

MATANUSKA-SUSITNA COLLEGE

UNIVERSITY OF ALASKA ANCHORAGE



1993-1995
BULLETIN

MATANUSKA-SUSITNA COLLEGE

UNIVERSITY OF ALASKA ANCHORAGE



1993 - 1995 BULLETIN

**PO Box 2889
PALMER, ALASKA 99645
(907) 745-9774**

It is the responsibility of the individual student to become familiar with the policies and regulations of Matanuska-Susitna College/University of Alaska Anchorage printed in this bulletin. The responsibility of meeting all graduation requirements rests with the student. Every effort is made to ensure the accuracy of the information contained in this bulletin. However, this bulletin is not a contract but rather a guide for the convenience of students. MSC reserves the right to change or withdraw courses, to change the fees, rules and calendar for admission, registration, instruction, and graduation, and to change other regulations affecting the student body at any time.

It is the policy of the MSC/UAA 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 status as a Vietnam era or disabled veteran. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended, Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, the Public Health Service Act of 1971, the Veterans' Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the 14th Amendment, EEOC's Sex Discrimination Guidelines, and Alaska Statutes 18.80.220 and 14.18. Inquiries regarding the application of these and other regulations should be directed to the University's Affirmative Action Director, the Office of Civil Rights (Department of Education, Washington, DC), or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, DC).

CONTENTS

Chapter 1 1	Chapter 12 60
General History, Information and Overview	Course Descriptions
Chapter 2 6	ACCT: Accounting 62
Admissions	ADT: Auto/Diesel Technology 63
Chapter 3 9	AET: Architectural and Engineering Technology 63
Tuition and Fees	AGRI: Agriculture 63
Chapter 4 12	ANTH: Anthropology 65
Academic Policies	ART: Art 65
Chapter 5 18	AS: Applied Statistics 67
Advising, Counseling and Campus Resources	ASL: American Sign Language 67
Chapter 6 21	AT: Aviation Technology 67
Student Rights and Responsibilities	AWS: Alaska Wilderness Studies 68
Chapter 7 26	BA: Business Administration 68
Financial Aid	BIOL: Biological Sciences 70
Chapter 8 32	CHEM: Chemistry 71
Registration	CIOS: Computer Information Office Systems 71
Chapter 9 36	CS: Computer Science 75
Grading System	DN: Dietetics and Nutrition 76
Chapter 10 39	DNCE: Dance 76
Non-Traditional Credit	ECON: Economics 76
Chapter 11 44	ED: Education 76
General College Requirements	EMT: Emergency Medical Technology 79
	ENGL: English 79
	ET: Electronics Technology 81
	ETT: Emergency Trauma Technician 82
	FREN: French 82
	FSA: Fire Service Administration 82
	GEOG: Geography 83
	GEOL: Geology 84
	GER: German 84
	HS: Health Science 84
	HIST: History 84
	HEID: Housing and Home Interior Design 85
	HUMS: Human Services 85
	ID: Interior Design 86
	JPN: Japanese 86
	JPC: Journalism and Public Communications 87
	JUST: Justice 87
	LS: Library Science 87
	MATH: Mathematics 87
	MUS: Music 88
	PARL: Paralegal 89
	PE: Physical Education 90
	PER: Physical Education and Recreation 90
	PHIL: Philosophy 90
	PHYS: Physics 90
	PS: Political Science 90
	PSY: Psychology 90
	RH: Refrigeration and Heating 92
	RUSS: Russian 93
	SOC: Sociology 93
	SPAN: Spanish 94
	SPCH: Speech 94
	SWK: Social Work 94
	THR: Theater 95
	WS: Women's Studies 95
	Chapter 13 96
	Directory
	Chapter 14 99
	Index

1993 - 1994 CALENDARS

1993 CALENDAR

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1994 CALENDAR

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1994 - 1995 CALENDARS

1994 CALENDAR (cont)

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1995 CALENDAR

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

GENERAL HISTORY, INFORMATION and OVERVIEW



Mission and Goals
Degrees and Certificates
History
Accreditation
Affirmative Action
Sexual Harassment
Sources of Information
Academic Calendar

MISSION AND GOALS

The mission of Matanuska-Susitna College is to provide developmental, academic, vocational, community services, and counseling programs 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 Matanuska-Susitna College are to:

1. Help people determine their place in today's society.
2. Satisfy the desire for knowledge.
3. Develop responsibility and leadership qualities.

DEGREES AND CERTIFICATES

The following degrees and certificates are offered at MSC:

ASSOCIATE OF ARTS (AA)

General Education

ASSOCIATE OF APPLIED SCIENCE (AAS)

Accounting
Agriculture
Electronics Technology
Fire Service Administration
Human Services
Office Management and Technology
Refrigeration and Heating Technology
Small Business Administration

CERTIFICATES

Electronics Technology
General Clerical
Legal Secretary
Refrigeration and Heating Technology
Work/Information Processing

HISTORY OF MATANUSKA-SUSITNA COLLEGE

An extended College of the University of Alaska Anchorage, Matanuska-Susitna College was changed from its previous designation as a community college by University System restructuring in 1987. Now serving over 1,600 students per semester, Matanuska-Susitna College was known originally as Palmer Community College, and provided its first course offerings to residents of the Matanuska and Susitna Valleys in 1958. In 1963, when the Borough government was formed, the name of the College was changed to correspond to the boundaries of the Matanuska-Susitna Borough.

The main campus is located on a 950 acre site on Trunk Road, about half-way between Palmer and Wasilla, with extension courses being offered in Big Lake, Palmer, Sutton, Talkeetna, Wasilla, and Willow when demand warrants. A modern 97,076 square foot facility houses the majority of the educational activities.

Matanuska-Susitna College offers a general program for the first two years of college courses, including those leading to the Associate of Arts and Associate of Applied Science Degrees. In addition, vocational programs are also offered providing certificates in Electronics Technology, Office Management and Technology, and Refrigeration and Heating Technology. The curriculum provides a good basis for the pursuit of a bachelors degree at other institutions. Several vocational and personal enrichment courses are conducted in cooperation with the Matanuska-Susitna Borough School District. Selected upper division courses are also offered as

demand warrants.

HISTORY OF THE UNIVERSITY OF ALASKA

The University of Alaska dates from July 4, 1915, when the Honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone on land near Fairbanks set aside by Congress on March 4, 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 university centers at Fairbanks, Anchorage and Juneau, and extended colleges at Bethel, Kenai-Soldotna, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, Sitka, and Valdez as well as 13 extension centers located in other communities of the state.

ACCREDITATION

Matanuska-Susitna College is accredited through the University of Alaska Anchorage and Commissions on Colleges of the Northwest Association of Schools and Colleges. The College is an approved institution by the Veterans Administration for the education and training of veterans. As a unit of the statewide system, the College benefits from the University's membership in the Association of American Colleges, the Association of State Universities and Land-Grant Colleges and the institutional membership in the American Council of Education, the American Association of Colleges for Teacher Education, and the Western Interstate Commission for Higher Education. The University is on the approved list of colleges and universities of the American Association of University Women.

AFFIRMATIVE ACTION

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

At UAA/MSC, students and prospective students are afforded educational services such as admission decisions, financial aid, access to academic programs, and health and counseling services without regard to race, color, religion, national origin, sex, age, physical or mental disability, or veteran status except as necessary and permitted by law. A student or prospective student who feels that he/she is being discriminated against for any of the above reasons as well as other academic pursuits, has the right to contact the appropriate supervisor for assistance. The student or prospective student may also contact the UAA Affirmative Action Office, the UAA Minority Student Services Office, the University of Alaska Statewide EEO/AA Office in Fairbanks, or the U.S. Department of Labor (Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska) for advice on discrimination complaints.

It is the policy of the University of Alaska to provide equal education and employment opportunities and to provide service and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam era or disabled veteran. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended, Title IX of the Education Amendments of 1972, the Public Health Service Act of 1971, the Veterans' Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, the American Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the 14th Amendment, EEOC's Sex Discrimination Guidelines, and Alaska Statutes 18.80.220 and 14.18. Inquires regarding application of these and other regulations should be directed to the University's Affirmative Action Director, the Office of Civil Rights (Department of Education, Washington,

DC), or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, DC).

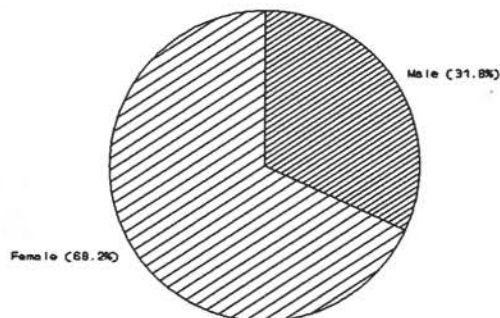
SEXUAL HARASSMENT

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

Harassment is neither condoned nor tolerated on this campus. Members of the College community who exercise most authority and leadership - faculty and supervisors - are principally responsible for maintaining a positive, harassment free, learning environment. Anyone who believes he/she has been a victim of sexual harassment should contact the Director's Office, the Advising and Counseling Center, the UAA Affirmative Action Office, the University of Alaska Statewide EEO/AA Office in Fairbanks, or the U.S. Department of Labor (Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska.)

It is the responsibility of the individual student to become familiar with the policies and regulations of MSC/UAA printed in this bulletin. The responsibility for meeting all graduation requirements rests with the student. Every effort is made to ensure the accuracy of the information contained in this bulletin. However, the Matanuska-Susitna College Bulletin is not a contract but rather a guide for the convenience of students. The College reserves the right to change or withdraw courses; to change the fees, rules, and calendar for admission, registration, instruction, and graduation; and to change other regulations affecting the student body at any time.

MAT-SU STUDENT BODY BY GENDER*



*Average of last four semesters

SOURCES OF INFORMATION

WHERE TO FIND ANSWERS AND HELP

You might not know where to find answers to all your questions and it can be very frustrating going from department to department in search of the person "in charge". This list provides you with appropriate starting points.

Administration
(907) 745-9726

College Director's Office

Admissions and Records
(907) 745-9774

Admissions and Records
Registration

Student Services
(907) 745-9774

General Information
Transcripts
Counseling
Graduation
Veterans Information

Financial Aid
(907) 745-9719

Financial Aid
Testing

Library
(907) 745-9714

Media Services

Business Office
(907) 745-9705

Accounting
Personnel/Payroll
Purchasing/Receiving

Bookstore
(907) 745-9707

Textbooks
Supplies

ACADEMIC CALENDAR

Fall Semester	1993	1994
Early Registration	July 14	July 13
Registration	August 13,16-17	August 12,15-16
Instruction Begins	August 30	August 29
Labor Day Holiday	September 6-7	September 5-6
Add Deadline	September 15	September 14
Audit-to-Credit Deadline	September 15	September 14
Drop Deadline	September 21	September 21
Application for Degree Due	October 21	October 26
Withdrawal Deadline	November 23	November 23
Credit-to-Audit Deadline	November 23	November 22
Thanksgiving Holiday	November 24-27	November 23-26
Last Day of Instruction	December 18	December 17
Grades Due in Registration	December 22	December 21

Spring Semester	1994	1995
Early Registration	October 22,25	October 21,24
Registration	January 5-7	January 6,9-10
Instruction Begins	January 17	January 16
Add Deadline	January 31	January 30
Audit-to-Credit Deadline	January 31	January 30
Drop Deadline	February 8	February 6
Application for Degree Due	March 2	March 1
Spring Break	March 14-19	March 6-11
Withdrawal Deadline	April 11	April 10
Credit-to-Audit Deadline	April 11	April 10
Last Day of Instruction	May 7	May 6
Grades Due in Registration	May 11	May 10
Commencement	May 13	May 12

Summer Session 1993-1994

The Summer Session
Academic Calendars will be
published in the Summer
Class Schedules

ALL DATES SUBJECT TO CHANGE

ADMISSIONS



Open Enrollment
 Wait List Policy
 International Students
 Non-Degree Seeking Students
 Under-Age Students
 Formal Admission to Undergraduate Programs
 Changing Majors and Degree Programs
 Transcripts and Test Scores
 Transfer Students

OPEN ENROLLMENT

MSC's open enrollment policy allows students to register for courses in which they have adequate background. To qualify for open enrollment, a student must:

1. Have earned a high school diploma or the equivalent (GED);
OR
2. Be 18 years of age or older and have participated in MSC's Assessment and Advisement process (see section below);
OR
3. Qualify under special University programs.

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

WAIT LIST POLICY

If a student attempts to register for a class and is told the class is full, the student may request to be placed on the official Wait List for that class. You do not have to be registered or admitted to be placed on the wait list.

Students on the wait list will not be contacted by instructors or departments. The student must come

to the class at its regularly scheduled meeting time and let the instructor know he/she are there and on the wait list. Wait listed students will be admitted on the basis of their position on the wait list as space becomes available. If the student is not at the class, their name will remain on the wait list, but the next listed student who is present at the class will be admitted.

Students must get the instructors signature on a Registration/Add Drop form. The form is then brought to Admissions and Records at which time the student will be enrolled in the class.

The only Official Wait List used by MSC is maintained on the MSC registration computers.

INTERNATIONAL STUDENTS

MSC welcomes students from other countries. International students with Permanent Resident or Immigrant visas may enroll under the open enrollment option or through the formal admission policy. To be issued an I-20A, international students must be formally admitted, full-time, degree-seeking students, even if their major is undeclared.

Students who wish to transfer college-level course work from foreign institutions must submit official transcripts and English translations (if necessary) as well as an official statement of educational equivalency from a recommended international credentials evaluation service. List of such services may be obtained from the Office of Admissions and Records. Fees depend upon the type and complexity of the evaluation. International students (F-1) who wish to apply for the United States Department of Justice, Immigration, and Naturalization Services Certificate of Eligibility for Non-Immigrant Students (Form I-20A) must complete all of the following:

1. Meet College admission requirements for degree-seeking students and be accepted to a program.

2. Submit an official TOEFL (Test of English as a Foreign Language) score of at least 450.
3. Submit a statement of financial support for the anticipated period of study.
4. Provide official transcripts and a statement of educational equivalency from a recommended credentials evaluation service.

International student advising and documentation services are provided by the International Student Advisor on the UAA campus.

NON-DEGREE SEEKING STUDENTS

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

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

UNDER-AGE STUDENTS

An under-age student is one who is under eighteen (18) years of age and does not otherwise meet the requirements for open enrollment. To register for University courses, under-age students must:

1. Qualify under a special University program.
OR
2. Complete the UAA Under-age Student Enrollment Form. This form requires signatures of the student's parent or guardian, the school principal and/or counselor, and MSC course faculty member(s). The form is available in the Office of Admissions and Records. Under-age students may enroll in a maximum of seven (7) credits per semester.

FORMAL ADMISSION TO UNDERGRADUATE PROGRAMS

Students who wish to earn vocational certificates or Associate degrees must apply and be formally admitted to the individual programs. Students may

apply for initial admission as undeclared majors. However, they must still be formally accepted by their specific major department before completing any degree or certificate program.

Freshman

First-time, degree-seeking freshmen and those degree-seeking applicants with fewer than 30 college-level semester credits must submit official high school transcripts (or GED scores) and official copies of ACT or SAT test scores along with the application for admission. Freshmen applying to Associate or certificate programs are encouraged to take the ASSET placement test. In addition, freshmen who have earned credits at other regionally accredited colleges and universities must submit official transcripts from all institutions previously attended.

Exceptions for Associate Degree and Certificate Seeking Students

Returning adult students who have been out of high school for more than 10 years may elect not to submit high school transcripts if they wish to enter as Associate students. After completion of 30 semester credits, they may request a transfer of admission status to the Baccalaureate level. Such requests are processed at no charge according to admission requirements for Baccalaureate programs. Associate degree and certificate students may substitute ASSET results for ACT or SAT test scores as well.

Sophomores, Juniors, and Seniors

Applicants with 30 or more college-level semester credits must submit official transcripts from all regionally accredited colleges and universities previously attended.

Application Form

Applications may be obtained from Admissions and Records. A non-refundable application fee of \$35 must accompany each application for admission.

CHANGING MAJORS AND DEGREE PROGRAMS: DECLARING MAJORS

Once formally admitted and in attendance, students may request to change their major or degree program to another program at the same level (i.e. Associate to associate, certificate to certificate) through the Change of Major/Degree

process. Students admitted initially in undeclared or pre-major status may declare a major or degree program through this process as well. Students must meet the specific admission requirements of their new program, and must be formally accepted to the program by signature of the Dean or Department Chair.

Students wishing to change from an Associate program to a Baccalaureate program (or vice versa) must formally apply for admission to the new level.

Students must follow established MSC/UAA procedures for declaring a major and, if necessary, for changing a major or degree. Students who change their major or degree must satisfy the catalog requirements for the new major or degree in effect at the time of the change.

TRANSCRIPTS AND TEST SCORES

When transcripts or test scores are required, they must be official documents submitted directly from the issuing high school, college, university, or testing agency to MSC's Student Services Office. Students may hand carry documents only if they are still in original sealed envelopes from issuing institutions. MSC/UAA cannot accept student copies of transcripts or test scores. All transcripts, test

scores, and other supporting documents submitted for admissions or transfer credit evaluation become the property of the University. They cannot be reissued or copied.

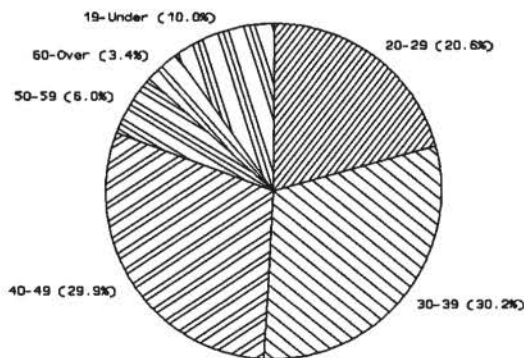
TRANSFER STUDENTS

At the time of formal admissions to degree-seeking status, transfer students must declare and submit official transcripts from all colleges and universities previously attended.

Transcripts will be evaluated to determine if the credits are applicable to a degree program at MSC. Only transcripts from regionally accredited institutions declared at the time of application for admissions will be considered for transfer evaluation.

All transcripts and other supporting documents presented for admission or transfer credit evaluation become the property of the University. They cannot be reissued or copied.

AGE BREAKDOWN OF MAT-SU STUDENTS*



*Average of last
four semesters.

TUITION and FEES



Residency for Tuition Purposes
Tuition Summary
Fees
Western Undergraduate Exchange
Payment Procedures
Senior Citizen Tuition Waiver
Financial Obligations
Refund Policy

RESIDENCY FOR TUITION PURPOSES

For the purpose of determining tuition rates, a resident is defined as any person who has been physically present in Alaska for 12 consecutive months (except for vacations or other temporary absences with intent to return), and intends to remain in Alaska indefinitely. However, any person who, within one (1) year, declared him/herself to be a resident of another state, voted in another state, or did anything inconsistent with Alaska residency is considered a non-resident for tuition purposes.

Any unemancipated person under the age of 18 whose parent or guardian qualifies as an Alaska resident as defined above is considered a resident. Otherwise, an unemancipated person under the age of 18 is considered a non-resident for tuition purposes.

A foreign student on an F-1 (non-immigrant student status) visa cannot be considered a resident for tuition purposes. Possession of a student visa is inconsistent with Alaskan residence and with declared intention to remain in Alaska indefinitely.

A foreign student on a permanent visa (permitting an indefinite stay in the United States) may qualify as a resident for tuition purposes provided he/she meets the other conditions for residency. Students with only non-immigrant visas cannot be considered a resident for tuition purposes.

Members of the U.S. military on active duty and their dependents, members of the Alaska National

Guard and their dependents, and residents of the Canadian Yukon Territory and the Northwest Territories are considered residents for tuition purposes.

This definition of residency is used solely to determine tuition rates at Matanuska-Susitna College. Other agencies may use different definitions.

TUITION SUMMARY

The following fee schedule is for resident and non-resident lower division credit tuition. All MSC fees are approved by the University of Alaska Board of Regents and are subject to change. Upper division and graduate tuition rates are available from the Business Office.

CREDIT HOUR	RESIDENT	NON-RESIDENT
13 +	\$832	\$2496
12	\$768	\$2304
11	\$704	\$2112
10	\$640	\$1920
9	\$576	\$1728
8	\$512	\$1536
7	\$448	\$1344
6	\$384	\$1152
5	\$320	\$960
4	\$256	\$768
3	\$192	\$576
2	\$128	\$384
1	\$64	\$192

* Nonresident students who restrict their enrollment to no more than three credits each semester are charged only resident tuition.

Charges for self-support courses, continuing education credits, and directed study (correspondence) courses cannot be included in the consolidated tuition rate.

FEES

In addition to tuition, any course may use materials, supplies or services which necessitate an additional fee. Fees may also be charged for administrative and/or instructional services. The University of Alaska reserves the right to change its fees at any time. All resident and non-resident tuition rates and student activity fees are approved by the Board of Regents of the University of Alaska.

Audit Fee

Students auditing courses pay the same tuition and fees as students registering for credit.

Continuing Education Unit (CEU) Fee

This fee varies. It is charged per Continuing Education Unit instead of tuition.

Credit-by-Exam Fee

A non-refundable \$10-per-credit fee is charged to challenge a course.

Laboratory, Material, and Other Fees

A fee is sometimes charged in addition to tuition. The semester class schedule identifies courses for which fees are charged and their purpose: lab fee, special fee, or material fee. Fee amounts vary.

Music Lesson Fee

Private music lesson fees are listed in the semester class schedule.

Non-Credit Course Fee

Non-credit courses are numbered 001-049. These courses do not meet degree requirements and may have fees other than regular tuition. Such fees are listed in the semester Class Schedule as special fees.

Student Activity and Recreation Fee

An activity fee of \$10 is assessed students enrolling for 6 or more credits and \$5 for 3-5 credits each semester to support student-related activities.

Graduation Fee

A \$20 fee must be submitted with each Application for Graduation.

Course Change Fee

An add/drop fee of \$5 is charged per

transaction, beginning with the first day of class. No add/drop fee is charged if students must make changes because the College cancels or reschedules classes after registration.

WESTERN UNDERGRADUATE EXCHANGE

The University of Alaska participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education (WICHE) and other western states. Through WUE, certain students who are not Alaska residents may enroll in designated MSC programs, paying resident tuition plus 50 percent of that amount (plus other fees that are paid by all students). WUE students do not pay the higher non-resident student tuition.

Because the University of Alaska participates in WUE, residents of Alaska may enroll under the same terms in designated institutions and programs in other states.

Information about WUE programs available at University of Alaska campuses may be obtained from UAA. Alaska residents may obtain information about WUE programs in other states from:

WICHE Student Exchange Program
P.O. Drawer P
Boulder, CO 80301-9752
(303) 497-0210

or

Certifying Officer for Alaska
Commission on Postsecondary Education
Pouch FP, 400 Willoughby Avenue
Juneau, AK 99811
(907) 465-2855

PAYMENT PROCEDURES

All tuition, fees, and other charges for the semester must be paid in full when students register. Payment may be made in cash, check, Visa, or Mastercard. Tuition and fee charges may be audited, corrected, and adjusted before the end of the current semester. Students are notified of

adjustments by mail. No refunds are issued for \$1 or less. The University of Alaska reserves the right to change its tuition or fees at any time.

SENIOR CITIZEN TUITION WAIVER

Alaskan residents 60 years of age or older may enroll in any MSC course for which they are qualified and in which space is available. There is no charge for tuition. Fees (such as lab, material, student activity and CEU) are not included in the tuition waiver. Senior citizens must pay these fees themselves. Applicants for the senior citizen waiver must complete a Tuition Waiver Request form available at the time of registration.

FINANCIAL OBLIGATIONS

Matanuska-Susitna College reserves the right to withhold transcripts or diplomas from students who have not fulfilled all their financial obligations to the institution. Permission to register for a new semester may also be denied, or a student's current registration may be canceled. Registration is not complete until all tuition, fees, and other charges have been paid.

REFUND POLICY

Refund processing is automatic for students who officially drop courses or withdraw from the College before the refund deadlines published in the current Class Schedule. Students are responsible for thoroughly reading the Class Schedule and being aware of the published refund deadlines for their particular classes. The date of official drop or withdrawal activity determines eligibility for a refund.

Students who are forced by extenuating circumstances to withdraw after the refund deadline may petition for refunds. Extenuating circumstances for refund processing are defined as death, disability, military transfer, or sudden and uncontrollable absence. Documentation is required and must be provided within one (1) academic year of the last day of the semester in question. Personal hardship and receipt of contradictory advice are not considered extenuating circumstances. Students who must

withdraw as a result of MSC/UAA disciplinary action forfeit all rights to any refund.

All refunds are processed by the Business Office according to the following policies:

Cancelled Classes

If MSC cancels a class, students may add another class of equal cost at no additional tuition charge, and without being assessed an add fee for the replacement class. If a replacement class is not added, a 100% refund of tuition and course fees is automatically mailed. Refund mailing dates are listed in the current Class Schedule.

Non-Credit, CEU, and Self-Support Classes

100% of all charges is refunded if the student drops before the first class begins. There is no refund after this time.

Regular Tuition, Credit Courses

1. 100% of both tuition and course fees is automatically refunded when official drop/withdrawal activity is completed prior to the eighth calendar day of the semester.
2. 50% of tuition only is automatically refunded when official drop/withdrawal activity is completed between the eighth and the twenty-first calendar days of the semester. Course fees are not refunded on or after the eighth calendar day of the semester.
3. No refund is issued for a drop/withdrawal made on or after the twenty-second calendar day of the semester.
4. Refund deadlines for less-than-semester-length classes are prorated.

Please refer to the current semester's Class Schedule for additional information.



ACADEMIC POLICIES



Academic Appeals
 Academic Petition
 Academic Standing
 Access to Students Records
 Age Limit of Credits
 Cheating
 Class Attendance
 Class Standing
 Repeating Courses
 Prerequisites
 Corequisites
 Commencement
 Credit
 Credit Review
 Dismissal
 Faculty-Initiated Withdrawals
 Full-Time/Part-Time Status
 Second Associate Degree
 Graduation Application
 Graduation Requirements
 Graduation With Honors
 Honors List

ACADEMIC APPEALS

Students shall have the right to appeal academic actions. A written request for appeal must be made to the Director not later than fifteen (15) working days following notification of the action under review. The request shall set forth clearly and concisely the action to be reviewed, the reason the student believes the action was inappropriate, and the corrective action the student seeks. As a general rule, the Director will not overturn the action of a faculty member or committee unless it is shown to be arbitrary and capricious, clearly erroneous, or based on unlawful discrimination.

Each student requesting review of an academic action shall be entitled to address the Director directly if desired before the decision is rendered by the Director. Whenever possible, the Director's decision will be rendered and conveyed to the student in writing within five (5) working days of receipt of the student's request for review.

Until receipt of the Director's decision, the student will be permitted to attend classes unless such attendance poses a danger to the student or others. There shall be no further appeal of academic matters within the University of Alaska.

For removal from a major program or loss of Baccalaureate degree-seeking status only, the decision of the Director shall be appealable to the Vice Chancellor of Academic Affairs. The student must submit a written appeal to the Vice Chancellor within three (3) days of receipt of the Director's decision. Whenever possible, the Vice Chancellor's decision shall be rendered and conveyed to the student within five (5) days. There shall be no further appeal within the University.

ACADEMIC PETITION

Deviations from academic policies or requirements must be approved by academic petition. Petition forms may be obtained from the Office of Admissions and Records.

For degree program requirements, the Petition Form must be signed by the student's advisor and the Director or designee. Petitions to waive General University Requirements must be processed through the Director, with final authority to deny or approve resting with the Vice Chancellor for Academic Affairs. Retroactive course adjustments will not be allowed and are not petitionable.

ACADEMIC STANDING

Undergraduate students are in satisfactory academic standing when they have a cumulative GPA of 2.00 or higher and a semester GPA of 2.00 or higher for the most recently completed semester. The GPA is computed on credits earned at MSC only.

Students are presumed to be in satisfactory academic standing during their first semester at

MSC. A Baccalaureate degree-seeking student who fails to earn a semester and/or cumulative GPA of 2.00 will be subject to academic action. Depending upon the circumstances, academic action may result in academic warning, academic probation, loss of Baccalaureate degree-seeking status, or removal from a major program.

Academic Warning is the status assigned to Baccalaureate degree-seeking students whose semester GPA falls below 2.00 but whose cumulative GPA is 2.00 or higher. Students may be placed on academic probation without having first received an academic warning if their semester and cumulative GPA both Fall below 2.00.

Academic Probation is the status assigned to Baccalaureate degree-seeking students whose cumulative GPA is below 2.00. This status may be continued until a student loses degree-seeking status or raises his/her cumulative GPA to 2.00 or higher. Students whose semester and cumulative GPA Fall below 2.00 in the same semester will be placed directly on academic probation without having received an academic warning. Some degree programs have more rigorous academic progress requirements. Failure to meet or maintain them may result in departmental probation or removal from a degree program. Consult the General College Requirements section of this Bulletin.

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office about alleged failures by the institution to comply with the Act.

MSC may release, without consent, certain directory information (name, major, dates of attendance and credentials awarded). No one outside the institution shall have access to, nor will the institution disclose any other information from a student's education record, without the written consent of the student, except to personnel

within the institutions in which a student seeks to enroll, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under the Act. Exceptions to the above policy are as follows:

1. Names of students receiving awards or appearing on the MSC Dean's List and Chancellor's List are released to the media; also, names and addresses of the above honored students are provided to the National Dean's List Publication unless a written request not to do so has been received by Admissions and Records.
2. Names of students receiving degrees/certificates appear in the commencement program and are released to the media unless a written request not to do so has been received by Admissions and Records.
3. Names of scholarship recipients are released to the media unless a written request not to do so has been received by the Financial Aid Office.
4. Names of students receiving awards for the Chancellor's Scholarship and any other honorary scholarships, i.e. Truman Scholarship and/or appearing in *Who's Who Among Students in American Universities and Colleges* are released to the media; also, names and addresses of the above honored students are provided unless a written request not to do so has been received by Admissions and Records.

A complete copy of the UAA policy on the application of FERPA, including procedures for challenging the content of one's records is available in UAA Enrollment Services.

AGE LIMIT OF CREDITS

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

CHEATING

Cheating is not tolerated at Matanuska-Susitna College. It constitutes grounds for dismissal from the College. Cheating is defined as any means by which a student uses unauthorized assistance to prepare materials submitted as his/her own. Refer to Academic Dishonesty in Chapter 7 of this Bulletin or to the Student Handbook for specifics.

CLASS ATTENDANCE

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

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

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

At the beginning of the semester, faculty may begin to drop students who fail to attend class by the 7th calendar day of the semester.

Faculty-initiated drops/withdrawals are permitted through week 12 of the semester for semester-length courses (15 weeks). For courses other than semester-length, the faculty option to drop/withdraw a student for non-attendance is prorated according to the length of the course.

CLASS STANDING

Class standing is an administration classification and does not necessarily reflect progress toward completion of a degree. Class standing is based on total credits earned. Within the University of Alaska system, students are classified as follows:

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

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

REPEATING COURSES

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

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

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

PREREQUISITES

Students are responsible for checking to make sure that prerequisites have been met.

Prerequisites are listed in individual course descriptions in this bulletin. If a student has not taken and passed the necessary prerequisites, but feels confident of performing the course work, the student may request permission from the instructor of the course to enroll in the class. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

Students who have successfully completed the courses listed as recommended will be better prepared to take the course. However, it is possible for students to successfully complete the course without having taken the recommended courses.

COREQUISITES

Students are responsible for making sure that they have either (1) taken and passed corequisites

or (2) enrolled in the corequisite concurrently with the course listing the corequisite. Corequisites are listed in the individual course descriptions in this bulletin. An instructor withdrawal may be initiated for those students who enroll without having (1) passed the corequisites or (2) enrolled concurrently in the corequisite.

COMMENCEMENT

Students who complete certificate or degree requirements and meet the application for graduation deadline during an academic year (Fall and Spring semesters) are invited to participate in the annual commencement ceremonies in May. Students who complete certificate or degree requirements and meet the application for graduation deadline during the Summer session are invited to participate in the commencement ceremonies the following May.

CREDIT

RESIDENT CREDIT

Resident credit is defined as credit earned in formal classroom instruction, independent study, research, and telecourses offered by MSC/UAA. All other courses are defined as non-resident credit, including transfer credit, non-traditional credit, correspondence study, and credit-by-examination.

TRANSFER CREDIT

Where possible, transfer credit will be equated with MSC/UAA courses. When this is not possible, evaluators may grant specifically designated elective credit to meet a General Education Requirement. MSC reserves the right to reject transfer credit or to require an examination before credit is allowed.

An evaluation of transfer credit will be completed after a student has been accepted to degree-seeking status.

Accredited Colleges/Universities

1a. Transfer credit will be accepted only from institutions in the United States fully accredited by one of the following regional accrediting

associations:

Middle States Association of Colleges and Schools
New England Association of Schools and Colleges
North Central Association of Colleges and Schools
Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges

1b. As a practice, MSC accepts as transfer credit only those credits earned by students at institutions accredited by regional accrediting agencies. Accreditation by such agencies, recognized by the U.S. Department of Education, demonstrates that the institution operates within commonly accepted standards of instruction. Credits from unaccredited institutions will not normally be accepted. The Director may grant exception to this practice under special and extenuating circumstances. Students who wish to request a review of an unaccredited institution should contact a counselor.

2. Only courses completed with grades equal to C or better will be accepted.

3. Students who plan to transfer credits from foreign institutions must provide an official statement of education equivalency from a recommended credentials evaluation service. Addresses are available from the Office of Admissions and Records. The fee depends upon the type and complexity of the evaluation.

4. Transfer credits are not included in the student's MSC GPA computation, except to determine eligibility for graduation with honors.

CREDIT REVIEW

Students who have been formally accepted into undergraduate degree or certificate programs and who have made substantial progress may request a credit review to determine their remaining requirements through the Student Services Department. The responsibility for meeting all graduation requirements rests with the student.

DISMISSAL

Dismissal from Degree-Seeking Status

A student who fails to meet academic standards may be dismissed from a degree program.

Generally, an accumulation of low grades precedes dismissal. If a student begins a semester on academic probation and fails to earn a

semester GPA of at least 2.00, he/she will not be permitted to continue as a degree-seeking student. A dismissed student may register as a non-degree-seeking student in courses for which he/she has adequate background. However, non-degree-seeking students may not qualify for financial aid or International Student Form I-20A. Dismissed students may request reinstatement to degree-seeking status.

FACULTY-INITIATED WITHDRAWALS

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

Unexcused absences may result in a student receiving a failing grade. Unreasonable refusal to accommodate a bona fide emergency absence or an official college absence as described below may be appealable under the Academic Appeals Process. Students participating in official college activities on behalf of MSC are responsible for making advance arrangements with faculty members to enable them to meet course requirements. Faculty are encouraged to make reasonable accommodations for such students. In some cases accommodation may not be possible.

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

At the beginning of the semester, faculty may begin to drop students who fail to attend class by the 7th calendar day of the semester.

Faculty-initiated drops/withdrawals are permitted through week 12 of the semester for semester-length courses (15 weeks). For courses other than semester length, the faculty option to drop/withdraw a student for non-attendance is prorated according to the length of the course. Forms are available from the Office of Admissions and Records.

FULL-TIME/PART-TIME STATUS

An undergraduate student who is enrolled at MSC for 12 or more credits is classified as full-time. An undergraduate who is enrolled at MSC

for fewer than 12 credits is classified as part-time.

Audited courses and Continuing Education Units (CEU's) are not included in the computation of study load for full-time or part-time status.

SECOND ASSOCIATE DEGREE

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

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

GRADUATION APPLICATION

To be eligible for graduation, students must have completed an Application for Admission and been admitted to a degree program AND have submitted an Application for Graduation with the \$20 fee by the semester deadline published in the Class Schedule. Application for Admission and Application for Graduation forms are available from Student Services.

Upon receipt of the student's Application for Graduation, a review will be completed. If the student has met all requirements, the certificate or degree will be recorded at the end of the following Spring semester. The student is held responsible for meeting all academic regulations and degree/certificate requirements.

Names of students receiving degrees/certificates appear in the Commencement Program and are released to media unless a written request not to do so has been received by Admissions and Records. Students who do not want their name to be released may indicate so on the Application for Graduation form.

Applications for graduation received after the deadline will be processed for graduation the following semester. Students who apply for graduation and who do not complete their degree/certificate requirements by the end of the semester must re-apply for graduation and pay the \$20 fee again.

GRADUATION REQUIREMENTS

It is your responsibility to meet all graduation requirements.

Application for Admissions: Students who wish to earn vocational certificates or Associate degrees must apply and be formally admitted to the individual programs before completing any degree or certificate program.

Degree Checklist: To find out your current progress toward degree completion, you may file a Request for Degree Checklist at any time. A final checklist request must be filed the semester before the semester of your graduation.

Application for Diploma: You must apply for your diploma no later than two (2) months before your graduation. On this form you list the courses which will complete your degree, based on your Degree Checklist.

