

MATANUSKA-SUSITNA COLLEGE

**UNIVERSITY OF ALASKA ANCHORAGE
Palmer, Alaska**



**1995 - 1997
BULLETIN**

1995-1997 BULLETIN

MATANUSKA-SUSITNA COLLEGE

"THE COLLEGE OF THE VALLEY"

UNIVERSITY OF ALASKA ANCHORAGE



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

Come Grow With Us

It is the responsibility of the individual student to become familiar with the policies and regulations of MSC/UAA 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.

It is the policy of MSC/UAA 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 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 VI and Title VII of the 1964 Civil Rights Act, 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 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 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).



CHAPTER 1 5

Welcome to Matanuska-Susitna College
Accreditation
Mission
History of the University of Alaska
Affirmative Action
Sexual Harassment
Safety
Children in the Classroom
Certificates and Degrees Offered
Special Services
Extracurricular Activities
Bookstore
Computing and Technology Services
Student Accident and Illness Insurance
Student Government
Library
Food Service
Learning Resource Center

CHAPTER 2 10

Open Enrollment
Bio/Data Information
Wait List Policy
International Students
Non-Degree Seeking Students
Under-Age Students
Formal Admission to Undergraduate Programs
Changing Majors and Degree Programs
Senior Citizens Enrollment
Transcripts and Test Scores
Transfer Students
Registration Procedures
Registration Policies
Assessment Testing
Counseling
Academic Advising
Orientation
Returning Students
Registration Changes

CHAPTER 3 17

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

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

CHAPTER 4 26

Academic Appeals
Academic Petition
Academic Standing
Access to Student Records
Age Limit of Credits
Cheating
Class Attendance
Class Standing
Prerequisites
Corequisites
Commencement
Credit
Accredited Colleges/Universities
Credit Review
Dismissal
Faculty Initiated Withdrawals
Full-Time - Part-Time Status
Graduation Application
Graduation Requirements
Graduation with Honors
Honors List
Grading System
Grade Changes
Grade Point Average Computation
Grade Reports
Repeating Courses
Advanced Placement in a Foreign Language
National Credit by Examination
Local Credit by Examination
Credit for Prior Learning
Military Service Credit
Independent Learning Credit
Certified Experience Credit
Directed Study
Independent Study
Flexible Time Courses
Telecourses



CONTENTS

CHAPTER 5 38

Role of Matanuska-Susitna College
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
Access to Student Records
Code of Conduct
Academic Dishonesty
Procedures and Penalties for Academic Dishonesty
Student Complaint Procedures
Alcohol/Drug Policy

CHAPTER 6 45

Admission Requirements
Certificates
Associate Degrees
Degree Requirements
Associate Degree Course Classifications
Degree Requirements, Baccalaureate (GER)
Accounting
Electronics Technology

Fire Service Administration
Human Services
Office Management and Technology
Refrigeration and Heating Technology
Small Business Administration
High School Diploma

CHAPTER 7 60

Contact Hours
Course Level Expectations
Course Numbering System
Course Descriptions

CHAPTER 8 89

Board of Regents
Statewide Administration
Principal UAA Administrative Officers
MSC Administrative and Support Staff
MSC Full-Time Faculty
MSC Adjunct Faculty

INDEX 93



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
FAX (907) 745-9711

College Director's Office

Admissions and Records
Student Services
(907) 745-9774
FAX (907) 745-9747

General Information
Admissions and Records
Registration
Transcripts
Counseling
Graduation
Veterans Information
Testing

Financial Aid
(907) 745-9719
FAX (907) 745-9747

Financial Aid

Library
(907) 745-9714
FAX (907) 745-9777

Media Services

Business Office
(907) 745-9705
FAX(907) 745-9711

Accounting
Personnel/Payroll
Purchasing/Receiving
Refunds
Student Accounts

Bookstore
(907) 745-9707
FAX (907) 745-9711

Textbooks
Supplies



SOURCES OF INFORMATION

ACADEMIC CALENDAR

Fall Semester	1995	1996
Registration*	July 19	July 17
Instruction Begins	August 28	August 26
Labor Day Holiday	September 4-5	September 2-3
Add Deadline	September 11	September 9
Audit-to-Credit Deadline	September 11	September 9
Drop Deadline	September 18	September 16
Application for Degree Due	October 23	October 21
Withdrawal Deadline	November 20	November 18
Credit-to-Audit Deadline	November 20	November 18
Thanksgiving Holiday	November 23-24	November 28-29
Spring 1996 Registration*	December 1	December 2
Last Day of Instruction	December 16	December 14
Grades Due in Registration	December 20	December 18

Spring Semester	1996	1997
Registration*	December 1, 1995	December 2, 1996
Instruction Begins	January 15	January 13
Add Deadline	January 29	January 27
Audit-to-Credit Deadline	January 29	January 27
Drop Deadline	February 5	February 3
Application for Degree Due	February 15	February 13
Spring Break	March 4-8	March 10-15
Withdrawal Deadline	April 8	April 7
Credit-to-Audit Deadline	April 8	April 7
Last Day of Instruction	May 4	May 3
Grades Due in Registration	May 8	May 7
Commencement	May 10	May 9

*Registration continues until the semester begins.

Summer Session 1995-1996

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

ALL DATES SUBJECT TO CHANGE

CHAPTER 1

WELCOME TO MSC

Welcome to Matanuska-Susitna College

Accreditation

Mission

History of the University of Alaska

Affirmative Action

Sexual Harassment

Safety

Children in the Classroom

Certificates and Degrees Offered

Special Services

Extracurricular Activities

Bookstore

Computing and Technology Services

Student Accident and Illness Insurance

Student Government

Library

Food Service

Learning Resource Center



WELCOME TO MATANUSKA-SUSITNA COLLEGE

Matanuska-Susitna College (MSC) is an extended campus of the University of Alaska Anchorage (UAA). MSC was changed from its previous designation as a community college by University System restructuring in 1987. Now serving over 1,600 students per semester, MSC 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.

MSC 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 Accounting, Electronics Technology, Fire Service Administration, Human Services, Office Management and Technology, Refrigeration and Heating Technology, and Small Business Administration. In addition, vocational programs are also offered providing certificates in Electronics Technology, General Clerical, Legal Secretary, Refrigeration and Heating Technology, and Word/Information Processing. 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.

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.

MISSION

The mission of Matanuska-Susitna College is to participate in the development, dissemination, and application of knowledge through high quality instruction and service to the public within the geographic, economic, and cultural confines of the Matanuska and Susitna Valleys.

A wide range of certificate and associate programs are offered in the arts and sciences, vocational-technical fields, and in professional areas of study.

An open admissions policy and a commitment to innovation and flexibility enable Matanuska-Susitna College to make quality higher education available to all who have the ability and interest to pursue an education or profession.

Matanuska-Susitna College promotes student success by maintaining a strong emphasis on faculty excellence and student services. Programs are focused on student needs and support the development of students. Matanuska-Susitna College maintains an environment that values, promotes, develops and fosters equal treatment of races, cultural and ethnic groups throughout its academic programs, student body, faculty and staff. The overall goal is to achieve broad racial and cultural diversity across all elements of the college.



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.

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 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.

Our Affirmative Action 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 VI and Title VII of the 1964 Civil Rights Act, 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; they may also contact 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.)

SAFETY

We care about your safety on campus. While relatively safe, our campus is not a sanctuary from crime and accidents still occur no matter how hard we try to prevent them. You are encouraged to be responsible for your own safety and to bring safety concerns to the attention of MSC faculty or staff, or to contact Campus Security at 745-9750 when you observe an unsafe environment. For your own safety, please also take the time to locate the nearest exit when you are in campus buildings.

CHILDREN IN THE CLASSROOM

Children are not permitted in classes/labs offered to adults (except enrolled underage students) and may not be left unattended anywhere on campus including the library and hallways. This policy applies to students and faculty. Students who are enrolled underage students are only allowed to be in the class(es) in which they are enrolled.



CERTIFICATES AND DEGREES OFFERED

CERTIFICATES

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

DEGREE PROGRAMS

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



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 receptions, banquets, and dances. Several times a year, students may attend theater productions,

music programs, and operas. Several student clubs are active on campus. They include:

ACM (Association for Computing Machinery)
Art Club
ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc.)
Math Club
Music Club

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 the Spring 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. 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 745-9702.

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. Students who pay the activity fee and carry a minimum of three credits during a semester are eligible to hold a senator seat or a representative seat on the Council.

The dates and times of Student Government's regular meetings are posted throughout campus.

LIBRARY

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

FOOD SERVICE

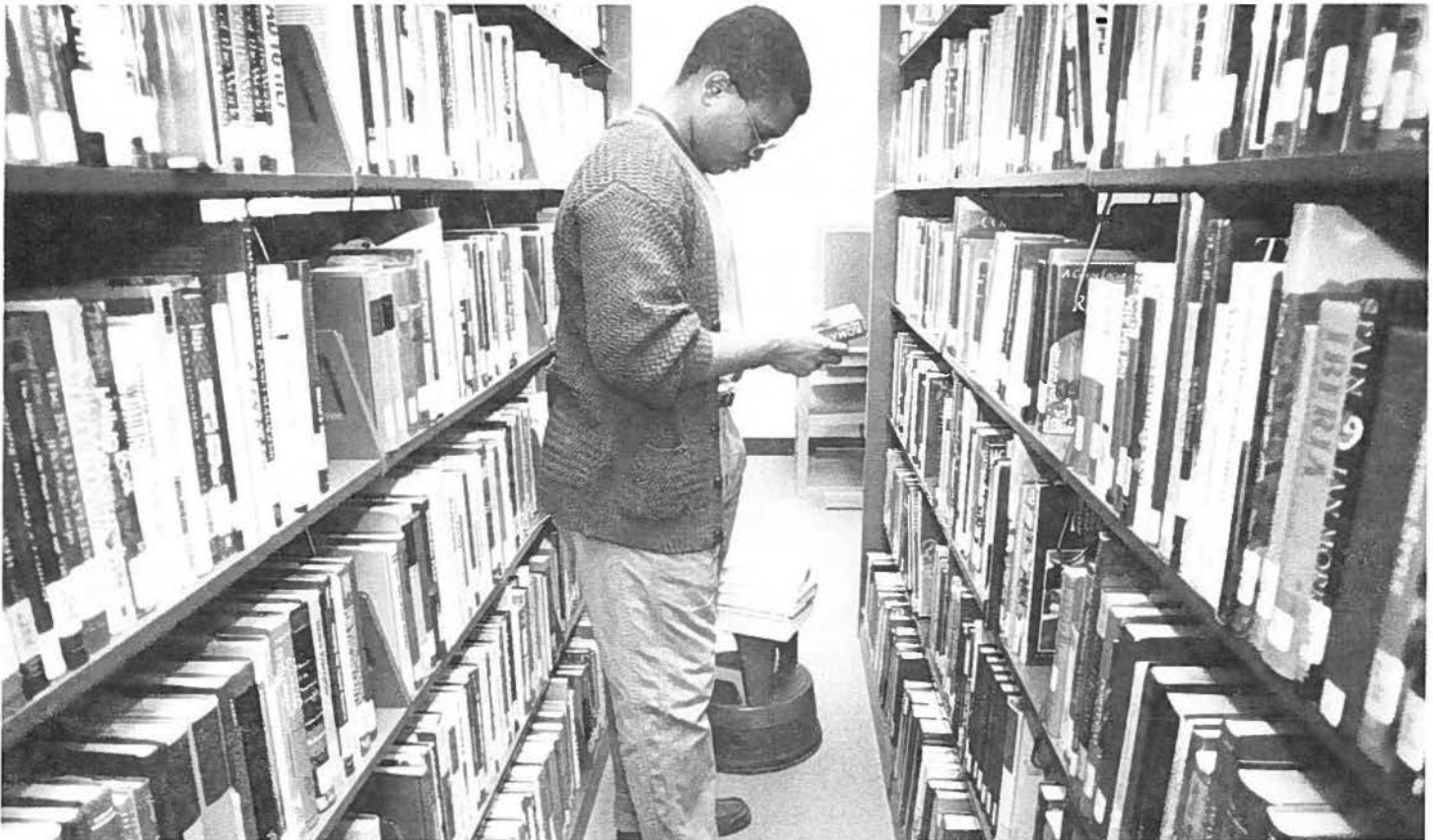
Food service is available Fall and Spring semesters in the campus cafeteria.

