those individuals who served as part-time Faculty Instructors during the 1980-81 Academic Year.

PART-TIME FACULTY

1982 - 83

Allen, Lee	Agriculture
Anderson, Celia	Art
Armstrong, Edna	Business
Baker, Jesse	Music
Blumenstein, Rita	Native Arts
Bottjen, Larry	Art
Bottjen, Meta	Adult Basic Education
Bowers, Harvey	Physical Education
Boyd, Bob	C.I.S.
Bronson, Judy	Philosophy
Burkhart Loren	Agriculture
Butler, Bill	Education
Carling, Don	Agriculture
Casciato, Richard	Photography
Chmielewski, Mike	History
Cole, Victoria	Art
Collins, Pat	Physical Education
Connolly-Conover, Bob	C.I.S.
Cook, Ken	Political Science
Cooper, Brigitte	Art
Covington, Carris	Mathematics
Culbertson, William	C.I.S.
Danielson - Burger, Eva	Accounting
Davies, Alun	History
Davies, John	Business Law
Dearborn, Jayson	Agriculture
Dekreon, Julie	English
Dinkel, Don	Agriculture
DuBois, Max	Agriculture
DuBois, Mas	C.I.S.
Erickson, Richard	Physical Education
Fallon, Ken	Psychology
Fenner, Theresa	Physical Education
Foster, Joy	First Aid

Frei, Jim
 Frost, Bob
 Frost, Kathy
 Fullbright, John
 Garcia, Joseph
 Curtler, Beverly
 Gustafson, Gary
 Hamann, Errol
 Hansen, Victoria
 Henke, Bob
 Hensel, Gloria
 Heppinstall, Brooke
 Herlugson, Chris
 Hickox, Dean
 Hickox, Helen
 Hitchcock, Jim
 Hitchcock, Sally
 Horton, Gerda
 Johnson, Harry
 Kasnick, Ferryl
 Larson, Ron
 Lowery, Howard
 Lutes, Alma
 Lyon, Donald
 Mark-Anthony, Leo
 Marsh, Mary Lou
 McAlister, Joseph
 McPeck, Hugh
 Michaelson, Gary
 Mishler, Barbara
 Nolfi, Nancy
 Nosek, Hank
 O'Hara, Pat
 Oswald, Lori
 Peck, Leonard
 Pelletier, Joe
 Pepper, Carlene
 Phillips, Jeannie
 Purser, Jerry
 Richardson, Rick
 Riddell, Kay
 Runser, Richard
 Sandvik, Kent
 Schutte, Rosalie
 Shepherd, Patricia
 Skaats, Bob
 Stachelrodt, Jon
 Stamm, Archie
 Stotts, Gene
 Sturdevant, Bill

Photography
 Education
 Office Occupations
 Driver's Education
 Grantwriting
 Physical Education
 Accounting
 Electronics
 English
 Locksmithing
 Office Occupations
 Anthropology
 Biology
 Math
 Psychology
 Log Cabin Construction
 Music
 German
 Physical Education
 History
 History
 Drafting
 Education
 Economics
 Geology
 Education
 Music
 Art
 Agriculture
 Speech/English
 Art
 Aviation Technology
 Journalism
 Music
 Ceramics
 C.I.S.
 Spanish
 Art
 Agriculture
 Accounting
 Art
 Sign Language
 Physical Education
 Physical Education
 Psychology
 Locksmithing
 Home Construction
 Welding
 Art
 Physical Education

Tancre, Dee
Tull, Bill
Washburn, Mary
Wenger, John
Whichman, Henry
Wickstrom, Gordon
Windahl, Virginia
Zidick, Clem

Office Occupations
Business
Biology
Alaska Wildlife
Accounting
E.M.T.
Agriculture
Chemistry

SUPPORT STAFF

Ackerman, Art
Carney, Barbara
Colson, Marcia
Connolly-Conover, Bob
Diamond, Ruth
Dickey, Debbie
Lee, Velva
Middleton, Mary
Musgrove, Susan
Muth, Joseph
Nelson, Rebecca
Nowotny, Rita
Ortner, Walter
Owens, Eva
Redington, Violet

Custodian
Clerk Specialist
Library Aide
Library Clerk/Media Services
Administrative Secretary
Accounts Clerk
Clerk
Clerk Specialist
Fiscal Officer
Custodian
Faculty Secretary
Administrative Secretary
Custodial Supervisor
Clerk Specialist
Registration Clerk

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

It is the policy of the University of Alaska to provide equal educational and employment opportunities, to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, disability, age or veteran status in accordance with Executive Order 11246 as amended, Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Rehabilitation Act of 1973, the Age Discrimination Acts of 1974-75, the Vietnam Era Readjustment Assistance Act of 1974, and Title 41, parts 60-1, 60-2, 60-3, 60-20, and 60-50, and sections 799A and 845 of the Public Health Service Act, where applicable. Inquiries regarding the application of these and other regulations should be directed to the Local Affirmative Action Officer at the University of Alaska.

Pictures by Students
Gretchen Mau
and
Lon Wolff

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