Correspondence Credits: A maximum of 15 semester credits completed by correspondence (and/or USAFI/DANTES) is accepted toward an Associate degree.

Resident Credit Requirements: For an Associate degree, you must earn at least 15 of your final 30 semester credits in residence. For a certificate, at least half of the final 50% of the total required certificate credits (i.e., for a 30-credit program, at least 8 of the final 15 credit hours) must be earned in residence.

Credit Hour Requirement: A minimum of 60 semester credits, including those accepted in transfer, is required for degree completion.

Grade Point Average: For an Associate degree, a minimum GPA of 2.00 (C) is required in all work to graduate. For a certificate, a minimum GPA of 2.00 (C) is required in the specialty field. All grades - originals and any retakes - will be shown on your transcript, but only the most recent grade earned for a repeated course will be computed in the GPA for graduation certification.



GRADUATION WITH HONORS

To be eligible to graduate with honors, an undergraduate student must earn a cumulative GPA of 3.50 or higher in all college work attempted at MSC. A transfer student who is earning an Associate degree must complete a minimum of 15 resident credits with academic letter grades and a MSC cumulative GPA of 3.50 or higher to be eligible to graduate with honors.

All transfer students must have a cumulative GPA of 3.50 or higher in all college work attempted at MSC and at other institutions in order to graduate with honors.

Grades and credits earned from all repeated courses are included in determining eligibility to graduate with honors. Honors will be awarded to Associate degree students with cumulative GPAs as follows:

Cum Laude	3.50 to 3.79
Magna Cum Laude	3.80 to 3.99
Summa Cum Laude	4.00

HONORS LIST

Students maintaining exceptional academic achievement are recognized after the Fall and Spring semesters on the Chancellor's List and the Dean's List. Names of students appearing on these MSC lists are released to the media; also, names and addresses of honor students are provided to the National Dean's List Publication unless a written request not to do so has been received by Admissions and Records.

The Dean's List

To be eligible for the Dean's List, a student must be an undergraduate enrolled in at least 12 MSC credits graded with academic letter grades and must have earned a GPA of at least 3.50 for the semester. Incomplete grades (I), or deferred grades (DF) must be removed from the transcript to be eligible for the Dean's list.

The Chancellor's List

To be eligible for the Chancellor's List, a student must be an undergraduate enrolled in at least 12 MSC credits graded with academic letter grades and must have earned a GPA of 4.00 for the semester. Incomplete grades (I), or deferred grades (DF) must be removed from the transcript to be eligible for the Chancellor's List.

ADVISING, COUNSELING AND CAMPUS RESOURCES



Assessment/Testing
 Counseling
 Academic Advising
 Orientation
 Special Services
 Extracurricular Activities
 Bookstore
 Computing and Technology Services
 Student Accident and Illness
 Insurance
 Student Government
 Library
 Learning Center
 Food Service

ASSESSMENT/TESTING

Students registering for English and math for the first time must take assessment tests. Diagnostic assessment tests are also required prior to enrollment in some other courses and programs. These tests generally measure competency in math, reading, and/or written composition and enable a counselor to determine the appropriate entry level of instruction.

Standardized tests covering a broad spectrum are available, such as CLEP, PPST, and others.

COUNSELING

The College provides services which help students make their educational experience more profitable and meaningful. Regardless of student age or background, decisions about education, career, and family are important and sometimes difficult.

The Advising and Counseling Office is staffed by professionals who understand the unique concerns of students. Often it is the first place to stop for information or assistance. There, disabled persons, Alaska Natives and American Indians, women and men just beginning college, and those

returning to higher education will find good listeners and people who enjoy helping others.

Pre-Admission Counseling: Determining how college fits in with your individual goals is stressed, and you are given help with the admissions process.

Program Planning: You are given help in choosing a program of study. Short- and long-term planning, and assessment of your academic potential, personal interests, and current skill levels are also covered.

Transfer Coordination: Student Services can give you information and assistance if you consider transferring to a four-year college or other educational or training institution.

ACADEMIC ADVISING

MSC considers student advising to be an integral part of the teaching function and, therefore, an important part of faculty responsibility. Advising provides an opportunity for close faculty-student interaction and discussions about college programs and requirements. Your advisor may use your high school records, assessment scores, previous and current transcript information, and your input to help you choose a program consistent with your academic objectives and future goals.

ORIENTATION

For orientation, all new students may contact a guidance counselor. Students are also encouraged to register in ENGL 100B "Classroom Success Skills" and/or CP 045 "Computer Survival Skills" which are offered prior to each semester. Orientation is designed to help you become familiar with where places and people are and

with information you will need as a student at MSC. Program information and certain procedures and terminology will be explained, important locations will be pointed out, and your questions will be answered.

For help with career planning or changing, program planning, pre-admission advising, transfer credit interpretation, crisis intervention, stress reduction, or other concerns, visit the Student Services Office. Counselors can usually be seen either by appointment or on a walk-in basis. For further information, phone 745-9774.

SPECIAL SERVICES

Student-sponsored programs and activities are an integral part of the College. Students are encouraged to become involved in experiences which supplement the classroom.

EXTRACURRICULAR ACTIVITIES

Activities occurring throughout the year include student and instructor art shows, various seminars and lectures, as well as occasional receptions and banquets.

BOOKSTORE

MSC stocks an inventory of books for courses offered on this campus. Textbooks and some supplies may be purchased during posted bookstore hours. Used books are usually purchased, by an independent agency, from students during the last week of each semester. Contact the bookstore for exact dates. The Bookstore is open to all students and general public. The bookstore hours change from semester to semester. Call 745-9707 for current hours and additional information.

COMPUTING AND TECHNOLOGY SERVICES

UAA/MSC students, staff, and faculty are eligible to use the VAX computing facilities and resources on campus. Students, staff, and faculty must obtain a username to gain access to the VAX system. Username forms may be obtained

from the Computer Lab (Room 11). Terminals are available during regular hours or whenever a consultant is on duty.



IBM-compatible and Macintosh microcomputers are available for use in the Computer Labs. Consultants are available to help students, staff, and faculty become familiar with the computer, interpret error and system messages, and answer questions. Consultants cannot help write programs or tutor in the use of programming languages. Consultants can be reached at 745-9738 or 745-9702.

Mat-Su College and University of Alaska Anchorage participate in, and enforce, a "SMOKE-FREE" environment, as ordered by the Chancellor; effective 10/1/89.

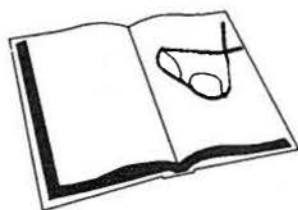
STUDENT ACCIDENT AND ILLNESS INSURANCE

A group accident and illness plan is available for UAA/MSC students. The plan provides extensive benefits at a reasonable cost. For an additional premium, dependents and major medical expenses may be covered. All students currently enrolled in classes are eligible to purchase this coverage. For more information, contact the Student Services Office or Office of Admissions and Records.

STUDENT GOVERNMENT

The representative organization of the MSC student body is the Student Government, which was formed to promote the educational and general welfare of the students, to broaden their perspective through the establishment of a self-

governing structure, to act as a unifying factor and student voice, and to help formulate policies and procedures concerning overall college life. Every student who pays the Student Activity Fee is a member. Check the semester schedules for meeting days and times.



LIBRARY

The ALVIN S. OKESON LIBRARY, one of the campus's newer structures, houses more than 40,000 volumes including books and non-print materials, magazines and newspapers. A computerized inter-library loan system provides students access to research materials in libraries nationwide. Additional services include photocopying, film booking, reserve materials, audio-visual viewing and typewriters for public use. The library serves the students, staff and faculty of the College and is also open to the public.

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) provides a variety of services for all students registered at MSC. Located in room 126 next to the MSC Bookstore, the LRC is open six days a week and is staffed by faculty and students who can provide tutoring in math, English, business and other courses offered at MSC. A schedule indicating when tutors are available is posted each semester in the LRC and on bulletin boards throughout the college. The LRC also can provide students with a variety of review material in all the basic courses and has computers, video players and cassette players available for using this review material. The staff in the LRC regularly monitors tests for placement, telecourses, and make-up tests when instructors request this service.

In addition to the regular hours and help available at the LRC, a variety of workshops on topics of particular interest to students in helping them succeed in college are offered. Notices of

these workshops are posted several weeks ahead of time throughout the buildings and usually last 1-1/2 to 2 hours.

All the services provided by the Learning Resource Center are free to registered students.

FOOD SERVICE

Food service is available Fall and Spring semesters in the campus cafeteria.



STUDENT RIGHTS and RESPONSIBILITIES



Freedom of Expression
 Freedom of Access
 Freedom of Association
 Freedom From Sexual Harassment
 Freedom From Unreasonable Search/Seizure
 Student Participation in Institutional Government
 Academic Rights of Students
 Code of Conduct
 Disciplinary Procedures
 Academic Dishonesty
 Student Complaint Procedures
 Alcohol/Drug Policy

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

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

Violations of student conduct regulations will be handled through the Office of the Director. Violations of Federal, State, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the

policies and regulations of the College. These policies and regulations may be found in the College Student Bulletin and in the Student Services Office.

Matanuska-Susitna College is an extended campus of the University of Alaska Anchorage. As such, any student attending MSC is bound not only by the rules and regulations of MSC, but also the rules and regulations of UAA.

FREEDOM OF EXPRESSION

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

Whether expressing themselves as individuals or in organized groups, members of the College community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the University of Alaska insists that free expression not violate the rights of others. Disruption of the educational processes and functions of the College, or violation of law, would constitute such a violation.

FREEDOM OF ACCESS

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

FREEDOM OF ASSOCIATION

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

FREEDOM FROM SEXUAL HARASSMENT

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

Harassment is neither condoned nor tolerated on this campus. Members of the College community who exercise most authority and leadership, faculty and supervisors, are principally responsible for maintaining a positive, harassment-free, learning environment. Anyone who believes he/she has been a victim of sexual harassment should contact the Director's Office, the Advising and Counseling Center, the UAA Affirmative Action Office, the University of Alaska Statewide EEO/AA Office in Fairbanks, or the U.S. Department of Labor (Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska).

FREEDOM FROM UNREASONABLE SEARCH/SEIZURE

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

STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNMENT

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

ACADEMIC RIGHTS OF STUDENTS

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

CODE OF CONDUCT

Students at Matanuska-Susitna College have certain rights and responsibilities. Included in the responsibilities is an awareness of the standards of appropriate behavior. The College expects each student to exercise self-discipline which will enhance the individual's educational experience and the total learning environment of the College.

In general, the off-campus activities of students are viewed as their personal business. However, when a student violates local, state, or federal laws and at the same time violates the Code of Conduct, either on or off-campus, the College reserves the option of initiating disciplinary action on its own. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization found guilty of committing, attempting to commit, or intentionally

assisting in the commission of any of the following prohibited forms of conduct:

1. **Disruption or Obstruction:** Conduct which materially or substantially disrupts or obstructs the educational process of the College.
2. **Harassment:** Physical and/or verbal abuse, or sexual harassment of another person, intimidation, or conduct, including but not limited to, hazing, which threatens or endangers the health and safety of others.
3. **Intoxicants and Drugs:** Possession, consumption, being perceptibly under the influence, or furnishing alcoholic beverages on campus property or at supervised functions of student organizations except as provided by rules, policies, and procedures of MSC/UAA. Possession, consumption, being perceptibly under the influence, or furnishing any narcotic or dangerous drugs except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
4. **Dangerous Chemicals and Devices:** Unauthorized use, possession, or sale of firearms, explosives, dangerous chemicals, or other dangerous weapons on MSC/UAA property except as expressly authorized by campus procedures.
5. **Endangerment:** Conduct, including but not limited to physical abuse, sexual assault, terroristic threats, hazing and/or coercion, which endangers or unreasonably threatens the health and/or safety of any person or group of persons, or which causes actual harm to a person or persons.
6. **Other Forms of Misconduct:** Forgery, alteration, or misuse of College documents, records, funds, or identification. Falsification of records or deliberate misrepresentation of facts on University of Alaska forms and documents. Telephone misuse, theft, or malicious destruction, damage, or misuse of College or private property including computers. Unauthorized use of College funds, equipment, and supplies (including but not limited to falsely representing oneself as an agent of the University, incurring debts or entering into contracts on behalf of the College).
7. **Violation of University of Alaska Regulations:** Violating published University of Alaska regulations, including those related to entry and use of College facilities, the rules in this section, and any other rules or regulations which may be enacted by the University of Alaska.

Failure to comply with the lawful directions of College personnel acting in the performance of their duties.

DISCIPLINARY PROCEDURES

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

1. The Director of Matanuska-Susitna College shall receive, investigate, and notify the student in writing of allegations of misconduct. The student shall be requested to meet with the Director to determine whether disciplinary action is required. Notice of the conference will be given to the student two days prior to the scheduled appointment. The student may present any explanations, defenses, and/or mitigation of his/her conduct at the conference.
2. If, after this conference, the Director recommends disciplinary action, he/she shall notify the student of the findings and conclusions made as a result of the investigation, the sanctions recommended, and the option the student has to either accept the discipline recommended or request a hearing before the Student Grievance Committee.
3. If a student desires a hearing, he/she shall, within five (5) days of receipt of the Director's notice, file a written request in the Director's Office together with a written response to the Director's findings and conclusions. If a request is not filed within the time specified, the request for hearing shall be deemed waived.
4. The Student Grievance Committee shall be convened ten (10) days after receipt of the student's request for hearing as set by the Director.

The rights of victims, especially in instances involving personal injury and/or sexual assault, are as important as the rights of the accused. An alleged victim of personal injury or sexual assault violations will be provided information regarding the institutional responses in the disciplinary procedure. To the extent possible MSC will, upon request, take reasonable measures to prevent

unnecessary exposure of sexual assault victims during the adjudicatory and appeals process.

Sanctions

The following are disciplinary measures that may be taken by the Director, and/or the Vice Chancellor for Student Services, and/or President of the University of Alaska.

1. **Censure:** Written warning.
2. **Disciplinary Probation:** Probationary status for a specified period of time. Specific restriction of privileges should be expected as a condition of probation.
3. **Suspension:** Student is forbidden to attend classes for the remainder of the term, but permitted to register for the following term.
4. **Expulsion:** Termination of student status.
5. **Restitution:** Reimbursement for damage to or misappropriation of property.
6. **Summary Suspension:** Summary suspension may be used to protect the school from clear and present danger of disruption or threat to safety of persons and/or property. A summarily suspended student is not to occupy any portion of the campus. Summary suspension shall generally be for the purpose of investigations of the event or events in which the student or students were allegedly involved.

Status of Student Pending Final Action

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

ACADEMIC DISHONESTY

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

1. Refers during an academic evaluation to material sources not authorized by the faculty member.
2. Utilizes devices during an academic evaluation that are not authorized by the faculty member.
3. Provides assistance to another student or

receives assistance from another student during an academic evaluation in a manner not authorized by the faculty member.

4. Presents as one's own, the ideas or words of another person without customary and proper acknowledgment of sources.
5. Knowingly permits one's words to be submitted by another person without the faculty member's permission.
6. Acts as a substitute or utilized a substitute in any academic evaluation.
7. Fabricated data in support of laboratory or field work.
8. Possesses, buys, sells, obtains or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
9. Alters grade records of his/her own or another student's work in a course or a component of a course.

Procedures and Penalties for Academic Dishonesty

In addition to any adverse academic action which may result from engaging in academically dishonest behavior, Matanuska-Susitna College specifically reserves the right to address and sanction the conduct involved through the student disciplinary procedure contained in this bulletin. Academic actions are reviewable under the Academic Appeals Policy contained in this bulletin.



STUDENT COMPLAINT PROCEDURES

The purpose of the local student complaint procedure is to assist students who have a complaint arising from conditions, practices, working relationships, decisions, actions, or inactions of Matanuska-Susitna College and its employees. The local procedure is one of administrative appeal. The procedure is designed to guide students in resolving a complaint. Students are encouraged to resolve complaints informally with the employee directly involved and use the administrative appeal procedures as a last resort. Should it be necessary, the student should process an appeal to the employee's supervisor if not resolved at the initial level.

ALCOHOL/DRUG POLICY

The mission of Matanuska-Susitna College and Student Services is to promote the education of the whole student. The College is concerned about ways in which alcohol use and abuse may affect the primary academic mission of the institution, its overall atmosphere and the personal well-being of the College community. MSC has the duty to exercise the degree of care that a reasonable person would to ensure that private events are conducted in accordance with state law. Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held personally accountable for their actions.

Campus Policy

The primary objectives of MSC/UAA's policy and procedures on alcoholic beverages are; (a) to promote responsible behavior and attitudes among all members of the College community, (b) to educate the university community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making, (c) to help individuals experiencing difficulties associated with the use of alcohol. The Director or the designee has the authority to approve events where alcoholic beverages will be granted on designated premises for private university sanctioned events and for a limited period of time. The sale of alcoholic beverages at College sanctioned events may not be approved by the Director. Personal

consumption, possession, or display of beer, wine or other alcoholic beverages is prohibited in College public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Director. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the College will be subject to disciplinary and/or legal action.

Alcoholics Anonymous

Individuals with alcohol problems may contact Alcoholics Anonymous. The Alcoholics Anonymous office is located in the Alano House at 901 Snohomish, Wasilla. There is no charge for this service; just call for help 24-hours a day at 376-8669.

Drug and Alcohol Counseling Resources

The National Institute on Drug Abuse Hotline (1-800-662-HELP) is an information and referral line that directs callers to treatment centers in the local community.

Complete information on Policies and Regulations of Control can be found in the Drug Free Schools pamphlet available at Admissions and Records.



FINANCIAL AID



Student Financial Aid
Application Procedures
Federal Verification
Satisfactory Academic Progress
Financial Aid Policies
Grants
Loans
Scholarships/Tuition Waivers
Employment
Veterans Assistance

STUDENT FINANCIAL AID

The Student Financial Aid Office assists students and prospective students to obtain the funds necessary to attend MSC. State and Federal governments, the College, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student's financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Type and amount of financial aid can vary according to State and Federal guidelines, student need, and availability of funds.

To be eligible for most financial aid, a student must:

1. Have a high school diploma or its equivalent.
2. Be accepted for admission or be in admitted status.
3. Demonstrate financial need for federal assistance as determined by the Federal Student Aid Report.
4. Submit a UAA General application for Financial Aid form (available at the Student Financial Aid Office).
5. Maintain satisfactory academic progress as defined by Student Financial Aid regulations.

APPLICATION PROCEDURES

To apply for financial aid you must submit the following:

1. Financial Aid Form to College Scholarship Services.
2. Student Aid Report (SAR), which you will receive from College Scholarship Services, to Financial Aid Office.
3. Application for Admission to the MSC Business Office and pay \$35 processing fee.
4. University of Alaska Anchorage Financial Aid Application to the MSC Financial Aid Office.
5. Financial Aid Transcript (FAT) from any previously attended schools to the Financial Aid Office.

To receive funds in a timely manner, you should begin the application process six months before registration. The Financial Aid Office can help with the application and can provide additional state applications.

FEDERAL VERIFICATION

The U.S. Department of Education reviews financial aid applications to determine that information has been reported accurately and that aid is distributed fairly. The Financial Aid Office also verifies information on selected applications before students can receive financial aid awards. Copies of the following documents may be requested:

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

Students selected for verification must submit the requested documents no later than thirty (30) days after the posted application deadlines for Guaranteed Student Loans and other campus-based aid (SEOG, Perkins, CWSP). The deadlines are October 31 for the Fall semester, March 1 for the Spring semester, and July 1 for the Summer session. If documentation is not received, financial aid will not be awarded for that semester/session. If changes need to be made on the Student Aid Report (SAR), contact the Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS

To remain in satisfactory academic standing for Federal assistance or State loans, students must complete the number of credits upon which the semester's aid was based. In addition, they must maintain the minimum grade point average (GPA) required by their financial aid program. On the student's grade report, AU, DF, F, NC, NP, I, and W indicate unsatisfactory completion of courses for financial aid purposes.

FINANCIAL AID POLICIES OF SATISFACTORY ACADEMIC PROGRESS

1. GENERAL

Federal, state and institutional satisfactory academic progress regulations for financial aid and state student loan purposes are derived from State Loan Regulations 20 AAC 15.040 (j), (k), (l) and from Federal regulations (34 CFR) Parts 668.16 (e). Those regulations require accountability for student progress toward academic goals.

Reasonable academic progress for all programs of federal and state grants, loans, and work study is:

A. GRADE POINT AVERAGE (GPA)

Earn a cumulative grade point average of:

Undergraduate student	Cum GPA 2.0
Graduate students	Cum GPA 3.0

In addition to maintaining the above cumulative GPA, no single semester GPA can drop below:

Undergraduate students	Semester GPA 1.5
Graduate students	Semester GPA 2.5

B. CREDIT UNITS

Must complete with passing grades the minimum number of credits upon which the financial aid and/or loan award was based. Grades of NC, I, DF, NP, F, AU, W or CEU, or other non-credit entries cannot be counted as credits earned. The minimum number of credits must be from courses taken at MSC/UAA. The minimums are:

Undergraduate:

Full-time status	At least 12 credits
3/4 time status	9-11 credits
1/2 time status	6-8 credits

Graduate:

Full-time status	At least 9 credits of courses numbered 600 or above
3/4 time status	7-8 credits of 600+ courses
1/2 time status	5-6 credits of 600+ courses

All Alaska Student Loan awards are based upon and require full-time (12+ credits) enrollment and course completion.

C. DEGREE PROGRAMS

In addition to the requirements for GPA and total credits passed, students must make appropriate progress toward the degree/certificate goal. That means appropriate progress through class standings as recorded by the Student Records Office.

Undergraduate - Students at MSC can receive aid from the financial aid program for a maximum of three semesters of full-time (or equivalent in 1/2 or 3/4 time) study while classified at each of the four undergraduate standings (Freshman, Sophomore, Junior, and Senior). Additionally, financial aid from federal programs is available for a maximum of four undergraduate year equivalents plus one semester at full-time status. Students are urged, however, to enroll in adequate coursework to make completion of the Bachelor's degree possible in four (4) years.

Freshmen - To be eligible for Federal Title IV financial aid during your freshman status year (or any other year), you must be officially admitted to a degree/certificate program at MSC/UAA. Verification of admission as a regular student in any degree program and in certain certificate programs is verified by the Student Financial Aid Office. During the freshman period, 18 of the 36 credits earned must meet requirements for the degree.

Sophomore - To be eligible for Federal Title IV financial aid during your sophomore status year, (or any other year), you must be officially admitted to a degree/certificate program at MSC/UAA. Verification of admission as a regular student in any degree program and in certain certificate programs is verified by the Student Financial Aid Office. During the sophomore period, 30 or 48 of the 72 credits earned must meet requirements for the degree.

Junior - To be eligible for Federal Title IV, or financial aid in any form during your junior status year, (or any other year), you must be officially admitted to a degree/certificate program at MSC/UAA. Verification of admission as a regular student in any degree program and in certain certificate programs is verified by the Student Financial Aid Office. During the junior period, 36 or 84 of the 108 credits earned must meet requirements for the degree.

Senior - To be eligible for Federal Title IV, or financial aid in any form during your senior status year, (or any other year), you must be officially admitted to a degree/certificate program at MSC/UAA. Verification of admission as a regular student in any degree program and in certain certificate programs is verified by the Student Financial Aid Office. During the senior period, 36 or 120 of the 144 credits earned must meet requirements for the degree.

Graduate - To be eligible for Federal Title IV, or financial aid in any form, as a graduate student, you must be officially admitted to a graduate degree/certificate program at UAA. Verification of admission as a graduate student is verified by the Student Financial Aid Office. A graduate student who is enrolled at UAA for 9 or more 600 level credits is classified as full-time. 300 or 400 level courses will count toward a graduate student's full-time status only if they are major program requirements (not prerequisites). In order to verify that 300 or 400 level courses are applicable, the official graduate studies plan must be on file in the Student Records Office.

If a student is full-time one semester and 1/2 or 3/4 time in the other semesters during any single academic year, the requirements are averaged.

The following provisions apply to the Academic Progress requirements:

1. Course incompletes do not count as credits passed or grades earned. Thus, incompletes cannot be used as part of full-time, 3/4 time or 1/2 time course completion.
2. Course repeats cannot be counted as part of the course load for financial aid purposes.
3. If a financial aid package was based upon full-time enrollment, and elements of the award required full-time study (Alaska State Student Loan, certain scholarships, or the amount of a Pell Grant), and the student fails courses, withdraws, or otherwise does not complete 12 or more units, then to regain eligibility for aid in future semesters, the student must:
 - a. Submit an appeal for federal aid on documented medical or extenuating circumstances to the Student Financial Aid Office or to the Alaska Commission on Postsecondary Education (on their appeal form) for State aid.
 - b. Complete without aid one semester of full-time study and earn the required semester and cumulative GPAs.

2. FINANCIAL AID PROBATION

State and federal regulations mandate that a student maintain satisfactory academic progress in the chosen course of study to be eligible for continued financial aid. Academic progress at MSC/UAA is defined as completing the credits enrolled in, with the required GPA, whether receiving financial assistance or not, according to student status. Student status is defined as:

Less than 1/2 time	=	0 to 5 credits
Half-time	=	6 to 8 credits
Three-quarter-time	=	9 to 11 credits
Full-time	=	12 credits

If receiving financial aid, you must complete the credits funded with a cumulative GPA of 2.0.

Grades for first-time MSC/UAA students entering in any semester will be checked before financial aid is disbursed for the next semester. All students who do not complete the required number of credits or do not earn the minimum GPA for the preceding semester will be ineligible for additional financial aid. (see 3.a above)

Grades for returning MSC/UAA students will be checked for compliance with satisfactory academic progress standards before the offer of financial aid is extended to the student. All students who do not earn the minimum GPA for the preceding semester will be ineligible for additional financial aid.

Consideration will be given to those students who complete less than the required standard due to medical or other mitigating circumstances. These students must notify the Student Financial Aid Office, in writing, of all extenuating circumstances which have prevented them from completing the required number of classes with a 2.0 GPA. (see 3.a above)

The decision to place a student on financial aid probation or terminate financial aid will be made by the Director of Student Financial Aid and/or the Scholarship and Student Financial Aid Committee. The decision may be appealed to the Vice Chancellor of Student

Services.

Semesters Completed	1	2	3	4	5	6	7	8	9	10	11	12	13
Number of Degree Requirement Credits Successfully Completed	6	12	18	27	36	48	60	72	84	96	108	120	132
Number of other Credits Successfully Completed	12	24	36	48	60	72	84	96	108	120	132	144	156

3. REMOVAL FROM PROBATION

To be removed from financial aid probation, students who were enrolled on a half-time status (6-8 credits), 3/4 status (9-11 credits) or full-time status (12 or more credits) at the beginning of the semester that caused them to be placed on probation must successfully complete the required number of credits and obtain a 2.0 GPA the following semester.

Students enrolling in the Summer session have the privilege of carrying their probation into the Fall semester by successfully completing six (6) semester hours in the Summer and carrying six (6) semester hours of probation into the Fall semester to complete the total of 12 semester hours. (This applies only to federal aid, not state aid).

4. STUDENTS ON PROBATION ARE NOT CONSIDERED MAKING SATISFACTORY PROGRESS

Students on probationary status are not considered making satisfactory academic progress and therefore are not eligible to apply for federal loans as the Student Financial Aid Office cannot certify satisfactory academic progress.

5. TERMINATION OF FINANCIAL AID

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

6. CONCURRENT ENROLLMENT

Some students plan to enroll at MSC and at another college or university during the same semester. Concurrent enrollment plans must be approved in advance by the MSC Student Financial Aid Office. Aid cannot be received at both institutions simultaneously.

Concurrent enrollment plans are subject to the following conditions. The student must:

- Obtain written approval from the Student Financial Aid Office by filing a petition for concurrent enrollment.
- Enroll in a minimum of six (6) semester hours at MSC.
- Have a majority of semester credits at MSC, and
- Obtain and submit a financial aid transcript for each college or university attended for six (6) or more semester hours to verify that student will not be receiving financial aid while concurrently enrolled there.

FINANCIAL AID REFUND AND REPAYMENT POLICY

Students who need to drop or withdraw from specific courses or from all of their courses must do so officially. Only students who submit the appropriate form to the Office of Admissions and Records will qualify for a tuition refund. Refunds are processed by the Business Office according to these policies:

REFUND

- 100% of both tuition and course fees is refunded when a drop/withdrawal form is completed prior to calendar day 8 of the semester.
- 50% of tuition only is refunded when a drop/withdrawal form is completed on calendar day 8 through calendar day 21 of the semester.
- No refund is issued for drop/withdrawals made on or after calendar day 22 of the semester.
- Refunds for less-than-semester length classes are prorated.
- Refunds are processed by the Business Office only after students have completed the appropriate paperwork. The date of drop/withdrawal as indicated on the official Add/Drop receipt determines eligibility for a refund. Refunds are not processed until after late registration. All refunds are to be processed within 30 days of total withdrawal.
- Students who must withdraw as a result of College disciplinary action forfeit all rights to a refund.

REPAYMENT

- Financial aid recipients who totally withdraw from the College are subject to repayment of federal funds received in excess of tuition, and fees:
 - 70% of the amount of cash disbursement must be repaid when withdrawal is completed prior to day 8 of the semester.
 - 50% of the amount of cash disbursement must be repaid when withdrawal is completed prior to day 21 of the semester.
 - No repayment is required for withdrawals made on or after day 22 of the semester.
- All financial aid recipients who totally withdraw from MSC/UAA are required to check with the Accounting Office to initiate the Refund and Repayment Calculation Worksheet. It must be completed by the student, Accounting Office, and Student Financial Aid Office.

3. Students affected by refunds or repayments under Federal Title IV program accounts are required to make payments to the Accounting Office within 30 days from the date of withdrawal.

Students who fail to pay within thirty (30) days will be referred to the Department of Education for collection and will be deemed ineligible for future Federal Title IV funding.

GRANTS

Grants are financial aid awards which do not need to be repaid as long as the student meets academic progress requirements of the granting agency.

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

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

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

LOANS

Unlike grants or scholarships, loans must be repaid. In most cases, repayment begins six to twelve months after you finish your studies or cease being a full-time student.

Alaska State Student Loan (ASSL): To be eligible for an ASSL, students must be two-year residents of the State of Alaska, hold a high school diploma or the equivalent, and be officially admitted to a certificate, associate, baccalaureate, or graduate degree program. They must also maintain full-time student status if full-time, and part-time student status if part-time. Undergraduate students may borrow up to \$5,500 a year for educational expenses. Applications are available in the Financial Aid Office or the Alaska Student Loan Program Office at 3601 C Street, Anchorage, AK

99503. They must be submitted to the Alaska Commission on Postsecondary Education, Box FP, Juneau, AK 99811.

Stafford Student Loans (formerly GSL): The Stafford Student Loan program enables students to borrow directly from lending institutions after they have qualified by completing the Federal Aid Form. While students attend MSC/UAA, interest is paid by the Federal government. Any undergraduate or graduate student enrolled at least half-time may apply for a Stafford Student Loan. First and second year undergraduate students can borrow up to \$2,625 each year. Third and fourth year undergraduate students can borrow up to \$4,000 each year. The maximum loan amount for undergraduate study is \$17,250 minus any amount previously borrowed for undergraduate study.

Perkins Loan (National Direct Student Loan): The Perkins Student Loan Program is available to students enrolled at least half-time. An undergraduate student may borrow up to \$9,000 for educational expenses; minus any amount previously borrowed for undergraduate study.

An undergraduate with a previous Baccalaureate degree is not eligible for a Perkins loan.

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

SCHOLARSHIPS/TUITION WAIVERS

Scholarships and tuition waivers may be awarded based on financial need or academic achievement. Students interested in applying for scholarships or tuition waivers should contact the Financial Aid Office for guidelines. For further information, phone 745-9719.



EMPLOYMENT

College Work Study Program

The College Work Study Program (CWSP) provides job opportunities for eligible students as determined by the financial need. These students may earn money to cover part of their educational expenses. The CWSP arranges jobs on- or off-campus with public or private non-profit agencies. Students may work up to twenty (20) hours per week during the semester. Wages depend on the job responsibilities and the student's qualifications. For more information please call (907) 786-1918.

Undergraduates with a previous Baccalaureate degree are not eligible for College Work Study Program.

Part-time Employment

Students who are not eligible for the College Work Study Program may still find part-time employment on- or off-campus. Position openings are posted on bulletin boards at various locations on campus.

VETERANS ASSISTANCE

Matanuska-Susitna College is approved to provide training to veterans, eligible dependents, and service personnel using Department of Veterans Affairs (DVA) educational benefits (G.I. Bill). Qualified persons who plan to use the G.I. Bill must contact the campus VA office. They will provide necessary forms and current benefit information.

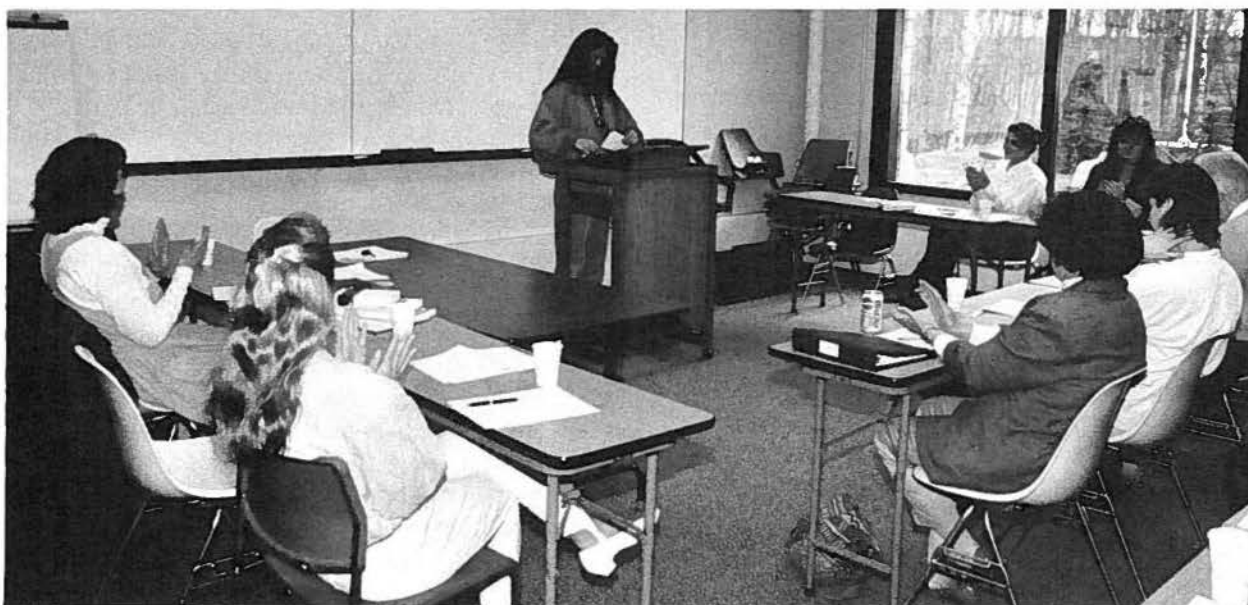
Before registering for courses, students using the G.I. Bill must apply for formal admission and declare a degree and/or major program. In addition, Federal law requires that schools approved for veterans' benefits enrollment report attendance and progress of all students who receive benefits.

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

Satisfactory Academic Progress: Students must maintain satisfactory academic progress according to MSC/UAA policy while they are receiving benefits. Failure to do so is reported to the Department of Veterans Affairs and may end education benefits.

Monthly Enrollment Verification: Students must come to the Veterans Affairs Office by the 15th of each month to verify their college attendance in writing. Failure to do so will end educational benefits. Attendance sign-up sheets are always available.

Adds, Drops, and Other Changes: Students must inform the Veterans Affairs Office whenever they add or drop courses, withdraw from MSC, change address or dependents, or make other status changes. Students who drop or withdraw may be required to reimburse the Department of Veterans Affairs.



REGISTRATION



Registration Procedures
Registration Policies
Other Services
Registration Changes

REGISTRATION PROCEDURES

Matanuska-Susitna College's open registration policy allows students to register for courses in which they have adequate background. Open registration does not guarantee subsequent formal admission to a certificate or degree program. Registration as a non-degree-seeking student implies no commitment by the University to the student's later admission to a degree program.

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

Advance Registration

Continuing students may participate in early registration, which permits them to plan course schedules before the next semester begins.

Regular Registration

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

Late Registration

Although students are permitted to register through the end of week two (2) of the Fall or Spring semester, not all classes are open to late registration. During week one (1) of the semester, the faculty member's signature is required to late register in a closed class. After week one (1), the faculty member's signature and permission is required for all late registrations.

Specific deadline dates are published in the academic calendar in this bulletin and in the semester Class Schedule.

Late registration dates for the Summer session and for shorter courses are proportioned in accordance with the length of the course. Deadline dates are published in the Summer Class Schedule.