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) provides a variety of services for all students registered at MSC. The LRC is open six days and one evening 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 with monitors 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.



CHAPTER 2

**ADMISSIONS and RECORDS
ADVISING and COUNSELING**



**Open Enrollment
Wait List Policy
Bio/Data Information
International Students
Non-Degree Seeking Students
Under-Age Students
Formal Admission to Undergraduate Programs
Changing Majors and Degree Programs
Senior Citizens Enrollment
Transcripts and Test Scores
Transfer Students
Registration Procedures
Registration Policies
Assessment Testing
Counseling
Academic Advising
Orientation
Returning Students
Registration Changes**



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;
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

There is no official Waitlist. If a student attempts to register for a class and is told the class is full, the student must then go to the first regularly scheduled class meeting and secure the instructors signature on a Registration or Add/Drop form. The form is then brought to Admissions and Records, at which time the student will be enrolled in the class. Wait lists are used at MSC for statistical purposes only.

BIO/DEMO INFORMATION

Matanuska-Susitna College must comply with state and Federal reporting requirements and therefore requires that students provide specific biographic or demographic information on registration or admissions forms. MSC does not discriminate on the basis of this information but uses the information for statistical purposes and as an identifier for College records. This information is relevant to the College's admissions and enrollment policies.

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 Advising and Counseling Department. 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 between 15 and 18 years of age and does not otherwise meet the requirements for open enrollment and admission. To register for University courses, under-age students must:

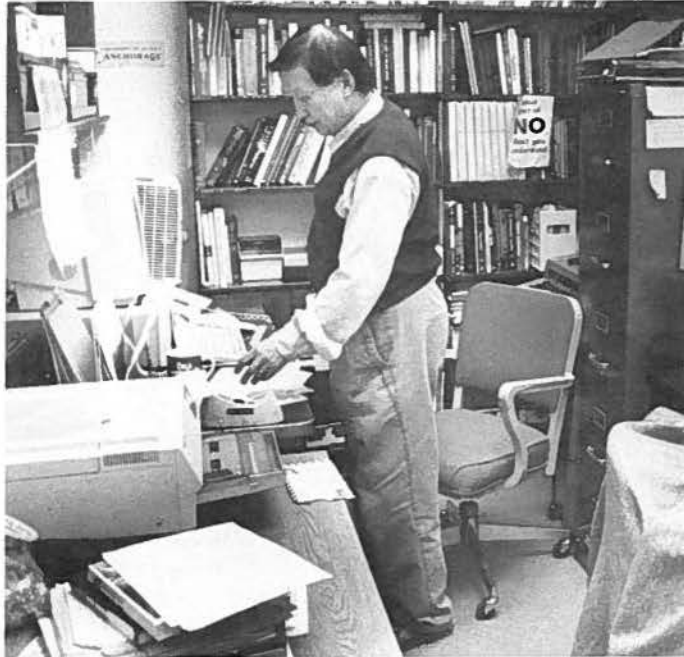
1. Qualify under a special University program.
OR
2. Complete the MSC/UAA Under-age Student Enrollment Form. This form requires signatures of:
 1. The Student
 2. The student's parent or guardian
 3. The school principal and/or counselor
 4. The MSC course faculty member(s)/MSC counselor



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.

This form must be completed prior to registration.

Students under age 15 are allowed to register only in special circumstances. They must have the approval of the MSC Director or Counselor and a parent or guardian must also be enrolled in the class.



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.

Freshmen

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

Once formally admitted and in attendance, students may request to change their major or degree program to another program through the Change of Major/Degree process. Students must meet the specific admission requirements of their new program, and must be formally accepted to the program by signature of the Director, Counselor, or Program Coordinator.

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.

SENIOR CITIZENS ENROLLMENT

Senior citizens (Alaskan residents 60 years of age or older) who intend to apply for Tuition Waivers may register *during the late registration period only*. Senior citizens applying for Tuition Waivers may not register during the normal registration period *unless* they pay the normal registration fee. Senior citizens will not be allowed to drop a class and re-register for that class in order to take advantage of Tuition Waivers.



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.

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.

Regular Registration

New, returning and those continuing students 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. Continuing students are defined as those students who attended MSC the previous semester.

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 enrollment 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.

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

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, 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.

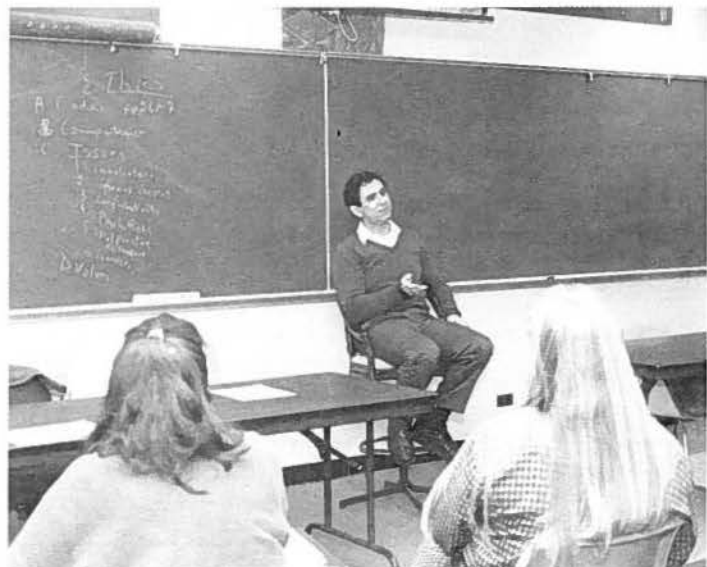
For help with career planning or changing, program planning, pre-admission advising, transfer credit interpretation, crisis intervention, stress reduction, or other concerns, visit the Admissions and Records Office. Counselors can usually be seen either by appointment or on a walk-in basis. For further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

RETURNING STUDENTS

Returning students are former MSC degree-seeking students who have had a break in attendance. Returning students who have attended another college or university

since their last attendance at MSC must re-apply for admission and submit official transcripts to Counseling from each institution attended since then.

Returning students who have not attended college during their absence from MSC may be eligible to update their admission status at no charge providing they still expect and are eligible to receive their degrees under the terms of the bulletin in effect at the time of original admission.





REGISTRATION CHANGES

The following registration activity deadlines pertain to semester-length courses (15 weeks). Deadlines for courses more or less than semester-length are pro-rated according to the length of the course. Students are not permitted to drop or withdraw from a course after it has ended.

<i>Desired Change</i>	<i>Week 1 of Semester</i>	<i>Week 2 of Semester</i>	<i>After Week 2 of Semester</i>
ADD OR LATE REGISTRATION	Faculty signature required. Form filed with A&R	Faculty signature required. Fee Charged. Form filed with A&R	Not permitted.

<i>Desired Change</i>	<i>Begin 7th calendar day of Semester through Week 3 of Semester (Drop)</i>	<i>Weeks 4 through 12 of Semester (Withdrawal)</i>	<i>After Week 12 of Semester</i>
FACULTY INITIATED DROP OR WITHDRAWAL	Form filed with A&R. Course will not appear on student transcript.	Form filed with A&R. Course will appear on student transcript with a grade of W.	Not Permitted.

<i>Desired Change</i>	<i>Weeks 1 through 3 of Semester (Drop)</i>	<i>Weeks 4 through 12 of Semester (Withdrawal)</i>	<i>After Week 12 of Semester</i>
DROP OR WITHDRAWAL	No faculty signature required. Fee charged (after week 1). Form filed with A&R. Course will not appear on student transcript.	No faculty signature required. Fee Charged. Form filed with A&R. Course will appear on student transcript with a grade of W.	Not Permitted.

<i>Desired Change</i>	<i>Weeks 1 through 3 of Semester (Drop)</i>	<i>After Week 3 of Semester (Withdrawal)</i>	<i>After Last Day of Semester</i>
TOTAL WITHDRAWAL FROM MAT-SU COLLEGE	No faculty signature required. Fee charged (after week 1). Form filed with A&R. Course will not appear on student transcript.	No faculty signature required. Fee charged. Form filed with A&R. Courses will appear on student transcript with a grade of W.	Not Permitted.

CHANGE IN GRADING OPTION

<i>Desired Change</i>	<i>Weeks 1 through 2 of Semester</i>	<i>Weeks 3 through 12 of Semester</i>	<i>After Week 12 of Semester</i>
CREDIT/ NO CREDIT	Faculty signature required. Fee charged (after week 1). Form filed with A&R.	Not Permitted.	Not Permitted.
CREDIT TO AUDIT	Fee charged (after week 1). Form filed with A&R.	Faculty signature required Fee charged. Form filed with A&R.	Not Permitted.
AUDIT TO CREDIT	Faculty signature required. Fee charged (after week 1). Form filed with A&R.	Not Permitted.	Not Permitted.

The above deadlines are subject to change. Check current semester schedules for latest deadlines.

CHAPTER 3

TUITION, FEES, and FINANCIAL AID

Residency for Tuition Purposes

Tuition Summary

Fees

Western Undergraduate Exchange

Payment Procedures

Senior Citizen Tuition Waiver

Financial Obligations

Refund Policy

Student Financial Aid

Application Procedures

Federal Verification

Satisfactory Academic Progress

Grants

Financial Aid Policies

Loans

Scholarships

Employment

Veterans Assistance



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.

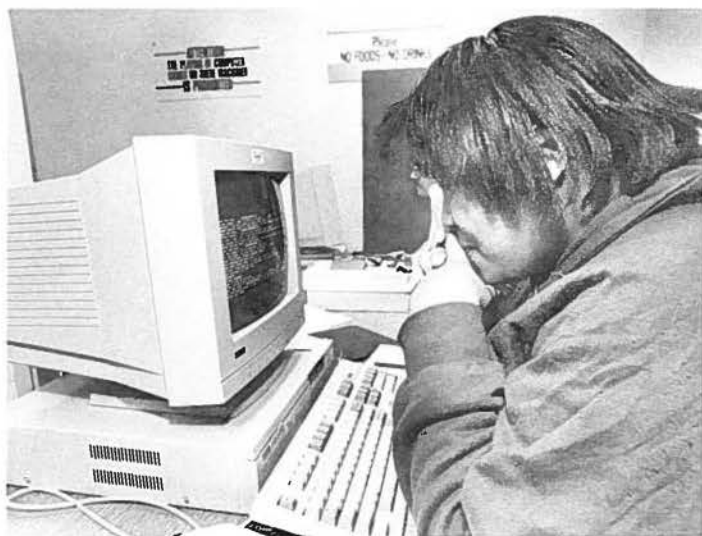
Any unemancipated person under the age of 18 whose parent or guardian qualifies as an Alaska resident as defined above is considered a resident. Otherwise, an unemancipated person under the age of 18 is considered a non-resident for tuition purposes.