Even if a student has been attending class from the beginning of the course, his/her registration will not be accepted after the late registration deadline.

Faculty Signature

Some course descriptions include "Permission of Faculty" as a prerequisite. Students must obtain the signature of the faculty member instructing the course section or his/her designee prior to registering.

REGISTRATION POLICIES

Auditing Classes

Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for credit-seeking students. No credit is received for audited courses. Terms for auditing the course are determined by the faculty. Faculty may request the course be removed from the student's transcript if the student fails to comply with the agreed-upon terms. Submission of papers for correction and grading and participation in laboratory experiences are at the discretion of the faculty.

Students who audit classes are required to meet prerequisites, register and pay tuition and/or fees. Audit-to-credit changes are not allowed after week two (2) of the semester. During weeks three (3) through week twelve (12) of the semester, credit- to-audit changes require faculty signature. Credit-to-audit changes are not allowed after week twelve (12) of the semester. Forms are available from Admissions and Records. Audited courses are not included in the

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

Cancellation of Classes

Matanuska-Susitna College reserves the right to cancel or combine classes, to change the time and dates or place of meeting, or to make other necessary revisions in class offerings. The College may discontinue a class at any time if attendance falls below expected levels.

Change of Name

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

Change of Address

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

Facsimile (FAX) Transmission

Because the original source of a document received through a FAX transmission cannot always be accurately determined, documents received by facsimile transmissions shall be considered only as working documents pending the receipt of official, authenticated confirming documents or other authentication.

Social Security Number

A student's social security number is used as an identification number for MSC/UAA records. Students who do not wish MSC/UAA to use their social security numbers may request assigned student numbers.

Study Load

Students may register for a maximum of 19 credits during the Fall and Spring semesters, and a maximum of 6 credits during the Summer session. Students who want to enroll for additional credits must request overload approval at registration.

An advisor must sign overload petitions.

Transcripts

"Transcript Request Forms" are available from the Office of Admissions and Records. These forms are to be used when ordering official transcripts of any coursework taken at MSC. A \$4 fee is charged for each copy and must be paid in advance. Send your request and fee directly to:

University of Alaska Anchorage
Student Records Office
3211 Providence Drive
Anchorage, AK 99508-4670

Transcripts from other institutions submitted to MSC become the property of the College and are not reproduced and/or mailed to other institutions, agencies, or individuals.

Request for transcript service will not be honored from students who have unpaid financial or other obligations to the College.

Unofficial transcripts are available from Admissions and Records. Unofficial transcripts are for the students use only and will not be accepted by MSC/UAA.



OTHER SERVICES

Students and prospective students are invited to call (907)745-9774 or visit Admissions and Records/Advising and Counseling Center for general information, enrollment advising, and processing services. For more information about undergraduate admissions and degree programs please see chapter 12.

Services and Programs coordinated through Admissions and Records/Advising and Counseling Center include:

- Academic petitions
- Add/Drop
- Admission counseling
- Admission processing
- Application for Graduation
- Audit-to-credit
- Bulletin and schedule distribution to school districts and public agencies

- Bulletins
- Campus tours
- Change of student name or address
- Class schedules
- College fair and other outreach activities
- Credit-to-audit
- Directed study/Independent study
- Enrollment advising
- Enrollment certification
- General information
- Grades
- High School visitation program
- Military education evaluation coordination
- Registration by proxy
- Student awards
- Transcripts
- Transfer credit evaluation/coordination
- Under Age enrollment
- Who's Who among college and university students
- Withdrawal

For further information, please call (907) 745-9774.



REGISTRATION CHANGES

It is the responsibility of the student to become familiar with MSC/UAA policies, procedures and deadlines. Refer to the Academic Calendar published each semester in the Class Schedule for specific deadlines. Add, Drop, Withdrawal, Credit/No Credit, and Audit deadlines for courses other than semester length will be prorated according to the length of the course. Students are expected to register only for course sections which they plan to attend and to complete all courses for which they register. If a change in a student's class schedule becomes necessary, semester length courses may be changed as follows:

Desired Change	Week 1 of Semester	Week 2 of Semester	After Week 2 of Semester
ADD OR LATE REGISTRATION	Faculty signature required if course closed. Add form filed with A&R.	Faculty signature required. Fee charged. Add form filed with A&R.	Not permitted.

Desired Change	Begins 7th calendar day of Semester through Week 3 of Semester	Weeks 4 - 12 of Semester	After Week 12 of Semester
FACULTY INITIATED DROP OR WITHDRAWAL (OPTIONAL)	Drop form filed with A&R. Course will not appear on student transcript.	Withdrawal form filed with A&R. Course will appear on student transcript as a grade of W.	Not permitted.

Desired Change	Weeks 1 - 3 of Semester DROP	Weeks 4 - 8 of Semester WITHDRAW	Weeks 9 - 12 of Semester WITHDRAW	After Week 12 of Semester
DROP OR WITHDRAWAL	No faculty signature required. Fee Charged (after 1st week). Drop form filed with A&R. Course will not appear on student's transcript.	No faculty signature required. Fee charged. Withdrawal form filed with A&R. Course will appear on student's transcript as a grade of W.	Faculty permission and signature required. Fee charged. Withdrawal form filed with A&R. Course will appear on student's transcript as a grade of W.	Not permitted.

Desired Change	Weeks 1 - 3 of Semester	Weeks 4 - 12 of Semester	After week 12 of Semester
TOTAL WITHDRAWAL FROM MSC	No faculty signature required. Fee charged (after 1st week). Drop form filed with A&R. Course will not appear on student's transcript.	No faculty signature required. Fee charged. Withdrawal form filed with A&R. Courses will appear on student's transcript as a grade of W.	Faculty notification required. Fee charged. Withdrawal form filed with A&R. Courses will appear on student's transcript as a grade of W.

CHANGE IN GRADING OPTION

The grading option for a course may be changed as follows:

Desired Change	Weeks 1 - 2 of Semester	Weeks 3 - 12 of Semester	After Week 12 of Semester
CREDIT NO CREDIT	Faculty signature required. Fee charged (after 1st week). Form filed with A&R.	Not permitted.	Not permitted.
CREDIT TO AUDIT	Fee charged (after 1st week). Form filed with A&R.	Faculty signature required. Fee charged. Form filed with A&R.	Not permitted.
AUDIT TO CREDIT	Fee charged (after 1st week). Form filed with A&R.	Not permitted.	Not permitted.

GRADING SYSTEM



Academic Letter Grades
Non-Academic Grades
Other Grade Designations
Credit/No Credit
Deferred Grade
Incomplete Grade
Grade Changes
Grade Point Average Computation
Grade Reports
Pass/No Pass

GRADING SYSTEM

Your course grade is based not only on the final examination, but also on the quality of your classroom and written work throughout the semester. A final grade report will be mailed to you at the end of each semester you attend.

The following grade options are available at MSC:

Academic Letter Grades

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

These letter grades carry grade points and are used to calculate GPA's.

Non-Academic Grades

- CR** Indicates credit received for course.
- NC** Indicates no credit received for course.
- DF** Temporary grade which indicates course requirements cannot be completed by end of semester.

I Grade which indicates additional coursework must be completed to receive final grade.

P Indicates passing work.

NP Indicates work that is not passing and carries no grade points.

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

Other Designations

AU Audit; indicates enrollment for information only, with no credit received.

W Withdraw; indicates withdrawal from a course.



Credit/No Credit

Credit/No Credit (CR/NC) is a grading option that encourages students to explore areas of interest. Undesignated electives may be completed under this option. A maximum of fifteen (15) credits earned by this option may be applied to an Associate or Baccalaureate degree.

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

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

The instructor will grade students using the

grading basis approved for the course (A-F or P/NP). Students will be awarded credit for the course if their final grade is "P" or "C" or higher. A grade of "CR" will be entered on the student's transcript. If performance falls below that level (D,F,NP) the course will not be included in GPA calculations.

For performance comparison only, the grade of "CR" (Credit) is considered equivalent to a grade of "C" or higher. A grade of "CR" does not carry grade points and will not be included in GPA calculations.

Through the end of the week two (2) of the semester, students may request the CR/NC grading option by submitting the necessary paperwork to the Admissions and Records Office. Once selected, this grading option may not be changed to regular grading after the end of week two (2) of the semester.

Deferred Grade

A DF is a temporary grade used to indicate that course requirements cannot be completed by the end of the semester. Credit will be withheld without penalty until all requirements of the course have been met. This grade is used for courses such as projects that require more than one semester to complete. Unless the faculty member submits a written request for an extension to the Office of Admissions and Records, the DF grade coursework must be completed within a specified time, not to exceed two (2) years. To change a DF to another grade, the faculty member must submit a Change of Grade form to the Office of Admissions and Records. If coursework is not completed within two (2) years and the faculty member does not submit a change of grade at that time, the DF becomes a permanent grade and it is necessary for the student to re-register for the course.

Incomplete Grade

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

An Incomplete Grade Contract between the student and the faculty member for completion of

coursework will be maintained by the instructor and Admissions and Records. Coursework must be completed by a date specified in the contract, not to exceed one (1) year. Upon the student's completion of the required coursework, the faculty member must submit a Change of Grade form to the Office of Admissions and Records. If terms of the contract are not met, the student may be assigned a failing grade (F or NP, depending on the grading basis of the class). If coursework is not completed within one (1) year and the faculty member does not submit a change of grade at that time, the I (Incomplete) will become a permanent grade, and it will be necessary for the student to re-register for the course.



Grade Changes

Grades submitted by the faculty, other than incomplete (I) or deferred (DF), are assumed to be final grades. A grade may not be changed unless a legitimate error has been made on the part of the faculty member. Corrections of grading errors must be made by the end of the semester (excluding summer) following the one in which the grade was originally submitted. A Change of Grade form must be submitted to the Office of Admissions and Records by the appropriate faculty member. Change of Grade forms will not be accepted if submitted to the Office of Admissions and Records by the student.

Grade Point Average Computation

MSC uses the 4-point system as a measure of scholastic success. The grade point average (GPA) is computed by dividing the total cumulative quality grade points earned at MSC by the total quality hours attempted.

Credits accepted in transfer are not used to calculate the student's MSC GPA. Academic letter grades carry the following grade points:

A = 4.00	B = 3.00	C = 2.00
D = 1.00	F = 0.00	

The number of credits (for example, 3) is multiplied by the grade-point value of the grade (for example, A = 4) to give the total grade points (for example, 12) for each course. The total number of quality grade points (Q Pts) is then divided by the total number of quality hours (Q Hrs) attempted.

Non-academic grades do not carry grade points and are not used in calculating the GPA: CR, NC, DF, I, P, and NP. In addition, AU and W are not grades and are not used in GPA calculations.

Grade Reports

The Office of Admissions and Records mails final grades to students as soon as they are compiled after the close of each semester. The grade report reflects the grade that appears on the instructor's final grade sheet; subsequent changes are not included.

Grades are mailed to the student address provided at Registration, unless a change of address has been submitted to Admissions and Records. Only one grade report is mailed; for

updates check with Admissions and Records.

Pass/No Pass

In some courses students are graded Pass/No Pass only. This grading system is established at the time the course is approved and must apply to the class as a whole. Pass/No Pass grading is not a student option.

When a course is graded Pass/No Pass, the faculty member must clearly explain this fact to the students at the beginning of the class.

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



NON-TRADITIONAL CREDIT



National Credit by Examination
 Local Credit by Examination
 Credit for Prior Learning
 Military Service Credit
 Independent Learning Credit
 (Correspondence)
 Certified Experience Credit
 Directed Study
 Independent Study
 Flexible Time Courses
 Telecourses

NATIONAL CREDIT BY EXAMINATION

Students with learning experience outside the conventional classroom may demonstrate college-level achievement through the credit-by-examination process. Successful completion of credit by examination enables students to receive college credits toward graduation at MSC. For specific information about credit by examination, contact the Office of Admissions and Records.

Only accepted degree-seeking students may receive credit through the credit-by-examination process. An exam must not duplicate a course for which a student has already received credit.

Advanced Placement in a Foreign Language

A student may receive advanced placement in a foreign language if he/she has completed a MSC/UAA catalog course in that language with a grade of B or higher. Students who fulfill this requirement may be granted credit for the two immediately preceding language courses, for a maximum of eight (8) credits. This policy shall not apply to students who have already been granted Foreign Language credits under the Advanced Placement Program.

It is the student's responsibility to notify Student Services in writing of completion of the foreign language course.

Advanced Placement Program

MSC awards credit for satisfactory performance (a score of 3 or higher) on the College Board Advanced Placement Examinations. These exams are normally completed by students during their senior year in high school.

A student desiring advanced placement credit must request that an official report of exam test scores be sent to the Office of Admissions and Records. Students may receive credit for more than one advanced placement examination.

MSC awards advanced placement credit according to the following standards:

Advanced Placement Exam	MSC/UAA Equivalent
ART Studio Art	4 credits lower-division art elective
History of Art	ART 261/262
BIOLOGY	BIOL 102/103+4 credits lower-division biology elective
CHEMISTRY	CHEM 105
COMPUTER SCIENCE	CS 201/202
ECONOMICS Macroeconomics Microeconomics	ECON 201 ECON 202
ENGLISH Language & Composition Literature & Composition	ENGL 111 ENGL 121
FRENCH Level 3: French Language Level 3: French Literature	FREN 101/102 FREN 201/202
GERMAN Level 3: German Language	8 credits lower-division foreign language/German elective
GOVERNMENT AND POLITICS American Government and Politics Comparative Government and Politics	PS 101 PS 102

HISTORY	
American History	HIST 131/132
European History	HIST 102
LATIN	
Virgil	4 credits lower-division Latin Elective
Catullus-Horace	4 credits lower-division Latin elective
MATHEMATICS	
Calculus AB	MATH 107/108/200
Calculus BC	MATH 107/108/200/201
MUSIC	
Music Theory	MUS 111
Music Listening & Literature	MUS 121
PHYSICS	
Physics B	PHYS 103
Physics C	PHYS 211
SPANISH	
Level 3: Spanish Language	SPAN 101/102
Level 3: Spanish Literature	SPAN 201/202

College Level Examination Program (CLEP)

1. General Exams

MSC/UAA awards up to 24 credits for CLEP general exams to students who earn a score of 500 or higher.

Credit for CLEP general exams are awarded according to the following standards:

CLEP	MSC/UAA Equivalent
English	No credit awarded
English Composition with Essay (Meets MSC/UAA written Communications Requirement)	ENGL 111 for 500+ score
Mathematics	3 credits for 500+ score
Natural Science (Meets MSC/UAA Natural Science Requirement/no lab credit)	BIOL 102 for 500+ score 3 credits elective
Humanities (Meets MSC/UAA Humanities/ Fine Arts Requirement)	6 credits for 500+ score
Social Sciences/History (Meets MSC/UAA Humanities/ Social Science Requirement)	6 credits for 500+ score

Students must request that an official report of exam scores be sent to Admissions and Records.

Examinations may not be repeated earlier than

six (6) months.

2. Subject Exams

Credit awarded for subject exams will be elective credit or, through agreements with departments, will be equated to MSC courses.

Students must request that an official report of exam scores be sent to the Office of Admissions and Records.

Examinations may not be repeated earlier than six (6) months.

DANTES/USAFI Examinations

An official copy of the DANTES/USAFI transcript must be submitted to the Office of Admissions and Records. Credit may be awarded for successful completion of the Defense Activity for Non-Traditional Education Support (DANTES) examinations. Credit for exams will be elective credit or, through agreements with departments, will be equated to MSC courses.

ACT-PEP Examinations

An official copy of the student's ACT-PEP scores must be submitted to the Office of Admissions and Records. Credit may be awarded for successful completion of the ACT-PEP (ACT Proficiency Examination Program). Credit for exams will be elective credit or, through agreements with departments, will be equated to MSC courses.

ACT (English Component) or SAT (Verbal Component)

A student who has earned an appropriate ACT English or SAT Verbal score may elect not to take ENGL 111 and may enroll in ENGL 211, 212, or 213. If the student then earns a score of C or higher, he/she will be awarded 3 credits for ENGL 111.

Exam	Date Taken	Score
ACT English	Before October 1989	26+
ACT English	October 1989 or later	30+
SAT Verbal	Any date	55+ (550+)

Upon completion of the 200-level composition course, the student must notify the Office of Admissions and Records.

Test of Standard Written English

A student who has received a 60+ in the Test of Standard Written English (TSWE), a component of the SAT test, will be awarded credit for ENGL 111. Official SAT TSWE test scores must be sent

to the Office of Admissions and Records.

LOCAL CREDIT BY EXAMINATION

Students may be awarded credit through locally developed comprehensive examinations on specific subjects. However, credit by examination is not available for all courses. Information on specific courses available through local credit by examination may be obtained from departments or the MSC advising staff.

1. Courses with numbers below 100 may not be taken through credit by exam.
2. Only regular catalog courses may be challenged. Special topics courses, trial courses, independent study courses, and practicum courses may not be taken through credit by exam.
3. When an appropriate exam exists, CLEP, DANTES, ACT-PEP, or other national examinations may be administered instead of a local examination.
4. Determination of which courses may be taken through local credit by exam and construction of the examinations is at the discretion of the appropriate faculty member.
5. Local credit by exam will not be awarded for a course that duplicates one for which credit has already been granted.
6. Students will be awarded credit and a grade of P (Pass) if they successfully pass the local exam. If the exam is not passed, the course will not be recorded on the student's transcript. Grades for courses taken through local credit by examination do not carry grade points used in calculating student GPAs.
7. Credit awarded through local credit by examination is considered non-resident credit.
8. There is no limit to the number of credits which may be acquired through the local credit by examination.
9. Students have one (1) year from the date of application to take the local examination.
10. Students may not request local credit-by-exam for an audited course until the following academic year.

CREDIT FOR PRIOR LEARNING

For some courses, students may receive non-traditional credit on a case-by-case basis by

documenting their prior learning through experience and training. The process involves faculty and administrative review, an initial evaluation fee, and a fee for each credit awarded. Contact the UAA Prior Learning Coordinator in the Learning Center for more information.

MILITARY SERVICE CREDIT

The Service Members Opportunity Colleges Bachelor's Degree Programs (BDFS) allow active duty military personnel to finish Baccalaureate degree programs without losing credits as they transfer during their military careers. Under this program, twenty-four (24) semester credits must be taken in residence at MSC/UAA in order to graduate.

Prior to any military evaluation under either one of these programs, a student must complete three (3) semester credits in residence at MSC/UAA.

Eight (8) elective credits may be awarded to students who have completed at least one (1) calendar year of active duty military service.

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

No more than 30 credits will be used toward a Baccalaureate degree and 15 credits toward an Associate degree. Exceptions are granted only to students enrolled in the SOCAD and SOCNAV programs. The Service Members Opportunity Colleges (SOCAD and SOCNAV) programs allow active-duty Army and Navy personnel to finish Associate degree programs without losing credits as they transfer during their military careers. Under this program, three (3) semester credits must be taken at MSC/UAA in order to graduate.

INDEPENDENT LEARNING CREDIT (Correspondence)

Within the University of Alaska system, Independent Learning (correspondence study) is administered through the University of Alaska Fairbanks campus. For a brochure and registration form, contact the Office of Admissions and Records or:

Center for Distance Education and
Independent Learning
College of Rural Alaska
Room 130 Red Building
University of Alaska Fairbanks
Fairbanks, AK 99775
(907) 474-5353
Fax: 907-474-5402
Bitnet: SYCDE @ ALASKA

CERTIFIED EXPERIENCE CREDIT

This program allows crediting of certified but not accredited institution-sponsored learning. The College may award elective credit or specific course credit by petition or departmental agreement.

1. National/State/Local Certificates. Persons who have met certain standards and/or passed certain tests may be awarded academic credit. Credit agreements are currently in effect for the Federal Aviation Administration, Anchorage Police Department, Alaska State Troopers, State Corrections Academy, Federal Wildland Fire Management Training Program, Certified Professional Secretaries Examination, and the Child Development Certificate.
2. Business or Industry Credit. Recommendations for business or industry credit equivalents are found in the American Council on Education's National Guide. They cover courses or formal instruction offered by business, government agencies, labor union, and professional or voluntary associations.

DIRECTED STUDY (96)

A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that semester. It provides the opportunity for the student to take a permanent course on an individual basis when the course is not being offered that semester. The policies are as follows:

1. Retroactive registration not permitted.
2. Forms not correctly completed will not be processed.
3. Deadline for directed study registration will close for that semester with the end of the fourth

week of the semester.

4. There can be no change in the basic content of the course. In particular, this means the number, level, prefix, description, title, grading policy (A-F,P/NP), credits, and course content cannot differ from the permanent course.
5. Only permanent or term faculty are allowed to supervise or to be the Instructor of Record for Directed Study courses. Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record are to: a) see that the grades are turned into Admissions and Records; b) see that the material is presented in full in a timely manner; c) approve the course of study; d) approve the credentials of other faculty involved; e) agree to assume responsibility if problems arise.
6. Faculty member must have taught the permanent course or related course prior to teaching a directed study.
7. The initiation of 96s must come from the discipline in charge of the prefix.

INDEPENDENT STUDY (97)

An Independent Study course is a course consisting of topics or problems chosen by the student with the approval of the department concerned, with the supervision of an instructor, and final approval by the director. These courses are not duplications of and must differ significantly from the catalog course. It provides the opportunity for the student who has completed most of the required courses in their program to study topics which are not offered. The policies are as follows:

1. Retroactive registration not permitted.
2. Independent study courses cannot be used to fulfill GER (not petitionable).
3. Forms not correctly completed will not be processed.
4. Deadlines for independent study registration will close for that semester with the withdrawal deadline.
5. Only permanent or term faculty are allowed to be the Instructor of Record for the Independent Study courses. Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record

are to: a) see that the grades are turned in to Admissions and Records; b) see that the material is presented in full and timely manner; c) approve the course of study; d) approve the credentials of other faculty involved; e) agree to assume responsibility if problems arise.

6. The initiation of 97s must come from the discipline in charge of the prefix.

FLEXIBLE TIME COURSES

Certain courses are offered in flexible formats. They include:

1. **Self-Paced.** These courses offer an alternative to the traditional lecture class and are especially suited to motivated, self-directed learners. Self-paced courses allow students to work in a low-anxiety, supportive environment. They include some or all of the following:

- a. group study
- b. tutorial study
- c. scheduled lectures
- d. diverse learning aids such as video, audio, computer, and library resources.

2. **Open Entry/ Open Exit.** These courses permit students to enter and exit anytime during the semester. Students generally work at their own pace to complete the required course content.

3. **Variable Credit.** These courses may be taken for a variable number of credits with prior approval of the faculty member. Workload and tuition depend on the number of credits selected.

4. **Short.** Short courses offer the content of a full semester course in a shorter timeframe.

5. **Mini.** Mini courses are offered for fewer than three (3) credits and usually in a shorter time period than a full semester.

TELECOURSES

UAA telecourses are college-level credit courses offered in televised format. Courses can be viewed on Channel 7/KAKM (Anchorage PBS), on Channel 45/Anchorage TeleCampus (Prime Cable of Alaska), or on tape at videotape location sites.

Telecourses are organized learning systems which include video lessons, a textbook, a study-

guide, learning exercises, and organized exams. Most coursework can be completed in the convenience of a student's home. Students come to campus for orientation, discussion/lab sessions, and examinations. Students can communicate with telecourse faculty and other class members via telephone, office appointments, computer, or FAX.

Telecourses are listed in each UAA Semester Class Schedule. Tuition is charged at the current UAA per-credit rate. Certain telecourses also carry a royalty fee charged by the telecourse producer. Fees are listed after the course description.

Students follow regular UAA procedures to register for telecourses. The Telecom Center, (907) 786-1626, is located in Building K, Room 102.



GENERAL COLLEGE REQUIREMENTS



Application Form and Fee

Associate Degrees

Certificates

Degree Requirements

Associate of Arts

Associate of Applied Science

Associate Degree Course Classifications

Associate/Certificate Programs

Accounting

Agriculture

Electronics Technology

Fire Service Administration

Human Services

Office Management Technology

Refrigeration & Heating Technology

Small Business Administration

Most certificate and Associate degree programs operate under an open admission policy. To qualify for admission to Associate degree or vocational certificate-seeking status, a student must:

1. Have earned a high school diploma or the equivalent (GED), or
2. Be 18 years of age or older and have participated in UAA's Assessment and Advisement process as explained in Chapter 6.

APPLICATION FORM AND FEE

Applications may be obtained from Admissions and Records. A non-refundable application fee of \$35 must accompany each application for admission.

ASSOCIATE DEGREES

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

AAS degree. The following requirements must be met for Associate degrees:

1. Students must earn at least 60 credits for either an AA or an AAS degree.
2. Students must complete at least 15 of the last 30 credits in residence.
3. Students must earn a cumulative GPA of at least 2.00 (C) at MSC.
4. Students may elect to graduate under the requirements of the catalog in effect at the time of formal admission to a degree program or the catalog in effect at the time of graduation. However, if the requirements for an Associate degree as specified in the entry-level catalog are not met within five (5) years of formal acceptance into the program, the student must meet the requirements in effect at the time of graduation.
5. For an Associate of Arts degree, students must complete a minimum of 60 credits at the 100-level or above, including at least 20 credits at the 200-level or above.
6. All courses for an Associate of Applied Science degree must be at the 100 level or above.

CERTIFICATES

Students may earn more than one (1) certificate by completing all requirements for each additional program. The following requirements must also be met:

1. When completing the last half of a certificate program, students must earn at least 50 percent of the credits in residence. For example, in a 30-credit certificate program, at least 8 of the last 15 must be resident credits.
2. Students must earn a cumulative GPA of at least 2.00 (C) at MSC/UAA. Some certificate programs require higher GPAs.
3. Students must earn a minimum of 15 credits for an official transcribed certificate.
4. Students may elect to graduate under the requirements of the catalog in effect at the time of formal admission to a certificate program or

the catalog in effect at the time of graduation. However, if the requirements for a certificate as specified in the entry-level catalog are not met within five (5) years of formal acceptance into the program, the student must meet the requirements in effect at the time of graduation.

DEGREE REQUIREMENTS

ASSOCIATE OF ARTS (AA)

All courses must be at the 100 level or above. At least 20 credits of the required 60 credits must be at the 200-level.

Classification	Credits
1. Oral Communication	3
SPCH 111, Fundamentals of Oral Communications	
2. Written Communication	6
ENGL 111, Methods of Written Communication and one of the following:	
ENGL 211, Intermediate Exposition with Readings in Literature	
ENGL 212, Technical Writing	
ENGL 213, Intermediate Exposition with Readings in Nonfiction	
CIOS 262, Written Business Communications	
(See page 49)	
3. Applied Studies	9
4. Humanities	9
5. Math and Natural Sciences	9
6. Social Sciences	9
7. Electives	15

TOTAL MINIMUM CREDITS 60

ASSOCIATE OF ARTS AND BACCALAUREATE DEGREE GENERAL EDUCATION REQUIREMENTS LINK

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

Classification	Credits
1. Oral Communications	3
SPCH 111, Fundamentals of Oral Communications	
2. Written Communications	6
ENGL 111, Methods of Written	

Communication and one of the following:
ENGL 211, Intermediate Exposition with Readings in Literature
ENGL 212, Technical Writing
ENGL 213, Intermediate Exposition with Readings in Nonfiction

- Applied Studies 9
Courses that meet this requirement focus on the application of skills and/or methodology of a discipline.
- Humanities 9
Choose 6 credits from Humanities and 3 credits from Fine Arts Baccalaureate Degree General Education Requirements List. See page 46-47.
- Math and Natural Sciences 9
Choose one course with a lab from the Natural Science Baccalaureate Degree General Education Requirements List and one Quantitative Skills course. See page 46 & 48.
- Social Sciences 9
Choose at least 6 credits from the Social Sciences Baccalaureate Degree General Education Requirements List. See page 47-48.
- Electives 15
Note: The Associate of Arts degree requirements of 20 credits at the 200-level and 15 residency credits must also be met.

ASSOCIATE OF APPLIED SCIENCE (AAS)

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

Classification	Credits
1. Oral Communication	3
SPCH 111, Fundamentals of Oral Communications	
SPCH 241, Public Speaking	
2. Written Communication	6
ENGL 111, Methods of Written Communication and one of the following:	
ENGL 211, Intermediate Exposition with Readings in Literature	
ENGL 212, Technical Writing	
ENGL 213, Intermediate Exposition with Readings in Nonfiction	
CIOS 262, Written Business Communications	
3. General Requirements	6
Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. Courses chosen must be at the 100-level or above.	

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

4. Major Specialty (See Degree Programs) Varies
5. Electives Varies

TOTAL MINIMUM CREDITS 60

DEGREE REQUIREMENTS, BACCALAUREATE GENERAL EDUCATION REQUIREMENTS (GER)

UAA Baccalaureate General Education Requirements

All students who earn a Baccalaureate degree from UAA must have completed the General Education Requirements (34 credits required).

Certain degree programs have designated more specific requirements from this list, so not every course listed below is applicable to every degree program. Students must refer to their specific degree programs to determine the General Education Requirements for their major. Courses ending with numbers _93 or _94 will not satisfy a GER.

Classification Credits

1. Oral communications 3

Courses that fulfill this requirement are those which emphasize the acquisition of English language skills in orally communicating ideas in an organized fashion through instruction accompanied by practice. Courses completed at UAA must be selected from the following:
SPCH 111, Fundamentals of Oral Communications

2. Written Communications 6

Courses that fulfill this requirement are those which emphasize the acquisition of English language skills in organizing and communicating ideas and information through expository writing. Courses completed at UAA must be selected from the following:
ENGL 111, Methods of Written Communications
ENGL 211, Intermediate Exposition with Readings in Literature
ENGL 212, Technical Writing
ENGL 213, Intermediate Exposition with Readings in Non-fiction

3. Quantitative Skills 3

Courses that fulfill this requirement are those which emphasize the development and application of quantitative problem-solving skills as well as skills in the manipulation and/or evaluation of quantitative data.

Courses completed at UAA must be selected from the following:

AS 300, Elementary Statistics
AS 307, Probability and Statistics
Math 106, College Algebra and Trigonometry
Math 107, College Algebra
Math 108, Trigonometry
Math 200, Calculus I
Math 201, Calculus II
Math 270, Applied Finite Mathematics for the Managerial Sciences
Math 272, Calculus for Managerial Sciences

4. Humanities 6

Credits satisfying the Humanities area must be earned outside of the student's major field of study. General humanities courses introduce the student to the humanistic fields of language, arts, literature, history and philosophy within the context of their traditions. (Note: History may be applied to either the Humanities or the Social Sciences requirements but not both.) Courses completed at UAA must be selected from the following:

ART 261, History of World Art I
ART 262, History of World Art II
ART 367, History of Photography
ENGL 121, Introduction to Literature
ENGL 201, Masterpieces of World Literature I
ENGL 202, Masterpieces of World Literature II
ENGL 203, Survey of British Literature I
ENGL 204, Survey of British Literature II
ENGL 306, American Literature I
ENGL 307, American Literature II
FREN 101, Elementary French I
FREN 101E, Elementary French I
FREN 102, Elementary French II
FREN 102E, Elementary French II
FREN 201, Intermediate French I
FREN 201E, Intermediate French I
FREN 202, Intermediate French II
FREN 202E, Intermediate French II
GER 101, Elementary German I
GER 101E, Elementary German I
GER 102, Elementary German II
GER 102E, Elementary German II

GER 201, Intermediate German I
GER 201E, Intermediate German I
GER 202, Intermediate German II
GER 202E, Intermediate German II
GER 209, Introduction to German Grammar
HIST 101, Western Civilization I
HIST 102, Western Civilization II
HIST 121, East Asian Civilization I
HIST 122, East Asian Civilization II
HIST 131, History of United States I
HIST 132, History of United States II
HIST 341, History of Alaska
HUM 211, Introduction to Humanities I
HUM 212, Introduction to Humanities II
JPC 215, History of Mass Communication
JPC 367, History of Photography
JPN 101, Elementary Japanese I
JPN 101E, Elementary Japanese I
JPN 102, Elementary Japanese II
JPN 102E, Elementary Japanese II
JPN 201, Intermediate Japanese I
JPN 201E, Intermediate Japanese I
JPN 202, Intermediate Japanese I
JPN 202E, Intermediate Japanese I
LING 101, The Nature of Language
MUS 221, History of Music I
MUS 222, History of Music II
PHIL 101, Introduction to Logic
PHIL 201, Introduction to Philosophy
PHIL 211, History of Philosophy I
PHIL 212, History of Philosophy II
PHIL 213B, Eastern Philosophy and Religion
PHIL 301, Ethics
PS 332, History of Political Philosophy I: Classical
PS 333, History of Political Philosophy II: Modern
RUSS 101, Elementary Russian I
RUSS 101E, Elementary Russian I
RUSS 102, Elementary Russian II
RUSS 102E, Elementary Russian II
RUSS 201, Intermediate Russian I
RUSS 201E, Intermediate Russian I
RUSS 202, Intermediate Russian II
RUSS 202E, Intermediate Russian II
SPAN 101, Elementary Spanish I
SPAN 101E, Elementary Spanish I
SPAN 102, Elementary Spanish II
SPAN 102E, Elementary Spanish II
SPAN 201, Intermediate Spanish I
SPAN 201E, Intermediate Spanish I

SPAN 202, Intermediate Spanish II
SPAN 202E, Intermediate Spanish II
THR 311, Representative Plays I
THR 312, Representative Plays II
THR 411, History of the Theatre I
THR 412, History of the Theatre II

5. Fine Arts 3
Courses that fulfill this requirement are those that provide the student with an introduction to the fine arts (visual arts and performing arts) as academic disciplines as opposed to those that emphasize skills acquisition. (Note: Fine arts courses that introduce the history/social/aesthetic background while also including the application of the creative skills may be acceptable. In addition, MUS 121 may not be counted towards the degree requirement for music majors pursuing either a BA or BM degree.) Courses completed at UAA must be selected from the following:
ART 160, Art Appreciation
ART 261, History of World Art I
ART 262, History of World Art II
ART 367, History of Photography
DNCE 170, Dance Appreciation
JPC 367, History of Photography
MUS 121, Music Appreciation
MUS 221, History of Music II
MUS 222, History of Music II
THR 111, Introduction to Theatre
THR 311, Representative Plays I
THR 312, Representative Plays II
THR 411, History of Theatre I
THR 412, History of Theatre II

6. Social Sciences 6
Credits satisfying the Social Sciences area must be earned outside of student's major field of study. Courses that fulfill this requirement are broad survey courses which provide the student with exposure to the theory, methods, and data of the social sciences. (Note: History may be applied to either the Humanities or the Social Sciences requirement but not to both.) Courses completed at UAA must be selected from the following:
ANTH 101, Introduction to Anthropology
ANTH 200, Natives of Alaska
ANTH 202, Cultural Anthropology
ANTH 250, The Rise of Civilization
BA 151, Introduction to Business
ECON 201, Principles of Macroeconomics
ECON 202, Cultural Anthropology

GEOG 103, World Economic Geography
HIST 101, Western Civilization I
HIST 102, Western Civilization II
HIST 121, East Asian Civilization I
HIST 122, East Asian Civilization II
HIST 131, History of United States I
HIST 132, History of United States II
HIST 341, History of Alaska
HS 220, Core Concepts in Health Sciences
HUMS 106, Introduction to Social Welfare
INTL 301, Canada: Introductory Survey
JPC 101, Introduction to Mass Communication
JUST 110, Introduction to Justice
JUST 330, Justice and Society
PARL 101, Introduction to Law
PS 101, Introduction to American Government
PS 102, Introduction to Political Science
PS 311, Comparative Politics
PS 312, Nation-State Case Studies
PS 351, Political Sociology
PSY 111, General Psychology
PSY 150, Human Development
SOC 101, Introduction to Sociology
SOC 106, Introduction to Social Welfare
SOC 201, Social Problems and Solutions
SOC 202, The Social Organization of Society
SOC 222, Small and Rural Communities
SOC 342, Sexual, Marital and Family Lifestyles
SOC 351, Political Sociology
SWK 106, Introduction to Social Welfare

7. Natural Science 7

Required credits must include one laboratory class. Courses that fulfill this requirement are those that provide the student with broad exposure and include general introduction to the theory, methods, and disciplines of the natural sciences. Courses completed at UAA must be selected from the following:
ASTR 103, Introductory Astronomy I
ASTR 104, Introductory Astronomy II
BIOL 102, Introductory Biology
BIOL 103, Introductory Biology Lab
BIOL 105, Fundamentals of Biology I/Lab
BIOL 106, Fundamentals of Biology II/Lab

BIOL 111, Human Anatomy and Physiology I
BIOL 112, Human Anatomy and Physiology II
BIOL 113, Lectures in Human Anatomy and Physiology I
BIOL 114, Lectures in Human Anatomy and Physiology II
CHEM 103, Introduction to General and Organic Chemistry
CHEM 104, Introduction to Organic Chemistry and Biochemistry
CHEM 105, General Chemistry I
CHEM 106, General Chemistry II
GEOG 205, Physical Geography
GEOG 205L, Physical Geography (Lab)
GEOL 111, Physical Geology, Lec/Lab
GEOL 112, Historical Geology, Lec/Lab
GEOL 115, Environmental Geology
GEOL 115L, Laboratory in Environmental Geology
PHYS 123, Basic Physics I
PHYS 124, Basic Physics II
PHYS 211, General Physics I
PHYS 212, General Physics II



ASSOCIATE DEGREE COURSE CLASSIFICATIONS

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

APPLIED STUDIES

Accounting
Agriculture
Alaska Wilderness Studies
Architectural and Engineering Technology
Auto/Diesel Technology
Aviation Technology
Business Administration
Business Statistics
Civil Engineering
Computer Information and Office Systems
Dental Assisting
Dental Hygiene
Dental Science
Dietetics and Nutrition
Drafting
Early Childhood Development
Education
Electronic Technology
Emergency Medical Technology
Emergency Trauma Technician
Energy
Engineering Science
Engineering and Science Management
English As A Second Language
Fire Service Administration
Fisheries
Foodservice Technology
Health
Home Economics
Human Services
Interior Design
Journalism and Public Communications
Justice
Library Skills
Medical Assisting
Medical Laboratory Technology
Nursing

Paralegal Studies
Petroleum Engineering
Physical Education/Recreation
Social Work
Surveying and Mapping
Wastewater
Welding Technology
Wildlife and Fisheries Technology

HUMANITIES

American Sign Language
Art
Dance
English
History*
Humanities
Foreign Languages
Journalism and Public Communications
(JPC 215 and 367 only)
Linguistics
Music
Philosophy
Speech
Theater
Women's Studies*

MATH AND NATURAL SCIENCES

Applied Statistics
Astronomy
Biological Sciences
Biological Anthropology
(ANTH 205 only)
Chemistry
Computer Science
Geology
Mathematics
Natural Sciences
Philosophy
(PHIL 101 only)
Physical Geography
(GEOG 205 and 205L only)
Physics

SOCIAL SCIENCES

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

*History and Women's Studies may be used for either Humanities or Social Sciences credit, but not for both.

ACCOUNTING

Matanuska-Susitna College offers an Associate of Applied Science (AAS) in Accounting. The program is designed to prepare students for a career in business, government, or other types of organizations. The program also lays the ground work for the student who wishes to pursue a BBA in Accounting.

Graduation Requirements

Complete the Associate degree requirements listed on page 45.

Communication and General Requirement

Complete the Associate of Applied Science Requirements (15 credits) listed on page 45-46. To provide maximum transferability to the BBA in Accounting, it is recommended that students consider the Bachelor of Business Administration general education and business core requirements when selecting courses to fulfill the Associate of Applied Science general requirements.

Major Requirements

1. Complete the following required courses (33 credits):

ACCT 101	Principles of Financial Accounting I	3
ACCT 102	Principles of Financial Accounting II	3
ACCT 202*	Principles of Managerial Accounting*	3
ACCT 210	Income Tax Preparation	3
ACCT 222	Introduction to Computers and Accounting	3
ACCT 225	Accounting for Payroll, Receivables and Payables	3
ACCT 230	Financial Statement Preparation and Presentation	3
BA 151	Introduction to Business	3
BA/JUST 241	Business Law I	3
CIO 110	Computer Concepts in Business	3
ECON 201	Principles of Macroeconomics	3

**Student must pass MATH 105 ("C" or better) or successfully complete an equivalent math placement test.*

2. Complete 12 credits of electives. Students may choose any course above the 100 level in ACCT, BA, CIO, or ECON, but may not use more than 6 credits from one discipline.

3. A total of 60 credits is required for the degree.



AGRICULTURE

Matanuska-Susitna College offers an Associate of Applied Science in Agriculture for students wanting a two-year degree or for those choosing to transfer to the College of Career and Vocational Education BS in Technology. Various Agriculture courses taken for credit may fulfill general college electives for other degree programs or transfer to other colleges and universities.

Many students from unrelated occupations enroll in various agriculture courses for personal interest in specific subject areas. Students wanting a career change or improvements, consider agriculture courses which may be taken on a credit or audit basis. Students may enroll at the beginning of any semester. A full-time student earning the Associate of Applied Science degree in Agriculture should be able to complete the course work in approximately 4 or 5 semesters, excluding non-credit courses which, when offered, are short term and practical.

Graduation Requirements

Complete the Associate degree requirements listed on page 45.

Communication and General Education Requirements

Complete the Associate of Applied Science requirements (15 credits) listed on page 45-46. ENGL 212 is recommended.

Major Requirements

1. Complete the following required courses:
AGRI 100 Survey of Agriculture 3
AGRI 101 Introduction to Plant Science I ... 3
AGRI 103 Introduction to Soil Science 3
AGRI 110 Introduction to Animal Science .. 3
AGRI 120 Introduction to Agriculture
Business 3
2. Complete an additional 15 credits of Agriculture electives.
3. A total of 60 credits is required for the AAS degree.

ELECTRONICS TECHNOLOGY

The electronic industry continues to be one of the fastest growing in the world. Technological changes, the demand for improved communications, and computer/microprocessor equipment provide many opportunities for well-trained and motivated technicians. Both men and women are welcomed by the industry and MSC's program.

The Electronics Technology program offers a certificate for those who complete technical courses only. However, students are encouraged to complete the Associate of Applied Science degree for further career advancement.

The MSC Electronics program is not structured in the conventional manner. Instead, it is designed primarily as a self-paced, open-entry evening program for the student who requires more flexible scheduling. The program offers self-paced courses along with open laboratories for either full-time or part-time students. The program is adaptable to various work schedules (i.e. week on/week off).

The Electronics Technology program provides a thorough background in electronics preparing graduates for entry-level positions in most phases

of the industry in Alaska.

ASSOCIATE OF APPLIED SCIENCE

Graduation Requirements

Complete the Associate degree requirements listed on page 45.

Communication and General Requirements

Complete the Associate of Applied Science requirements (15 credits) listed on page 45-46.

Major Requirements

1. Complete the following requirements:

First Semester

ET 104	DC Circuits	4
ET 106	Electronics Lab I	4
ET 125	AC Circuits	4
ET 111	Electronics Lab II	4

Second Semester

ET 122	Introduction to Electronic Devices	3
ET 123	Electronic Circuit Fundamentals	3
ET 126	Principles of Logic and Gating ...	4
ET 127	Microprocessor Fundamentals ...	3

Third Semester

ET 205	Transmitter Circuitry	3
ET 209	Receiver Circuitry	3
ET 211	Amplifiers	3
ET 215	Modulation, Mixing, and Detection	3

Fourth Semester

ET 220	Wideband Systems I	3
ET 221	Wideband Systems II	3
ET 225	Principles of Microwave Electronics	3
ET 226	Industrial Electronics	3

2. A total of 68 credits is required for the degree.

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

1. Complete the following requirements:

ET 104	DC Circuits	4
ET 106	Electronics Lab I	4
ET 111	Electronics Lab II	4
ET 125	AC Circuits	4
ET 122	Introduction to Electronic Devices	3
ET 123	Electronic Circuit Fundamentals ..	3
ET 126	Principles of Logic and Gating ...	4
ET 127	Microprocessor Fundamentals ...	3

2. A total of 29 credits is required for the One-Year Certificate.

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 Certificates:

ET 105	Transmitter Circuitry	3
ET 209	Receiver Circuitry	3
ET 211	Amplifiers	3
ET 215	Modulation, Mixing and Detection	3

2. A total of 41 credits is required for the One and One-Half Year Intermediate Certificate.

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:

ET 220	Wideband Systems I	3
ET 221	Wideband Systems II	3
ET 225	Principles of Microwave Electronics	3
ET 226	Industrial Electronics	3

2. A total of 53 credits is required for the Two-Year Advanced Certificate.

FIRE SERVICE ADMINISTRATION

The Fire Service Administration program provides entry-level knowledge and skills for students desiring careers in fire protection. The program enhances the ability of current fire department employees and volunteers.

The Associate of Applied Science degree focuses on structural fire control. Students usually complete either two or three courses in Fire Service Administration each semester. Course rotation is dependent on sufficient enrollment. Generally, three years or six semesters are needed to complete the requirements and the electives. The degree cannot be completed in two years.

A Baccalaureate degree in Fire Service Administration is available through the Western Oregon State College Open Learning Fire Service Program. This is a 186 quarter-hour program. Up to 72 semester credits (108 quarter-hours) including all FSA courses taken at MSC/UAA can transfer into this program. The remaining 78

quarter-hours, including the professional upper division core curriculum courses, can be completed through Western's open learning program via correspondence courses. Information on this program may be obtained through the UAA Fire Service Program or by calling Western's Fire Service Programs at 1-800-451-5767.

Graduation Requirements

Complete the Associate degree graduation requirements listed on page 45.

Communication and General Requirements

Complete the Associate of Applied Science requirements (15 credits) listed on page 45-46.

Major Requirements

1. Complete the following required courses:

FSA 101	Introduction to Fire Science	3
FSA 105	Fundamentals of Fire Prevention	3
FSA 107	Fire Tactics and Strategy	3
FSA 111	Fire Company Organization and Management	3
FSA 117	Rescue Practices	3
FSA 202	Fire Hydraulics	3
FSA 204	Hazardous Materials I	3

2. Complete 9 credits from the following courses; or other FSA courses as approved by program coordinator:

EMT 119	Emergency Medical Technician ..	4
AND		
EMT 120	EMT Field Observation and Practice	2
FSA 115	Fire Apparatus and Equipment ..	3
FSA 121	Introduction to Fire Chemistry ...	3
FSA 123	Fire Investigation I	3
FSA 151	Wild Land Fire Control I	3
FSA 206	Building Construction for Fire Protection	3
FSA 210	Hazardous Materials II	3
FSA 212	Related Codes and Ordinances	3
FSA 214	Fire Protection Equipment & Systems	3
FSA 217	Advanced Rescue Practices	3

3. Complete an additional 15 credits of electives.
4. A total of 60 credits is required for the degree.

HUMAN SERVICES

The Human Services program leads to an Associate of Applied Science degree preparing students for entry-level employment with a variety of human services agencies. The primary emphasis is on enabling students to work effectively in any human services setting. The program also offers some specialization in substance abuse, family and youth services, or disabilities. In addition, the program provides courses for employed persons to upgrade skills, and for community persons to learn more about human services.

Human services students acquire:

1. Knowledge of human behavior and human relationships, helping resources and their utilization, social problem areas, and human services client populations;
2. Skills in interviewing, assessment, paraprofessional counseling and other helping approaches.

The program offers students the opportunity to apply knowledge and skills through a two- or three-semester practicum in a local human services agency.

Graduation Requirements

Complete the Associate degree requirements listed on page 45.

Communication and General Requirements

Complete the Associate of Applied Science requirements (15 credits) listed on page 45-46. SPCH 111 and ENGL 211, 212, or 213 strongly recommended.

Major Requirements

1. Complete the following required courses (32 credits):
- | | | |
|--------------|--|---|
| ANTH 200 | Natives of Alaska (3) | 3 |
| OR | | |
| ANTH 202 | Cultural Anthropology (3) | |
| HUMS 101 | Introduction to Human Services | 3 |
| HUMS/PSY 223 | Introduction to Paraprofessional Counseling I | 3 |
| HUMS/PSY 324 | Introduction to Paraprofessional Counseling II | 3 |
| HUMS 262 | Human Services Practicum I | 4 |
| HUMS 263 | Human Services Practicum II | 4 |
| PSY 111 | General Psychology | 3 |

- | | | |
|-----------|---------------------------|---|
| PSY 150 | Human Development | 3 |
| SOC 101 | Introduction to Sociology | 3 |
| HUMS/SOC/ | Introduction to Social | |
| SWK 106 | Welfare | 3 |
2. Complete 6 credits from one of the emphasis areas listed below:

General Human Services Emphasis

Complete 6 credits from the following:

- | | | |
|-------------|---|---|
| HUMS 122 | Substance Abuse as a Contemporary Problem | 3 |
| HUMS 150 | Marriage, Divorce and Intimate Relationships in the 90's | 3 |
| HUMS 255 | Group Facilitation for Human Service Workers | 3 |
| HUMS 256 | Groups and Organizations | 3 |
| HUMS 350 | Men and Masculinity | 3 |
| PSY 245 | Child Development | 3 |
| PSY 261 | Introduction to Experimental Psychology | 4 |
| PSY 265 | Psychology of Abnormal Behavior | 3 |
| SOC 202 | Social Organization of Society | 3 |
| SOC 242 | Introduction to Marriage, Family and Intimate Relationships | 3 |
| SOC 246 | Adolescence | 3 |
| SOC/PSY 353 | Application of Statistics to Social Sciences | 3 |

Substance Abuse Emphasis

Complete 6 credits from the following:

- | | | |
|----------|--|---|
| HUMS 123 | Public Education and Prevention in Substance Abuse | 3 |
| HUMS 235 | Substance Abuse Counseling for Paraprofessionals | 3 |

Family and Youth Emphasis

Complete 6 credits from the following:

- | | | |
|----------|---|---|
| HUMS 150 | Marriage, divorce and Intimate Relationships in the 90's | 3 |
| HUMS 231 | Applied Behavioral Analysis I | 2 |
| HUMS 232 | Applied Behavioral Analysis II | 2 |
| HUMS 350 | Men and Masculinity | 3 |
| PSY 245 | Child Development | 3 |
| SOC 242 | Introduction to Marriage, Family and Intimate Relationships | 3 |
| SOC 246 | Adolescence | 3 |

Degree awarded by University of Alaska Anchorage campus. Courses available at Mat-Su College.

Disabilities Emphasis

Complete 6 credits from the following:

- | | | |
|----------|--------------------------------|---|
| ASL 121 | American Sign Language I | 3 |
| ASL 131 | American Sign Language II | 3 |
| ASL 221 | American Sign Language III | 3 |
| HUMS 231 | Applied Behavioral Analysis I | 2 |
| HUMS 232 | Applied Behavioral Analysis II | 2 |
3. Choose 9 credits of electives in consultation with faculty advisor/counselor.
4. A total of 62 credits is required for the degree.

OFFICE MANAGEMENT and TECHNOLOGY

The Office Management and Technology (OMT) programs provide career education leading to a certificate or an Associate of Applied Science degree.

You may choose between two emphases in the Associate of Applied Science Degrees: Secretarial and Legal Secretarial. The certificate program provides three areas of concentrated study: General Clerical, Legal Secretary, and Word/Information Processing.

OMT programs prepare students for career entry or advancement and offers skill preparation for personal use. Courses meet the needs of beginning, experienced, or re-entry office workers, including secretaries, file clerks, receptionists, typists, word/information processors, and office supervisors. Review courses are also available to prepare candidates for the Certified Professional Secretary (CPS) Examination.

In addition to structured classes, the OMT Skill Center provides an open-entry/open-exit enrollment for students to learn a variety of skills on a self-paced basis. In these classes, students begin at a level that is appropriate for them, work at their own pace, and receive the individual instruction needed to succeed.

ASSOCIATE OF APPLIED SCIENCE

Graduation Requirements

Complete the Associate degree requirements listed on page 45.

Communication and General Requirements

Complete the Associate of Applied Science requirements listed on page 45-46. CIOS 262

recommended.

Major Requirements Secretarial Emphasis

1. Complete 13 credits from the following:

- | | | |
|----------|---------------------------------------|---|
| CIOS 160 | Business English | 3 |
| CIOS 161 | Business Math | 3 |
| CIOS 165 | Office Procedures | 3 |
| CIOS 167 | Proofreading | 1 |
| CIOS 264 | Interpersonal Skills in Organizations | 3 |

2. Complete 6 credits from the following:

- | | | |
|------------|---------------------|---|
| CIOA 100* | Keyboarding I (3) | 3 |
| OR | | |
| CIOS 100A* | Keyboarding I:A (1) | |
| CIOS 100B* | Keyboarding I:B (1) | |
| CIOS 100C* | Keyboarding I:C (1) | |

- | | | |
|----------|----------------------------|---|
| CIOS 102 | Keyboarding Skill Building | 1 |
| CIOS 260 | Keyboarding II | 3 |
| CIOS 261 | Keyboarding III | 3 |

**Credit will not be counted for BOTH CIOS 100 and CIOS 100A, 100B, and 100C.*

3. Complete 1-3 credits from the following:

- | | | |
|-----------|-------------------------|-----|
| CIOS 250A | Machine Transcription A | 1 |
| CIOS 250B | Machine Transcription B | 1 |
| CIOS 251 | Medical Transcription | 3 |
| CIOS 252 | Legal Transcription | 1-3 |

4. Complete 3 credits from the following:

- | | | |
|----------|---|---|
| CIOS 105 | Introduction to PC Computers and Applications | 3 |
| CIOS 110 | Computer Concepts in Business | 3 |

5. Complete 1-3 credits from the following:

- | | | |
|----------|--|---|
| CIOS 115 | Selected Introductory Word Processing Applications | 1 |
| CIOS 215 | Selected Advanced Word Processing Applications | 1 |

6. Complete 3 credits from the following:

- | | | |
|-----------|---------------------------------|---|
| CIOS 262* | Written Business Communications | 3 |
|-----------|---------------------------------|---|

**If CIOS 262 was taken to meet the Written Communication General Education Requirement, then complete 3 elective CIOS credits of your choice.*

7. Complete 3 credits from the following:

- | | | |
|----------|--------------------------------------|---|
| ACCT 101 | Principles of Financial Accounting I | 3 |
| ACCT 120 | Bookkeeping for Business | 3 |
| ACCT 201 | Principles of Financial Accounting | 3 |

8. Complete 3 credits from the following:

- CIO 107 Macintosh Computer and Applications 3
CIO 107A Introduction to Macintosh Computers 1
CIO 113C Introduction to Macintosh Operating System 1
CIO 116A Introduction to Desktop Publishing on Macintosh (1) 1-3
OR
CIO 116B Introduction to Desktop Publishing on IBM (1) 1
OR
CIO 338 Desktop Publishing and Design . (3)

9. Complete 7-9 credits from the following:

- CIO 166 Filing (1) 1-3
OR
CIO 276 Records Management (3)

- CIO 263 Professional Secretarial Procedures (3) 3
OR

- BA 231 Fundamentals of Supervision (3)

- BA 151 Introduction to Business (3) 3
OR

- BA 166 Small Business Management (3)

10. Complete 0-5 elective credits to total 60 credits.

- CIO 168 Shorthand 3
CIO 170 Calculators 1
CIO 192 Seminars in Office Management and Technology 1

11. A minimum of 60 credits is required for the degree.



Legal Secretarial Emphasis

1. Complete 13 credits from the following:

- CIO 160 Business English 3
CIO 161 Business Math 3
CIO 165 Office Procedures 3
CIO 167 Proofreading 1
CIO 264 Interpersonal Skills in Organizations 3

2. Complete 1-3 credits from the following:

- CIO 250A Machine Transcription A 1
CIO 251 Medical Transcription 3
CIO 252 Legal Transcription 1-3

3. Complete 3 credits from the following:

- CIO 105 Introduction to PC Computers and Applications 3
CIO 110 Computer Concepts in Business .. 3

4. Complete 1-3 credits from the following:

- CIO 115 Selected Introductory Word Processing Applications 1
CIO 215 Selected Advanced Word Processing Applications 1

5. Complete 3 credits from the following:

- CIO 262* Written Business Communications 3

**If CIO 262 was taken to meet the Written Communication General Education Requirement, then complete 3 elective CIO credits of your choice.*

6. Complete 3 credits from the following:

- ACCT 101 Principles of Financial Accounting I 3
ACCT 120 Bookkeeping for Business I 3
ACCT 201 Principles of Financial Accounting 3

7. Complete 18 credits from the following:

- CIO 215D Advanced WordPerfect in DOS .. 1
CIO 261 Keyboarding III 3
CIO 272 Law Office Procedures: Litigation Documents 3
CIO 273 Law Office Procedures: Client Documents 3
CIO 274 Alaska Rules of Civil Procedures . 3
CIO 263 Professional Secretarial Procedures (3) 3

OR

- BA 151 Introduction to Business (3)

OR

- BA 231 Fundamentals of Supervision (3)

- PARL 101 Introduction to Law (3) 3
OR

- JUST 110 Introduction to Justice (3)
OR
BA/JUST 241 Business Law I (3)
8. Complete the following (3 credits):
CIOS 295C Office Systems Internship 1-6
OR
One year work experience in an Alaska law office within the last five years may be substituted for CIOS 295C. If work experience is substituted, complete CIOS elective credits to equal 60 credits.
9. A minimum of 60 credits is required for the degree.

CERTIFICATES

To receive a One-Year Certificate in Office Management and Technology, students must satisfactorily complete the following courses:

General Clerical

- Complete 16-18 credits from the following required courses:
CIOS 115 Selected Introductory Word Processing Applications 1
CIOS 160 Business English 3
CIOS 161 Business Math 3
CIOS 165 Office Procedures 3
CIOS 166 Filing (1) 1-3
OR
CIOS 276 Records Management (3)
CIOS 167 Proofreading 1
CIOS 250A Machine Transcription A 1
CIOS 264 Interpersonal Skills in Organizations 3
- Complete 5-6 credits from the following courses:
CIOS 100* Keyboarding I (3) 3
OR
CIOS 100A* Keyboarding I:A (1)
CIOS 100B* Keyboarding I:B (1)
CIOS 100C* Keyboarding I:C (1)
CIOS 260 Keyboarding II 3
CIOS 261 Keyboarding III 3

**Credit will not be counted for BOTH CIOS 100 and CIOS 100A, 100B, and 100C.*

- Complete 4-7 elective credits from the following:
CIOS 105 Introduction to PC Computers and Applications 3

CIOS 107 Macintosh Computer and Applications 3

- CIOS 107A Introduction to Macintosh Computers 1
CIOS 110 Computer Concepts in Business .. 3
CIOS 113C Introduction to Macintosh Operating System 1
CIOS 115 Selected Introductory Word Processing Applications 1
CIOS 170 Calculators 1
CIOS 215 Selected Advanced Word Processing Applications 1
ACCT 120 Bookkeeping for Business I 3
ACCT 101 Principles of Financial Accounting I (3) 3
OR
ACCT 201 Principles of Financial Accounting (3)
4. A total of 28 credits is required for the certificate.

Legal Secretary

- Complete 13 credits from the following required courses:
CIOS 160 Business English 3
CIOS 165 Office Procedures 3
CIOS 167 Proofreading 1
CIOS 264 Interpersonal Skills in Organizations 3
CIOS 272 Law Office Procedures: Litigation Documents 3
- Complete 6-11 credits from the following:
CIOS 100* Keyboarding I (3) 3
OR
CIOS 100A* Keyboarding I:A (1)
CIOS 100B* Keyboarding I:B (1)
CIOS 100C* Keyboarding I:C (1)

CIOS 107A Introduction to Macintosh Computers
CIOS 115 Selected Introductory Word Processing Applications 1
CIOS 215 Selected Advanced Word Processing 1
CIOS 260 Keyboarding II 3
CIOS 261 Keyboarding III 3

**Credit will not be counted for BOTH CIOS 100 and CIOS 100A, 100B, and 100C.*

- Complete 1-3 credits from the following:
CIOS 250A Machine Transcription A 1
CIOS 250B Machine Transcription B 1
CIOS 252 Legal Transcription 1-3
- Complete 2-9 elective credits from the following:

- CIOS 105 Introduction to PC Computers and Applications (1) 1-3
OR
CIOS 110 Computer Concepts in Business (3)
- CIOS 107 Macintosh Computer and Applications 3
- CIOS 111A Introduction to LOTUS in DOS .. 1
CIOS 112A Introduction to dBASE III+ 1
CIOS 113A Introduction to MS-DOS 1
CIOS 113C Introduction to Macintosh Operating System 1
- CIOS 116A Introduction to Desktop Publishing on Macintosh (1) 1-3
OR
CIOS 116B Introduction to Desktop Publishing on IBM (1)
OR
- CIOS 338 Desktop Publishing and Design (3)
CIOS 161 Business Math 3
CIOS 170 Calculators 1
CIOS 273 Law Office Procedures: Client Documents 3
- ACCT 101 Principles of Financial Accounting I 3
ACCT 120 Bookkeeping for Business I 3
ACCT 121 Bookkeeping for Business II 3
5. A total of 29 credits is required for the certificate.

Word/Information Processing

1. Complete the following required courses (12 credits):
- CIOS 160 Business English 3
CIOS 165 Office Procedures 3
CIOS 262 Written Business Communications 3
CIOS 264 Interpersonal Skills in Organizations. 3
2. Complete 5-6 credits from the following:
- CIOS 100 Keyboarding I (3). 3
OR
CIOS 100A* Keyboarding I:A (1)
CIOS 100B* Keyboarding I:B (1)
CIOS 100C* Keyboarding I:C (1)
CIOS 260 Keyboarding II 3
CIOS 261 Keyboarding III 3

**Credit will not be counted for BOTH CIOS 100 and CIOS 100A, 100B, and 100C.*

3. Complete 1-3 credits from the following:
CIOS 250A Machine Transcription A 1

- CIOS 251 Medical Transcription 3
CIOS 252 Legal Transcription 1-3
4. Complete 6 credits from the following:
CIOS 105 Introduction to PC Computers and Applications (3) 3
OR
CIOS 110 Computer Concepts in Business (3)
CIOS 107 Macintosh Computer and Applications 3
5. Complete 3 credits from the following:
CIOS 115 Selected Introductory Word Processing Applications 1
CIOS 215 Selected Advanced Word Processing Applications 1
6. Complete 0-3 credits from the following:
CIOS 107A Introduction to Macintosh Computer
CIOS 111A Introduction to LOTUS in DOS .. 1
CIOS 111B Introduction to Excel on Macintosh 1
CIOS 112A Introduction to dBASE III+ 1
CIOS 112C Introduction to Filemaker on Macintosh 1
CIOS 113A Introduction to MS-DOS 1
CIOS 113B Introduction to Windows 1
CIOS 113C Introduction to Macintosh Operating System 1
CIOS 116A Introduction to Desktop Publishing on Macintosh (1) 1-3
OR
CIOS 116B Introduction to Desktop Publishing on IBM (1)
OR
CIOS 338 Desktop Publishing and Design (3)
CIOS 167 Proofreading 1
CIOS 170 Calculators 1
7. A total of 30 credits is required for the certificate.



REFRIGERATION & HEATING TECHNOLOGY

A two-year certificate program and an Associate Degree in Refrigeration and Heating (R&H) are available. Students satisfactorily completing this program will possess a background in heating, air conditioning refrigeration, applied physics, mathematics, mechanical drawing, electricity, and the technical skills needed to diagnose and repair the modern commercial and domestic heating, refrigeration, air conditioning, and ventilation systems.

All students intending to enroll in the R&H program must successfully pass a standardized placement test in reading, writing, and mathematics. Successful completion is considered to be 50 percentile or above on each of the three tests.

Emphasis of the program is to prepare the student with job entry-level skills. Additional training must take place on the job. Students must complete required courses with a "C" (2.00 average).

Graduation Requirements

Complete the Associate degree requirements listed on page 45.

Communication and General Requirements

Complete the Associate of Applied Science requirements (15 credits) listed on page 45-46.

Major Requirements

1. Complete the following required courses:

First Year, First Semester

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 128	Drafting for Refrigeration and Heating I	3

First Year, Second Semester

RH 107	Physics for Refrigeration and Heating I	3
RH 122	Refrigeration and Air Conditioning II	4
RH 124	Domestic Refrigeration and Heating I	3
RH 126	Electrical Circuits for Refrigeration and Heating II	3

Second Year, First Semester

RH 201	Commercial and Ammonia	
--------	------------------------	--

	Refrigeration	4
RH 202	Physics for Refrigeration and Heating II	3
RH 203	Control Systems for Refrigeration and Heating II	3
RH 207	Drafting for Refrigeration and Heating II	3
Second Year, Second Semester		
RH 225	Heating Plants I - Residential	4
RH 226	Heating Plants II - Commercial	4

RH 229	Solid State Electronics for Refrigeration and Heating II	3
--------	--	---

2. A total of 65 credits is required for the degree.

CERTIFICATE

1. Complete the following requirements:

First Year, First Semester:

RH 101	Refrigeration & 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

First Year, Second Semester:

RH 122	Refrigeration & Air Conditioning II	4
RH 124	Domestic Refrigeration and Heating I	3
RH 126	Electrical Circuits for Refrigeration and Heating II	3
RH 128	Drafting for Refrigeration and Heating I	3

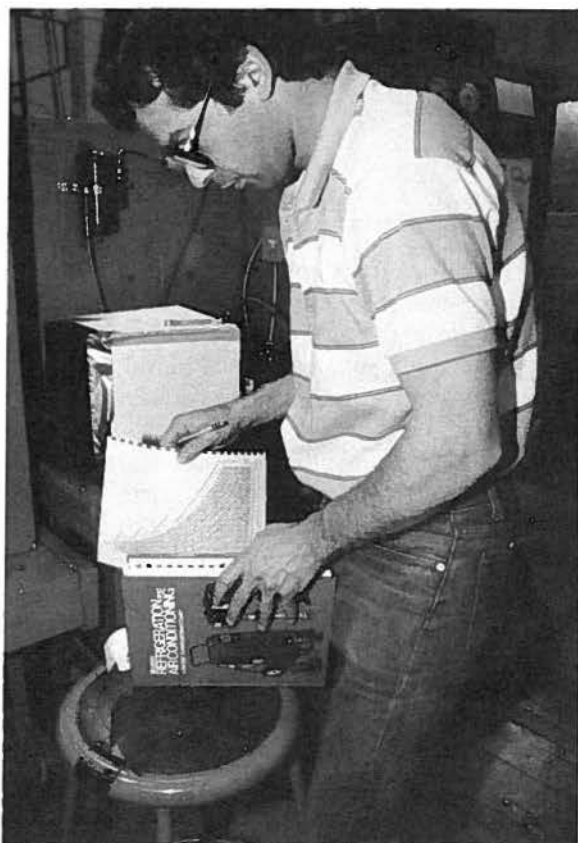
Second Year, First Semester:

RH 201	Commercial and Ammonia Refrigeration	4
RH 202	Physics for Refrigeration and Heating II	3
RH 203	Control Systems for Refrigeration and Heating II	3
RH 207	Drafting for Refrigeration and Heating II	3

Second Year, Second Semester:

RH 225	Heating Plants I - Residential	4
RH 226	Heating Plants II - Commercial	4
RH 229	Solid State Electronics for Refrigeration & Heating II	3

2. A total of 50 credits is required for the certificate.



SMALL BUSINESS ADMINISTRATION

Matanuska-Susitna College offers an Associate of Applied Science degree in Small Business Administration. This is a professional program designed to meet the challenges of a dynamic and changing business environment. Graduates will find job opportunities in Alaska, throughout the U.S. and in many foreign countries.

Graduation Requirements

Complete the Associate degree requirements listed on page 45.

Communication and General Requirements

Complete the Associate of Applied Science requirements (15 credits) listed on page 45-46. To provide maximum transferability, it is recommended that students consider the Bachelor of Business Administration general education and business core requirements when selecting courses to fulfill the Associate of Applied Science general requirements.

Major Requirements

1. Complete the required support courses (12-16 credits):

ACCT 101 Principles of Financial Accounting I (3) 3-6

OR

ACCT 102 Principles of Financial Accounting II (3)

OR

ACCT 201 Principles of Financial Accounting (3)

ACCT 202 Principles of Managerial Accounting 3

CIO 110 Computer Concepts in Business .. 3

MATH 105 Intermediate Algebra (3) 3-4

OR

MATH 107 College Algebra (4)

OR

MATH 270 Applied Finite Mathematics for the Managerial Sciences (3)

Note: MATH 105 will not satisfy the Quantitative Skills General Education Requirement for the Baccalaureate degree.

2. Complete the required BA core courses (21 credits):

BA 151 Introduction to Business 3

BA 166 Small Business Management 3

BA 231 Fundamentals of Supervision 3

BA 233 Fundamentals of Financial Management 3

BA/JUST 241 Business Law I 3

BA 260 Marketing Practices 3

BA 264 Personal Selling 3

3. Complete 8-12 credits of electives from the following:

BA 105 Principles of Banking 3

BA 202 Credit Department Management 3

BA 204 Introduction to Money and Banking 3

BA 206 Analyzing Financial Statements .. 3

BA 209 Consumer Lending 3

BA 232 Fundamentals of Organizational Management 3

BA/JUST 242 Business Law II 3

BA 261 Advertising and Sales Promotion . 3

BA 262 Public Relations 3

BA 263 Practices in Consumer Behavior .. 3

4. A total of 60 credits is required for the degree.

COURSE DESCRIPTIONS



Contact Hours
Course Level Expectations
Course Numbering System
Course Descriptions

CONTACT HOURS

MSC/UAA academic policy has established the following minimum contact times. Most lecture/discussion courses require a minimum of 750 minutes of contact time and a minimum of 1500 minutes completed outside the classroom to award one (1) credit. Some courses require more than 750 minutes of contact time and more than 1500 minutes completed outside the classroom.

One (1) contact hour is defined as 50 minutes of contact time.

Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.

One (1) Continuing Education Unit (CEU) may be granted for satisfactory completion of 10 contact hours of classroom instruction or for 20 contact hours of laboratory or clinical instruction.

Alternative learning modes are subject to the instructional objectives and outcomes of comparable, traditionally taught courses, but contact hour standards may differ.

COURSE LEVEL EXPECTATIONS

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

Students are expected to meet prerequisites for all courses prior to registering. Prerequisites are listed with course descriptions. Prerequisites indicate the preparation and/or background necessary to undertake academic study.

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

Units (CEU) or for non-credit.

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

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

COURSE NUMBERING SYSTEM

Each course offered by MSC/UAA is identified by the department designator and a three-digit course number. The designator commonly abbreviates the name of a discipline or department (for example, ENGL for English). In general, the first numeral of the three-digit course number indicates the year in which the course is ordinarily taken. For example, ENGL 111 is ordinarily taken by first-year students, and ENGL 318 is taken by third-year students. More specifically, course numbers have the following meanings:

001-049

Continuing Education Units (CEU). One (1) CEU is granted for satisfactory completion of 10 contact hours of classroom instruction or for 20 contact hours of laboratory or clinical instruction. Also indicates community interest courses not offered for credit.

050-099

Courses applicable to some vocational certificates but not to Associate or Associate of applied science degrees, Baccalaureate degrees, master's degrees, or professional certificates.

100-199

Freshman-level, lower-division courses. Applicable to certificates, associate, and Baccalaureate degrees.

200-299

Sophomore-level, lower-division courses. Applicable to certificates, associate, and Baccalaureate degrees.

300-399

Junior-level, upper-division courses. Applicable to Associate and Baccalaureate degrees. May also be applied to graduation requirements for some master's degrees with prior approval of the student's Graduate Study Committee. May not be applied to both a Baccalaureate and a master's degree.

400-499

Senior-level, upper-division courses. Applicable to Associate and Baccalaureate degrees. May also be applied to graduation requirements for some master's degrees with prior approval of the student's Graduate Study Committee. May not be applied to both a Baccalaureate and a master's degree.

500-599

Professional development courses. Not applicable to any degree requirements (even by petition). Restriction to Pass/No Pass grading system.

600-699

Graduate-level, upper-division courses. Applicable to master's degrees with approval of the student's Graduate Study Committee. With prior approval, may also be used to meet graduation requirements for some Baccalaureate degrees by petition. May not be applied to both a Baccalaureate and a master's degree.

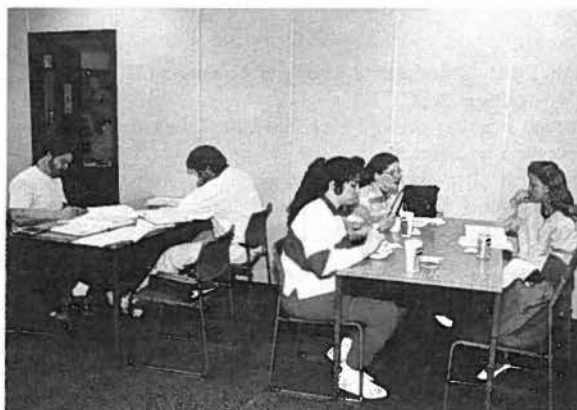
The following second and third digits of course numbers are used for specific types of courses:

- 92 Seminars and workshops
- 93 Special topics courses, to be offered only once*
- 94 Trial courses intended to become permanent; may only be offered two semesters before requesting a permanent course number*
- 95 Practicums, internships, and

cooperative education courses

- 96 Directed study
- 97 Independent study
- 98 Individual research
- 99 Thesis

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



ACCOUNTING

ACCT 051 Recordkeeping for Small Business 1 Cr

Provides an overview of what a bookkeeper does and the role he/she provides to a small business. Includes basic accounting and bookkeeping practices in reconciliation of bank accounts, payroll, payroll taxes, application of Federal I.D. numbers, State ESC numbers, business licenses, quarterly and annual reports, accounts receivable, depreciation, inventory, financial statements and income taxes.