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	LOWER DIVISION UNDERGRADUATE		UPPER DIVISION UNDERGRADUATE	
	Resident	Non-Resident	Resident	Non-Resident
1	\$69	\$69	\$75	\$75
2	\$138	\$138	\$150	\$150
3	\$207	\$207	\$225	\$225
4	\$276	\$828	\$300	\$900
5	\$345	\$1035	\$375	\$1125
6	\$414	\$1242	\$450	\$1350
7	\$483	\$1449	\$525	\$1575
8	\$552	\$1656	\$600	\$1800
9	\$621	\$1863	\$675	\$2025
10	\$690	\$2070	\$750	\$2250
11	\$759	\$2277	\$825	\$2475
12	\$828	\$2484	\$900	\$2700
13	\$897	\$2691	\$975	\$2925
14	\$966	\$2898	\$1050	\$3150
15	\$1035	\$3105	\$1125	\$3375
16	\$1104	\$3312	\$1200	\$3600
17	\$1173	\$3519	\$1275	\$3825
18	\$1242	\$3726	\$1350	\$4050
19	\$1311	\$3933	\$1425	\$4275

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

See UAA's catalog for graduate level tuition rates.

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.

Computer Lab Fee: Each semester students (registered in any discipline) who wish to use the MSC computer lab will be required to pay a computer lab and supply fee to cover supplies and staffing. Students will be required to display their appropriately marked MSC I.D. card when using the computer lab

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 \$15-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 and may be added at any time.

Process Fee: A fee charged by MSC to process course credit in lieu of tuition. There is usually a fee the student pays directly to the instructor.

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.

Diploma Processing Fee: A \$20 fee must be submitted with each Application for Graduation.

Cap and Gown Fee: A rental fee of \$10 is charged for cap and gowns.

Course Change Fee: An add/drop fee of \$5 is charged per transaction, beginning with the first Monday following the beginning of the semester. No add/drop fee

is charged if students must make changes because the College cancels or reschedules classes after registration.

Other Costs: Some courses may require additional costs to the student. See Course Schedule/Syllabus for information.

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
3030 Vintage Blvd
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, Mastercard, or Discover Card. 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, non-credit, self-support, credit fees, 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.

Senior citizens who intend to apply for fee waivers may register *during the late registration period only*. Senior citizens applying for fee waivers cannot register during the normal registration period *unless* they pay the normal registration fee.

Senior citizens may not drop a class and re-register in order to take advantage of fee waivers.

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. Documentation is required and must be provided within one (1) academic year of the last day of the semester in question. 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. This process takes from 4 to 6 weeks.

Cancelled Classes

If MSC cancels a class, students may add another class of equal cost at no additional tuition charge. If a replacement class is not added, a 100% refund of tuition and course fees is automatically mailed.

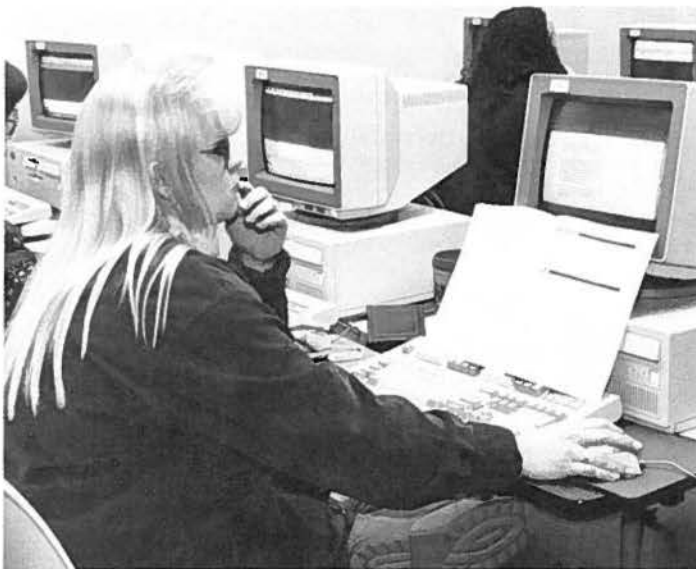
Non-Credit, CEU, and Self-Support Classes

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.



STUDENT FINANCIAL AID

The Student Financial Aid Office provides information and applications for 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 provide additional information and state applications.

FEDERAL VERIFICATION

The U.S. Department of Education reviews financial aid applications for Federal Student Aid 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 general, they must maintain the minimum grade point average (2.0 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.

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.

See the Financial Aid office for information on these and other grants



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 is 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
Degree Requirement Credits Completed	6	12	18	27	36	48	60	72	84	96	108	120	132
Other Credits 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 TO BE MAKING SATISFACTORY PROGRESS

Students on probationary status are not considered to be 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 Business Office to initiate the Refund and Repayment Calculation Worksheet. It must be completed by the student, Business Office, and Student Financial Aid Office.
- Students affected by refunds or repayments under Federal Title IV program accounts are required to make payments to the Business 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.



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 one-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. Applications are available in the Financial Aid Office or the Alaska Student Loan Program Office at 707 A Street, Suite 206, Anchorage, AK 99501. They must be submitted to the Alaska Commission on Postsecondary Education, 3030 Vintage Blvd, Juneau, AK 99801-7109.

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.

See the Financial Aid office for information on these and other loans.

SCHOLARSHIPS

Scholarships may be awarded based on financial need or academic achievement. Students interested in applying for scholarships 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 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 certification office where education related VA forms are also available. 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 report enrollment, 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.

CHAPTER 4

ACADEMIC POLICIES



Academic Appeals
Academic Petition
Academic Standing
Access to Student Records
Age Limit of Credits
Cheating
Class Attendance
Class Standing
Prerequisites
Corequisites
Commencement
Credit
Accredited Colleges/Universities
Credit Review
Dismissal
Faculty Initiated Withdrawals
Full-Time - Part-Time Status
Graduation Application
Graduation Requirements
Graduation with Honors
Honors List
Grading System
Grade Changes
Grade Point Average Computation
Grade Reports
Repeating Courses
Advanced Placement in a Foreign Language
National Credit by Examination
Local Credit by Examination
Credit for Prior Learning
Military Service Credit
Independent Learning Credit
Certified Experience Credit
Directed Study
Independent Study
Flexible Time Courses
Telecourses



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.

Final authority to deny or approve petitions pertaining to college requirements rests with the director of the college. Petitions to waive general education requirements and/or general college requirements must be processed through the Director, with final authority to deny or approve resting with the Vice Chancellor for Academic Affairs.

All petitions for submitting transferred credits for degree requirements must be accompanied by catalog copy of the course description(s) from the institution of origin.

Changes in course level, grading, or number of credits awarded 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 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 degree-seeking status, or removal from a major program.



Academic Warning is the status assigned to 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 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 educational 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 MSC/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 6 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:

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.

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 Advising and Counseling Department. 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

An undergraduate student's academic status is changed to non-degree-seeking if the College's minimum academic standards are not met. This applies to students who begin a semester on academic probation and fail to earn a semester GPA of at least 2.00(C). Some programs have more rigorous academic standards. Consult the degree requirements section of the bulletin.

A student who has lost degree-seeking status may register as a non-degree-seeking student. However, non-degree-seeking students may not qualify for Financial Aid or International Student Form I-20A.

Students may request reinstatement to degree-seeking status after completing a minimum of 12 credits in 100 level or higher courses with a cumulative GPA of 2.00(C) or higher at UAA/MSC and/or another accredited institution.

Reinstated students are then eligible to re-apply for admission to a degree program. They must submit a request for reinstatement and an application for admission to Admissions and Records with official transcripts of all academic work completed since loss of degree-seeking status.

A student who is reinstated and has an overall MSC cumulative GPA less than 2.00(C) is automatically placed on academic probation.

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 (CEUs) are not included in the computation of study load for full-time or part-time status.

GRADUATION APPLICATION

To be eligible for graduation, students must have completed an Application for Admission and been admitted to a degree program (Application for Admission and \$35 fee) 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 the responsibility of the student 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.

Application for Diploma: Students must apply for diplomas no later than two (2) months before their graduation. On this form students must list the courses which will complete their 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 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/UAA. 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/UAA 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.

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 GPAs.

Non-Academic Grades

CR/NC - Credit/No Credit

A 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 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.

DF - Deferred Grade

A Deferred Grade (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.

I - Incomplete Grade

An Incomplete Grade (I) 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.

P/NP - Pass/No Pass

In some courses students are graded Pass/No Pass (P/NP) 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.

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

Other Grade Designations

AU - AUDIT

An Audit (AU) indicates enrollment for information only, with no credit received.

W - WITHDRAW

A Withdraw (W) indicates withdrawal from a 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.

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 original and repeated courses are included in GPA calculations.

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.

NATIONAL CREDIT BY EXAMINATION

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. In most cases, passing scores and credits awarded for the following national exams are based on the most current American Council on Education recommendations.

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	ECON 201
Microeconomics	ECON 202
ENGLISH	
Language & Composition	ENGL 111
Literature & Composition	ENGL 121
FRENCH	
Level 3: French Language	FREN 101/102
Level 3: French Literature	FREN 201/202
GERMAN	
Level 3: German Language	8 credits lower-division foreign language/German elective
GOVERNMENT AND POLITICS	
American Government and Politics	PS 101
Comparative Government and Politics	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)

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.

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 Admissions and Records or the Advising and Counseling Department.

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 (786-1155) in the UAA Learning Center (Building B) 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 SOCNV programs. The Service Members Opportunity Colleges (SOCAD and SOCNV) 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.

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 Wild Land Fire Management Training Program, Certified Professional Secretaries Examination, and the Child Development Certificate.

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 is 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 a related course prior to teaching a directed study.
7. The initiation of directed studies 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. The independent study provides the opportunity for the students who have completed most of the required courses in their program to study topics which are not offered. The policies are as follows:

1. Retroactive registration is 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 for a particular semester coincide 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 a 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 independent study courses must come from the discipline in charge of the prefix.

FLEXIBLE TIME COURSES

Certain courses are offered in flexible formats. They include:

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:

1. group study
2. tutorial study
3. scheduled lectures
4. diverse learning aids such as video, audio, computer, and library resources.

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.

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.

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

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/KAJCM (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.

CHAPTER 5

STUDENT RIGHTS and RESPONSIBILITIES

Role of Matanuska-Susitna College
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
Access to Student Records
Code of Conduct
Academic Dishonesty
Procedures and Penalties for Academic Dishonesty
Student Complaint Procedures
Alcohol/Drug Procedures

**ROLE OF MATANUSKA-SUSITNA COLLEGE**

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 Admissions and Records Office.

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.

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 educational 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 MSC/UAA Enrollment Services.

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



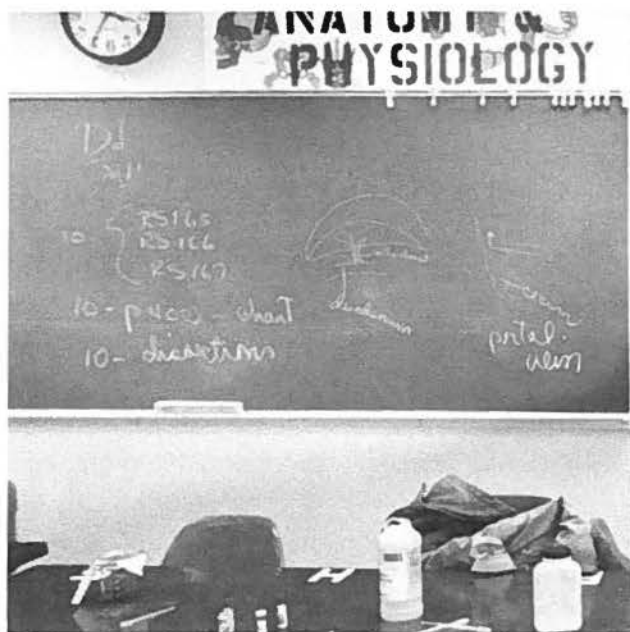
be initiated by the College and sanctions imposed against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

1. **Disruption or Obstruction:** Conduct which obstructs or disrupts teaching, research, administration, disciplinary proceedings, other College activities, or other authorized on-campus non-College activities.
2. **Harassment:** Physical or verbal abuse, or sexual harassment of another person, intimidation, or other conduct, including but not limited to hazing, which creates an unreasonably hostile or offensive learning, living, or working environment.
3. **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.
4. **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 is forbidden. 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 is forbidden.