Special Notes: Does not satisfy any degree requirements even as an elective.

ACCT 060 Personal Tax Preparation 2 Cr

A review of significant tax information for intelligent preparation of one's own tax return. Includes an overview of the latest legislation, tax forms, and practical exercises in figuring personal tax returns.

Special Notes: Does not satisfy any degree requirements even as an elective.

ACCT 101 Principles of Financial Accounting I 3 Cr

Prerequisites: MATH 055 with grade A C or better or equivalent Math Placement Test.

First semester principles of accounting. Introduces concepts and procedures for financial accounting. Emphasis on accounting cycle, recording, summarizing, and interpreting accounting data through presentation of formal financial statements.

Special Notes: ACCT 101 and 102 will satisfy requirement for ACCT 201. AAS Accounting Majors must take ACCT 101 and 102.

ACCT 102 Principles of Financial Accounting II 3 Cr

Prerequisites: ACCT 101.

Second semester principles of accounting. Includes long-term debts and investments, analysis and preparation of cash flow statement. Provides overview of managerial accounting.

Special Notes: ACCT 101 and 102 will satisfy requirement for ACCT 201. AAS Accounting Majors must take ACCT 101 and 102.

ACCT 120 Bookkeeping for Business I 3 Cr

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

Special Notes: May be offered as either classroom or open-entry, individualized course.

ACCT 121 Bookkeeping for Business II 3 Cr

Prerequisite: ACCT 120

Second semester college bookkeeping. Introduces bookkeeping concepts and procedures for the financial accounting for corporations with a general coverage of payroll accounting, special journals, voucher system, petty cash system, inventory bookkeeping procedures, uncollectible accounts receivable, plant assets and depreciation, notes and interest, and accrued items. Coverage of financial bookkeeping as related to the merchandising firm is used as an environment for bookkeeping topics.

Special Notes: May be offered as either classroom or open-entry, individualized course.

ACCT 201 Principles of Financial Accounting 3 Cr

Prerequisites: MATH 105 or successful completion of placement test.

Introduction to financial accounting concepts and principles. Emphasis on the accounting cycle, recording and summarizing accounting data through the presentation of formal financial statements.

Special Notes: ACCT 101 and 102 will satisfy requirement for ACCT 201. AAS Accounting Majors must take ACCT 101 and 102.

ACCT 202 Principles of Managerial Accounting 3 Cr

Prerequisites: ACCT 101 and 102, or ACCT 201; plus CIOS 110 or equivalent.

Studies the uses of accounting data internally by managers in directing the affairs of business and nonbusiness activities. Planning and control techniques include budgeting, product costing, breakeven analysis, and relevant costing decision analysis.

ACCT 210 Income Tax Preparation 3 Cr

Prerequisites: ACCT 101 and 102; or ACCT 201.

Elements of federal income taxation applied with an individual emphasis, including preparation of forms.

Special Notes: ACCT 210 is not a prerequisite for ACCT 310 nor is it a substitute for ACCT 310.

ACCT 222 Introduction to Computers and Accounting 3 Cr

Prerequisites: ACCT 101 and 102, or ACCT 201; plus CIOS 110 or faculty permission.

Identifies necessary accounting controls in a computerized environment; illustrates conversion of manual to computerized accounting system; demonstrates processing of accounting data on a computer.

ACCT 225 Accounting for Payroll, Receivables and Payables 3 Cr

Prerequisites: ACCT 101 and 102, or ACCT 201; plus CIOS 110 or faculty permission.

Considers in detail, special accounting problems associated with processing and reporting on payroll, receivables and payables cycles. Covers manual and computerized applications.

ACCT 230 Financial Statement Preparation and Presentation 3 Cr

Prerequisites: ACCT 101 and 102, or ACCT 201.

Emphasizes preparation and analysis of work papers to support year-end corporate financial statements. Includes an in-depth analysis of major balance sheet accounts and a study of financial statement presentation formats and requirements.

ACCT 301 Intermediate Accounting I 3 Cr

Prerequisites: ACCT 202 and School of Business majors must be admitted to upper-division standing.

In-depth study of the accounting sequence, principles, and rules governing financial statements and balance sheet accounts including cash, receivables, inventory, property, plant and equipment and intangibles.

ACCT 302 Intermediate Accounting II 3 Cr
Prerequisites: ACCT 301 and School of Business majors must be admitted to upper-division standing.
A continuation of the study of intermediate accounting including the principles governing financial reporting of investments, liabilities, stockholders' equity, revenues, and cash flows.

ACCT 310 Income Tax 3 Cr
Prerequisites: ACCT 202 and School of Business majors must be admitted to upper-division standing.
The federal income tax law as it applies to individuals, sole proprietors, property transactions. Emphasizes research, theory and tax planning.

ACCT 342 Managerial Cost Accounting 3 Cr
Prerequisites: ACCT 202 and School of Business majors must be admitted to upper-division standing.
Accounting as a planning and control device is studied by applying the concepts of cost flow, job order and process costing, flexible budgeting, standard cost analysis and relevant costing models.

AUTO/DIESEL TECHNOLOGY

ADT 081 Small Engine Repair 3 Cr
Teaches how to diagnose problems and make repairs.
Special Notes: Students usually supply own project engines and tools.

ARCHITECTURAL and ENGINEERING TECHNOLOGY

AET 100 Fundamentals of Drafting 3 Cr
Basic course in college drafting, designed to provide students the fundamental skills and knowledge necessary to communicate using language of industry.
Special Notes: For non-majors only.

AET 171 Building Your Own Home 3 Cr
Prerequisites: Basic high school English and math skills recommended.
Introduces practical techniques and methods for planning, designing, constructing and remodeling owner-built single-family houses.
Special Notes: Does not meet AET certificate or degree requirements.

AGRICULTURE

AGRI 100 Survey of Agriculture 3 Cr
(Agriculture 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, US and Alaskan agriculture.

AGRI 101 Introduction to Plant Science I 3 Cr
Prerequisites: High school biology and chemistry recommended.
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.

AGRI 102 Introduction to Plant Science II 3 Cr
Prerequisites: AGRI 101 or faculty permission.
Principles of plant science as related to production of economic crops with special attention to management and marketing of those grown in Alaska.

AGRI 103 Introduction to Soil Science 3 Cr
Prerequisites: High school biology and chemistry recommended.
Stresses properties of soils and how they affect plant growth, soil texture, structure, moisture retention, chemistry, fertility, temperature, biological activity and organic matter. Covers liming, fertilization, nutrient deficiencies, and irrigation for agricultural plants.

AGRI 104 Conservation of Natural Resources 3 Cr
Consideration of natural resources including discussion of their biological and physical nature, social and economic aspects of use, conflicts of use, and alternative means for conservation.
Special Notes: Majors in all fields welcome.

AGRI 109 Mini-Ranch Livestock Production 3 Cr
Designed for backyard animal producer. Emphasis on animal and poultry production, practices and skills necessary for enjoyment of successfully raising and using them to benefit mini-farm operator and family.

AGRI 110 Introduction to Animal Science 3 Cr
Prerequisites: High School biology and chemistry recommended.
Basic course in animal husbandry including importance and place of livestock in agriculture; types, market classes and grades of beef, sheep and swine; origin and characteristics of breeds, and judging of beef, sheep and swine.

AGRI 113 Practical Horsemanship I 3 Cr
Basic health, feeding, and physical care. Coupled responsibilities of horse ownership. Fundamental behavior and training for the beginner.

AGRI 115 Basic Horse Behavior and Training I 3 Cr
Introduces principles necessary for understanding horse

behavior and physical development of the riding horse. Presents principles and procedures of communication, and horse training from halter training to mounted work. Includes actual handling and training of horses.

AGRI 120 Introduction to Agriculture Business 3 Cr
Economics of agriculture production. Management principles in agriculture and demand for farm products, principles of marketing and price determination. Identification of individual problems and alternative approaches to their solution.

AGRI 133 Motors and Controls 3 Cr
Cross-Listed: RH 120 and ET 120.
Provides understanding of principles of operation of motors, generators, transformers and motor control apparatus. Study of definitions, symbols, diagrams and illustrations gives a sound background in the language and basic principles associated with electricity, electrical equipment, electrical apparatus and electrical code principles.

AGRI 136 Introduction to Horticulture 3 Cr
Reviews plant structure and growth; soils; plant nutrition; plant propagation; potting media; fertilizers; indoor plant care; light management; container gardening; interior landscaping; greenhouse growing and plant forcing.

AGRI 138 Organic Gardening 1-3 Cr
Grading Policy: Pass/No Pass.
Introduces organic methods and materials for ecological agriculture covering soil management, crop rotations, weed control, pest management, garden planning, planting, harvesting, storage, French intensive methods, and compost.

AGRI 139 Modern Home Gardening 3 Cr
Principles of gardening-comprehensive coverage of plants, soils and climates, the basic elements with which the gardener must deal. Practices of gardening-the manipulation of the basic elements; growing of important vegetables, herbs, perennial food plants and flowers.

AGRI 140 Crop Production 3 Cr
The adaptation, production, utilization, and improvement of cereal grains and forage crops for food, feed, soil improvement and conservation purposes in the Alaskan environment.

AGRI 200 Agriculture in Alaska: Past, Present, and Future 3 Cr
Historical review of development of agriculture in Alaska from the time the Russians settled Alaska until present. Study of development problems such as climatic limitations, economic feasibility, and problems of production and marketing. Covers both progression and regression of Alaskan agriculture from Russian era to present. In-depth analysis of present agricultural production and development emphasizing support provided by the State of Alaska. Considers Alaska's agricultural potential, i.e. basic agricultural resources, systems for using basic resources and effects of economic factors and markets on agricultural development. Briefly looks at Alaska's forests including a general description, past history and future potential.

AGRI 209 Apiculture and Pollination 2 Cr
Biology of honeybee and some wild bees. Relationship between bees and flowering plants. Value of bees in crop

production. Introduction to management and skills necessary for keeping bees. Visits to local apiary when feasible.

AGRI 210 Applied Animal Nutrition 3 Cr
Prerequisites: AGRI 110 and either CHEM 105 or BIOL 105 or faculty permission.
Study of digestion, absorption, assimilation and utilization of nutrients, principle feeds, minerals and vitamins, rations and nutritive ration as utilized by domestic animals.

AGRI 213 Practical Horsemanship II 3 Cr
Introduces fundamentals of training and care of light horses. Covers theories of horse behavior as related to training and performance. Emphasizes health and care of horses in Alaska's environment. Intended to be academic but practical course with hands-on training.

AGRI 215 Basic Horse Behavior and Training II 3 Cr
Focuses on the practical psychology of riding, and introduces basic principles and methods of training the performance horse from mounting of the horse to training skills under saddle. Includes the actual starting and training of green horses.

AGRI 216 Basic Horse Behavior and Training III 3 Cr
Prerequisite: AGRI 215.
Focuses on the advanced psychology of riding to include principles and methods of training the performance horse from mounting of the horse to training skills under saddle. Includes the actual training of horses and implementation of skills learned in AGRI 215.

AGRI 227 Landscape Design: A Home Owner's Approach 3 Cr
Prerequisite: AGRI 101 and 139 recommended.
Designed for the beginning home landscaper. Covers landscape design techniques, plant selection and use, and plant and site relationships. Considers user/designer interactions. Some elementary drafting will be integrated into the planning, preparation and interpretation of a landscape plan.

AGRI 231 Essentials of Forestry Practice 3 Cr
Introduction to basic concepts and practical methods of forestry; characteristics and growth requirements of forest trees; operations and practices in forest management, logging, processing of wood products, marketing and forest protection. Fieldwork is an essential part of the course.

AGRI 234 Land Resources and Economics 3 Cr
A systematic description and study of economic concepts relating to the use and possession of land resources. Surveys Alaska's land resources and their importance to the state's development and economy.

AGRI 240 Greenhouse Operation and Mgmt 3 Cr
Covers principles of management and operation of both home and commercial greenhouses. Includes greenhouse construction, heating, cooling, root media, root media pasteurization, watering, fertilization, carbon dioxide fertilization, light and temperature management, chemical growth regulation, insect and disease control and the management of several selected crops.

AGRI 241 Bedding Plant Production 2 Cr
Covers fundamentals of raising bedding plants; seed sowing; soil media and soil sterilization, containers, transplanting, and fertilization. Discusses different systems of raising bedding plants.

AGRI 250 Poultry Science 3 Cr
Introduces poultry in agricultural economy. Covers fundamental principles of anatomy, physiology and body systems, diseases, their prevention and control; management practices and procedures in producing poultry, meat and eggs.

AGRI 260 Horticulture Practices 3 Cr
Culture, morphology, and cultivars of vegetables, potatoes and ornamental crops. Emphasis directed to garden, field, greenhouse and nursery production in Alaska. Special emphasis on bedding plant production.

AGRI 295 Individualized Practicum 1-3 Cr
Prerequisite: Faculty permission.
Individual work on a field, laboratory, or library research problem of special interest to the student.

AGRI 337 Plant Propagation 3 Cr
Prerequisites: AGRI 102 or faculty permission.
Includes sexual and asexual propagation of plants; hybrid seed production; pollination and fertilization along with seed cleaning, drying, dormancy, germination and certification. Covers vegetative cuttings, stock plant production, the use of growth regulators, rooting and grafting, plus bulbs, corms, and tubers. Considers micro-propagation and environmental control of root development.

ANTHROPOLOGY

ANTH 200 Natives of Alaska 3 Cr
Introduction to culture and history of Alaska Natives. Includes environmental settings, linguistic subdivisions, traditional sociocultural organization and subsistence patterns, contact with non-native groups and contemporary issues.

ANTH 202 Cultural Anthropology 3 Cr
Introduction to the methods, theories, and fundamental concepts for the study of cultural systems. Includes social relationships, economic organization, political systems, symbols and beliefs. Serves as foundation for more specialized courses in cultural anthropology.

ANTH 250 The Rise of Civilization 3 Cr
A survey of the emergence of civilization in human cultural development. Covers development of domestication, urbanization, trade, and state formation in a comparative framework. Emphasizes non-western civilizations: China, India, Southeast Asia, Mesoamerica, South America and Africa.

ART

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

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

ART 111 Two-Dimensional Design 3 Cr
Study of organization, structure, and composition of form through use of basic design elements such as line, shape, and value. Emphasis is on development of design as related to two-dimensional art.



ART 112 Color Design 3 Cr
Two-dimensional study of fundamentals of color and visual perception. Design projects will emphasize evaluation and mixing of color and include development of a color wheel to acquire understanding of contrast in hue, value, and intensity.

ART 113 Three-Dimensional Design 3 Cr
Exploration of three-dimensional design, employing such materials as paper, card, wood, sheet metal, plastic and wire using simple hand and machine techniques. Analysis and discussion of three-dimensional perception will be directed by projects that develop awareness. Seeks to stimulate discussion and analysis of three-dimensional perception.

ART 160 Art Appreciation 3 Cr
Development of an appreciation of all the visual arts. Course emphasis is on the theories, practice, materials, and techniques of the visual arts.
Special Notes: Course meets general degree requirement except for Art majors.

ART 182 The Art of Skin Sewing 3 Cr
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.
Special Notes: Does not satisfy BA in Art or BFA degree requirements.

ART 185A	Nelson Island Eskimo Basket Weaving	3 Cr
The gathering, curing, dyeing, and weaving of grasses will be discussed. Major concentration will be on the Nelson Island system of Eskimo basket weaving with in-depth student participation. Special Notes: Does not satisfy BA in Art or BFA degree requirements.		
ART 205	Intermediate Drawing	3 Cr
Prerequisites: ART 105 Drawing in class from live models. Emphasizes expanding visual awareness through drawing.		
ART 209	Beginning Metalsmithing and Jewelry	3 Cr
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Introduces basic techniques of metalsmithing and jewelry. Special Notes: May be repeated once for credit.		
ART 211	Beginning Sculpture	3 Cr
Prerequisites: The 18 credit lower division Art core is required for Art majors and recommended for others. Exploration of fundamental elements of form, mass, volume, scale, material and surface. Acquaints student with the tools, techniques and materials available to the sculptor. Special Notes: May be repeated once for credit.		
ART 213	Beginning Painting	3 Cr
Prerequisites: The 18 credit lower division Art core is required for Art majors and recommended for others. Introduction to basic materials and techniques in oil or acrylic painting. Emphasizes understanding form in space and light, and the interaction of form with color, value, and texture in paint. Special Notes: May be repeated once for credit.		
ART 224	Beginning Photography	3 Cr
Cross-Listed: JPC 224. Basic principles including camera functions and the utilization of these functions for artistic expression through the processing and printing of black and white film.		
ART 231	Watercolor Painting	3 Cr
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Exploration of aquarelle techniques. Emphasizes composition as affected by color, value, stylistic considerations, and individual expression: exhibition procedures are included. Special Notes: May be repeated once for credit.		
ART 261	History of World Art I	3 Cr
Origins and development of painting, sculpture, and architecture. Covers history of art from Prehistory through the Medieval Period emphasizing art of the Western World. Special Notes: May be used for general degree requirements.		
ART 262	History of World Art II	3 Cr
Origins and development of painting, sculpture, and architecture. Covers history of art from the Renaissance through the Modern Period emphasizing art of the Western World. Special Notes: May be used for general degree requirements.		

ART 271	Beginning Surface Design	3 Cr
Prerequisites: The 18 credit lower division Art core is required for Art majors and recommended for others. Introduction to resist dyeing processes using directly applied resists (wax, rice paste) in designing the art fabric surface.		
ART 272	Beginning Fiber Structures	3 Cr
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Introduction to hand-constructed textiles, adapting traditional methodology to the production of contemporary art.		
ART 273	Beginning Woven Forms	3 Cr
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Introduction to European floor loom. Various on-loom techniques will be utilized in the production of the art fabric.		
ART 305	Advanced Drawing	3 Cr
Prerequisites: The 18 credit lower division Art core is required for Art majors and recommended for others. Development and refinement of individual problems in drawing. Special Notes: May be repeated once for credit.		
ART 313	Intermediate Painting	3 Cr
Prerequisites: ART 213. Continued and intensified development of expressive skills in painting. Reviews techniques and refines materials usage with the emphasis on individual approaches to pictorial and conceptual problems in oil and acrylic. Special Notes: May be repeated for credit.		
ART 324	Intermediate Photography	3 Cr
Cross-listed: JPC 324. Prerequisites: ART/JPC 224. Further development of photographic skills. Includes photographic perception of awareness, ideas and concepts, and the "fine print."		
ART 363	History of Modern Art	3 Cr
Prerequisite: ART 262 or faculty permission. Development of mid to late 19th century and 20th century art. Various visual arts are placed within the social and cultural contexts of this period.		
ART 365	Native Art of Alaska	3 Cr
Art forms of the Eskimo, Indian, and Aleut; prehistory to the present.		
ART 366	History of Asian Art	3 Cr
Prerequisites: ART 261. Visual arts of Asiatic culture; prehistoric to the present. Surveys selected works of painting, sculpture, architecture and other visual arts in relation to the culture in which they were produced.		
ART 373	Intermediate Woven Forms	3 Cr
Prerequisite: ART 273. Emphasis on advanced floor loom techniques for the production of contemporary art.		
ART 392	Seminars and Selected Topics in Art	1-6 Cr
Prerequisite: The 18 lower division Art core is required for Art majors, and recommended for others.		

Lecture course dealing with current issues in the arts. Seminars on various topics will depend upon student and faculty interest as well as areas of faculty expertise. Course may be of interest to students desiring assistance in developing their thesis topic and statement.

ART 413 Advanced Painting 3 Cr
Prerequisite: ART 313.
Individual ideas, experimentation, and techniques in painting.
Special Notes: May be repeated once for credit.

ART 418 Methods: Art in the Elementary School 3 Cr
Prerequisite: Ed 210, 336 and all corequisites thereto, all general education degree requirements and admission to School of Education.
Cross-Listed: ED 418.
Methods of teaching art principles, procedures and materials for the elementary school level. Explores a wide variety of art media basic to elementary art curricula. Students will be responsible for developing and evaluating curriculum activities.

ART 473 Advanced Woven Forms 3 Cr
Prerequisite: ART 373
Further development of advanced loom weaving techniques and refinement of personal imagery and problems related to fiber art.

APPLIED STATISTICS

AS 300 Elementary Statistics 3 Cr
Prerequisites: MATH 105 or two years of high school algebra or Math Placement Test.
Measurement, sampling, measures of central tendency, dispersion, position, frequency distributions, regression and correlation, probability, binomial and normal distributions, estimation, hypothesis testing, t-, chi-square, and F-distributions.
Special Notes: A student may apply no more than 3 credits from AS 300, AS 307 and BA 273 toward the graduation requirements for a Baccalaureate degree.

AS 307 Probability and Statistics 3 Cr
Prerequisite: MATH 200 or MATH 272.
Probability, applied combinatorics, random variables, multivariate random variables, discrete distributions, continuous distributions, expectations, descriptive statistics, correlation and regression, estimation, and hypothesis testing.
Special Notes: A student may apply no more than 3 credits from AS 300, AS 307 and BA 273 toward the graduation requirements for a Baccalaureate degree.

AMERICAN SIGN LANGUAGE

ASL 121 American Sign Language I 3 Cr
Introduces American Sign Language as used by deaf people. Diligent students can learn 350-500 signs, basics of ASL grammar and syntax. Exposure to psychosocial and subcultural aspects of deafness.

ASL 131 American Sign Language II 3 Cr
Prerequisites: Successful completion of ASL 121 or equivalent, or faculty permission.
Develops receptive and expressive skills in American Sign Language. Explanations and examples of 20 or more basic features of American Sign Language. Extensive student practice in class. Diligent students can learn 1,000 or more signs and idioms.

ASL 221 American Sign Language III 3 Cr
Prerequisite: ASL 131 or equivalent, or faculty permission.
Continuation of insights into ASL structure. Exercises and practice, study of articles, and practical experience. Students practice advanced conversational skills in class. Use of previously learned vocabulary and grammar to explore 10 more new features of ASL. Additional idioms and vocabulary.

AVIATION TECHNOLOGY



AT 100 Private Pilot Ground School 4 Cr
Preparation for FAA Private Pilot Exam. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, navigation computers, national weather information, and dissemination services. FAA Regulations, FAA Airman's Information Manual, radio communications, and radio navigation.

AT 102 Commercial Ground School 4 Cr
Prerequisites: AT 100 or passing score on FAA Private Pilot Written Exam at Anchorage or faculty permission.
Advanced work in topics discussed in AT 100. Also advanced aircraft engines, systems, performance and limitations, radar environment, high performance aircraft, emergency procedures, pilot responsibilities, and maneuvers.

AT 200 Instrument Ground School 4 Cr
Prerequisites: AT 100 or passing score on FAA Private Pilot Written Exam, or faculty permission.
Instrument operation in detail. Altitude instrument flying, air traffic control and navigation facilities, pilot responsibilities, IFR en route charts, approach plates, airspace and airway route system. ATC operations and procedures, FAA Regulations, flight planning, medical facts for pilots, meteorology, and simulated flights. Course includes visits to FAA RAPCON and ARTCC facilities.

ALASKA WILDERNESS STUDIES

AWS 104 Backcountry Skiing 1 Cr
Development of cross-country and backcountry touring skills and skiing techniques in outdoor Alaska in the arctic environment.

AWS 109 Beginning Cross Country-Skiing 1 Cr
Techniques of cross-country and trail skiing, equipment, waxing, and poling.
Special Notes: Not repeatable for credit.

AWS 128 Scuba Diving 2 Cr
Lectures on diving techniques and gear safety with emphasis on crisis situations, supplemented with work in pool and ocean environment. Diver's certificate given upon successful completion.
Special Notes: May be taken more than once for credit.

AWS 190 Log Cabin Construction 1-3 Cr
Techniques and skills of log cabin construction. Covers planning and organization, estimating costs, and major phases of log building construction including foundation, floor, walls, roof, windows, doors and trim.

BUSINESS ADMINISTRATION

BA 101 Introduction to Management 3 Cr
Entry-level survey of development of management theory. Techniques associated with core managerial functions such as planning, organizing, actuating, and controlling. Selected management concepts and models viewed within organizational settings.

BA 105 Principles of Banking 3 Cr
Designed for new personnel at any level. Foundation for most subsequent American Institute of Banking courses. Provides updated, broad perspective of banking industry and

bank functions. Includes check processing, teller functions, deposits, trust services, bank bookkeeping, bank loans, and investments. Discussion of bank's role in community.

BA 110 Development of Local Tourism 2 Cr
Grading Policy: Pass/No Pass.
This is the Alaska that visitors come to see; the land, water, animals and people of the Mat-Su area. Provides information about the Alaska visitor and the visitor industry. Local history, geography and tourist events will be included. A number of subjects will be covered starting with the state as a whole and quickly focusing on local visitor attractions and ideas for you to try. Presentations will be made on several subjects, each by an expert on the area under study.

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

BA 132 Successful Money Management 1 Cr
Grading Policy: Pass/No Pass.
How money is used in a family. Types of savings and investment vehicles available. Methods of investing, investing in growth, income and tax reduction. Management of financial risk. Preservation of capital and transfer of estate with minimal estate tax.

BA 151 Introduction to Business 3 Cr
For students with relatively little business management experience. Understanding profit in business, issues of social responsibility and forms of business ownership. Roles of management in specialized fields of human resources, finance, production and marketing. Students explore opportunities and requirements in several business positions as well as assess personal interests and capabilities.

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

BA 202 Credit Department Management 3 Cr
Prerequisite: BA 105 or equivalent bank experience.
Study of credit function as applied to commercial lending.

BA 204 Introduction to Money and Banking 3 Cr
Presents basic economic principles most closely related to money, banking, and other topics of interest to bank management. Stresses practical application of theories to individual banks. Covers commercial banking systems, cash assets and liquidity management, bank investments, federal reserve system and Treasury Department operations, and the international monetary system.
Special Notes: Designed for persons with entry level to five years experience.

BA 206 Analyzing Financial Statements 3 Cr
Designed for lending personnel or management trainees with basic accounting knowledge. Tools and techniques necessary

for evaluating financial condition and operating performance of modern business enterprises. Covers financial statement analysis, accounting and business funds flow. Also includes short-term liquidity and solvency, long-term financial strength, and asset utilization.

BA 209 Consumer Lending 3 Cr
Prerequisite: BA 105, banking experience, or faculty permission.
Overview of consumer credit operations, and role of consumer credit in banking. Covers credit evaluation principles and opened credit, marketing bank services and collection policies and procedures.

BA 231 Fundamentals of Supervision 3 Cr
For students with or without supervisory experience. Introduction to effective supervisor's role. Emphasizes development of insights and skills necessary to get things done through others by planning, organizing, motivating, and controlling. Practical experience in decision making approach to condemnatory situations facing supervisors.

BA 232 Fundamentals of Organizational Management 3 Cr
Prerequisite: BA 231 or faculty permission.
Leadership styles of managers and skills necessary to effectively lead in organizations. Explores literature in motivation and leadership for practical implications. Students analyze organizational case studies.

BA 233 Fundamentals of Financial Management 3 Cr
Prerequisite: either ACCT 101 or ACCT 201, and Math 105.
Helps students to develop decision making viewpoints of managers. Includes financial statement analysis, cash flow planning, capital asset expenditures planning, and methods of short-term and long-term financing.

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

BA 242 Business Law II 3 Cr
Cross-listed: JUST 242.
Prerequisite: BA/JUST 241.
Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.

BA 260 Marketing Practices 3 Cr
Prerequisite: BA 151 or faculty permission.
Designed to give students a real-world view of basic marketing principles and practices. Emphasizes planning strategy and application of marketing concepts. Examines nature of marketing and its environment, selecting target markets, and developing a market mix: product, price, promotion, and distribution.

BA 261 Advertising and Sales Promotion 3 Cr
Prerequisite: BA 260 or faculty permission.
Introduction to advertising and sales promotion. Integrates

theory and practice. Examines advertising role in today's complex society. Covers creation of advertising message, dynamics of media, and coordination of advertising and sales promotion with other marketing elements.

BA 262 Public Relations 3 Cr
Prerequisite: BA 260 or faculty permission.
Introduction to role of public relations in today's society. Familiarizes students with strategies and tactics of public relations practice. Examines specialized areas such as communication and marketing concepts, planning, and use of public relations by corporations, governments, and nonprofit agencies.

BA 263 Practices in Consumer Behavior 3 Cr
Prerequisite: BA 260 or faculty permission.
Provides students with usable understanding of consumer behavior; based on the belief that knowledge of factors influencing consumer behavior can be used to develop sound marketing strategy. Explores motivation, personality, lifestyle, decision making, and the impact of cross-cultural variations on consumer buying behavior.

BA 264 Personal Selling 3 Cr
Designed for people with or without sales experience.
Explores skills all individuals use to sell themselves, products, services, and ideas. Includes selling process, buyer behavior, communication, and selling as part of marketing mix.

BA 273 Introduction to Statistics for Business and Economics 3 Cr
Prerequisite: CIOS 110 and MATH 107 or 270.
Introduction to statistics and probability with emphasis on the analysis of business and economic data. Includes descriptive statistics for univariate and bivariate data; elementary probability and sampling distributions; and estimation of means, proportions, and simple regression coefficients. Students will be introduced to one or more computer packages for statistical data analysis.
Special Notes: A student may apply no more than 3 credits from AS 300, AS 307, and BA 273 toward graduation requirements for a degree.

BA 300 Organizational Theory and Behavior 3 Cr
Prerequisite: School of Business majors must be admitted to upper-division standing.
Literature of organizational theory; emphasis on the theoretical concepts, organizational design, dynamics of formal and informal groups, communication in leadership, organizational development, organizational effectiveness, and social science research techniques.

BA 325 Corporate Finance 3 Cr
Prerequisite: ACCT 201, 202, ECON 201, 202, BA 273 and School of Business majors must be admitted to upper-division standing.
Covers different concepts and techniques of financial analysis and planning, time value of money, stocks and bonds valuation, risk and return, capital budgeting, leverage and capital structure, dividend policy, working capital management, different methods of financing including stocks, debt, convertibles, leasing, mergers and acquisitions. Students

will be able to evaluate the performance of companies and understand the underlying factors that determine takeover activities, investment and financing decisions.

BA 343 Principles of Marketing 3 Cr
Prerequisite: ACCT 201, 202, ECON 201, 202 and School of Business majors must be admitted to upper-division standing. Role of marketing in society and economy, The business firm as a marketing system, and management of the firm's marketing effort.

BIOLOGICAL SCIENCES

BIOL 102 Introductory Biology 3 Cr
One semester freshman-level course for students with little or no biology background. Includes basic organization of cells, organs, organisms, populations, evolution and functional relationships relevant to modern living.
Special Notes: Primarily for non-science majors. Satisfies UAA general education and CAS natural science degree requirements.

BIOL 103 Introductory Biology Lab 1 Cr
Prerequisite: BIOL 102 or concurrent enrollment required. Laboratory part of BIOL 102. Exercises are designed to illustrate principles and concepts developed in BIOL 102.
Special Notes: Primarily for non-science majors. Satisfies UAA general education and CAS natural science degree requirements.

BIOL 104 Natural History of Alaska 3 Cr
Cross-Listed: GEOL 104.
Surveys important biological, physical and geological features of Alaska, and their development over time. Includes study of major landforms, ecosystems, wildlife and people. Local area will be emphasized.
Special Notes: Acceptable as elective credit only.

BIOL 105 Fundamentals of Biology I 4 Cr
Prerequisite: High School Biology or faculty permission.
An introduction to the basic principles of biology as science; simple biological chemistry; cell biology; energy transformation; cellular reproduction; and genetics.
Special Notes: One 3-hour lab per week. BIOL 105 and 106 are core courses in biology and are prerequisite to further courses in the biological sciences. Required for BIOL 106.

BIOL 106 Fundamentals of Biology II 4 Cr
Prerequisite: BIOL 105 or faculty permission.
A continuation of an introduction to the basic principles of biology for the science major. Anatomy, physiology, and behavior of plants and lower kingdoms. Overview of ecology.
Special Notes: One 3 hour lab per week. BIOL 105 and 106 are core courses in biology and are prerequisites to further courses in the biological sciences. BIOL 105 and 106 are required for BIOL 219.

BIOL 111 Human Anatomy and Physiology I 4 Cr
An introduction to human structure and function. The integumentary, skeletal, muscular, nervous and endocrine systems are considered.
Special Notes: Accepted for Biology major credit only by petition. Satisfies UAA general education and CAS natural science degree requirements for specified Baccalaureate degree programs. One 3-hour lab per week.

BIOL 112 Human Anatomy and Physiology II 4 Cr
Prerequisite: BIOL 111 or faculty permission.
A continuation of BIOL 111. The circulatory, respiratory, digestive, excretory, reproductive and immune systems are considered.
Special Notes: Accepted for Biology major credit only by petition. Satisfies UAA general education and CAS natural science degree requirements for specified Baccalaureate degree programs. One 3-hour lab per week.



BIOL 113 Lectures in Human Anatomy and Physiology I 3 Cr
An introduction to human structure and function. The integumentary, skeletal, muscular, nervous, and endocrine systems are considered.
Special Notes: Accepted for biology majors only by petition. BIOL 113 is the lecture part of BIOL 111 only. It does not have a lab session and does not satisfy the course requirements for nursing science majors. Satisfies UAA general education and CAS natural science degree requirements for specified Baccalaureate degree programs.

BIOL 114 Lectures in Human Anatomy and Physiology II 3 Cr
Prerequisite: One of: BIOL 111 or 113.
A continuation of BIOL 113. The circulatory, respiratory, digestive, excretory, reproductive, and immune systems are considered.
Special Notes: Accepted for biology majors only by petition. BIOL 114 is the lecture part of BIOL 112 only. It does not have a lab session and does not satisfy the course requirements for nursing science majors. Satisfies UAA general education and CAS natural science degree requirements for specified Baccalaureate degree programs.

BIOL 240 Introductory Microbiology for Health Sciences 4 Cr
Prerequisite: Concurrent enrollment in BIOL 112, or 8 hours in Biology or Chemistry, or faculty permission.
General introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology.
Special Notes: Recommended for Associate and Baccalaureate health science programs. Laboratory exercises generally require students to return to the lab to record experimental results after 24 hours, throughout the semester. Accepted for biology major credit only by petition.

CHEMISTRY

WEARING OF CONTACTS IN LABS IS PROHIBITED



CHEM 055 Contemporary Chemistry 4 Cr

Prerequisite: MATH 055 or equivalent.

Introductory course for students with little or no chemistry background. Covers units of measurement, matter, atoms, periodic table, nomenclature, equations, oxidation-reduction, solutions, calculations, and problem solving.

CHEM 103 Introduction to General and Organic Chemistry 4 Cr

Prerequisite: Grades of C or higher in MATH 055 or MATH 060; and high school chemistry or CHEM 055.

Covers units of measurement, periodic table, chemical equations, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction reactions, solutions, acids, bases, and buffers. Introduction to organic chemistry including units covering alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, and halides.

CHEM 104 Introduction to Organic Chemistry and Biochemistry 4 Cr

Prerequisite: CHEM 103.

Includes a survey of organic chemistry and biochemistry. Subjects covered include aldehydes, ketones, carboxylic acids, esters, amines, amides, carbohydrates, lipids, proteins, enzymes, bioenergetics, catabolic pathways, biosynthetic pathways, nucleic acids, protein synthesis, and selected topics in physiology.

CHEM 105 General Chemistry I 4 Cr

Prerequisite: Grades of C or higher in high school chemistry or CHEM 055, and MATH 105.

An introduction to inorganic chemistry for science majors which includes atomic and molecular structure, chemical equations and calculations, states of matter, solutions, acids and bases, kinetics, oxidation-reduction reactions and thermodynamics. Prior knowledge of nomenclature and basic calculations (metric and SI system, mole) will be assumed.

CHEM 106 General Chemistry II 4 Cr

Prerequisite: Grades of C or higher in CHEM 105; and MATH 106 or MATH 107.

The second semester in the general chemistry sequence for science majors. Topics discussed include solution equilibrium, electrochemistry, thermodynamics of equilibrium systems, coordination chemistry, radiation chemistry, organic nomenclature, structures, and simple reactions.

CHEM 321 Organic Chemistry I 4 Cr

Prerequisite: Grade of C or higher in CHEM 106.

A theoretical and laboratory course designed to study the important classes of carbon compounds including alkanes, alkenes, alkylhalides and their cyclic derivatives. Included will be a study of reactions, reaction mechanisms, and stereochemistry of these compounds.

CHEM 322 Organic Chemistry II 4 Cr

Prerequisite: Grade of C or higher in CHEM 321.

A continuation of CHEM 321 including the study of spectroscopic means of structure determination, conjugated compounds, aromatic compounds, and carbonyl compounds. Various classes of reactions of these compounds will be studied also. Included in this study will be such topics as electrophilic aromatic substitution, addition, and condensation reactions of carbonyl compounds. Synthetic methods and reaction mechanisms will be emphasized throughout the course.