5. **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.
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 College, incurring debts or entering into contracts on behalf of the College).
7. **Violation of Matanuska-Susitna College Regulations:** Violating published MSC/UAA 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 may initiate disciplinary action against a student for violation of the University Student Code of Conduct. *Allegations concerning student misconduct must be in writing and signed by the complaining party.*





INITIAL ACTION

Initial action for University Student Code of Conduct violations are handled through the Matanuska-Susitna College Director's office. The College Director may:

1. Dismiss the case.
2. Issue sanctions.
3. Refer the case to a Review Panel appointed by the director.
4. Refer the case to the UAA Vice-Chancellor for Student Services.

REVIEW PANEL PROCESS

The Review Panel will review the complaint of the violation and arrange for a hearing. The panel will send their findings and recommendation(s) to the College Director who will make the final decision and inform the student of his/her finding in writing.

DUE PROCESS

Each student at MSC shall be afforded appropriate due process in disciplinary matters.

Students charged with violations of the University Student Code of Conduct will be afforded the following rights during the Review Panel process:

1. Written notice outlining the allegations of misconduct and the section(s) of the Student Code of Conduct which allegedly have been violated.
2. Notification of Witnesses, a copy of any witnesses' statements or complaints, and other supporting affidavits for the University.
3. The opportunity to choose between a public or private hearing to the extent that such choices are permitted by applicable state and federal laws. Student disciplinary proceedings will be private unless a written request is made by the accused to make them public.*
4. The opportunity to be advised by an advocate or legal counsel. Legal counsel may be physically present during disciplinary hearings, but legal counsel may not represent the accused in the disciplinary proceedings, nor speak or ask questions on the students' behalf.**
5. The opportunity to confront and hear all witnesses relied upon by the University.
6. The opportunity to present a defense, including introduction of relevant exhibits, affidavits, or witnesses.***

7. The right to remain silent to avoid self-incrimination.
8. The right to have a full and complete record of the hearing, at their own expense.
9. The right to appeal the decision, as provided, within the administrative structure of the University.

* The rights of victims, especially in instances involving personal injury and/or sexual assault, are as important as the rights of the accused. As 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, the University will upon request, take reasonable measures to prevent unnecessary exposure of sexual assault victims during the adjudicatory and appeals process.

** The one exception is that legal counsel may represent the accused student if there is a concurrent criminal proceeding for violation of law.

*** Restrictions on exhibits or physical evidence will be at the discretion of the committee chair.



APPEALS PROCESS

A student who has been sanctioned through one level of the college adjudicatory process may elect to file one appeal. An appeal review may be granted if:

1. There was a likelihood of a substantial procedural error made by the hearing officer or the judicial hearing committee.



2. The sanction administered clearly was not appropriate for the violation committed.
3. Substantially new evidence in the case surfaced after the hearing that may have changed the initial decision if it had been known at the time of the hearing.

Appeal requests must be made in writing within five (5) working days of being informed of the written decision by the director. Failure to file within the time specified will render the original decision final within the University. Students may appeal the decision made by the College Director to the UAA Provost.

Once a student appeal has been considered by a designated appeal reviewer, it may not be appealed again within the University.

Appeals are administrative reviews of the record. A second panel review shall not be authorized by the designated appeal reviewer unless the reviewer determines a previous review was sufficiently flawed as to be fundamentally unfair to the accused student.

SANCTIONS

The following list of sanctions is illustrative rather than exhaustive. The University reserves the right to create other sanctions or join sanctions as it deems appropriate.

1. **WARNING** - A notice in writing to the student that the student is violating or has violated institutional regulations.
2. **PROBATION** - A written reprimand for violation of specific regulations. Probation is for a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation during the probationary period. Probation may carry certain conditions.
3. **LOSS OF PRIVILEGES** - Denial of specific privileges for a designated period of time.
4. **RESTITUTION** - reimbursement for damage to or misappropriation of property, or for expenses incurred by a victim or the University related to the misconduct involved such as payment for alcohol/drug education classes.
5. **DISCRETIONARY SANCTION** - Uncompensated labor, community service, educational classes, counseling, or other sanctions that may be seen as appropriate to the circumstances of a given case.
6. **RESTRICTED ACCESS** - Restriction from entering certain designated areas and use of specific equipment and facilities for a specified period of time.

7. **SUMMARY SUSPENSION** - A 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 and during the period awaiting a formal campus hearing.
8. **SUSPENSION** - separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. **EXPULSION** - Permanent separation of the student from the University.

Reinstatement will depend upon the provisions of the disciplinary action imposed. By state law, students who have been separated from the University of Alaska may only be readmitted upon the consent of the President of the University of Alaska state-wide system. Correspondence concerning disciplinary action or reinstatement should be addressed to the Office of the Dean of Students.

STATUS OF STUDENT PENDING FINAL ACTION

Pending action on the complaint, the status of a student should not be altered, nor shall his/her 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. Fabricates 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 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 Alcohol Policy

The primary objectives of MSC/UAA's policy and procedures on alcoholic beverages are:

1. To promote responsible behavior and attitudes among all members of the college community.
2. To educate the college community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making.
3. 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 served on designated premises for private College sanctioned events and for a limited period of time. The sale of alcoholic beverages by the College at 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.

CHAPTER 6

GENERAL COLLEGE REQUIREMENTS



- Admission Requirements**
- Certificates**
- Associate Degrees**
- Degree Requirements**
- Associate Degree Course Classifications**
- Degree Requirements, Baccalaureate (GER)**
- Accounting**
- Electronics Technology**
- Fire Service Administration**
- Human Services**
- Office Management and Technology**
- Refrigeration and Heating Technology**
- Small Business Administration**
- High School Diploma**



ADMISSION REQUIREMENTS

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 MSC's Assessment and Advisement process as explained in Chapter 5.

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

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.

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.

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 Communication	
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	
CIOB 262, Written Business Communications	
(See page 48)	
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 APPLIED SCIENCE (AAS)

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

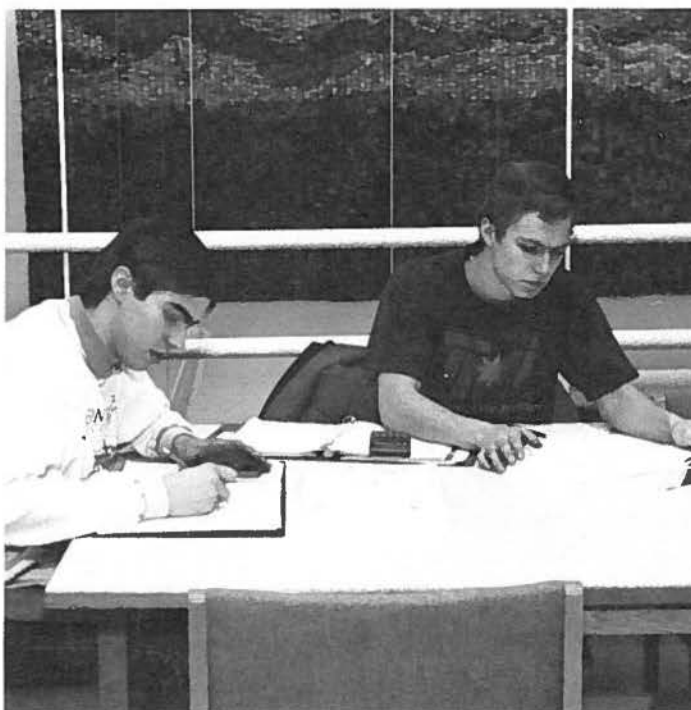
Classification	Credits
1. Oral Communication	3
SPCH 111, Fundamentals of Oral Communication	
SPCH 241, Public Speaking	
2. Written Communication	6
ENGL 111, Methods of Written Communication and one of the following:	
ENGL 211, Intermediate Exposition with Readings in Literature	
ENGL 212, Technical Writing	
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. (See Associate Degree Course Classifications list on page 48.) 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

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 Communication	3
SPCH 111, Fundamentals of Oral Communication	

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	
3. Applied Studies	9
Courses that meet this requirement focus on the application of skills and/or methodology of a discipline.	
4. Humanities	9
Choose 6 credits from Humanities and 3 credits from Fine Arts Baccalaureate Degree General Education Requirements List. (See page 49)	
5. Math and Natural Sciences	9
Choose one course with a lab from the Natural Sciences Baccalaureate General Education Requirements List and one Quantitative Skills course. (See page 50)	
6. Social Sciences	9
Choose at least 6 credits from the Social Sciences Baccalaureate General Education Requirements List. (See page 50)	
7. 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 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
Civil Engineering
Computer Information and Office Systems
Dental Assisting
Dental Hygiene
Dietetics and Nutrition
Early Childhood Development
Education
Electronics Technology
Emergency Medical Technology
Emergency Trauma Technician
Engineering Science
Engineering and Science Management
English As A Second Language
Fire Service Administration
Fisheries Technology
Foodservice Technology
Forestry Technology
Health
Home Economics
Human Services
Interior Design
Journalism and Public Communications
Justice
Library Science
Medical Assisting
Medical Laboratory Technology
Nursing
Paralegal Studies
Petroleum Engineering
Physical Education/Recreation
Social Work
Surveying and Mapping
Wastewater Treatment
Welding Technology

HUMANITIES

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

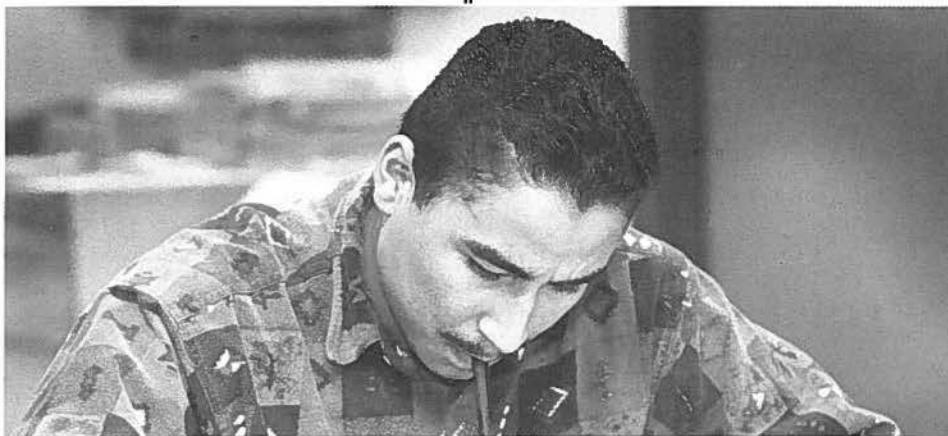
MATH AND NATURAL SCIENCES

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

SOCIAL SCIENCES

Anthropology
Business Administration
(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
Women's Studies*

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





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 Communication 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 MSC/UAA must be selected from the following:

SPCH 111, Fundamentals of Oral Communication

2. Written Communication 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 MSC/UAA must be selected from the following:

ENGL 111, Methods of Written Communication
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 MSC/UAA must be selected from the following:

AS 252, Elementary Statistics
AS 307, Probability and Statistics
Math 107, College Algebra
Math 108, Trigonometry
Math 109, Pre Calculus
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. If the student counts any history course(s) toward one requirement, they can not count any history course(s) toward the other.) Courses completed at MSC/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
CHIN 101, Elementary Chinese I
CHIN 102, Elementary Chinese II
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 102, Elementary French II
FREN 201, Intermediate French I
FREN 202, Intermediate French II
GER 101, Elementary German I
GER 102, Elementary German II
GER 201, Intermediate German I
GER 202, Intermediate German II
GER 209, 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
HUM 250, Myths and Contemporary Culture
JPC 215, History of Mass Communication
JPC 367, History of Photography
JPN 101, Elementary Japanese I
JPN 102, Elementary Japanese II
JPN 201, Intermediate Japanese I
JPN 202, Intermediate Japanese II
KOR 101, Elementary Korean I
LAT 101, Elementary Latin I
LAT 102, Elementary Latin II
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 214,	Western 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 102,	Elementary Russian II
RUSS 201,	Intermediate Russian I
RUSS 202,	Intermediate Russian II
SPAN 101,	Elementary Spanish I
SPAN 102,	Elementary Spanish II
SPAN 201,	Intermediate Spanish I
SPAN 202,	Intermediate Spanish II
THR 311,	Representative Plays I
THR 312,	Representative Plays II
THR 411,	History of the Theater I
THR 412,	History of the Theater 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 MSC/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 Theater
THR 311,	Representative Plays I
THR 312,	Representative Plays II
THR 411,	History of Theater I
THR 412,	History of Theater 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. If the student counts any history course(s) toward one requirement, they can not count any history course(s) toward the other.) Courses completed at MSC/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,	Principles of Macroeconomics
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 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 MSC/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,	Elements of 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

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.

- Complete 12 credits of electives. Students may choose any course at the 100 level or above in ACCT, BA, CIO, ECON, but may not use more than 6 credits from one discipline.
- A total of 60 credits is required for the degree.

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. AAS Graduates will be qualified for vocationally oriented accounting positions. The program also lays the ground work for the student who wishes to pursue a BBA in Accounting.

Associate of Applied Science Accounting

Admission Requirements

See Admission Requirements on page 46.

General College Requirements

- Complete the Associate degree requirements listed on page 46.
- Complete the Associate of Applied Science Requirements (15 credits) listed on page 47. 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

- Complete the following required courses (33 credits):

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 MSC Electronics Technology program offers a certificate of training following the second, third, or fourth semesters in addition to the Associate of Applied Science (AAS) degree.

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 Electronics Technology

Admission Requirements

See Admission requirements on page 46.

General College Requirements

1. Complete the Associate degree requirements listed on page 46.
2. Complete the Associate of Applied Science requirements (15 credits) listed on page 47.

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.

Certificate

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 Certificate of Training**, each student must satisfactorily complete the following courses in addition to those indicated for the One-Year Certificates:

ET 205	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 Certificate.

To receive a **Two-Year 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 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. Call 373-8800 for information on this program.

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.



Associate of Applied Science Fire Service Administration

Admission Requirements

See Admission Requirements on page 46.

General College Requirements

1. Complete the Associate degree graduation requirements listed on page 46.
2. Complete the Associate of Applied Science requirements (15 credits) listed on page 47.

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 130	Emergency Medical Technician	6
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, home based care, 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.

Prospective students should contact an MSC counselor. Entrance into the Human Services Practicum requires authorization in letter from the practicum instructor. The AAS is articulated with the UAA baccalaureate degree in Psychology.

Associate of Applied Science Human Services

Admission Requirements

See Admission requirements on page 46.

General College Requirements

1. Complete the Associate degree requirements listed on page 46.
2. Complete the Associate of Applied Science requirements (15 credits) listed on page 47. 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
OR		
ANTH 202	Cultural Anthropology	3
HUMS 101	Introduction to Human Services	3
HUMS/SOC/SWK 106	Introduction to Social Welfare	3
HUMS/PSY 223	Introduction to Paraprofessional Counseling I	3
HUMS 262	Human Services Practicum I	4
HUMS 263	Human Services Practicum II	4
HUMS/PSY 324	Introduction to Paraprofessional Counseling II	3
PSY 111	General Psychology	3
PSY 150	Human Development	3
SOC 101	Introduction to Sociology	3

2. Complete 6 credits from one of the emphasis areas listed below:



General Human Services Emphasis

Complete 6 credits from the following:

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 345	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 122	Substance Abuse as a Contemporary Problem	3
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

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 one year certificates, or an Associate of Applied Science degree, as well as job enrichment courses.

You may choose between two emphases in the Associate of Applied Science Degree: 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 Office Management and Technology

Admission Requirements

See Admission Requirements on page 46.

General College Requirements

1. Complete the Associate degree requirements listed on page 46.
2. Complete the Associate of Applied Science requirements listed on page 47. 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:

CIOS 100	Keyboarding I*	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(A-J)	Selected Introductory Word Processing Applications	1
CIOS 215(A-J)	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 I	3
ACCT 201	Principles of Financial Accounting	3

8. Complete 3 credits from the following:

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

9. Complete 7-9 credits from the following:

CIOS 166	Filing	1
----------	--------	---

	OR	
CIOS 276	Records Management	3
CIOS 263	Professional Secretarial Procedures	3

	OR	
BA 231	Fundamentals of Supervision	3
BA 151	Introduction to Business	3

	OR	
BA 166	Small Business Management	3

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

CIOS 168	Shorthand	3
CIOS 170	Calculators	1
CIOS 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:

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 1-3 credits from the following:

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

3. Complete 3 credits from the following:

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

4. Complete 1-3 credits from the following:

CIOS 115(A-J)	Selected Introductory Word Processing Applications	1
CIOS 215(A-J)	Selected Advanced Word Processing Applications	1

5. 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.

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:



GENERAL COLLEGE REQUIREMENTS

Chapter 6

CIOS 215D	Advanced WordPerfect in DOS	1
CIOS 261	Keyboarding III	3
*CIOS 272	Law Office Procedures: Litigation Documents	3
*CIOS 273	Law Office Procedures: Client Documents	3
*CIOS 274	Alaska Rules of Civil Procedures	3
CIOS 263	Professional Secretarial Procedures	3
	OR	
BA 151	Introduction to Business	3
	OR	
BA 231	Fundamentals of Supervision	3
PARL 101	Introduction to Law	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.

* These courses are available through the UAA campus and will only be offered at MSC when there is sufficient demand.

Certificate

To receive a One-Year Certificate in General Clerical, Legal Secretary, or Word/Information Processing students must satisfactorily complete the following courses:

General Clerical

1. Complete 16-18 credits from the following required courses:

CIOS 115(A-J)	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
	OR	
CIOS 276	Records Management	3
CIOS 167	Proofreading	1
CIOS 250A	Machine Transcription A	1
CIOS 264	Interpersonal Skills in Organizations	3

2. Complete 5-6 credits from the following courses:

CIOS 100	Keyboarding I*	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 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(A-J)	Selected Introductory Word Processing Applications	1
CIOS 170	Calculators	1
CIOS 215(A-J)	Selected Advanced Word Processing Applications	1
ACCT 120	Bookkeeping for Business I	3
ACCT 101	Principles of Financial Accounting I	3
	OR	
ACCT 201	Principles of Financial Accounting	3

4. A total of 28 credits is required for the certificate.

Legal Secretary

1. 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

2. Complete 6-11 credits from the following:

CIOS 100	Keyboarding I*	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	1
CIOS 115(A-J)	Selected Introductory Word Processing Applications	1
CIOS 215(A-J)	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.

3. 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

4. Complete 2-9 elective credits from the following:

CIOS 105	Introduction to PC Computers and Applications	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
	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.

* These courses are available through the UAA campus and will only be offered at MSC when there is sufficient demand.

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
	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

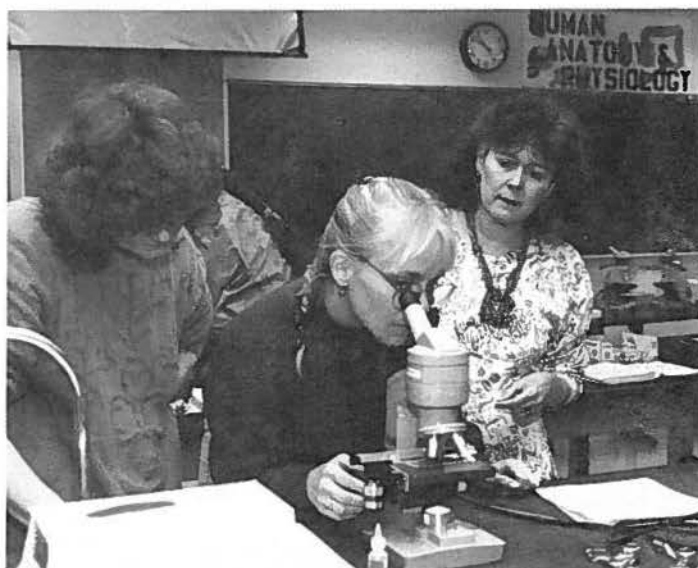
*Credit will not be counted for BOTH CIOS 100 and CIOS 100A, 100B, and 100C.

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
	OR	
CIOS 110	Computer Concepts in Business	3
CIOS 107	Macintosh Computer and Applications	3





5. Complete 3 credits from the following:

CIOS 115(A-J)	Selected Introductory Word Processing Applications	1
CIOS 215(A-J)	Selected Advanced Word Processing Applications	1

6. Complete 0-3 credits from the following:

CIOS 107A	Introduction to Macintosh Computers	1
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
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 and 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.

Associate of Applied Science Refrigeration and Heating Technology

Admission Requirements

See Admission Requirements on page 46.

General College Requirements

1. Complete the Associate degree requirements listed on page 46.
2. Complete the Associate of Applied Science requirements (15 credits) listed on page 47.

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 128	Drafting for Refrigeration and Heating I	3



First Year, Second Semester

RH 107	Physics for Refrigeration and Heating I	3
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

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 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.

Associate of Applied Science Small Business Administration

Admission Requirements

See Admission Requirements of page 46.

General College Requirements

1. Complete the Associate degree requirements listed on page 46.
2. Complete the Associate of Applied Science requirements (15 credits) listed on page 47. 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
	and	
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
	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 131	Personal Finance	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.

HIGH SCHOOL DIPLOMA

Matanuska-Susitna College offers a High School Diploma which is earned by completing 21 credits as follows:

Subject	Credits
English	4
Mathematics	2
Natural Sciences	2
Social Sciences	3
Life Skills	1
Electives	9

To complete the 21 credits, students may apply transfer credits from high school or college programs, take MSC courses as approved by MSC counseling.

Applicants for the MSC High School Diploma must be at least 18 years of age or receive permission from Student Services to work toward this diploma. Interested students should have their high school transcripts sent to the Office of Admissions and Records for evaluation.



CHAPTER 7

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. 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.

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. Not applicable to any degree requirements (even by petition).

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. Designed to provide continuing education for various professional groups. Courses are neither graduate nor undergraduate in nature. Not applicable to any degree requirements (even by petition). Restriction to Pass/No Pass grading system. 500 level courses shall not be stacked with any credit courses numbered 050-499 or 600-699.

600-699

Graduate-level. 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:

- 90 selected topics--umbrella courses
- 92 Seminars and workshops
- 93 Special topics courses, to be offered only once*
- 94 Trial (experimental) courses intended to become permanent; may only be offered three times as a trial course 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 for 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 101 Principles of Financial Accounting I 3 Cr
Prerequisites: MATH 055 with grade of 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 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.



COURSE DESCRIPTIONS

CHAPTER 7

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, adaptation, 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 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 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 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.

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 life, 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. May be stacked with ART 309 and ART 409.

ART 212 Beginning Watercolor Painting 3 Cr
Prerequisites: The 18 credit lower 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.



COURSE DESCRIPTIONS

CHAPTER 7

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 261 History of World Art I 3 Cr

Origins and development of painting, sculpture, and architecture. The course covers the history of art from Prehistory through the Medieval Period with emphasis on the art of the Western World.