COMPUTER INFORMATION and OFFICE SYSTEMS

CIOS 100 Keyboarding I 3 Cr

Basic keyboarding skills emphasizing correct techniques and development of speed and accuracy. Introduces centering, typing personal and business letters, envelopes, tables and manuscripts. Requires no previous typing training.

Special Notes: May be offered as either classroom or open-entry, individualized course.

CIOS 100A Keyboarding I: A 1 Cr

Introductory keyboarding covering techniques and mechanics of learning to type by touch.

Special Notes: Open-entry, individualized course. CIOS 100A, 100B, and 100C are equivalent to CIOS 100.

CIOS 100B Keyboarding I: B 1 Cr

Prerequisite: CIOS 100A.

Emphasizes development of speed and accuracy and introduces centering and typing of letters and envelopes.

Special Notes: Open-entry, individualized course. CIOS 100A, 100B, and 100C are equivalent to CIOS 100.

CIOS 100C Keyboarding I: C 1 Cr

Prerequisite: CIOS 100B.

Emphasizes development of speed and accuracy and introduces typing of tables and reports.

Special Notes: Open-entry, individualized course. CIOS 100A, 100B, and 100C are equivalent to CIOS 100.

CIOS 102 Keyboarding Skill Building 1 Cr

Prerequisite: CIOS 100 or keyboarding skill of at least 30 WPM.

Grading Policy: Pass/No Pass.

Drills to improve speed/accuracy on straight copy typing.

Special Notes: Open-entry, individualized course. May be repeated for a maximum of 3 credits with only 1 credit in each semester.

CIOS 105 Introduction to PC Computers and Applications 3 cr

Prerequisite: Keyboarding skill of at least 30 WPM.
A non-technical computer literacy course. Overview of computers and current popular software packages for small business and personal use. Six to twelve hours of introduction to each of several applications including word processing, electronic spreadsheets, database and graphics software.

CIOS 107 Macintosh Computer and Applications 3 Cr

Prerequisite: CIOS 100; keyboarding skill of at least 30 WPM.
Introduction to Macintosh computer hardware and software, including word processing, spreadsheets, data management, communications, and graphics.

CIOS 107A Introduction to Macintosh Computers 1 Cr

Prerequisite: Keyboarding skills of at least 30 WPM recommended.
Introduction to using Macintosh software. Includes word processing, database management, electronic spreadsheets, and graphics.

CIOS 107B Introduction to Macintosh Applications 2 Cr

Prerequisite: Keyboarding skills of at least 30 WPM recommended.
A hands-on course designed for home and business use. Topics include desktop/file management, word processing, spreadsheets, databases, and graphics.

CIOS 110 Computer Concepts in Business 3 CR

Prerequisite: MATH 105 and keyboarding skill of at least 30 WPM recommended.
Introduction to computer concepts from a user's perspective. Covers hardware, software, the information processing cycle, programming, and microcomputer software packages. Emphasis on solving business problems using spreadsheet applications.

CIOS 111A Introduction to Lotus in DOS 1 Cr

Prerequisite: Keyboarding skill of at least 30 WPM recommended.
Introduction to design and use of electronic spreadsheets. Covers the basic Lotus 1-2-3 commands and functions needed to create, manipulate, and print spreadsheets.

CIOS 111B Introduction to Excel on Macintosh 1 Cr

Design and use of electronic spreadsheets. Covers basic commands and functions needed to create, manipulate, and print spreadsheets.

CIOS 112A Introduction to dBASE III+ 1 Cr

Prerequisite: Keyboarding Skill of at least 30 WPM recommended.
Includes designing and creating a database, updating, sorting and indexing, printing user-defined reports, and creating mailing labels.

CIOS 112B Introduction to dBASE IV 1 Cr

Prerequisite: Keyboarding skill of at least 30 WPM recommended.
Includes designing and creating a database, updating, sorting and indexing, printing user-defined reports, and creating mailing labels.

CIOS 113A Introduction to MS-DOS 1 Cr

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

CIOS 113B Introduction to Windows 1 Cr

Introduction to the Windows environment. Includes file and disk management, the control panel, print manager, Windows setup and maintenance.

CIOS 113C Introduction to Macintosh Operating Systems 1 Cr

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

CIOS 115D Introduction to WordPerfect in DOS 1 Cr

Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills.
Instruction and practice in use of IBM personal computer and WordPerfect software for standard word processing operations.

CIOS 115H Introduction to WordPerfect in Windows 1 Cr

Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills.
Instruction and practice in use of IBM personal computer and WordPerfect for Windows software for standard word processing operations.

CIOS 115J Introduction to WordPerfect on Mac 1 Cr

Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills.
Introduces WordPerfect software on the Macintosh. Explores word processing features needed to retrieve, revise, format, and print documents.

CIOS 116A Introduction to Desktop Publishing on Mac 1 Cr

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

C10S 116B Introduction to Desktop Publishing on IBM 1 Cr

Prerequisite: C10S 100.

Introduction to using a desktop publishing package on the IBM. Students will produce publications placing text and graphics created with other applications. Design elements will also be discussed.

C10S 117A Electronic Research Methods 1 Cr

Prerequisite: Familiarity with Macintosh or other computer system.

Electronic research will be discussed as a form of information retrieval. Presentations about electronic retrieval methods will be followed by hands-on, practical searching for student-selected project information. Modem-equipped computers will be demonstrated.

C10S 160 Business English 3 Cr

Develops skills in English fundamentals with emphasis on language usage. Intensive study of grammar, punctuation, capitalization, spelling, work usage, and sentence structure.

C10S 161 Business Math 3 Cr

Prerequisite: Qualifying exam and faculty signature for open-entry class only.

Business math fundamentals and concepts to aid in business classes, jobs, and personal lives. Business math applications in banking, marketing, accounting, and finance. Instruction in solving problems with calculating machines. Special Notes: Students supply own calculators or use school equipment.

C10S 165 Office Procedures 3 Cr

Prerequisite: C10S 100.

Duties and responsibilities of general office employees. Includes filing, effective mail processing, telephone communication, meeting the public, office supplies, banking, employment procedures, and grooming.

C10S 166 Filing 1 Cr

Study of filing procedures and basic records management principles. Practice in alphabetic filing rules and introduction to subject, numeric, and geographic filing systems.

Special Notes: Open-entry, individualized course.

C10S 167 Proofreading 1 Cr

Prerequisite: C10S 100 and C10S 160.

Instruction and practice in proofreading skills. Includes basic techniques of proofreading; review of grammar, punctuation, and spelling; and proofreading for content and usage.

Special Notes: May be offered as either classroom or open-entry, individualized course.

C10S 168 Shorthand 3 Cr

Theory, reading and writing practice for rapid writing of office dictation or abbreviated notetaking.

C10S 169 Shorthand Skill Building 1 Cr

Prerequisite: C10S 100 and C10S 168.

Grading Policy: Pass/ No Pass.

Improves skills in taking and transcribing shorthand.

Materials individualized to skill level of students.

Special Notes: May be repeated for maximum of 3 credits with only 1 credit per semester. Open-entry, individualized course.

C10S 170 Calculators 1 Cr

Basic operation of electronic calculators with application in solving business problems.

Special Notes: Open-entry, individualized course.

C10S 192 Seminars in Office Management and Technology 1 Cr

Grading Policy: Pass/No Pass.

Specialized topics in office management and technology. Seminars include Business English Review, Letter Writing, Personal Communications in the Office, Job Search Techniques, Better Office Skills and Services, Time Management/Work Organization, Editing/Proofreading/Spelling, Managing Stress and Conflict, Professional Development and Career Advancement, Effective Listening and Memory Development, and Personal Finance.

Special Notes: May be repeated for a maximum of 7 credits with a change of subtitle. Check schedules for specific offerings.

C10S 211A Advanced Lotus in DOS 1 Cr

Prerequisite: C10S 111A.

Concepts and techniques for construction of electronic spreadsheets and spreadsheet templates for business use. Application of Lotus 1-2-3 database commands, advanced use of functions and file commands, and an introduction to keystroke macros.

C10S 212A Advanced dBASE III+ in DOS 1 Cr

Prerequisite: C10S 112A.

Students develop projects using dBASE III+.

C10S 212B Advanced dBASE IV in DOS 1 Cr

Prerequisite: C10S 112B.

Students will develop projects using dBASE IV.

C10S 213A Advanced MS-DOS 1 Cr

Prerequisite: C10S 113A.

Additional fundamentals of the operating system and the interaction of hardware and software of an IBM or IBM compatible personal computer (PC). Advanced MS-DOS topics are taught in order to give the students a base of knowledge to work from to completely utilize the PC environment. Technically oriented course.

C10S 215D Advanced WordPerfect in DOS 1 Cr

Prerequisite: C10S 115D.

Continuation of C10S 115D. Includes software applications in advanced areas such as repetitive letters, tables, reports, footnotes, and merging. Requires ability to solve problems, interpret work orders, and type from rough draft copy.

C10S 216B Advanced Desktop Publishing on IBM 1 Cr

Prerequisite: C10S 116B.

Continuation of desktop publishing fundamentals, features, and operations on a personal computer. All aspects of the publishing field are touched upon. Students will generate various graphics, charts and documents incorporating advanced drawing and graphing programs.

CIOS 221A	Advanced Lotus Macros in DOS	1 Cr
<p>Prerequisite: CIOS 211A.</p> <p>Design and use of macros in Lotus 1-2-3 spreadsheets. Covers keystroke macros and advanced macro command programming.</p>		
CIOS 223A	Advanced MS-DOS Topics	1 Cr
<p>Prerequisite: CIOS 213A.</p> <p>A continuation to the Microsoft disk operating system (MS-DOS). Includes advanced techniques of the operating system and the interaction of hardware and software on an IBM or compatible personal computer.</p>		
CIOS 225D	Advanced WordPerfect Topics in DOS	1 Cr
<p>Prerequisite: CIOS 215D.</p> <p>Continuation of CIOS 215D. Includes skills to produce documents using graphics and desktop publishing features; create reports and term papers using endnotes, footnotes, references, indexing, outlining features and customize certain features in WordPerfect.</p>		
CIOS 250A	Machine Transcription A	1 Cr
<p>Prerequisite: CIOS 100 or keyboarding skill of at least 30 WPM; and CIOS 160 or ENGL 111 or pass CIOS written exam; and 1 credit of any CIOS 115 course.</p> <p>Introduces machine transcription for students with no previous experience. Includes review of English grammar and punctuation.</p> <p>Special Notes: Open-entry, individualized course.</p>		
CIOS 250B	Machine Transcription B	1 Cr
<p>Prerequisite: CIOS 250A or demonstrated transcript ability.</p> <p>Emphasizes machine copies, review of language skills and vocabulary.</p> <p>Special Notes: Open-entry, individualized course.</p>		
CIOS 251	Medical Transcription	3 Cr
<p>Prerequisite: CIOS 260 or keyboarding skill of at least 40 WPM.</p> <p>Emphasizes accuracy and speed in transcribing medical dictation. Develops ability to produce accurate medical data through a broad knowledge of medical terms, drugs, and instruments, as well as acceptable initials and abbreviations for medical terminology. Also develops familiarity with various types of medical reports and records.</p>		
CIOS 252	Legal Transcription	1-3 Cr
<p>Prerequisite: CIOS 260 or keyboarding skill of at least 40 WPM.</p> <p>Machine transcription of client and court documents prepared in the law office.</p>		
CIOS 260	Keyboarding II	3 Cr
<p>Prerequisite: CIOS 100 (or CIOS 100A, 100B, and 100C) or keyboarding skill of at least 30 WPM and 1 credit of any CIOS 115 course.</p> <p>Applies keyboarding skills to special letters, tabulations, manuscripts, business forms, and other office problems. Develops speed and accuracy.</p> <p>Special Notes: May be offered as either classroom or open-entry, individualized course.</p>		
CIOS 261	Keyboarding III	3 Cr
<p>Prerequisite: CIOS 260, 1 credit of any CIOS 115 course, and keyboarding skill of 45 WPM.</p> <p>Emphasizes problem solving approach to produce high-quality office documents. Word processing program is used to create business letters, legal documents, forms, statistical tabulating, and financial reports. Includes speed and accuracy skill building.</p> <p>Special Notes: Open-entry, individualized course. Word processing software is selected by department.</p>		
CIOS 262	Written Business Communications	3 Cr
<p>Prerequisite: CIOS 160.</p> <p>Applies techniques of written communications to situations that require problem solving and an understanding of human relations. Students compose and evaluate various kinds of communications that commonly pass between business associates, customers, and dealers. Includes interoffice memos, letters, and reports.</p>		
CIOS 263	Professional Secretarial Procedures	3 Cr
<p>Prerequisite: CIOS 165; CIOS 160 recommended.</p> <p>Capstone course for secretarial training, emphasizing the office professional's responsibilities in office communications, technology, records management, meetings, supervision, executive travel, reprographics, and employment/advancement procedures.</p>		
CIOS 264	Interpersonal Skills in Organizations	3 Cr
<p>Prerequisite: CIOS 165 and/or office experience with faculty permission.</p> <p>Examination of theories and principles of human behavior that deal with the work place. Emphasizes leadership theory, problems in communication, motivation, and interpersonal skills which enhance the ability to function successfully with others in an organization.</p>		
CIOS 268	Intensive CPS Review	1 Cr
<p>Prerequisite: Work experience or previous coursework in these areas recommended.</p> <p>Grading Policy: Pass/No Pass.</p> <p>Intensive review for those interested in preparing for academic areas covered in the Certified Professional Secretary examination (CPS). Selected titles include Behavioral Science in Business; Business Law; Economics and Management; Accounting; Office Administration and Communication; and Office Technology.</p> <p>Special Notes: Check Schedules for specific titles being offered.</p>		
CIOS 272	Law Office Procedures: Litigation Documents	3 Cr
<p>Prerequisite: CIOS 260 or keyboarding skill of at least 45 WPM; CIOS 160 recommended.</p> <p>Principles of law office procedures in preparation of legal documents used in civil litigation from pretrial stage of lawsuits through pretrial procedures, trial, post-judgment enforcement, and appeal. Some attention given to distinctions in preparation of documents for criminal and federal litigation and to jurisdiction of various courts. Emphasizes stylization of legal papers, purpose, applicable civil rules, and legal vocabulary.</p>		

CiOS 273 Law Office Procedures: Client Documents 3 Cr

Prerequisite: CIOS 260 or keyboarding skill of at least 45 WPM; CIOS 160 recommended.

Principles of law office organization and management and survey of Alaska procedures in real estate, corporate, family, probate, and bankruptcy law. Preparation of legal documents used in each area, emphasizing stylization, purpose, statutory requirements, and legal vocabulary.

CiOS 274 Alaska Rules of Civil Procedures 3 Cr

Prerequisite: CIOS 272 or knowledge of legal documents.

Study of Alaska rules of civil procedures in civil litigation. Also covers appellate procedures and examines differences in federal civil rules.

CiOS 276 Records Management 3 Cr

Presents principles used in management of information and records. Covers controls related to creation, use, maintenance, protection, retrieval, and disposition of records. Includes application of microforms and forms control.

CiOS 295C Office Systems Internship 1-6 Cr

Prerequisite: 12 credit hours in CIOS and department permission required.

Places students in business offices related to their educational programs and occupational objectives. Includes seminar with faculty coordinator.

Special Notes: Requires 45 hours of work experience for each credit. May be taken more than once for credit. Maximum of 3 internship credits may be used to meet degree requirements.

CiOS 338 Desktop Publishing and Design 3 Cr

Prerequisite: CIOS 107A.

The use of desktop publishing software to design, lay out, edit and refine high-quality printed communications in an office setting. Students produce flyers, brochures, newsletters, and other publications with the quality of printed typesetting and design.

Special Notes: A student may not apply elective credit toward a certificate of degree from both CIOS 216A and CIOS 338.

COMPUTER SCIENCE



CS 100 Introduction to Computers 3 Cr

An introductory course in computers and computing intended for non-computer science majors and minors. Includes an introduction to programming languages such as BASIC or

LOGO. Emphasis is on vocabulary and concept development needed to be an effective computer user.

Special Notes: Not to be taken for credit by Computer Science majors or minors.

CS 101 Introduction to Data Processing 3 Cr

Prerequisite: Two years of high school algebra or equivalent.

A broad survey of computer science intended for students who are pursuing majors or minors in computer science or related fields such as engineering. While the fundamentals of computer problem solving and programming in a higher-level programming language such as BASIC or Pascal are discussed and applied, the emphasis is on concepts and vocabulary associated with computers and their general use in business data processing.

CS 105 FORTRAN Programming 3 Cr

Prerequisite: MATH 107 or MATH 270 or faculty permission.

Training and practice in writing programs in FORTRAN language. Emphasis on problem solving with a computer: analysis, flowcharting, testing/debugging, and documentation.

CS 106 BASIC Programming 3 Cr

Prerequisite: Two years of high school algebra or equivalent with a grade of C or better.

Practice and use of the algorithmic approach to logical reasoning using graphic display of algorithms in flowchart form and coding instructions in the BASIC language.

CS 107 PASCAL Programming 3 Cr

Prerequisite: MATH 107 or MATH 270 or faculty permission.

Training and practice in writing programs in Pascal language. Emphasis on problem solving with the computer: analysis, flowcharting, testing/debugging, and documentation.

Special Notes: A student may apply no more than 3 credits from CS 107 and CS 201 toward graduation requirements for a Baccalaureate degree.

CS 109 Selected Computer Languages 3 Cr

Prerequisite: Two years of high school algebra or faculty permission.

Problem analysis and solution using a selected programming language (FORTRAN, MODULA-2, ADA, etc.).

Special Notes: Course may be repeated for different languages, with faculty permission.

CS 201 Programming Concepts I 3 Cr

Prerequisite: CS 105 or 106 or 109.

An introduction to programming techniques and problem solving. Emphasis will be on the fundamentals of structured programming, testing, implementation and documentation of scientific applications using Pascal.

CS 202 Programming Concepts II 3 Cr

Prerequisite: CS 201 (or CS 107 with faculty permission).

An introduction to data structures and algorithm development using PASCAL.

CS 207 C Programming 3 Cr

Prerequisite: CS 107, CS 201, or CS 105 or faculty permission.

Training and practice in writing programs in the C programming language.

CS 320 Introduction to Operating Systems 3 Cr

Prerequisite: CS 300 and Math 306 recommended.
The use and implementation of assemblers, macro assemblers, linkers, loaders, and other systems programs. Exercises in designing and writing various systems programs. An introduction to process, memory, device, and file management in batch, multiprocessing, and timeshared operating systems.

CS 340 Topics in Computer Science for Teachers 3 Cr

A consideration of topics in computer science useful in curriculum enrichment in elementary and secondary education.

Special Notes: May be repeated as topics vary. Does not count toward a computer science major.

DIETETICS and NUTRITION

DN 203 Normal Nutrition 3 Cr

Cross-Listed: HS 203.

Prerequisites: BIOL 111 and 112 or CHEM 103 and 104 or faculty permission (courses may be taken concurrently).
Study of nutrition in the life cycle including food sources and requirements of nutrients; physiological and metabolic aspects of nutrient function; food choices, selection and contemporary issues of concern to health professionals and consumers.

DANCE

DNCE 101 Fundamentals of Ballet I 2 Cr

Beginning ballet technique introduced through barre and center floor work. Correct alignment and injury prevention stressed. Exploration of dance aesthetics and ballet philosophy as well as social and historical influences.

Special Notes: May be taken three times for credit.

DNCE 131 Fundamentals of Jazz I 2 Cr

Basic jazz technique, including body isolations and syncopation. Correct alignment and injury prevention stressed. Warm-up exercises, locomotor movements and short combinations introduce skills necessary for jazz style. Exploration of dance aesthetics and jazz philosophy as well as social and historical influences.

Special Notes: May be repeated three times for credit.

DNCE 151 Beginning Tap Dance I 1 Cr

Learning and practicing basic tap dance steps and combinations. Begins with warm-up exercises at barre and across floor. Covers basic steps such as shuffle, flap, ball-change, front and back flaps.

Special Notes: May be repeated three times for credit.

DNCE 155 Borealis Dancers 2 Cr

Grading Policy: Pass/No Pass.

The basics of dance techniques as well as builds physical stamina, agility, balance and poise. Learn to perform various dance routines including Russian Folk, Swedish Folk, German Inspired Character Dance, Charleston, Gold Miners Character Dance, and Can-Can.

ECONOMICS

ECON 101 Introduction to Current Economic Problems (Topics Vary) 3 Cr

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 current economic problems.

Special Notes: Not recommended for persons who have taken ECON 201 and/or 202.

ECON 201 Principles of Macroeconomics 3 Cr

Prerequisites: Knowledge of basic algebra recommended.
Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; and international trade. Primary concentration on the capitalist system and the US economy.

ECON 202 Principles of Microeconomics 3 Cr

Prerequisites: ECON 201.

Theory of prices and markets; industrial organization; public policy; income distribution; and contemporary problems of labor and business.

EDUCATION

ED 125 Kids Are People Facilitator Training 2 Cr

Hands-on experience in group dynamics. The practical logistics and politics of starting support groups will be studied and discussed, including: identification of "at risk youth"; necessity for confidentiality; child abuse laws and the reporting procedure for suspected child abuse; permission procedures and forms necessary to start a group; referral procedures when a child needs more intense therapy. Students will co-facilitate a 9-week group session.

ED 192 Tutoring Adult Learners 1 Cr

A workshop on tutoring techniques/methods for adult learners. Exposes appropriate approaches suitable for the adult learner. Includes life skills, computer instruction and core competencies in basic education. Tutoring techniques include the "Laubach way to reading" and the "ready to read" approach when teaching the adult learners. Activities include administering diagnostic tests and analyzing results in preparation of lesson plans for the adult learner and a review of literacy strategies for tutors teaching adults.

ED 192B Literacy Project/English-As-A-Second-Language Workshop 1 Cr

Designed to provide training for those tutoring the ESL adult learner. Identifies characteristics of an adult ESL learner, and applies methods of the whole language approach to assist the learner in acquiring a new language. Introduces a wide variety of materials that may be utilized to assist the learner and meet his individual needs, and apply learning strategies in small group situations, as well as one-to-one learning.

ED 192C Literacy Project/Basic Reading 1 Cr

Designed to prepare those not trained in adult reading instruction, to teach basic reading skills to other adults on a one-to-one basis. Describes the special needs of adult learners, and applies informal diagnostic techniques in order to select appropriate objectives for an individual adult literacy student. Applies appropriate strategies to assist an adult learner in developing language, reading, and writing skills and develop materials for an adult, based upon the learner's reading skills, interest areas, and/or employment or training needs.

ED 200A Student Tutor Education I 1 Cr

Prerequisite: Average or better speaking, reading, writing, and social skills. Transcript copy showing at least a grade of B in any course the student wishes to tutor must be provided along with a faculty recommendation for each course. The goal of this course is to provide student tutors with skills for successfully working with their fellow students in an academic setting. Seven steps for tutoring are reviewed, and helpful tips for tutoring in different subject areas are discussed.

Special Notes: Practical experience for ED 200A is provided by concurrent enrollment in ED 200B.

ED 210 American Schools 2 Cr

Examines the sociopolitical environment and various client groups served by the nation's school system, including a brief overview of the historical development of the nation's schools. Looks at the diverse characteristics of the emerging population of students who now constitute the nation's "student body," the working environment of a teacher, and the emerging definition of excellent teaching practices.

ED 211 Observation of Learning 1 Cr

Grading Policy: Pass/No Pass.

Teaches prospective educators, parents and other interested students how to observe a learning setting, including observer access and etiquette, and how to identify critical aspects of learner and teacher behavior.

Special Notes: Individualized, self-paced, open entry/exit course. All pre-education majors must pass this course in order to take other courses in education. Students attend an orientation session, then hours by appointment. May be repeated as many times as necessary to pass.

ED 212 Human Development and Learning 2 Cr

Prerequisite: ED 211.

Overview of human development, pre-natal to aging, as this impacts learning. Theories of learning, and how learning is studied. Learning style and how it is identified. Characteristics of diversity in learners, as this evolves through development.

ED 216 Children's Literature 3 Cr

Intended for teachers, parents, librarians, or anyone interested in reading many books for preschoolers through 6th grade. Much attention to selection and best use of children's literature.

ED 282 SEE-Signed Exact English I 3 Cr

(Sign Language in presented English order.) Understanding and practicing fundamentals of the SEE System. Approximately 600 SEE signs will be taught plus verb tenses and approximately 65 affixes.

ED 283 SEE-Signed Exact English II 3 Cr

Prerequisites: ED 282 or faculty permission. (Sign Language in presented English order.) 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 students will learn approximately 500 new signs.

ED 313 Designing Instruction 2 Cr

Prerequisite: Corequisite: ED 212.

Overview of basic instructional strategies and possible models. Components of a "lesson" or pre-planned learning activity. How to design lessons which accommodate diverse learners in the same setting.

ED 314 Creating Effective Learning Environments 2 Cr

Prerequisite: Corequisite: ED 212.

Survey of the types of possible learning environments. Teaches how to design a manageable learning environment to meet individual and multiple needs, given organizational, physical, political, social and individual learner constraints. Includes special emphasis on designing environments for diverse and exceptional learners.

ED 332 Diagnosis and Assessment of Learning 1 Cr

Prerequisite: Corequisite: ED 313.

Overview of how to diagnose the learner's current functioning in relation to a learning objective; types of assessment; how to select and use appropriate models of assessment. Utilizing the results of assessment to improve instruction.

Special Notes: Education pre-majors sign up for ED 332 and two credits selected from either ED 333, 334, or 335.

ED 333 Diagnosis and Assessment of Early Childhood and Primary Learning 1 Cr

Prerequisite: Corequisite: ED 332.

Specific application of diagnostic and assessment techniques to very young children, including children with diverse and special needs.

ED 334 Diagnosis and Assessment of Intermediate and Transescent Learning 1 Cr

Prerequisite: Corequisite: ED 332.

Specific application of diagnostic and assessment techniques to intermediate and transescent children, including children with diverse and special needs.

ED 335 Diagnosis and Assessment of 1 Cr
Adolescent Learning

Prerequisite: Corequisite: ED 332.
Specific application of diagnostic and assessment techniques to older adolescent children, including children with diverse and special needs.

ED 336 Classroom Management 1 Cr

Prerequisite: Both of: ED 313 and 314; and Corequisite: Ed 332.

Theories and relationship of classroom management to instructional design and assessment methodology. Techniques for creating a positive preventative discipline environment. Special emphasis on classroom management strategies for diverse and special needs children.

Special Notes: Education pre-majors must sign up for ED 336 and two credits from either ED 337, 338 or 339.

ED 337 Classroom Management in Early 1 Cr
Childhood and Primary Settings

Prerequisite: Corequisite: Ed 336.
Application of principles and strategies of classroom management to early childhood education and primary settings, with special emphasis on application for diverse and special needs children.

ED 338 Classroom Management in 1 Cr
Intermediate and Transescent Settings

Prerequisite; Corequisite: ED 336.
Application of principles and strategies of classroom management to intermediate and transescent settings, with special emphasis on application for diverse and special needs children.

ED 339 Classroom Management in Older 1 Cr
Adolescent Settings

Prerequisite: Corequisite; ED 336.
Application of principles and strategies of classroom management to older adolescent settings, with special emphasis on application for diverse and special needs children.

ED 401 Social Studies for Elementary 3 Cr
Teachers

Prerequisites: ED 210, ED 336 and all corequisites thereto; all general education degree requirements and admission to School of Education.

Methodology and materials in the modern elementary social studies curriculum. Current trends in content and instructional techniques including unit planning and development, and inquiry techniques. Field experience in a classroom is required.

ED 404 Teaching Science in Elementary 3 Cr
Schools

Prerequisites: ED 210, ED 336 and all corequisites thereto; all general education requirements and admission to School of Education.

A process-oriented approach to teaching science. Modern concepts, methods and materials with emphasis on active involvement of the learner. Participation in science activities for all grade levels (K-6) required.

ED 407 Teaching of Elementary Mathematics 3 Cr

Prerequisites: ED 210, ED 336 and all corequisites thereto; MATH 205, all general education requirements and admission to School of Education.

Math topics and their relationship to the methods used in teaching elementary children, includes: sets; patterning; place value; operations with whole numbers and errors with them; operations with fractions and errors with them; evaluation of books and materials; gaming; geometry; metric measurement; mapping; problem solving; computers; calculators; diagnostic and prescriptive testing; education theories; scope and sequence; and grouping and organization for math in the elementary classroom.

ED 408 Elementary School Physical and 3 Cr
Health Education

Cross-Listed: PE 408.

Prerequisites: ED 210, ED 336 and all corequisites thereto; all general education degree requirements and admission to School of Education.

Philosophy, source materials, group activities and program planning; participation required to gain skills and techniques of teaching health education and physical activities for elementary grade children.

ED 418 Methods: Art in the Elementary 3 Cr
School

Prerequisites: ED 210, ED 336 and all corequisites thereto, all general education degree requirements and admission to School of Education.

Cross Listed: ART 418.

Methods of teaching art principles, procedures and materials for the elementary school level. Explores a wide variety of art media basic to elementary art curricula. Students will be responsible for developing and evaluating curriculum activities.

ED 419 Exceptionalities: Culture and Learning 3 Cr

Prerequisite: ED 212.

Examination of special education and multicultural considerations for undergraduate elementary and secondary education majors who are preparing to be teachers. Includes instructional strategies to enhance the general education program of the exceptional population including culturally and linguistically diverse students and those with handicapping conditions.

ED 423 Philosophical Foundations 3 Cr
of Education

Prerequisite: Both of: Ed 210 and 211.

Philosophical assumptions underlying the American concept of schooling, including an overview of the historical antecedents of modern educational philosophy. How a philosophy guides choices about schooling. Development of a coherent personal educational philosophy.

ED 471 Elementary Music Methods 3 Cr

Cross-Listed: MUS 471.

Prerequisites: ED 313. Admission to School of Education. Principles, procedures, and materials for teaching music to children at the elementary level.

EMERGENCY MEDICAL TECHNOLOGY



EMT 119 Emergency Medical Technician I 4 Cr

Prerequisite: Concurrent enrollment in EMT 120.

For persons who want to be able to do more for victims of accidents and illnesses. Improves the quality of emergency care provided and is useful for anyone desiring emergency medical training beyond advanced first aid. Provides the necessary level of training to become a state or nationally registered EMT, which is optional. Certificate awarded upon successful completion of course as well as additional testing for those wishing to become a state and/or national registered EMT. Students become proficient in patient assessment, treatment of bleeding and shock, applying splints, recognition of medical emergencies and other basic life support procedures.

EMT 120 EMT Field Observation and Practice 2 Cr

Prerequisite: Concurrent enrollment in EMT 119.

Practicum course based upon experience in hospitals, emergency rooms, and/or ambulances.

EMT 230 Emergency Medical Technician II 3 Cr

Prerequisite: Must meet all qualifications for EMT I and have 6 months experience. Must have approval of sponsor physician.

Intermediate EMT course providing EMT I's with added skills of esophageal intubation, specialized tourniquets, and intravenous treatment.

EMT 231 Emergency Medical Technician III 3 Cr

Prerequisite: Must meet all qualifications for EMT II. Must have approval of sponsor physician.

Advanced EMT course providing EMT II's with added skills of applying electrodes and monitoring cardiac activity, defibrillating life-threatening arrhythmias, and using lidocaine, morphine, and epinephrine for anaphylaxis.

ENGLISH

ENGL 080 Slingerland Language Arts I 3 Cr

Prerequisite: Special screening or faculty permission.

For English-speaking students who have specific language processing problems. Intensive, guided practice in handwriting,

spelling, and word-attack skills. Uses all learning channels (sight, hearing, and touch) and phonics-based approach.

Special Notes: May be taken for up to six credits. Course is designed for adults with learning disabilities. Special training system required minimum 4 hours per week of intensive, guided practice for 3 hours credit.

ENGL 082 Slingerland Language Arts II 3 Cr

Prerequisite: ENGL 080 or faculty permission.

For English-speaking students who have specific language processing problems. More guided practice in spelling and word-attack skills. Uses multi-sensory learning and a phonics-based approach. Increases student accuracy in writing basic English.

Special Notes: May be taken for up to six credits. Course is designed for adults with learning disabilities. Special training system requires minimum 4 hours per week of intensive, guided practice for 3 hours credit.

ENGL 100B Classroom Success Skills 1 Cr

Grading Policy: Pass/No Pass.

Introduction in basic study skills such as notetaking, reading for information, and preparing for tests. Also covers coping with college stress and locating learning resources.

ENGL 101A Vocabulary Skill Building 1-3 Cr

Increases student's vocabulary through use of different approaches. Includes word recognition drills, practice exercises, and study of word roots, prefixes, and origins.

Special Notes: May be taken for up to six credits.

ENGL 101B Spelling Skill Building 1-3 Cr

For students needing intensive practice in this skill. Includes phonics, spelling rules, proofreading, practice drills, and use of dictionary.

Special Notes: May be taken for up to six credits.

ENGL 101C Grammar Skill Building 1-3 Cr

Instruction in correct grammatical usage. Includes word choice, parts of speech, agreement of sentence elements, and application in writing basic paragraphs.

Special Notes: May be taken for up to six credits.

ENGL 101D Sentence Skill Building 1-3 Cr

Instruction in writing effective sentences. Includes parallel structure, coordination, subordination, and precise word choice.

Special Notes: May be taken for up to six credits.

ENGL 105 Reading Strategies 1-3 Cr

Prerequisite: Appropriate score on Reading Placement Test. Open-entry course covering comprehension, vocabulary, and textbook strategies. Encourages wide reading and development of skills necessary for success in freshman courses. Designed to fit with ENGL 106.

Special Notes: May be taken for up to six credits.

ENGL 106 Basic Composition I 3 Cr

Prerequisite: Appropriate score on English Placement Test. Instruction in skills necessary to produce clear written English. Emphasis on standard grammar, sentence structure, punctuation, and single-paragraph compositions. Introduction to use of writing resources.

- ENGL 109 Practical Writing 3 Cr**
Prerequisite: ENGL 106 or appropriate score on English Placement Test.
Alternative to ENGL 108. Instruction in skills necessary to meet day-to-day demands in composition. Emphasis on paragraph development in business letters and memos, short essays, essay exams, and short research papers. Includes intensive practice in formal punctuation.
- ENGL 111 Methods of Written Communication 3 Cr**
Prerequisite: Appropriate score on English Placement Test, SAT, Test of Standard Written English, or ACT English Usage Test.
Instruction in composition of expository essays with emphasis on different techniques for organization and development. Documented paper required.
Special Notes: Applies toward written communication requirement.
- ENGL 116 Writing Life Stories 3 Cr**
Students will learn to write and record family history from a personal perspective, to preserve newspaper clippings and photos, and create a genealogical chart for their family.
- ENGL 121 Introduction to Literature 3 Cr**
Course for non-majors. Introduction to analysis and appreciation of fiction, drama, and poetry. Emphasis on reading and discussion.
- ENGL 133 Women's Autobiography 3 Cr**
Uses autobiographies by 20th century American women to help students read nonfiction with skill and enjoyment, and to help them prepare their own autobiographies. Includes use of library and personal resources, and methods of organizing materials (from family documents to professional vitae). Choice of reading or writing emphasis.
- ENGL 150 Women Writers 3 Cr**
A survey of women authors, with examination of how they portray both women and men in their writings.
- ENGL 175 Vocabulary Development 3 Cr**
Prerequisite: Fluency in speaking and reading English.
Studies to increase awareness and control of words in English. Emphasis on vocabulary building through familiarity with Greek word roots.
- ENGL 201 Masterpieces of World Literature I 3 Cr**
Prerequisite: ENGL 111.
Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing literary judgment. Selected masterpieces from ancient times through the Renaissance.
- ENGL 202 Masterpieces of World Literature II 3 Cr**
Prerequisite: ENGL 111.
Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing literary judgment. Selected masterpieces from the Renaissance to the present.
- ENGL 203 Survey of British Literature I 3 Cr**
Prerequisites: ENGL 111.
Analysis and interpretation of selected English writings from the Anglo-Saxons to the Romantics.