ART 262 History of World Art II 3 Cr

Origins and development of painting, sculpture, and architecture. The course covers history of art from the Renaissance through the modern period with emphasis on the art of the Western World.



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 309 Intermediate Metalsmithing and Jewelry 3 Cr

Prerequisites: Art 209

Further investigation of material processes and techniques for metalsmithing and jewelry with more emphasis on design.
Special Notes: May be repeated for credit. May be stacked with ART 209 and ART 409.

ART 312 Intermediate Watercolor Painting 3 Cr

Prerequisites: ART 213.
Continued and intensified development of expressive skills in watercolor painting. Reviews techniques and refines material usage

with the emphasis on individual approaches to pictorial and conceptual problems in watercolor.

Special Notes: May be repeated 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 Contemporary Art 3 Cr

Prerequisite: ART 262.

Analysis of the work and thought of major artists in painting and sculpture from post-World War II to the present. The relationship of visual art to social and cultural trends during this period will be examined.

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 409 Advanced Metalsmithing and Jewelry 3 Cr

Prerequisite: Art 309.

Continued investigation of materials and processes with an introduction to hollowware skills and forging.

Special Notes: May be repeated for credit. May be stacked with ART 209 and ART 309.

ART 418 Methods: Art in the Elementary School 3 Cr

Prerequisite: Ed 210, 336 and all corequisites thereto, all General Education 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 contemporary approaches to fiber art.

Special Notes: May be stacked with ART 273 and ART 373.

APPLIED STATISTICS

AS 252 Elementary Statistics 3 Cr

Prerequisite: MATH 105 or two years of high school algebra with a grade of C or higher 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 252 or BA 273 toward the graduation requirements for a baccalaureate degree.

AS 307 Probability and Statistics 3 Cr
Prerequisite: MATH 200 or MATH 272 with a grade of C or higher. Probability, applied combinatorics, random variables, multivariate random variables, discrete distributions, continuous distributions, expectations, descriptive statistics, correlation and regression, estimation, and hypothesis testing.

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 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 117 Commercial Ground School 4 Cr
Prerequisites: AT 116 or passing score on FAA Instrument Rating Written Exam. Advanced work in topics discussed in AT 100 and AT 116. 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 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 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 for 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 155 PERSONAL INVESTMENTS 3 Cr
An in-depth course on investment of personal income with emphasis on investments, including stocks, bonds, mutual funds, banking annuities, insurance, real estate, estate planning, and taxes.

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

STUDENTS MUST OBEY ALL LABORATORY RULES!

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 105 Fundamentals of Biology I 4 Cr

Prerequisite: One year of high school biology, and chemistry and working knowledge of the metric system.

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, 106, and 219 are core courses in biology and are prerequisite to most courses in biological sciences.

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: 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

STUDENTS MUST OBEY ALL LABORATORY RULES!

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.

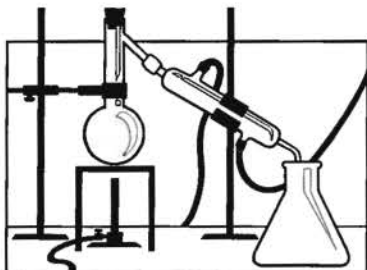
The second semester in the general chemistry sequence for science majors. Topics discussed include solution equilibrium,



COURSE DESCRIPTIONS

CHAPTER 7

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, alkyl halides 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 credit 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 111C Introduction to Lotus in Windows 1 Cr
Prerequisite: Keyboarding skill of at least 30 WPM recommended.
Introduction to design and use of electronic spreadsheets in a Windows environment. Covers the basic Lotus 1-2-3 for Windows 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 112C Introduction to Filemaker on Mac 1 Cr

Prerequisite: CIOS 107A.
Designed to teach use of the application through a series of structured activities demonstrating the "power" of the application resulting in the creation of a substantial file useful to the participant.

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 Macintosh 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.

CIOS 116B Introduction to Desktop Publishing on IBM 1 Cr

Prerequisite: CIOS 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.

CIOS 160 Business English 3 Cr

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

CIOS 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.

CIOS 165 Office Procedures 3 Cr

Prerequisite: CIOS 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.

CIOS 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.

CIOS 167 Proofreading 1 Cr

Prerequisite: CIOS 100 and CIOS 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: Offered as open-entry, individualized course at MSC.

CIOS 168 Shorthand 3 Cr

Theory, reading and writing practice for rapid writing of office dictation or abbreviated notetaking.

CIOS 169 Shorthand Skill Building 1 Cr

Prerequisite: CIOS 100 and CIOS 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.

CIOS 170 Calculators 1 Cr

Basic operation of electronic calculators with application in solving business problems. Special Notes: Open-entry, individualized course.

CIOS 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.

CIOS 211A Advanced Lotus in DOS 1 Cr

Prerequisite: CIOS 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.

CIOS 213A Advanced MS-DOS 1 Cr

Prerequisite: CIOS 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.

CIOS 215D Advanced WordPerfect in DOS 1 Cr

Prerequisite: CIOS 115D. Continuation of CIOS 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.

CIOS 215J Advanced WordPerfect on Mac 1 Cr

Prerequisite: CIOS 115J. Continuation of CIOS 115J. Includes software applications areas such as repetitive letters, tables, reports, footnotes, and merging. Requires



COURSE DESCRIPTIONS

CHAPTER 7

ability to solve problems, interpret work orders, and type from rough draft copy.

CIOS 221A **Advanced Lotus Macros in DOS** 1 Cr

Prerequisite: CIOS 211A.
Design and use of macros in Lotus 1-2-3 spreadsheets. Covers keystroke macros and advanced macro command programming.

CIOS 223A **Advanced MS-DOS Topics** 1 Cr

Prerequisite: CIOS 213A.
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.

CIOS 225D **Advanced WordPerfect Topics in DOS** 1 Cr

Prerequisite: CIOS 215D.
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.

CIOS 250A **Machine Transcription A** 1 Cr

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.
Introduces machine transcription for students with no previous experience. Includes review of English grammar and punctuation. Special Notes: Open-entry, individualized course.

CIOS 250B **Machine Transcription B** 1 Cr

Prerequisite: CIOS 250A or demonstrated transcript ability.
Emphasizes mailable copies, review of language skills and vocabulary. Special Notes: Open-entry, individualized course.

CIOS 251 **Medical Transcription** 3 Cr

Prerequisite: CIOS 260 or keyboarding skill of at least 40 WPM.
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.

CIOS 252 **Legal Transcription** 1-3 Cr

Prerequisite: CIOS 260 or keyboarding skill of at least 40 WPM.
Machine transcription of client and court documents prepared in the law office.

CIOS 260 **Keyboarding II** 3 Cr

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.
Applies keyboarding skills to special letters, tabulations, manuscripts, business forms, and other office problems. Develops speed and accuracy. Special Notes: May be offered as either classroom or open-entry, individualized course.

CIOS 261 **Keyboarding III** 3 Cr

Prerequisite: CIOS 260, 1 credit of any CIOS 115 course, and keyboarding skill of 45 WPM.
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. Special Notes: Open-entry, individualized course. Word processing software is selected by department.

CIOS 262 **Written Business Communications** 3 Cr

Prerequisite: CIOS 160.
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.

CIOS 263 **Professional Secretarial Procedures** 3 Cr

Prerequisite: CIOS 165; CIOS 160 recommended.
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.

CIOS 264 **Interpersonal Skills in Organizations** 3 Cr

Prerequisite: CIOS 165 and/or office experience with faculty permission.
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.

CIOS 272 **Law Office Procedures: Litigation Documents** 3 Cr

Prerequisite: CIOS 260 or keyboarding skill of at least 45 WPM; CIOS 160 recommended.
Principles of law office procedures in preparation of legal documents used in civil litigation from pre-filing 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.

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 Computer Science 3 Cr

Prerequisite: Two years of high school algebra or MATH 105 with a grade of C or higher.

A broad survey of computer science intended for students pursuing majors or minors in computer science. Examines many of the subdisciplines of computer science, such as: artificial intelligence, compilers, operating systems, hardware, software, engineering, graphics, and algorithms.



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 (forth, 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 on the fundamentals of structured programming, testing, implementation and documentation of applications.

CS 202 Programming Concepts II 3 Cr

Prerequisite: CS 201 (or CS 107 with faculty permission).

An introduction to data structures and algorithm development.

CS 207 C Programming 3 Cr

Prerequisite: CS 107, 201, or 105.

Training and practice in writing programs in the C programming language.

CS 210 Hardware Concepts I 3 Cr

Prerequisite: CS 101; MATH 107 or MATH 270.

Techniques for designing and analyzing digital circuits, both combinational and sequential. Introduction to computer architecture.

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.

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 repeated 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.

DIETETICS AND NUTRITION

DN 203 Normal Nutrition 3 Cr

Prerequisites: BIOL 112 or CHEM 104 or faculty permission.

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.

ECONOMICS

ECON 101 Introduction to Current Economic Problems 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.



COURSE DESCRIPTIONS

CHAPTER 7

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 United States 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 Beginning Tutor Training Seminar 1 Cr
Prerequisites: Faculty permission.

Students new to the tutor program develop skills for successfully helping students with their course work. Tutors learn and practice techniques for handling a variety of situations before tutoring begins. The framework for each semester tutor program is established during the course.

ED 210 American Schools 2 Cr
Prerequisite: Concurrent enrollment in ED 211.
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
Prerequisite: Concurrent enrollment in ED 210.
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.

ED 212 Human Development and Learning 2 Cr
Prerequisite: ED 211.
Overview of human development, prenatal 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: Must be admitted to the Teacher Education Program.
Students minoring in education must have faculty permission.
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: Must be admitted to the Teacher Education Program.
Students minoring in education must have faculty permission.
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

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

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

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 Adolescent Learning 1 Cr

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 Childhood and Primary Settings 1 Cr

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 Intermediate and Transescent Settings 1 Cr

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 Adolescent Settings 1 Cr

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 Teachers 3 Cr

Prerequisite: ED 210, ED 336 and all corequisites thereto; all General Education 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 Schools 3 Cr

Prerequisite: 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

Prerequisite: 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 Health Education 3 Cr

Cross-Listed: PE 408.
Prerequisite: ED 210, ED 336 and all corequisites thereto; all General Education 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 School 3 Cr

Prerequisite: ED 210, ED 336 and all corequisites thereto, all General Education 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 of Education 3 Cr

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.
Prerequisite: ED 210, ED 336 and all corequisites thereto; all General Education Requirements and admission to the School of Education.
Principles, procedures, and materials for teaching music to children at the elementary level.

EDUCATION PHYSICAL EDUCATION

EDPE 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 once for credit.

EDPE 118 Aerobics 1 Cr

Exercise to music for cardiovascular, flexibility, and strength improvement.
Special Notes: May be repeated once for credit.

EDPE 432 Classroom Teaching of Health Enhancement 3 Cr

Prerequisite: Acceptance into elementary education major; completion of praxis and all elementary education requirements for study in the methods block.
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.



EMERGENCY MEDICAL TECHNOLOGY

EMT 130 Emergency Medical Technician I 6 Cr

Provides the necessary training to become state or nationally registered as an EMT I, which is optional. Proficiency in victim assessment, recognition and treatment of medical emergencies and other basic life support procedures. Includes practicum experience in hospitals, emergency rooms, and other sites.

Special Notes: Student must have the strength to be able to move victims, sufficient vision to assess condition of victims, and dexterity to perform the skills application procedures.

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.

For English-speaking students who have specific language processing problems. More guided practice in spelling and word-attack skills. Uses multisensory 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 120 Critical/Creative Thinking 3 Cr

Prerequisite: Average reading skills recommended.

Introductory course emphasizing principles and techniques of thinking better. Focuses on critical and creative thinking and problem solving strategies.

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 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
 Prerequisite: 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.
 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
 Prerequisite: 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 260A Introduction to Creative Writing 3 Cr
 Introduction to two or more types of creative writing and close analysis of each student's work.
 Special Notes: Repeatable course.

ENGL 303 Women's Autobiography 3 Cr
 Prerequisite: ENGL 111
 Reading and analysis of contemporary women's autobiographies. Practice in writing autobiography.

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.

ENGL 424 Shakespeare 3 Cr
 Prerequisite: ENGL 201 and 202 or faculty permission.
 Major works and a survey of Shakespearean criticism. Plays covered vary from semester to semester.
 Special Notes: May be repeated once for credit with faculty permission.

ENGINEERING SCIENCE

ES 111 Engineering Science 3 Cr
 Prerequisite: High school algebra and trigonometry or concurrent enrollment in MATH 200 required.
 A survey of engineering science and problem solving techniques, including static and dynamic equilibria, presentation of results, and engineering ethics. Students will be introduced to the use of computers and will participate in a design project.

ELECTRONICS TECHNOLOGY

ET 104 DC Circuits 4 Cr
 Prerequisites: Concurrent enrollment in ET 106 required.
 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
 Prerequisite: Concurrent enrollment in ET 104 required.
 Class covers electronic experiments and projects for ET 104. 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.

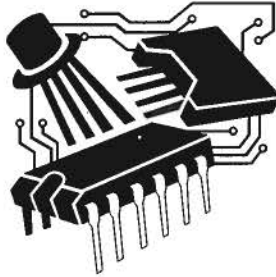
ET 120 Motors and Controls 3 Cr
 Cross-Listed: RH 120 and AGRI 133.



COURSE DESCRIPTIONS

CHAPTER 7

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 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
Prerequisite: 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 125 recommended. 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 200	Residential Wiring	3 Cr
Designed for those who want to wire their own homes or just understand more about electrical wiring. AC and DC theory, practical wiring including feeder and branch circuits, low-voltage wiring and alarm systems.		
ET 205	Transmitter Circuitry	3 Cr
Prerequisite: ET 215 or faculty permission. Special Note: Concurrent enrollment in ET 209 required. 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.		

Special Note: Concurrent enrollment in ET 205 required.
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 other industrial systems.		
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 101	Elementary French I	4 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. It includes basic vocabulary, cognates and idiomatic expressions. Oral exercises and repetition are emphasized to obtain correct pronunciation.

FREN 102 Elementary French II 4 Cr

Prerequisite: FREN 101 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.

FIRE SERVICE ADMINISTRATION

FSA 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

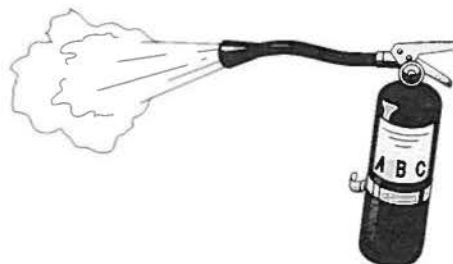
For employed firefighters and fire science majors. Covers fundamental factors affecting wild land fire prevention, fire behavior, and control techniques.

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

Prerequisite: 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 101 Introduction to Geography 3 Cr

World regions and analysis of environments, with emphasis on major cultural realms.

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.

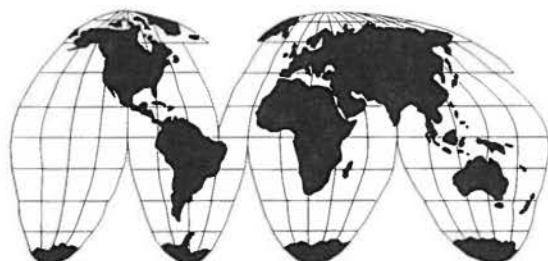
Analysis of the processes that form the physical environment and the resulting physical patterns. Study of landforms, climate, soils, water resources, vegetation, and their world and regional patterns. Optional laboratory of one additional credit.

GEOG 205L Elements of Physical Geography Laboratory 1 Cr

Optional laboratory of one additional credit.



GEOG 206 Forces of Nature 3 Cr
In-depth examination of major natural forces that shape the face of earth. Various topics from earthquakes and volcanoes to violent storms, glaciers, and other natural phenomena. Application to formation of Alaska landscape.



GEOLOGY

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 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 101 Elementary German I 4 Cr
Introduction for beginners with no prior knowledge of German. With the focus on oral communication, the course emphasizes listening comprehension, pronunciation, and everyday vocabulary. Students are also introduced to basic grammatical and sentence structures, to reading and writing the language and to the culture of the German-speaking countries.

GER 102 Elementary German II 4 Cr
Prerequisite: GER 101.
Continuation of GER 101, designed for students able to comprehend and initiate very basic survival conversation of everyday topics, read short texts and write simple paragraphs. Students gain confidence in asking and answering questions, learn to sustain modest conversations, increase their vocabulary, reading and writing skills, and knowledge of

grammatical and sentence structures, and deepen their understanding of the German-speaking cultures.

GER 201 Intermediate German I 4 Cr
Prerequisite: GER 102.
Further development of students' listening, speaking, reading, and writing proficiency, with continued emphasis on purposeful communication. Students gain greater confidence in speaking, become more adept at creating with the language, and begin to sustain connected discourse. They are introduced to the more sophisticated grammatical structures and to a wider range of current topics.

HEALTH SCIENCE

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
Covers 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 making bows, corsages, and basic arrangements using fresh plant materials. Emphasizes professional techniques and mechanics of design.

HEID 162 Professional Floral Design II 3 Cr
Prerequisite: HEID 161.
Continuation of HEID 161. Prepares students for initial employment in the commercial floral industry. Covers advanced specialized corsage making, fresh plant material arrangements, wedding and funeral designs, and stylized cultural designs such as Ikibana and European.

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.
Prerequisite: 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, reciprocity, 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.

JAPANESE



JPN 101 Elementary Japanese I 4 Cr

Introduction, practice, and application of the basic spoken Japanese pronunciation, intonation, grammar and oral composition.

JPN 102 Elementary Japanese II 4 Cr

Prerequisite: JPN 101.
Continued drill in speaking, listening, reading and writing in different situations. Emphasis on developing practical skills in oral and written "hiragana" communication.

JPN 201 Intermediate Japanese I 4 Cr

Prerequisite: JPN 102.
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 202 Intermediate Japanese II 4 cr

Prerequisite: JPN 201.

By being exposed to various Japanese family life-styles, customs, traditions, arts, and society, students will expand their communicative skills in speaking and writing. 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 311 Magazine writing 3 Cr

Prerequisite: JPC 301, or two English composition courses and faculty permission.

Article writing for publication in magazines, preparation of query letters, market analysis, and manuscript writing. Includes discussion of ethical and legal issues of special concern in magazine writing.

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 230 Domestic relations 3 Cr

Prerequisite: JUST 110 or PARL 101.

Laws relating to marriage and divorce, support and property rights. Adoptions, guardianship, abortion, and juvenile rights in family settings.

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

Prerequisite: 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**
 Prerequisite: 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 101 **Library Skills** **1 Cr**
 Grading Policy: Pass/No Pass.
 Self-paced study in college library skills and resources common to libraries in general, with particular reference to the Mat-Su Library.

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 106 **College Algebra and Trigonometry** **7 Cr**
 Prerequisite: MATH 105 or two years of high school algebra with a 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 section, solution of equations greater than second degree, mathematical induction, function theory, inverses, inequalities, determinants, matrices and systems of equations, sequences and series, combinatorics and probability. Angular measure and trigonometric functions, complex numbers, DeMoivre's theorem, solution of right and oblique triangles, solution of trigonometric equations, inverse trigonometric functions and vectors.
 Special Notes: Combines content of MATH 107 and 108 in 7 credit course. 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 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.

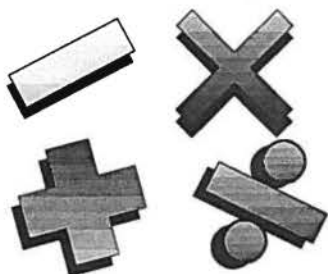
MATH 201 **Calculus II** **4 Cr**
 Prerequisite: MATH 200 with grade of C or higher.
 Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar coordinates, techniques of integration, and infinite series.



COURSE DESCRIPTIONS

CHAPTER 7

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.

MATH 314 Linear Algebra 3 Cr

Prerequisite: MATH 201 and faculty permission or MATH 202.
Linear equations, finite dimensional vector spaces, matrices, determinants, linear transformations, and characteristic values. Inner product spaces.

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

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

Prerequisite: 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

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.
CrossListed: 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 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.

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 thinkers of the 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 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 143 Death and Dying 3 Cr
An examination of the event of death and the process of dying in contemporary society. Psychological aspects of loss, grieving, and acceptance of one's own mortality are presented along with an exploration of helping services available in the local community. Social issues involving death are discussed.

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 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 260 Statistics for Psychology 3 Cr
Prerequisite: PSY 111 and MATH 105. Recommended corequisite: PSY 261.
Presents basic descriptive and inferential statistical techniques used in psychology. Covers measures of central tendency, variation, correlation, regression, hypothesis testing, parametric and nonparametric tests for independent and dependent groups, one and two way analysis of variance.
Special Notes: Does not satisfy the general education quantitative requirement.

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.



COURSE DESCRIPTIONS

CHAPTER 7

Demonstrates application of statistics to various types of studies in the social sciences. Students analyze social science journal articles utilizing statistics.

PSY 368 Personality Theories 3 Cr

Prerequisite: 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: EH 101, 103, 105, and 107 or equivalent and faculty permission.
Assumes no previous knowledge of graphic arts. Explores projection theory, orthographic and pictorial presentations, 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 psychrometrics, 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 126 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, thermo-electric cooling, inductive heating, and dielectric heating.

RH 230 Selected Topics in Refrigeration and Heating 1 Cr

Prerequisite: 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 101 Elementary Russian I 4 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 102 Elementary Russian II 4 Cr

Prerequisite: RUSS 101. Students learn rudiments of Russian grammar while continuing to build vocabulary and conversational skills. Use of Russian language newspapers, magazines and atlases to enhance reading skills.

RUSS 201 Intermediate Russian I 4 cr

Prerequisite: RUSS 102 or equivalent. Continuing study of rudimentary Russian grammar. Emphasizes vocabulary expansion, along with enhancement of speaking skills in real-life situations.



RUSS 202 Intermediate Russian II 4 cr

Prerequisite: RUSS 201 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

Prerequisite: 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 101 Elementary Spanish I 4 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 102 Elementary Spanish II 4 Cr

Prerequisite: SPAN 101 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 201 Intermediate Spanish I 4 Cr

Prerequisite: SPAN 102 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 202 Intermediate Spanish II 4 Cr
Prerequisite: SPAN 201 or Equivalent.
Continuation of SPAN 201. 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
The study of dyadic communication and variables affecting communication including: conflict, culture, gender, relationships, rules, and context. Students participate in exercises designed to improve communication in 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.
Prerequisite: 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 360 Interviewing for Generalist Social Work Practice 3 Cr
Prerequisite: SWK/HUMS/SOC 106, SWK 206; completion of General Education Requirements.
Grading Policy: Pass/No Pass.

Identification, understanding and skill development of interviewing and problem solving skills for generalist social work practice. Attention is given to self-awareness, ethical decisions, cultural and ethnic diversity, and the problem solving process in individual, family and group intervention in social work practice. A planned volunteer experience in a community agency is included in the laboratory experience.

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.

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.