- ENGL 204 Survey of British Literature II 3 Cr**
Prerequisite: ENGL 111.
Analysis and interpretation of selected English writings from the Romantics to the present.
- ENGL 208 Accelerated Reading and Comprehension 3 Cr**
Prerequisite: ENGL 111 or equivalent for faculty permission.
Deals with advanced reading rate and comprehension based on a broad range of reading tasks. Develops the ability to read at accelerated rates using speed reading, comprehension, and vocabulary skills. Critical book reviews required.
- ENGL 211 Intermediate Exposition with Readings in Literature 3 Cr**
Prerequisite: ENGL 111.
Instruction in writing based on close analysis of literature. Develops a broad range of expository writing skills. Research paper required.
Special Notes: Applies toward written communication requirement.
- ENGL 212 Technical Writing 3 Cr**
Prerequisites: ENGL 111 and experience in business, technical, or scientific field.
Instruction in composition of technical correspondence, informal and formal reports. Develops a broad range of college and career writing skills. Investigative report required.
Special Notes: Applies toward written communication requirement.
- ENGL 213 Intermediate Exposition with Readings in Nonfiction 3 Cr**
Prerequisite: ENGL 111.
Instruction in writing based on close analysis of non-fiction expository prose. Develops a broad range of college and career writing skills. Research paper required.
Special Notes: Applies toward written communication requirement.
- ENGL 259 Introduction to Creative Writing 1 Cr**
Introduction to one type of creative writing conducted in short workshops.
Special Notes: Repeatable course.
- ENGL 260C Introduction to Creative Writing: Fiction 3 Cr**
Introduction to various fictional writing techniques and close analysis of each student's work.
Special Notes: Repeatable course.
- ENGL 306 American Literature I 3 Cr**
Prerequisite: ENGL 201 and 202 or faculty permission.
The study of major American writers primarily of the 19th century, including such writers as Cooper, Emerson, Poe, Hawthorne, Melville, Douglass, and Stowe.
- ENGL 307 American Literature II 3 Cr**
Prerequisite: ENGL 201 and 202 or faculty permission.
The study of major American writers primarily of the 20th century, including such writers as Dreiser, Wharton, Hemingway, Faulkner, Wright and Flannery O'Connor.

ENGL 311 Advanced Exposition 3 Cr
Prerequisite: ENGL 111, junior standing, and faculty permission.

Instruction in writing for students who wish to develop proficiency in organizing and composing essays of factual material in which they have genuine interest. Research paper required.

ENGL 312 Advanced Technical Writing 3 Cr
Prerequisite: ENGL 212 or faculty permission.

Instruction in writing situations, tasks, and modes; the rhetorical and stylistic techniques; and the methods of gathering and documenting print resources likely to be used by professionals in the technologies and sciences.

ENGL 414 Research Writing 3 Cr

Prerequisite: ENGL 211 or 212 or 213 or 311.

Technical, specialized exposition, documentation, and research. Concentration on language, style and audience in scholarly articles. Papers in students' fields prepared for conference. Students should have a definite project in mind before enrolling.

ELECTRONICS TECHNOLOGY

ET 104 DC Circuits 4 Cr

Prerequisites: Concurrent enrollment in ET 106 required. 4-hours lecture per week. Principles of direct current electricity. Covers atomic structure, Ohm's Law, Kirchhoff's Laws, series circuits, parallel circuits, series-parallel circuits, Network Theorems, electronic meter theory, basic semiconductor theory, voltage sources. Emphasis on circuit analysis and problem solving.

ET 106 Electronics Laboratory I 4 Cr

Prerequisites: Concurrent enrollment in ET 104 required. 2-hours lecture and 4-hours lab per week. Class covers electronic experiments and projects for ET 104-DC Circuits. Familiarizes students with basic test equipment, soldering techniques, and personal safety. Lab experiments in voltage sources, current flow, resistance and projects involving series, parallel and series-parallel circuits.

ET 111 Electronics Laboratory II 4 Cr

Prerequisite: Concurrent enrollment in ET 125 required. Two semester hour laboratory class covering experiments and projects for AC Physics. This class will provide the student with the physical skills necessary for the study of alternating-current physics. Lab experiments in frequency measurement, AC voltage measurement, voltage-current phase angle, time constant, and resonant circuit will be covered.

ET 120 Motors and Controls 3 Cr

Cross-Listed: RH 120 and AGRI 133.

Provides an understanding of the principles of operation of motors, generators, transformers, and motor control apparatus. Study of the definitions, symbols, diagrams, and illustrations will give a sound background in the language and basic

principles associated with electricity, electrical equipment, electrical apparatus and electrical code principles.

ET 122 Introduction to Electronic Devices 3 Cr

Prerequisite: ET 125 or faculty permission.

A study of vacuum tube and solid state devices. Physics, construction, characteristics, parameters, application, and limitations are covered.

ET 123 Electronic Circuit Fundamentals 3 Cr

Prerequisite: ET 122 or faculty permission.

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

ET 125 AC Circuits 4 Cr

Prerequisites: ET 103, 104, and 106.

Covers principles of alternating current and voltages through linear amplifiers, magnetics, impedance, circuits, resonance, filters, and basic power supplies. Lab consists of designing, constructing, and measuring circuits to reinforce theory covered in lectures.

ET 126 Principles of Logic and Gating 4 Cr

Prerequisite: ET 104 and 105 recommended.

4-hours lecture per week. Lab projects are assigned to be completed outside of class. Lecture covers number systems, basic logic circuits, digital switches, arithmetic circuits, registers, timing and counter circuits, displays, multiplexing and demultiplexing, D/A and A/D, and basic semiconductor memory circuits.

ET 127 Microprocessor Fundamentals 3 Cr

Prerequisite: ET 126 or faculty permission.

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 Transmitter Circuitry 3 Cr

Prerequisite: ET 215 or faculty permission.

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.

ET 209 Receiver Circuitry 3 Cr

Prerequisite: ET 205 or faculty permission.

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 in AM, FM, and SSB receivers.

ET 211 Amplifiers 3 Cr

Prerequisite: ET 123 or faculty permission.

Amplifier theory, operation, and troubleshooting: topics covered will include the theory and operation of audio and video amplifiers, and power amplifiers. The student will use representative equipment to perform test and alignments and troubleshoot malfunctioning equipment.

ET 215 Modulation, Mixing, and Detection 3 Cr

Prerequisite: ET 211 or faculty permission.

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 Wideband Systems I 3 Cr

Prerequisite: ET 209 or faculty permission.

Television as a system. Introduction to video systems, including transmission, reception and system alignment.

ET 221 Wideband Systems II 3 Cr

Prerequisite: ET 220 or faculty permission.

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.

ET 225 Principles of Microwave Electronics 3 Cr

Prerequisite: ET 221 or faculty permission.

Course in microwave electronics for the technician. Theory of wave propagation, microwave oscillators, and basic transmitting and receiving systems for radar and telecommunication.

ET 226 Industrial Electronics 3 Cr

Prerequisite: ET 225 or faculty permission.

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 poly-phase rectifiers.

ET 295 Electronics Technician Internship 1-3 Cr

Prerequisite: Sophomore standing in the ET program and faculty permission.

Grading Policy: Pass/No Pass.

Places students in generalized and specialized electronics positions related to student educational program and occupational objectives. Direct supervision by position supervisor and cooperative education director. Five student involvement hours with instructor plus 80 employment hours per credit.

EMERGENCY TRAUMA TECHNICIAN

ETT 110 Emergency Trauma Technician 4 Cr

Alaska state certified basic emergency medical course beyond advanced first aid. The course emphasizes prevention, assessment and care of illness and injury commonly encountered in both urban and rural settings.

FRENCH

FREN 101E Elementary French I 3 Cr

Introduction to the French language. This course presents the alphabet, basic phonetics, and fundamentals of grammar, and goes on to cover the regular and irregular verb conjugation of the present and past tenses. Course includes basic vocabulary, cognates and idiomatic expressions. Oral exercises and repetition are emphasized to obtain correct pronunciation.

FREN 102E Elementary French II 3 Cr

Prerequisite: FREN 101E or equivalent.

Continuing study of grammar and vocabulary. The conjugation of the remaining verbal forms: imperfect, future, conditional and various compound tenses will be studied, as well as the imperative and the subjunctive moods. Practice in reading, speaking, and writing on themes of contemporary interest will stress good accent along with style.

FREN 201E Intermediate French I 3 Cr

Prerequisite: FREN 102E or faculty permission.

Review of the more complex grammatical structures and expansion of the vocabulary. This course will emphasize the reading of graded literary excerpts by contemporary French authors. Students will attempt to interpret their content while analyzing the structures and the expression. French pronunciation will be enhanced through classroom practice in reading and discussing materials and topics of current interest. Conducted in French.

FREN 202E Intermediate French II 3 Cr

Prerequisite: FREN 201E or faculty permission.

Completion of the grammar review. The four skills: reading, listening, speaking and writing will be intensified in order to achieve normal speech fluency for understanding and being able to engage in an ordinary conversation. The students will also endeavor to write short prose compositions or poetry to perfect their expression. Conducted in French.

FIRE SERVICE ADMINISTRATION



PSA 101 Introduction to Fire Science 3 Cr

Introduction to fire service and fire protection. Fire service history, functions, and career opportunities. Public, quasi-

public, and private fire protection services. Fire chemistry and physics, and fire loss analysis.

FSA 105 Fundamentals of Fire Prevention 3 Cr
Organization and functions of fire prevention. Inspections, surveying and mapping procedures, recognition of fire and life hazards, engineering and enforcing solutions to fire hazards, and public relations as affected by fire protection.

FSA 107 Fire Tactics and Strategy 3 Cr
Principles of fire control through utilization of personnel, equipment, and extinguishing agents of fire ground.

FSA 111 Fire Company Organization and Management 3 Cr
Review of fire department organization, planning, and supervision to meet organizational needs. Emphasis on company officer's role.

FSA 115 Fire Apparatus and Equipment 3 Cr
Fire apparatus designs, specifications, and performance capabilities. Effective utilization of apparatus in fire service emergencies.

FSA 117 Rescue Practices 3 Cr
Rescue problems and techniques, and emergency rescue equipment. Toxic gases and chemicals, radiation hazards, and care of victims. Includes emergency childbirth, respiration and resuscitation, and extrication.

FSA 121 Introduction to Fire Chemistry 3 Cr
Introduction to nomenclature, principles, and procedures of fire chemistry, supplemented by basic math and physics as related to fire problems.

FSA 123 Fire Investigation I 3 Cr
Determining types and causes of fires. Introduction to arson and incendiarism, including recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedures. Court procedures, giving court testimony, and related laws.

FSA 151 Wild Land Fire Control I 3 Cr
For employed firefighters and fire science majors. Covers fundamental factors affecting wild land fire prevention, fire behavior, and control techniques.

FSA 202 Fire Hydraulics 3 Cr
Review of mathematic hydraulic laws as applied to fire science. Application of formulas and calculations to hydraulics and water supply problems.

FSA 204 Hazardous Materials I 3 Cr
Introduction to basic fire chemistry and physics. Problems of flammability as encountered by fire fighters when dealing with fuels and oxidizers. Elementary firefighting practices for hazardous materials in transit and storage.

FSA 206 Building Construction for Fire Protection 3 Cr
Fundamentals of building construction as related to fire protection. Classifications of occupancy and type of construction with emphasis on fire protection facilities,

equipment, fire-resistive materials, and high-rise considerations.

FSA 210 Hazardous Materials II 3 Cr
Second semester course in hazardous materials. Covers handling, identification, and firefighting practices for explosive, toxic, and radioactive materials in transit and storage.

FSA 212 Related Codes and Ordinances 3 Cr
Background and interpretation of national, state, and local codes, ordinances, and laws which influence fire prevention field.

FSA 214 Fire Protection Equipment and Systems 3 Cr
Study of portable fire extinguishing equipment, protection devices, and systems for special hazards. Sprinkler, fire detection, and alarm systems.

FSA 216 Methods of Instruction for Fire Service 3 Cr
Prerequisites: Faculty permission.
Grading Policy: Pass/No Pass.
This is the State of Alaska "fire service training methods of instruction" course. Satisfies the state requirements for both basic and advanced MOI. Upon successful completion of this course the student will be eligible to test for state fire service instructor.

FSA 217 Advanced Rescue Practices 3 Cr
Prerequisite: Basic background in fire science.
Basic information and specific skill training on approach, evaluation, and safe completion of complicated rescues. Includes hands-on activities. Covers rescue equipment, extrication from vehicles, metropolitan rescues, natural disasters, and high places.

GEOGRAPHY

GEOG 103 World Economic Geography 3 Cr
Study of world economic activities. Physical and cultural bases, spatial growth and distribution patterns, and their significance in interregional and international development.

GEOG 205 Elements of Physical Geography 3 Cr
Prerequisite: None. GEOG 101 or 103 recommended, but not required.
Analysis of the processes that form the physical environment and the resulting physical patterns. Study of landforms, climate, soils, water resources, vegetation, and their world and regional patterns. Optional laboratory of one additional credit.

GEOG 205L Elements of Physical Geography Laboratory 1 Cr
Optional laboratory of one additional credit.

GEOLOGY

GEOL 104 Natural History of Alaska 3 Cr
Cross-Listed: BIOL 104.

Surveys important biological, physical and geological features of Alaska, and their development over time. Includes study of major landforms, ecosystems, wildlife and people.
Special Notes: Acceptable as elective credit only.

GEOL 111 Physical Geology 4 Cr
Prerequisites: Math 055.

Introduction to physical geology. Study of earth, its materials, and processes affecting changes on and within it. Laboratory training in use of topographic maps, and recognition of common rocks and minerals.

GEOL 112 Historical Geology 4 Cr
Prerequisites: GEOL 111 or faculty permission.

History of earth through geologic time from origin of universe to present, with emphasis on North America. Includes major geologic events, plate tectonics, major life forms of the past, and how they can be inferred from rock records. Lab includes identification of invertebrate fossils, understanding of geologic maps, principles of stratigraphy, and field trip.

GEOL 115 Environmental Geology 3 Cr
Prerequisite: MATH 055.

An introduction to the study of applied geology. Environmental issues, focusing on geologic hazards, water and air quality, water supply, waste, energy, global systems, and political approaches to problem management.

GEOL 115L Laboratory in Environmental Geology 1-2 Cr

Prerequisite: GEOL 100 or 111 or 115 or concurrent enrollment in GEOL 115.

Investigation of problems in environmental geology related to hydrology, acid rain, pollution, and geologic hazards with emphasis on the Anchorage area. Independent study format includes reading, measurements, use of computer programs, and field trips.

GERMAN

GER 101E Elementary German I 3 Cr

Basic language course for beginners with little or no knowledge of German. Emphasis on everyday vocabulary, structure and current topics.

GER 102E Elementary German II 3 Cr

Prerequisite: GER 101E or equivalent.
Continuation of Ger 101E for students with some knowledge of German. Emphasis on everyday vocabulary, structure and current topics.

GER 201E Intermediate German I 3 Cr

Prerequisite: GER 102E or equivalent.
Continuation of Ger 102E with emphasis on useful, contemporary vocabulary. Develops understanding of cultures of major German-speaking countries and increases competence and confidence in speaking German. Review of major grammatical features.

HEALTH SCIENCE

HS 203 Normal Nutrition 3 Cr

Cross-Listed: DN 203.
Prerequisites: BIOL 111 and 112, or CHEM 103 and 104 or faculty permission (courses may be taken concurrently).
The study of nutrition in the life cycle including food sources and requirements of nutrients; physiological and metabolic aspects of nutrient function; food choices, selection and contemporary issues of concern to health professionals and consumers.

HS 350 Introduction to Addiction Studies 3 Cr

Cross-Listed: PSY 350
Prerequisite: PSY 111 or faculty permission.
An introduction to various addictive disorders - alcoholism, drug abuse, gambling and eating-related problems. Special emphasis will be understanding the nature of alcohol and drugs, their action and effects on the body. Theories of addictive disorders, treatment, and prevention will also be addressed.

HISTORY

HIST 101 Western Civilization I 3 Cr

A survey of the origins of Western civilization in the Ancient Near East and subsequent development through 1650. The major political, social, economic, and intellectual developments will be emphasized.

HIST 102 Western Civilization II 3 Cr

A survey of the developments in Western civilization from 1650 to the present. The major social, political, economic, and intellectual characteristics of Western society will be emphasized.

HIST 121 East Asian Civilization I 3 Cr

The Great Tradition: Origin and development of civilizations of China and Japan, from beginnings to 1600, with emphasis on traditional social, political, and cultural institutions.

HIST 122 East Asian Civilization II 3 Cr

The Modern Transformation: East Asia from 1600 to present, with emphasis on patterns of social cohesion, transition, and revolutionary change.

HIST 131 History of United States I 3 Cr

A survey of the discovery and exploration, colonial period, American Revolution, the Constitution, federal period,

Jeffersonian-Jacksonian democracy, the west, sectionalism, slavery and abolitionism, American culture, and Civil War.

HIST 132 History of United States II 3 Cr

A survey of the Reconstruction of the South, the Far West, growth of industry and labor, "Gilded Age," imperialism, progressivism, World War I, "Roaring Twenties," Great Depression, isolationism and World War II, Cold War, modern American society, Vietnam and after.

HIST 341 History of Alaska 3 Cr

Prerequisite: Junior standing.

Introduction to background of Alaska and its relationship to America and the world, including anthropological aspects of Native groups, land bridge theory, Russian discovery, occupation and management, Orthodoxy, purchase, American organization and development, gold rushes, Congressional definition and federalism, Native claims history, statehood, oil and the disposition of Alaska lands.

Special Notes: Stacked with HIST 641.

HIST 641 Studies in Alaska History 3 Cr

Advanced study of various topics in Alaska history, including Russian exploration, occupation and development, social conditions in the Russian period, the U.S. purchase, American development and economic relationships, political development, Native issues, environmental history, and changing perceptions.

Special Notes: Stacked with HIST 341. Not available for credit to students who have taken HIST 341.

HOUSING and HOME INTERIOR DESIGN

HEID 161 Professional Floral Design I 2 Cr

Basic principles of floral art and design, flower identification and selection, and the use and care of equipment and supplies used in the floral industry. Includes dressing potted plants; making bows, corsages and basic arrangements using fresh plant materials. Emphasizes professional techniques and mechanics of design.

HUMAN SERVICES

HUMS 101 Introduction to Human Services 3 Cr

Overview of human services. Includes traditional and contemporary helping approaches, plus characteristics, values, and professional roles of human service workers. Covers human service consumers, their problems and functioning, helping systems and strategies, environmental change processes, and legal and ethical issues.

HUMS 106 Introduction to Social Welfare 3 Cr

Cross-Listed: SOC/SWK 106.

Prerequisites: SOC 101.

Analyzes social inequality and American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas - ethical, political, social and economic - explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and their solutions.

HUMS 121 Advocating for Victims of Domestic Violence or Sexual Assault 2 Cr

Cross-Listed: SWK 121.

Grading Policy: Pass/No Pass.

Focuses on developing the skills and knowledge needed to be an effective advocate for victims of domestic violence and sexual assault. Provides historical perspective, identifies physical, sexual and emotional abuse that defines battering. Explains cycle of violence, power and control issues and why women stay in abusive relationships. Identifies five stages of living without violence (denial, self-blame, help seeking, ambivalence and living violence free lives). Discusses ways of helping victims become survivors.

HUMS 122 Substance Abuse as a Contemporary Problem 3 Cr

Examines cultural values and norms, and social attitudes toward alcohol and drug abuse. Impact of abuse on personal functioning and interpersonal relations.

HUMS 123 Public Education and Prevention in Substance Abuse 3 Cr

Use of community organization knowledge and skills for development of educational and preventive programs in substance abuse.

HUMS 150 Marriage, Divorce and Intimate Relationships in the 90's 3 Cr

Exploration of behaviors, values, attitudes and consequences of contemporary patterns of marriage, divorce and intimate relationships from the perspectives of American culture, ethnic groups and students. Examines values and attitudes toward family, sex roles, sexuality, marriage and divorce; six traditional and contemporary relationship options; dynamics of intimate relationships; and relationships in the future.

HUMS 223 Introduction to Paraprofessional Counseling I 3 Cr

Cross-Listed: PSY 223

Focuses on systematic approach to effective helping and helping skills which fall into the following skill categories: skills for understanding, skills for comfort and crisis intervention, and skills for positive action.

HUMS 231 Applied Behavioral Analysis I 2 Cr

Overview of behavioral analysis and its implementation by direct care providers who work with populations requiring specialized interventions. Includes social learning theory, specific, behavior management procedures and techniques, teaching new behaviors, reducing undesirable behaviors, task analysis and data collection and interpretation. Emphasis on student skill development in working with emotionally disturbed and developmentally disabled youth and adults and socially maladapted youth.

HUMS 232 Applied Behavioral Analysis II 2 Cr

Prerequisite: HUMS 231 or faculty permission.
Offers in-depth understanding and proficiency in applied behavioral analysis. Application of skills in teaching new behaviors, reducing undesirable behaviors, and managing behaviors among varied populations requiring specialized interventions. Also examines integration of counseling and behavioral programming.

HUMS 235 Substance Abuse Counseling for Paraprofessionals 3 Cr

Prerequisite: HUMS/PSY 223.
A skill-based course dealing with counseling techniques used by human services workers in a substance abuse agency. Includes assessment, diagnosis, treatment planning and prevention.

HUMS 255 Group Facilitation for Human Service Workers 3 Cr

Prerequisite: PSY/HUMS 223.
Develops goal setting, reciprocation, task identification, and personal growth group facilitation skills. Includes ethical and paraprofessional considerations, group leadership, management and evaluation skills, and discussion of basic issues in group membership and facilitation.

HUMS 256 Groups and Organizations 3 Cr

Introduces basic theories, practices and issues of relevance to working in human service agencies and develops skills to work effectively in an organizational setting. As a result of this course, the student should be more effective in observing, analyzing and coping with the social, psychological and political dynamics of service delivery groups and organizations.

HUMS 262 Human Services Practicum I 4 Cr

Prerequisite: HUMS 101, PSY/HUMS 223, and faculty permission.
Arranged placement in community human service agency. Emphasis on observation of agency structure and functioning, professional relationships, and inter-agency relationships. Application of beginning helping skills with agency clients. Weekly in class seminar to facilitate integration of knowledge, skills, and values.

HUMS 263 Human Services Practicum II 4 Cr

Prerequisite: HUMS 262 and faculty permission.
Continuation of HUMS 262. Emphasizes increasing responsibility for direct client services. Problem assessment, case planning and management, and preparation for entry level professional responsibilities. Weekly in class seminar to facilitate integration of knowledge, skills, and values. Agency placement arranged.

HUMS 324 Introduction to Paraprofessional Counseling II 3 Cr

Cross-Listed: PSY 324.
Prerequisite: PSY/HUMS 223 or faculty permission.
Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.

HUMS 350 Men and Masculinity 3 Cr

Prerequisite: SOC 101 or PSY 111.
Examines perspectives on masculinity and male sex role from

historical, cultural and social-psychological perspectives with focus on males as clients in the human service setting. Examines the dynamics of male socialization and its influence on men in areas such as family and work, sexuality, and physical and mental health. Attention given to implications for prevention and human service delivery.

INTERIOR DESIGN

ID 141 Interior Design 3 Cr

Beginning interior design survey course. Design theory as related to planning and decorating homes. Particular emphasis on developing individual styles, color schemes, floor, wall and window coverings, basic lighting, and interior furnishings.

ID 143 Drafting for Interior Design 3 Cr

Basic drafting techniques related to interior design. Covers uses of various media and tools, floor plans, elevations, sections, and isometric drawings.

JAPANESE

JPN 101E Elementary Japanese I 3 Cr

Introduction, practice, and application of the basic spoken Japanese pronunciation, intonation, grammar and oral composition.

JPN 102E Elementary Japanese II 3 Cr

Prerequisite: JPN 101E.
Continued drill in speaking, listening, reading and writing in different situations. Emphasis on developing practical skills in oral and written hiragana communication.

JPN 201E Intermediate Japanese I 3 Cr

Prerequisite: JPN 102E.
Completion of basic grammar and continued practice in speaking, listening, reading, and writing. In addition to the hiragana reading and writing, katakana and kanji are to be studied. Besides the core textbooks, various tapes, videos and storybooks are to be supplemented.

JPN 202E Intermediate Japanese II 3 cr

Prerequisite: JPN 201E.
Students will expand their communicative skills in speaking and writing by being exposed to various Japanese family lifestyles, customs, traditions, arts and society through reading books and audio visual media. Continued efforts to develop oral and written fluency in informal and formal situations.

JOURNALISM and PUBLIC COMMUNICATIONS

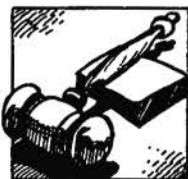
JPC 105 Writing for Publications 3 Cr
Introduction to journalistic writing for publications such as campus newspapers. Writing and editing features, news stories, editorials. Additional topics may include advertising, copyrighting and taking photos for publications.
Special Notes: For non JPC majors and minors.

JPC 205 Feature Writing 3 Cr
Nonfiction writing for magazines and newspapers. Writing, rewriting, editing and submitting articles for publication. Introduction to style, interviewing techniques, and issues of libel and ethics.
Special Notes: For non JPC majors and minors.

JPC 224 Beginning Photography 3 Cr
Cross-Listed: ART 224.
Basic principles including camera functions and the utilization of these functions for artistic expression through the processing and printing of black and white film.

JPC 324 Intermediate Photography 3 Cr
Prerequisite: JPC/ART 224 or faculty permission.
Cross-Listed: Art 324.
Further development of photographic skills. Includes photographic perception of awareness, ideas and concepts, and the "fine print."

JUSTICE



JUST 110 Introduction to Justice 3 Cr
Survey of philosophies, functions and methods of social control with emphasis on role of law and those involved in its administration - police, courts, correction organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society.
Special Notes: This course is a prerequisite to most Justice courses.

JUST 203 Juvenile Delinquency 3 Cr
Cross-Listed: SOC 203.
Prerequisite: SOC 101 or faculty permission.

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

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

JUST 242 Business Law II 3 Cr
Cross-Listed: BA 242
Prerequisites: JUST/BA 241.
Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments, and sale of goods.

JUST 251 Criminology 3 Cr
Prerequisites: JUST 110.
The study of deviant behavior and theories of crime causation and their relationship to society, law and law enforcement.

JUST 354 Criminal Procedure 3 Cr
Cross-Listed: PARL 354.
Prerequisite: JUST 110 or PARL 101.
Emphasis upon legal limitations of police and right of people to be secure from government under protection of Federal and Alaska Constitutions. Concentration on laws of arrest, search and seizure, wiretapping, electronic surveillance, and exclusionary rule. Interrogations and confessions, lineups and other pretrial identification procedures, right to counsel, trial by jury, entrapment, and double jeopardy. Study of cases decided by U.S. and Alaska Supreme Courts, along with applicable Alaska Statutes and Alaska Rules of Criminal Procedure.

LIBRARY SCIENCE

LS 111 Library Skills 2 Cr
Introductory course in college library skills. Familiarizes the student with reference materials found in most academic library collections, covers use of the catalog, indexes and basic reference materials, and provides guidance in selecting and researching a topic.

MATHEMATICS

MATH 054 Pre-Algebra 3 Cr
Basic concepts of pre-algebra mathematics. Includes arithmetic operations and applications, whole numbers, fractions, decimals, ratio and proportion, percent, area and volume, exponents, radicals, signed numbers, and solution of simple equations.
Special Notes: Equivalent to MATH 050. Credit will not be

given for both MATH 050 and MATH 054. Math Placement Test not required.

MATH 055 Elementary Algebra 3 Cr

Prerequisite: MATH 054 with grade of C or higher or Math Placement Test.

Beginning algebra course. Includes operations with signed numbers and polynomials, factoring, exponents, radicals, algebraic fractions, solution of linear equations, systems of equations, linear inequalities, and quadratic equations. Basic graphing.

MATH 102 Business Math 3 Cr

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

MATH 105 Intermediate Algebra 3 Cr

Prerequisite: MATH 055 or Math 060 with grade of C or higher or Math Placement Test.

Presumes solid foundation in elementary algebra. Includes sets, properties of real numbers, exponents and radicals, solution of first and second degree equations and inequalities. Also covers word problems, fundamental operations with polynomials, factoring, special products, rational expressions, functions, conic sections. Cartesian graphing of first and second degree equations and inequalities, systems of equations, and introduction to logarithmic and exponential functions.

MATH 107 College Algebra 4 Cr

Prerequisite: MATH 105 or two years of high school algebra with grade of C or higher or Math Placement Test.

Review and extension of topics from MATH 105. Covers logarithmic and exponential functions, binomial theorem, graphs and equations of conic sections, solution of equations greater than second degree, mathematical induction, combinatorics and probability, function theory, inverses, inequalities, determinants, matrices and systems of equations, sequences and series.

Special Notes: A student may apply no more than 7 credits from any combination of MATH 106, 107 and 108 toward the graduation requirements for any Baccalaureate degree.

MATH 108 Trigonometry 3 Cr

Prerequisite: MATH 107 or two years of high school algebra with grade of C or higher or Math Placement Test.

Covers angular measure and trigonometric functions, fundamental trigonometric identities, composite angle identities, and graphs of trigonometric functions. Also includes complex numbers, DeMoivre's theorem, solution of right and oblique triangles, solution of trigonometric equations, inverse trigonometric functions and vectors. Provides calculation practice helpful for physics, engineering and survey technology courses. Special Notes: A student may apply no more than 7 credits from any combination of MATH 106, 107, and 108 toward the graduation requirements for any Baccalaureate degree.

MATH 200 Calculus I 4 Cr

Prerequisite: Either MATH 106 or MATH 107 and MATH 108 with grade of C or higher or Math Placement Test.

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

MATH 201 Calculus II 4 Cr

Prerequisite: MATH 200 with grade of C or higher.

Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar coordinates, techniques of integration, and infinite series.

MATH 202 Calculus III 4 Cr

Prerequisite: MATH 201 with grade of C or higher.

Vectors, partial differentiation and multiple integration.

MATH 205 Mathematics for Elementary School Teachers I 3 Cr

Prerequisite: Two years of high school mathematics, including at least one year of algebra, or Math Competency Test, offered by the UAA School of Education. Math Competency Test compulsory at UAA.

Elementary set theory, numeration systems, and algorithms of arithmetic, logic, divisors, multiples, integers, rational numbers, number theory, solving equations and inequalities, graphing, problem solving strategies, consumer math, and geometry. Includes use of appropriate materials for teaching these topics.

MATH 270 Applied Finite Mathematics for the Managerial Sciences 3 Cr

Prerequisite: MATH 105 or two years high school algebra or Math Placement Test.

Linear equations and inequalities, algebra of matrices, introductory linear programming, logarithms and exponential functions. Applications emphasizing the relationships of these mathematical concepts to quantitative decision-making in managerial sciences.

MATH 272 Calculus for Managerial Sciences 3 Cr

Prerequisite: MATH 270 or MATH 107 or equivalent.

Functions and graphs, differentiation, exponential and logarithmic functions, antidifferentiation and integration, functions of several variables. Applications of these mathematical concepts.

MUSIC



MUS 101 Noon Singers 2 Cr

Performance-oriented training course. Students should demonstrate secure pitch and basic knowledge of rhythm and

notes.

Special Notes: May be repeated four times for credit.

MUS 102 Community Chorus I 2 Cr

Prerequisites: Admission by audition only.

Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.

Special Notes: May be repeated once for credit.

MUS 103 Community Band 2 Cr

Grading Policy: Pass/No Pass.

This course is for anyone who is interested in playing a musical instrument with a structured, established band. The age group of participants ranges from 14 to 70. Experience ranges from beginners to professionals.

MUS 121 Music Appreciation 3 Cr

Enhancement of listener understanding and enjoyment of various musical styles. Investigation of music through the ages: Medieval through contemporary.

Special Notes: May not be counted towards the degree requirements for music majors pursuing either a BA or BM degree.

MUS 152 Voice Class I 1 Cr

Prerequisite: Ability to match pitches.

Study and practice of basic fundamentals of singing and song interpretation, stressing attitude and correct practice habits.

Introduces and expands general knowledge of singing: mechanism, technique, repertoire, and performance practices.

Special Notes: Ability to read music not a prerequisite.

MUS 163 Private Lessons (Non-major) 1-2 Cr

Prerequisites: Faculty permission.

Private lessons in brass, guitar, harpsichord, organ, percussion, piano, strings, voice and woodwinds for non-majors.

MUS 202 Community Chorus II 2 Cr

Prerequisites: Admission by audition only.

Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.

Special Notes: May be repeated once for credit.

MUS 471 Elementary Music Methods 3 Cr

Prerequisite: ED 210, ED 336 and all corequisites thereto; all general education requirements and admission to the School of Education.

Cross-Listed: ED 471.

Principles, procedures, and materials for teaching music to children at the elementary level.

PARALEGAL

PARL 101 Introduction to Law 3 Cr

Introduces legal processes in democratic society. Includes skills for conducting basic legal research.

PARL 215 Paralegal Studies 3 Cr

Foundation course for legal studies area. Explores role, responsibilities, and ethics of paralegal activities and relationship of paralegals to lawyers. Study of paralegal responsibilities including statute and regulation formats, litigation, insurance, probate and real estate. Covers interviewing, investigation, writing and application of social science techniques to paralegal problems.

PARL 235 Factual Investigation and Interviewing 2 Cr

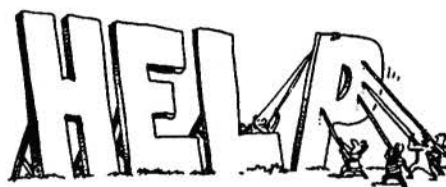
Prerequisites: PARL 101 and PARL 215.

Study of the fundamentals of investigation. Scene investigation and recording, collection and preservation of physical evidence and scientific aids. Sources of information, interviews, follow-up and case preparation.

PARL 236 Ethics and Paralegals 1 Cr

Prerequisites: PARL 101 and PARL 215.

Course deals systematically with nine canons of the American Bar Association as they address practical problems of legal assistants who work under the supervision of attorneys. Focus upon rules and opinions directed at the practitioners of law in Alaska. Discussion of regulation by bar associations and attorneys.



PARL 238 Civil Procedure 3 Cr

Prerequisite: PARL 101.

Introduction to procedural concepts of civil litigation with an emphasis on jurisdiction, venue, service of process, parties, pleading and discovery, trial processes, appellate review, and the common law doctrine of res judicata. Types of pleadings in civil actions, including complaints, answer and reply, joinder of parties and claims, class actions, discovery, motion practice, trial, and appeal.

PARL 354 Criminal Procedure 3 Cr

Cross-Listed: JUST 354.

Prerequisite: PARL 101 or JUST 110.

Emphasis upon legal limitations of police and right of people to be secure from government under protection of Federal and Alaska Constitutions. Concentration on laws of arrest, search and seizure, wiretapping, electronic surveillance, and exclusionary rule. Interrogations and confessions, lineups and other pretrial identification procedures, right to counsel, trial by jury, entrapment, and double jeopardy. Study of cases decided by U.S. and Alaska Supreme Courts, along with applicable Alaska Statutes and Alaska Rules of Criminal Procedure.

PARL 470 Law of Government Regulation 3 Cr

Prerequisite: PARL 101.

Administrative law and procedure in the context of federal, state and local agencies operating in Alaska. Includes consideration of unfair competition and anti-trust law from the perspective of the businessman and consumer.

PHYSICAL EDUCATION

PE 408 Elementary School Physical and Health Education 3 Cr

Prerequisite: ED 210, ED 336 and all corequisites thereto; all general education degree requirements and admission to School of Education.

Cross-Listed: ED 408.

Philosophy, source materials, group activities and program planning; participation required to gain skills and techniques of teaching health education and physical activities for elementary grade children.

PHYSICAL EDUCATION and RECREATION

PER 114 Beginning Weight Training 1 Cr

Improves strength, physical conditioning, and general sports performance through correct use of Nautilus equipment, free weights and use of body weight and resistance.

Special Notes: May be repeated for credit.

PER 118 Aerobics 1 Cr

Exercise to music for cardiovascular, flexibility, and strength improvement.

Special Notes: May be repeated for credit.

PHILOSOPHY



PHIL 101 Introduction to Logic 3 Cr

Analyzes argumentation and informal fallacies; introduces deductive logic, and examines inductive evidence in scientific and practical reasoning.

PHIL 201 Introduction to Philosophy 3 Cr

Introduces works of influential thinkers, both ancient and modern, in the Western philosophical tradition. Emphasizes central problems of knowledge, reality, good and evil.

PHIL 211 History of Philosophy I 3 Cr

Introduction to the great Greek, Latin, Medieval, and Renaissance periods in Western civilization. Comparative examination of cosmological, religious, ethical, political, and scientific ideas which shaped each of these epochs.

PHIL 212 History of Philosophy II 3 Cr

Introduces great thinkers of the 17th century scientific revolution, the Enlightenment, German Idealism, contemporary positivism and existentialism. Comparative examination of cosmological, ethical, political, and scientific ideas which shaped each of these periods.

PHYSICS

PHYS 123 Basic Physics I 4 Cr

Prerequisite: MATH 105 and high school trigonometry.

Non-calculus introduction to mechanics, fluids, and thermodynamics. Emphasizes motion, forces, gravitation, fluid motion, and laws of thermodynamics. Limited emphasis on historical development of physics.

PHYS 124 Basic Physics II 4 Cr

Prerequisite: PHYS 123.

Non-calculus introduction to electricity and magnetism, waves, optics, light, some modern and nuclear physics. Limited emphasis on historical development of physics.

POLITICAL SCIENCE

PS 101 Introduction to American Government 3 Cr

An introduction to the historical and constitutional foundations of American government; the political activities of parties, groups, and the media; public decision-making by the executive, Congress, and the courts; and current economic, environmental, social, and foreign issues and policies.

PS 102 Introduction to Political Science 3 Cr

An introduction to the discipline of political science focusing on the whole realm of political science concepts, political activities, and political processes worldwide.