CHAPTER 8

DIRECTORY

**Board of Regents
Statewide Administration
Principal UAA Administrative Officers
MSC Administrative and Support Staff
MSC Full-Time Faculty
MSC Adjunct Faculty**

**BOARD OF REGENTS**

Sharon D. Gagnon, *President, Anchorage*
Michael P. Kelly, *Vice President, Anchorage*
Mary Jane Fate, *Secretary, Fairbanks*
R. Danforth Ogg, *Treasurer, Kodiak*
Virginia W. Breeze, *Juneau*
Chancy Croft, *Anchorage*
Eric Forrer, *Juneau*
Joe L. Hayes, Jr., *Fairbanks*
Joseph P. Henri, *Anchorage*
Joe Thomas, *Fairbanks*
Lew M. Williams, Jr., *Ketchikan*

STATEWIDE ADMINISTRATION

Dr. Jerome B. Komisar, *President*
Darrellene Myers, *Confidential Secretary*
Nanne Myers, *Assistant Vice President for Academic Affairs*
Brian Rogers, *Vice President for Finance*
Wendy Redman, *Vice President for University Relations*
William Kaufman, *Vice President and General Counsel*
Patty Kastelic, *Vice President for Human Resources*
Mary Kaufman, *Office of Regents' Affairs*

PRINCIPAL ADMINISTRATIVE OFFICERS

Edward Lee Gorsuch, *Chancellor*
Janet Hillyer, *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*

Eric Blomskog, *Physical Plant Supervisor*
Debbie Dickey, *Accounting Supervisor*
Susan Musgrove, *Business Manager*
Sharon Winter, *A&R Coordinator*

Bette Belanger, *Executive Secretary*
Judy Carlson, *Library Assistant, Tech Services*
Barbara Carney, *Administrative Clerk, Financial Aid*
Korry Dunham, *Library Assistant, Media Services*
Gretchen Germer, *Administrative Clerk*
Virginia Gibson, *Library Assistant, Circulation Services*
Doug Green, *Administrative Clerk*
Carl Hereford, *Computer Technician*
Sherri Huck, *Library Technician, Public Services*
Donald Irsik, *Administrative Clerk*
Mike Kelley, *Custodian*
Andrea Laughlin-Gaiser, *Accounts Technician*
Susan McCampbell, *Personnel/Payroll Technician*
Joe Muth, *Custodian/Maintenance*
Jayne Tolman, *Administrative Clerk*
Bonnie Wendt, *Administrative Clerk*
Peggy Zschiegner, *Administrative Clerk, Bookstore*



**MATANUSKA-SUSITNA COLLEGE 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

Dr. Viola Harrison, Assistant Professor
English

M.A.T., University of Alaska, 1975
Ph.D., Fielding Institute, 1992

Gloria Hensel, Instructor

Office Management Technology
B.S., Columbia Union College, 1969

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. Barbara Mishler, Professor
Speech, English

B.A., Gettysburg College, 1959
M.A., University of Colorado, 1967
Ph.D., University of Oregon, 1992

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

**MATANUSKA-SUSITNA COLLEGE ADJUNCT FACULTY**

Bonnie Allen
Wendy Anderson
John Angell
Louise Ashmun
Scott Backus
Jess Baker
Bette Belanger
Richard Benson
Catherine Bennett
Kim Bloomstrom
Rita Blumenstein
Jeanne Borega
Harvey Bowers
Betty Boyd
Clyde Boyer
Judith Bronson
Richard Bruce
William D. Butler
Eileen Buzek
Patricia Candler
Rudy Candler
Nancy Carson
Dawn Caswell
Marilyn Chevalier
Mike Chmielewski
Talis Colberg
Vickie Cole
Marcia Colson
Bill Cornell
Dennis Covell
Bob Covington
Carolyn Covington
Robert Crosman
Mary Cullison
Ronald Dalby
John Davies
Mary Dearborn
Julie Dekreon
Jacqueline Dickinson
Kathleen Dissler
Robert Dobson
Maria Dofing
Ron Durham
David Edlefsen
Sandra Estelle
Vivian Finlay
Jim Frei
Sherryl Gagelin
Virginia Gibson
Lois Gilbert
Gary Gustafson
Sally Gwin
Larry Healy
Nancy Henry
Jim Hitchcock

Sally Greek Hitchcock
Frank Holt
Barbara R. Hulbert
Kathleen Hunter
Patricia Hutchens-Jouppi
De-Lena Johnson
Gail Johnston
Garry Kaulitz
Phyllis Kern
Tom Knight
B. Jean Krause
Neal Lacy
Rita Lammot
Dean Larson
Linda Lenoir
Herman Liggett
Judith Lindenfelser
Neil Long
Katie Long
Jill Longenecker
Diane Lorusso
Howard Lowery
Constance Lutz
Dennis Lytle
Robert C. Maloney
Charlie Marsh
George Mastroyanis
Susan Mayer
Will Miles
Allen (George) Mitchell
Wayne Mitchell
Patrick Molloy
William Nelson
Pam Ness
John Norman
Nancy Norman
Pat O'Hara
Mark Okeson
Helen Oliver
Robert Olson
Dwight Ornquist
Walter P. Ortnier
Nancy Overpeck
Michael Panciera
Michael Parker
Jack Peterson
Nancy Pfeiffer
Dean Phipps
Paul Pierce
Tracy Pifer
Ben Pollen
Jerry Purser
Janice Rene
Scott Richardson
Ed Ripley

Myrna Robinson
Karen Rounds
David Sadoski
Diane Sallee
Jackie Schmidt
Sandra Schmidt
Rosalee Schuette
Donna Gail Shaw
Pat Shelton
Lynn Simpson
John Sindorf
Kim Sondergard
Silver Stanfill
Wiletta Stehlik
Gene Stotts
Theresa Swedo
Beth Tillman
Ted Trueblood
Robert Vostry
James Walworth
Matt Weaver
Sheryl Williams
Curtis Wilson
Genny Lucking
Anne Marie Yaros
Debra Zellar
David Yesner
David Zwink





A	
AA Degree Course Classifications	48
Academic Advising	15
Academic Appeals	27
Academic Calendar	4
Academic Dishonesty	43
Academic Petition	27
Academic Rights of Students	40
Academic Standing	27
Access to Student Records	28, 40
Accident and Illness Insurance	8
Accounting AAS	51
Accounting (ACCT)	63
Accreditation	6
Accredited Colleges/Universities	29
Admission Requirements	46
Affirmative Action	7
Age Limit of Credits	28
Agriculture (AGRI)	64
Alaska Wilderness Studies (AWS)	67
Alcohol/Drug Policy	44
American Sign Language (ASL)	67
Anthropology (ANTH)	65
Applied Statistics (AS)	66
Architectural & Engineering (AET)	64
Art (ART)	65
Assessment Testing	14
Associate Degrees	46
Associate of Applied Science Requirements	47
Associate of Arts Requirements	46
Auto/Diesel Technology (ADT)	63
Aviation Technology (AT)	67
B	
Bio/Demo Information	11
Biological Sciences (BIOL)	69
Board of Regents	90
Bookstore	8
Business Administration (BA)	67
C	
Certificates	46
Certificates Offered	8

Certified Experience Credit	36
Changing Majors	12
Cheating	28
Chemistry (CHEM)	69
Children in the Classroom	7
Class Attendance	28
Class Standing	29
Code of Conduct	40
Commencement	29
Computer Information & Office Systems (CIOS)	70
Computer Science (CS)	73
Computing Services	8
Contact Hours	61
Contents	1
Corequisites	29
Counseling	14
Course Level Expectations	61
Course Numbering System	61
Credit	29
Credit for Prior Learning	35
Credit Review	30

D	
Dance (DNCE)	73
Degree Link	47
Degrees Offered	8
Dietetics & Nutrition (DN)	73
Directed Study	36
Disciplinary Procedures	41
Dismissal	30

E	
Economics (ECON)	73
Education (ED)	74
Education, Physical Education (EDPE)	75
Electronics Technology AAS	52
Electronics Technology Certificate	52
Electronics Technology (ET)	77
Emergency Trauma Technician (ETT)	79
Emergency Medical Technology (EMT)	76
Employment	25
Engineering Science (ES)	77
English (ENGL)	76

INDEX



Extracurricular Activities	8
----------------------------	---

F

Faculty-Initiated Withdrawals	30
Federal Verification	21
Fees	19
Financial Aid Application Procedures	21
Financial Aid Policies	22
Financial Obligations	20
Fire Service Administration AAS	53
Fire Service Administration (FSA)	79
Flexible Time Courses	37
Food Service	9
Freedom from Search/Seizure	40
Freedom from Sexual Harassment	39
Freedom of Access	39
Freedom of Association	39
Freedom of Expression	39
French (FREN)	79
Full-Time Status	30

G

General Education Requirements	49
Geography (GEOG)	80
Geology (GEOL)	80
German (GER)	80
Grade Changes	33
Grade Point Average Computation	33
Grade Reports	33
Grading System	31
Graduation Application	30
Graduation Requirements	31
Graduation with Honors	31
Grants	21

H

Health Science (HS)	80
High School Diploma	59
History (HIST)	80
History of UA	6
Honors List	31
Housing and Home Interior Design (HEID)	81
Human Services AAS	53
Human Services (HUMS)	81

I

Independent Learning Credit	36
Independent Study	37
Institutional Government	40
International Students	11

J

Japanese (JPN)	82
Journalism & Public Communication (JPC)	82
Justice (JUST)	82

L

Learning Resource Center	9
Library	9
Library Science (LS)	83
Loans	25
Local Credit by Examination	35

M

Mathematics (MATH)	83
Military Service Credit	36
MSC Adjunct Faculty	92
MSC Administrative & Support Staff	90
MSC Full Time Faculty	91
MSC Mission	6
Music (MUS)	84

N

National Credit by Exam	33
Non-Degree seeking Students	11

O

Office Management AAS	54
Office Management Certificate	56
Open Enrollment	11
Orientation	15

P

Paralegal (PARL)	85
Part-Time Status	30
Payment Procedures	19
Philosophy (PHIL)	85
Physics (PHYS)	85
Placement in a Foreign Language	33



Political Science (PS)	85
Prerequisites	29
Principal Administrative Officers	90
Psychology (PSY)	85

R

Refnd Policy	20
Refrigeration and Heating AAS	58
Refrigeration and Heating Certificate	58
Refrigeration & Heating (RH)	86
Registration Changes	16
Registration Policies	14
Registration Procedures	13
Repeating Courses	33
Residency Requirements	18
Returning Students	15
Role of MSC	39
Russian (RUSS)	87

S

Safety	7
Sanctions	43
Satisfactory Academic Progress	21
Scholarships	25
Senior Citizens Enrollment	12
Senior Citizens Tuition Waiver	19
Sexual Harassment	7
Small Business Administration AAS	59
Social Work (SWK)	88
Sociology (SOC)	87
Sources of Information	3
Spanish (SPAN)	87
Special Services	8
Speech (SPCH)	88
Statewide Administration	90
Student Complaint Procedures	44
Student Financial Aid	20
Student Government	8
Student Status Pending Final Action	43

T

Telecourses	37
Theatre (THR)	88
Transcripts and Test Scores	13

Transfer Students	13
Tuition	18

U

Under-Age Students	11
Undergraduate Program Admission	12

V

Veterans Assistance	25
---------------------	----

W

Wait List Policy	11
Western Undergraduate Exchange	19
Women's Studies (WS)	88

A special thanks to the many people for their effort in producing this Bulletin.

Please bring any mistakes to our attention (745-9729).

The following hardware and software were used in the production of this Bulletin.

Digital 486
Hewlett Packard LaserJet 4
WordPerfect V6.0a
Quattro Pro V1.0
AutoCad V12

Published July 1995
Effective Fall 1995 semester

MAT-SU COLLEGE

Historic Perspective