PSYCHOLOGY

PSY 100 Understanding People 3 Cr

Entry-level non-technical introduction to psychology and causes of human behavior. Useful for re-entering college students, non-majors, and international students seeking to

improve study skills or English usage.
Special Notes: Does not satisfy BA or BS in psychology degree requirements.

PSY 111 General Psychology 3 Cr

Introduces psychology through presentation of outstanding research and theories. Includes physiological, developmental, abnormal psychology, perception, motivation, learning, and personality.

PSY 150 Human Development 3 Cr

Reviews aspects of human development and changes which occur during a person's lifetime. Covers prenatal period, infancy, early and middle childhood, adolescence, and early, middle, and late adulthood.

PSY 170 Rational Living 1 Cr

Study of rational-emotive therapy, general semantics, decision making, and communication theory. Examines how people create neurotic emotions and block effective behavior, and styles of ongoing daily self-counseling.

PSY 223 Introduction to Paraprofessional Counseling I 3 Cr

Cross-Listed: HUMS 223

Focuses on systematic approach to effective helping and skills in the following categories: skills for understanding, skills for comfort and crisis intervention, and skills for positive action.

PSY 244 Early Childhood Development 3 Cr

Prerequisite: PSY 111 or faculty permission.

Surveys human development from prenatal period to five years. Discusses physical/motor, social/emotional, and linguistic/intellectual development. Students visit early childhood programs in community in order to gain skill in "seeing" development and in recognizing individual styles of interacting with materials, other children, and adults.

PSY 245 Child Development 3 Cr

Prerequisite: One social science course.

Study of physical, emotional, cognitive, and social aspects of child's development from prenatal period to beginning of adolescence. Includes theoretical view of development and effects of genetics, environment, and socialization.



PSY 261 Introduction to Experimental Psychology 4 Cr

Prerequisite: PSY 111, Recommended Corequisite PSY 260.

Introduces and applies the scientific approach to understanding behavior. Explores the foundations of behavioral research, with emphasis on experimental methodology. The laboratory component provides actual examples of data collection, analysis and interpretation.

PSY 265 Psychology of Abnormal Behavior 3 Cr

Prerequisite: PSY 111 or faculty permission.

Identifies continuum from normality through everyday upsets

and emotional crises to extremely deviant behavior. Current DSM nomenclature is used.

PSY 324 Introduction to Paraprofessional Counseling II 3 Cr

Cross-Listed: HUMS 324.

Prerequisite: PSY/HUMS 223 or faculty permission.

Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.

PSY 350 Introduction to Addiction Studies 3 Cr

Cross-Listed: HS 350.

Prerequisite: PSY 111 or faculty permission.

Introduces various addictive disorders-alcoholism, drug abuse, gambling and eating-related problems. Special emphasis will be understanding the nature of alcohol and drugs, their action and effects on body. Theories of addictive disorders, treatment, and prevention will also be addressed.

PSY 353 Application of Statistics to Social Sciences 3 Cr

Cross-Listed: SOC 353.

Prerequisite: Introductory social science course and social research methods course.

Demonstrates application of statistics to various types of studies in the social sciences. Students analyze social science journal articles utilizing statistics.

PSY 366 Perception 3 Cr

Prerequisites: Both PSY 111 and 261.

Presents current theories and phenomena which effect how we perceive the world around us. Explores the capacities and limitations of the sensory apparatus, particularly vision. Covers implications of human tendency to "misperceive" situations.

PSY 368 Personality Theories 3 Cr

Prerequisites: PSY 261 and either PSY 260 or AS 300.

A survey of theories of personality with contemporary relevance. Emphasizes relevant research findings. Develops student competencies in the understanding and prediction of human behavior, thought and feeling.

PSY 375 Psychology of Social Behavior 3 Cr

Prerequisite: PSY 261 and either PSY 260 or AS 300.

Focuses on the behavior of individuals in social situations and examines why individuals behave, think, and feel as they do in the presence of others. Includes social perceptions and inferences, prejudice, interpersonal conflict, self-awareness, attitudes, conformity, group processes, and environmental influences on social behavior.



REFRIGERATION and HEATING



RH 101 Refrigeration and Air Conditioning I 4 Cr

Assumes no previous knowledge of refrigeration or air conditioning. Introduces the fundamentals of refrigeration and air conditioning theory. Explores compressors, condensers, evaporators, metering devices, and related components. Instruction in use of basic hand and power tools and testing devices applicable to the trades, and experimentation with mechanical compression refrigeration system training devices.

RH 103 Technical Math for Refrigeration and Heating I 3 Cr

Practical use of mathematics as applied to trade and vocational work, designed to increase skills involving trade and technical problems. Covers fractions, decimals, percentage, powers of numbers, and basic algebraic elements. Also explores geometric concepts, ratio and proportion, scale drawings, and trigonometric functions.

RH 105 Electrical Circuits for Refrigeration and Heating I 3 Cr

Assumes no previous knowledge of electricity or electronics. Explores the fundamentals of energy, sources of electricity, conductors and semiconductors, insulators, and electric motors. Students apply principles and develop skills by using test instruments and training devices.

RH 107 Physics for Refrigeration and Heating I 3 Cr

Prerequisite: RH 103 or equivalent and faculty permission. Assumes no previous knowledge of physics. Explores basic physical laws related and applied to the refrigeration and heating fields and associated terminology. Students apply theoretical knowledge to training devices and make fundamental calculations related to operating performance of equipment.

RH 120 Motors and Controls 3 Cr

Cross-Listed: AGRI 133 and ET 120.

Provides an understanding of the principles of operation of motors, generators, transformers, and motor control apparatus. Study of the definitions, symbols, diagrams, and illustrations will give a sound background in the language and basic principles associated with electricity, electrical equipment, electrical apparatus and electrical code principles.

RH 122 Refrigeration and Air Conditioning II 4 Cr

Prerequisite: RH 101, 103, 105 and 107 or equivalent and faculty permission.

Introduces and analyzes the chemical composition and

properties of various refrigerants. Application of this analysis to "shop-job" situations, using "live" equipment and refrigeration training devices by diagnosing and correcting various malfunctions. Instruction in the safe handling and storage of refrigerants.

RH 124 Domestic Refrigeration and Heating I 3 Cr

Prerequisite: RH 101, 103, 105, and 107 or equivalent and faculty permission.

Provides familiarization with the design, construction, and servicing of household refrigerators and freezers. Includes hands-on testing and servicing of these units as well as experimentation with various training devices. Repair methods will be explored and demonstrated.

RH 126 Electrical Circuits for Refrigeration and Heating II 3 Cr

Prerequisite: RH 101, 103, 105, and 107 or equivalent and faculty permission.

Explores schematic wiring diagrams and electrical circuits, alternating current, electric meters, single-phase motors, motor protection, and three-phase motors. Familiarization exercises dealing with air conditioning circuits and the ability to troubleshoot malfunctioning equipment will be covered.

RH 128 Drafting for Refrigeration and Heating I 3 Cr

Prerequisite: RH 101, 103, 105, and 107 or equivalent and faculty permission.

Assumes no previous knowledge of graphic arts. Explores projection theory, orthographic and pictorial representations, sectional drawings, and auxiliary views to enable students to prepare simple working drawings.

RH 201 Commercial and Ammonia Refrigeration 4 Cr

Prerequisite: RH 122 or equivalent.

Provides an understanding of commercial refrigeration systems including hot gas defrosting, lubrication, contaminants, pipe sizing, etc. Introduces ammonia refrigeration including safety start-up and diagnosis of an operational ammonia liquid overfeed system.

RH 202 Physics for Refrigeration and Heating II 3 Cr

Prerequisite: RH 101 and 107 or equivalent and faculty permission.

Introduces practical aspects of psychometrics, load calculation, heat quantities, insulation factors and coefficients, and heat and water vapor flow through structures.

RH 203 Control Systems for Refrigeration and Heating II 3 Cr

Prerequisite: RH 126.

Explores schematic wiring diagrams and electrical circuits, alternating current, electric meters, single-phase motors, motor protection, and three-phase motors. Lab exercises deal with installing and troubleshooting refrigeration, heating, and motor controls.

RH 207 Drafting for Refrigeration and Heating II 3 Cr

Prerequisite: RH 128.

Introduces drafting skills required in the layout of piping, duct, and schematic diagrams for use in heating and air

conditioning. Emphasizes symbols associated with plumbing, duct work, and electrical trades.

RH 225 Heating Plants I - Residential 4 Cr

Prerequisite: RH 105 and 126 or equivalent and faculty permission.

Assumes no previous knowledge of residential heating plants. Introduces knowledge and skills needed to work in the field of residential heating. Instruction ranges from beginning maintenance skills to advanced troubleshooting and systems.

RH 226 Heating Plants II - Commercial 4 Cr

Prerequisite: RH 105 and 106 or equivalent and faculty permission.

Explores commercial heating devices and systems. Covers 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. Emphasizes troubleshooting and hands-on experience.

RH 229 Solid State Electronics for Refrigeration and Heating 3 Cr

Prerequisite: RH 126 or equivalent and faculty permission.

Assumes no previous knowledge of electronics. Explores semiconductors, diodes, transistors, transistor amplifiers, electron tubes, power supplies, photo-electricity, thermoelectric cooling, inductive heating, and dielectric heating.

RH 230 Selected Topics in Refrigeration and Heating 1 Cr

Prerequisites: Concurrent enrollment in RH 225, RH 226, and RH 229.

Variety of topics of interest in heating, ventilation, air conditioning and refrigeration (HVACR) such as computer modeling, economic analysis, performance optimization, combustion efficiency analysis, etc.

RUSSIAN

RUSS 101E Elementary Russian I 3 Cr

Introduces Russian language and culture for students with no background in Russian. Students learn alphabet and past and future tenses, and read simple paragraphs. Focuses on life in Russian-speaking countries. Emphasizes conversation.

RUSS 102E Elementary Russian II 3 Cr

Prerequisite: RUSS 101E or equivalent.

Students learn rudiments of Russian grammar while continuing to build vocabulary and conversational skills. Uses Russian language newspapers, magazines and atlases to enhance reading skills.

RUSS 201E Intermediate Russian I 3 cr

Prerequisite: RUSS 102E or equivalent.

Continuing study of rudimentary Russian grammar. Emphasizes vocabulary expansion, along with enhancement of speaking skills in real-life situations.

RUSS 202E Intermediate Russian II 3 cr

Prerequisite: RUSS 201E or equivalent.

Introduces intermediate grammar concepts. Students read independently and discuss readings in class. Cultural material incorporated at all times.

SOCIOLOGY

SOC 101 Introduction to Sociology 3 Cr

Introduction to science of humans as social animals, emphasizing social processes which give rise to and shape human's language, experiences, perception, meaning, and behavior. Multiple frameworks used in understanding and predicting human behavior.

SOC 106 Introduction to Social Welfare 3 Cr

Cross-Listed: HUMS/SWK 106.

Prerequisite: SOC 101.

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

SOC 202 The Social Organization of Society 3 Cr

Examination of various ways in which societies develop social structures such as belief, value, symbol, and normative systems to lend predictability to human interactions. Explores why such structures are needed by human societies and implications of varying structures.

SOC 242 An Introduction to Marriage, Family and Intimate Relationships 3 Cr

Prerequisite: A social science course recommended.

Introduction to sociological study of contemporary patterns relating to marriage, family and other intimate relationships. Also explores impact of gender roles, ethnicity and racial background on beliefs, values, attitudes and behaviors.



SOC 246 Adolescence 3 Cr

Prerequisite: SOC 101 or PSY 111.

Introduction to the world of the adolescent. Examines various patterns of physical, social, intellectual and emotional development during adolescence and effects of social class, ethnicity, race and gender.

SOC 275 Social Psychology 3 Cr

Prerequisites: SOC 101 and/or PSY 111.

Examination of effects of group interaction on individuals' values, attitudes and behavior. Focuses on such topics as perception, interpersonal relationships, conformity, aggression and helping behavior. Emphasizes theory, research, and application.

SOC 343 Sociology of Deviant Behavior 3 Cr

Prerequisite: SOC 101.

A study of the social etiology of deviant behavior, both criminal and non-criminal with an emphasis on the nature of group interaction, and an examination of the institutions involved.

SOC 353 Application of Statistics to Social Sciences 3 Cr

Cross-Listed: PSY 353.

Prerequisite: Introductory social science course and social research methods course.

Demonstrates application of statistics to various types of studies in the social sciences. Students will analyze social science journal articles that utilize statistics.

SPANISH

SPAN 101E Elementary Spanish I 3 Cr

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

SPAN 102E Elementary Spanish II 3 Cr

Prerequisites: SPAN 101E or equivalent.

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

SPAN 201E Intermediate Spanish I 3 Cr

Prerequisite: SPAN 102E or equivalent.

Reviews fundamental structures of Spanish grammar and vocabulary. Gives special attention to command forms and present and past subjunctive. Familiarizes students with normal sound and usage of the language by taking dictation, reading and writing short compositions. Enhances essentials of conversational fluency through study of thematic vocabularies and idiomatic expressions.

SPAN 202E Intermediate Spanish II 3 Cr

Prerequisite: SPAN 201E or Equivalent.

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

SPEECH

SPCH 111 Fundamentals of Oral Communication 3 Cr

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

SPCH 237 Interpersonal Communication 3 Cr

Personal and group interaction demonstrating communication techniques. Includes both verbal and non-verbal experiences in improving communicative relationships.



SPCH 343 Business and Professional Communications 3 Cr

Examines barriers to spoken and written communication. Teaches the art of listening, outlining and arranging material, and body and voice usage in oral communication. Covers verbal responsibilities in information exchange and group communication experience. Students participate in resume writing, letters of application and the job interview. Practice in leadership and conducting of effective meetings.

SOCIAL WORK

SWK 106 Introduction to Social Welfare 3 Cr

Cross-Listed: SOC/HUMS 106.

Prerequisites: SOC 101.

Analyzes social inequality and American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas -ethical, political, social and economic - explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and solutions.

SWK 121 Advocating for Victims of Domestic Violence or Sexual Assault 2 Cr

Cross-Listed: HUMS 121.

Grading Policy: Pass/No Pass.

Focuses on developing the skills and knowledge needed to be an effective advocate for victims of domestic violence and sexual assault. Provides historical perspective, identifies physical, sexual and emotional abuse that defines battering.

Explains cycle of violence, power and control issues and why women stay in abusive relationships. Identifies five stages of living without violence (denial, self-blame, help seeking, ambivalence and living violence free lives). Discusses ways of helping victims become survivors.

SWK 122 Introduction to Hospice: Volunteer Training 1 Cr

Prerequisite: Hospital homecare program staff or volunteer.
Grading Policy: Pass/No Pass.

Includes the philosophy of hospice; physical, psycho-social and spiritual needs of the terminally ill and appropriate interventions; care of the family; therapeutic communications; death and dying; and bereavement follow-up.

SWK 206 Introduction to Social Work 3 Cr

Prerequisite: SWK/SOC 106.

Introduces client-centered social work practice and contemporary profession of social work including knowledge and skill base for effective practice. Covers theory and practice in conducting social work interviews along with principles of problem identification, goal setting, and contracting services. Identifies diverse influences such as culture, gender, and ethnicity.

SWK 490 Selected Topics in Social Work 1 Cr

Focus on current topics related to social work services, diverse client groups and field of practice.

THEATRE

THR 111 Introduction to the Theatre 3 Cr

Survey of theatre with focus on artists who contribute to theatrical production viewed within context of historical styles and development.

THR 121 Acting I 3 Cr

An introduction to basic acting techniques with stress on creativity, concentration, relaxation, physical and vocal awareness, and the Stanislavsky method of acting.

WOMEN'S STUDIES



WS 200 Introduction to Women's Studies 3 Cr

An interdisciplinary, team-taught course which aims to increase awareness of the experience of women in contemporary society. Issues analyzed include women's work (paid and unpaid), biological definitions of woman, stereotypes of femininity, women and political power, and media images of women.



DIRECTORY



Board of Regents
Statewide Administration
Principal Administrative Officers
MSC Administrative and Support Staff
MSC Full-Time Faculty
MSC Adjunct Faculty

BOARD OF REGENTS

Sharon D. Gagnon, *President, Anchorage*
Susan A. Stitham, *Secretary, Fairbanks*
Mark H. Helmericks, *Treasurer, Prudhoe Bay*
Virginia W. Breeze, *Vice President, Anchorage*
Mary Jane Fate, *Fairbanks*
Eric Forrer, *Juneau*
Joseph P. Henri, *Anchorage*
Michael P. Kelley, *Fairbanks*
R. Danforth Ogg, *Kodiak*
Scott A. Otterbacher, *Palmer*
Lew M. Williams, Jr., *Ketchikan*

STATEWIDE ADMINISTRATION

Dr. Jerome B. Komisar, *President*
Luis Proenza, *Acting Vice President for Academic Affairs*
Brian Rogers, *Vice President for Finance*
Robert D. Warren, *Vice President for Human Resource Development*
Wendy Redman, *Vice President for University Relations*
William R. Kaufman, *Vice President and General Counsel*
Patty Kastelic, *Executive Director for Human Resources*
Mary McGaugh Kaufman, *Office of Regents' Affairs*

PRINCIPAL ADMINISTRATIVE OFFICERS

Dr. Donald F. Behrand, *Chancellor*
Dr. Beverly Beeton, *Provost and Vice Chancellor for Academic Affairs*
F.S. "Stan" Vaughn, *Vice Chancellor for Administrative Services*
Dr. Larry K. Kingry, *Vice Chancellor for Student Services*

MSC ADMINISTRATIVE AND SUPPORT STAFF

Dr. Glenn F. Massay, *College Director*
Susan Musgrove, *Business Office Manager*

Richard Ball, *Technician I*
Bette Belanger, *Clerk I*
Eric Blomskog, *Custodian*
Mindy Bryant-Stefanski, *Executive Assistant*
William T. Butler, *Clerk Specialist*
Barbara Carney, *Clerk Specialist*
Leza Madsen, *Library Director*
Debbie Dickey, *Accounting Supervisor*
Virginia Gibson, *Library Assistant*
Doug Green, *Clerk Specialist*
Sherri Huck, *Library Assistant*
Vera Hershey, *Clerk Specialist*
Donald R. Irsik, *Administrative Clerk*
Virginia Ketchum, *Library Assistant*
Andrea Laughlin-Gaiser, *Accounts Technician*
Susan McCampbell, *Personnel Technician*
Joe Muth, *Custodian*
Walt Ortner, *Custodial Supervisor/Maintenance*
Bonnie Wendt, *Administrative Clerk*
Sharon Winter, *Coordinator*
Gayle Wolf, *Clerk Specialist*

MSC FULL-TIME FACULTY

Ted L. Berry, Professor

Agriculture

B.S., Michigan State University, 1971

M.A., Michigan State University, 1978

Dr. Ping-Tung Chang, Professor

Mathematics

B.E., National Taiwan Normal University, 1960

M.S., Indiana State University, 1966

Ph.D., Georgia State University, 1977

Elizabeth J. Fallon, Professor

English, Speech

B.A., State University of New York, 1961

M.A., University of Alaska, 1966

James T. Gonski, CPA, Assistant Professor

Accounting, Business Administration

B.S., University of Colorado, 1977

M.S., Finance, America College, 1993

Viola Harrison, Assistant Professor

English

M.A.T., University of Alaska, 1975

Ph.D., Fielding Institute, 1992

Toni Kahklen-Jones, Professor

Counseling, Psychology

B.S., Northern Arizona University, 1970

M.Ed., Northern Arizona University, 1971

Kermit L. Ketchum, Associate Professor

Computer Science

B.B.A., Park College, 1976

Gary Kronquest, Assistant Professor

Refrigeration and Heating

A.A.S., Matanuska-Susitna College, 1981

Elizabeth K. Madsen, Professor

Anthropology, Communications, Library Science

B.A., Western Washington State University, 1966

M.L.S., University of Hawaii, 1972

M.A., Stanford University, 1985

Dr. Glenn F. Massay, College Director

B.S., California State College, 1959

M.A., West Virginia University, 1962

Ph.D., West Virginia University, 1970

Barbara Mishler, Associate Professor

Speech, English

B.A., Gettysburg College, 1959

M.A., University of Colorado, 1967

Ph.D., University of Oregon, 1992

Richard W. Musser, Professor

Refrigeration and Heating Technology

A.A.S., Purdue University, 1964

B.S., Purdue University, 1967

M.S., Purdue University, 1968

William Powell, Assistant Professor

Electronics Technology

A.A.S., University of Alaska Fairbanks, 1968

B.S., California University of Pennsylvania, 1984

John Rogers, Assistant Professor

Electronics Technology

B.A., University of Washington, 1973

Weston O. Van Loon, Associate Professor

Business Administration, Accounting

A.L.A., University of Minnesota, 1956

B.B.A., University of Texas, 1972

M.B.A., University of Missouri, 1974

MSC ADJUNCT FACULTY

Bonnie Allen
Wendy Anderson
John Angell
Jess Baker
Kathi Baldwin
Richard Ball
Kathleen Bedner
Bette Belanger
Richard Benson
Catherine Bennett
Kim Bloomstrom
Rita Blumenstein
James Booth
Jeanne Borega
Harvey Bowers
Clyde Boyer
Judith Bronson
Richard Bruce
Marie Burton
William D. Butler
Eileen Buzek
Barbara Cadden
Patricia Candler
Rudy Candler
Andrea Carmen
Steve Carrington
Nancy Carson
Dawn Caswell
Marilyn Chevalier
Mike Chmielewski
Talis Colberg
Paul Cole
Vickie Cole
Dona Corey
Dennis Covell
Bob Covington
Carolyn Covington
Mary Cullison
Janice Currier
Julie Dekreon
Kathleen Dissler
Jeffrey Dobson
Robert Dobson
Steve Dofing
Georgene Donnally
Christine Erikson
Sandra Estelle
Vivian Finlay
Susan Fisk
Jerry Fletcher
Deirdre Ford
Jim Frei
Sherryl Gagelin
Virginia Gibson
Fred Goerisch
Lyda Green
Gary Gustafson
Sally Gwin
Larry Healy
Michael Hanrahan

John Harmon
Nancy Henry
Gloria Hensel
Jim Hitchcock
Sally Greek Hitchcock
Frank Holt
Gerda Horton
Cynthia Howarth
Nancy Hull
Barbara R. Hulbert
Kathleen Hunter
Patricia Hutchens-Jouppi
Tom Johnson
Richard Johnson
Gail Johnston
Patricia Kent
Nancy Keppler
Phyllis Kern
Sharon Kilbourne
Tom Knight
Melinda Kolivosky
B. Jean Krause
Jack Krill
Neal Lacy
Dean Larson
Danita LaSage
Cally Leader
Linda Lenoir
Herman Liggett
Judith Lindenfelser
Neil Long
Sue Lomax
Katie Long
Jill Longenecker
Howard Lowery
Alma Lutes
Constance Lutz
Dennis Lytle
Robert C. Maloney
Charlie Marsh
George Mastroyanis
Susan Mayer
Dori McDannold
Jonathan McKee
Ann Meyer
Will Miles
Donald J. Miller
Susan B. Miller
Sharon Miranda
Allen (George) Mitchell
Cheryl Mitchell
Patrick Molloy
Dan Noble
Pat O'Hara
Mark Okeson
Helen Oliver
Robert Olson
Dwight Ormquist
Walter P. Ortner
Michael Panciera

Hans Patzel
Sharon Peek
Jack Peterson
Nancy Pfeiffer
Dean Phipps
Phil Pierce
Ben Pollen
Henry Pratt
John Preston
Jerry Purser
Samuel Register
Janice Rene
Scott Richardson
Myrna Robinson
Margaret Runser
Nancy Sallee
Jackie Schmidt
Sandra Schmidt
Rosalee Schuette
Kim Scott
Donna Gail Shaw
Pat Shelton
Dorothy Shepard
John Sindorf
Kim Sondergard
Michael Smith
Silver Stanfill
Gene Stotts
Linda Suriano
Teresa Swedo
Beth Tillman
Ted Trueblood
Arndt VonHippel
Robert Vostry
James Walworth
Naomi Warren-Klouda
Matt Weaver
Curtis Wilson
Genny Windahl
Diane Woelfel
Franklin Wood
Will Woods
Linda Yarborough
Anne Marie Yaros
Debra Zellar
David Yesner
David Zwink

INDEX



A

Academic Advising	18
Academic Appeals	12
Academic Calendar	5
Academic Dishonesty	24
Academic Petition	12
Academic Rights of Students	22
Academic Standing	12
Access to Student Records	13
Accounting (AAS)	50
Accreditation	2
Affirmative Action	2
Age Limit of Credits	13
Agriculture (AAS)	50
Alcohol/Drug Policy	25
Application for Degree and Fee	44
Assessment/Testing	18
Associate Degree Course Classifications	49
Associate Degrees	44

B

Board of Regents	96
Bookstore	19

C

Certificates	44
Certified Experience Credit	42
Changing Majors and Degree Programs	7
Cheating	14
Class Attendance	14
Class Standing	14
Code of Conduct	22
Commencement	15
Computing and Technology Services	19
Contact Hours	60
Corequisites	14
Counseling	18
Course Descriptions	62
Course Level Expectations	60
Course Numbering System	60
Credit	15
Credit for Prior Learning	41
Credit Review	15

D

Degree Requirements (AA/AAS)	45
Degrees and Certificates	1
Directed Study	42
Disciplinary Procedures	23
Dismissal	15

E

Electronics Technology (AAS/Cert.)	51
Employment	31
Extracurricular Activities	19

F

Faculty-Initiated Withdrawals	16
Federal Verification	26
Fees	10
Financial Aid Application Procedures	26
Financial Aid Policies	27
Financial Obligations	11
Fire Service Administration (AAS)	52
Flexible Time Courses	43
Food Service	20
Formal Admission	7
Freedom from Sexual Harassment	22
Freedom of Access	21
Freedom of Association	22
Freedom of Expression	21
Freedom from Unreasonable Search/Seizure	22
Full-Time/Part-Time Status	16

G

Grade Changes	38
Grade Point Average Computation	38
Grade Reports	38
Grading System	36
Graduation Application	16
Graduation Requirements	17
Graduation with Honors	17
Grants	30

H

History of UAA	2
History of Mat-Su College	1
Human Services	53
Honors List	17

I

Independent (Correspondence) Credit	41
Independent Study	42
International Students	6

L

Learning Resource Center	20
Library	20
Loans	30
Local Credit by Examination	41

M

Military Service Credit	41
Missions and Goals	1
MSC Adjunct Faculty	98
MSC Administrative and Support Staff	96
MSC Full-Time Faculty	97

N

National Credit by Examination	39
Non-Degree Seeking Students	7

O

Office Management Technology (AAS/Cert.)	54
Open Enrollment	6
Orientation	18
Other Services	34

P

Payment Procedures	10
Prerequisites	14
Principal Administrative Officers	96

R

Refrigeration & Heating Tech (AAS/Cert.) ..	58
Refund Policy	11
Registration Changes	35
Registration Policies	32
Registration Procedures	32

Repeating Courses	14
Residency for Tuition Purposes	9

S

Satisfactory Academic Progress	27
Scholarships/Tuition Waivers	30
Second Associate Degree	16
Senior Citizen Tuition Waiver	11
Sexual Harassment	3
Small Business Administration (AAS)	59
Sources of Information	4
Special Services	19
Statewide Administration	96
Student Accident and Illness Insurance	19
Student Complaint Procedures	25
Student Financial Aid	26
Student Government	19
Student Participation in Institutional Govt ...	22

T

Telecourses	43
Transcripts and Test Scores	8
Transfer Students	8
Tuition Summary	9

U

Under-Age Students	7
--------------------------	---

V

Veterans Assistance	31
---------------------------	----

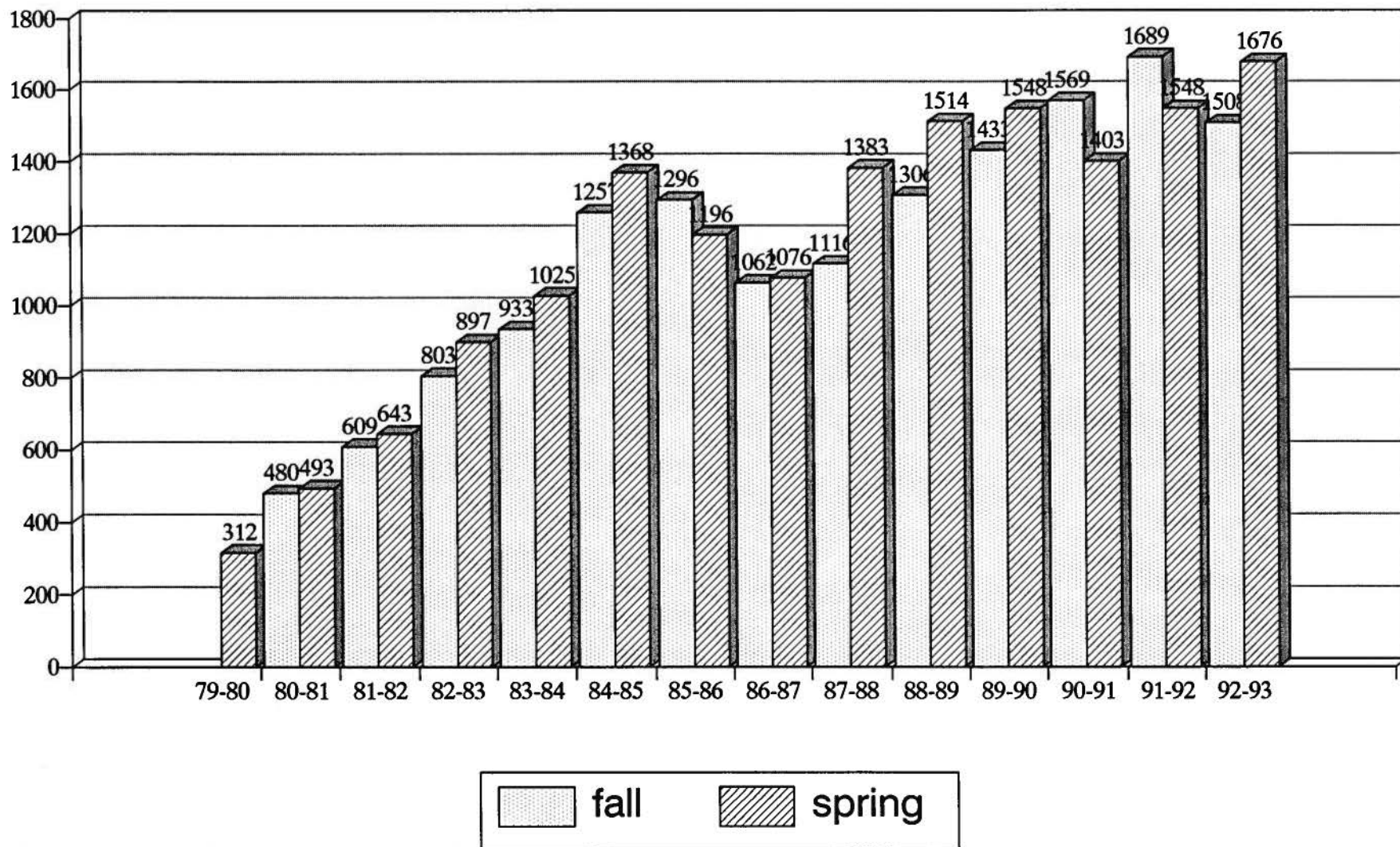
W

Wait List Policy	6
Western Undergraduate Exchange	10

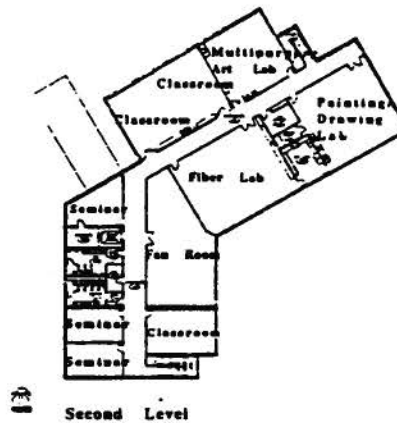
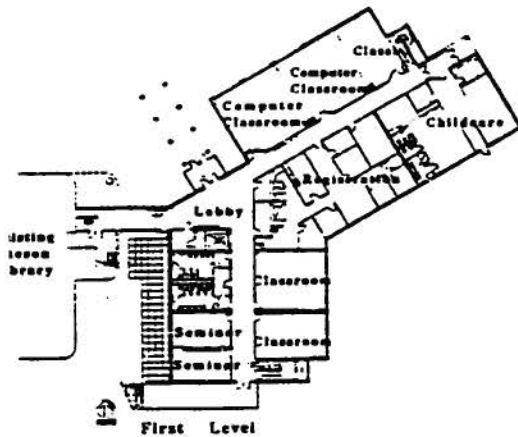
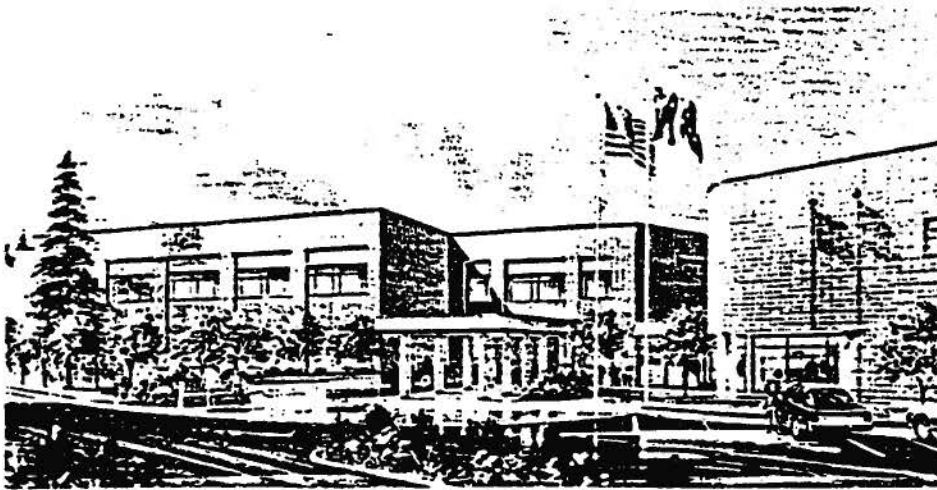


MAT-SU COLLEGE

Historic Perspective



MATANUSKA SUSITNA COLLEGE INSTRUCTIONAL CLASSROOM BUILDING

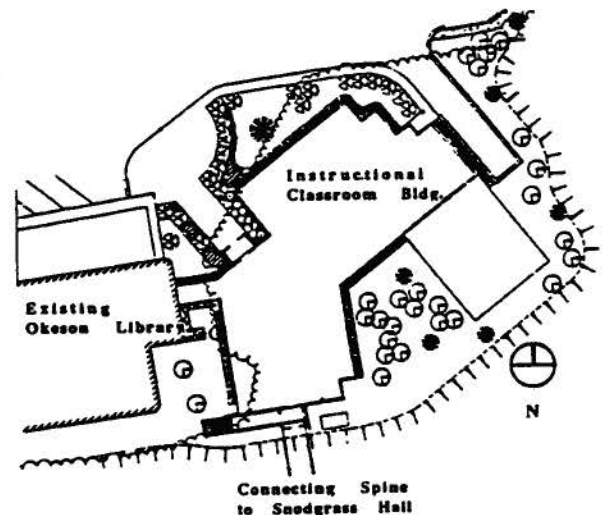


Project Management: U of A Planning & Construction
 Architect: McCool Carlson Green
 Mechanical: Adams, Morgenthaler & Co.
 Electrical: Adams, Morgenthaler & Co.
 Structural: Coffman Engineers
 Civil: DOWL Engineers

The 32,500 square foot facility will provide space for General classrooms, Computer Labs, Art Labs, Registration, Financial Aid, Counseling and a Childcare Facility to accommodate approximately 100 children.

The facility will be connected to the east of the existing Okeson Library. It will provide parking for approximately 80 vehicles and include all associated site work and landscaping. The facility will tie into the existing campus by continuing the masonry construction.

The spine linkage to the Snodgrass Building will fulfill the Master Plan Goal of connecting all campus buildings. This will benefit students moving from class to class and allow future peripheral parking to be located in the area of the Snodgrass Building.



Instruction Bidding Schedule:

Preliminary Site Work: 10/92
 Phase I Construction: 1/93
 Phase II Construction: 7/93

Appropriations:

FY 92: \$ 400,000
 FY 93: \$3,500,000
 FY 94: \$3,600,000

This Bulletin is a result of many people coming together with their expertise, their ideas, and their time.

A very special thanks to each and every one of them.

If you find any mistakes in this Bulletin, please bring them to our attention (745-9729). In this way we can continue to improve our product.

The following programs were used in the production of this Bulletin:

WordPerfect 5.1
Lotus 1-2-3 Release 2.2
Megatoons
Quattro Pro Version 1.0

Published July 1993

Effective with Fall 1993 Semester