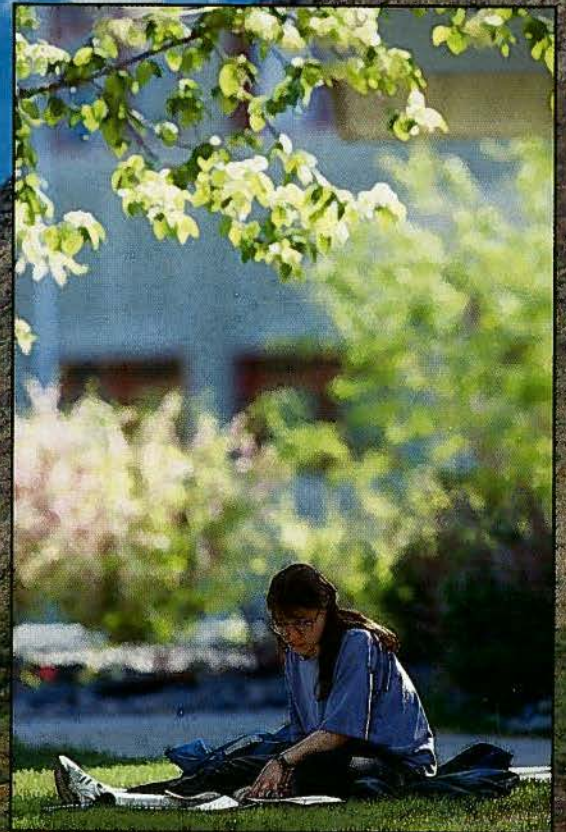


Matanuska-Susitna College

University of Alaska Anchorage



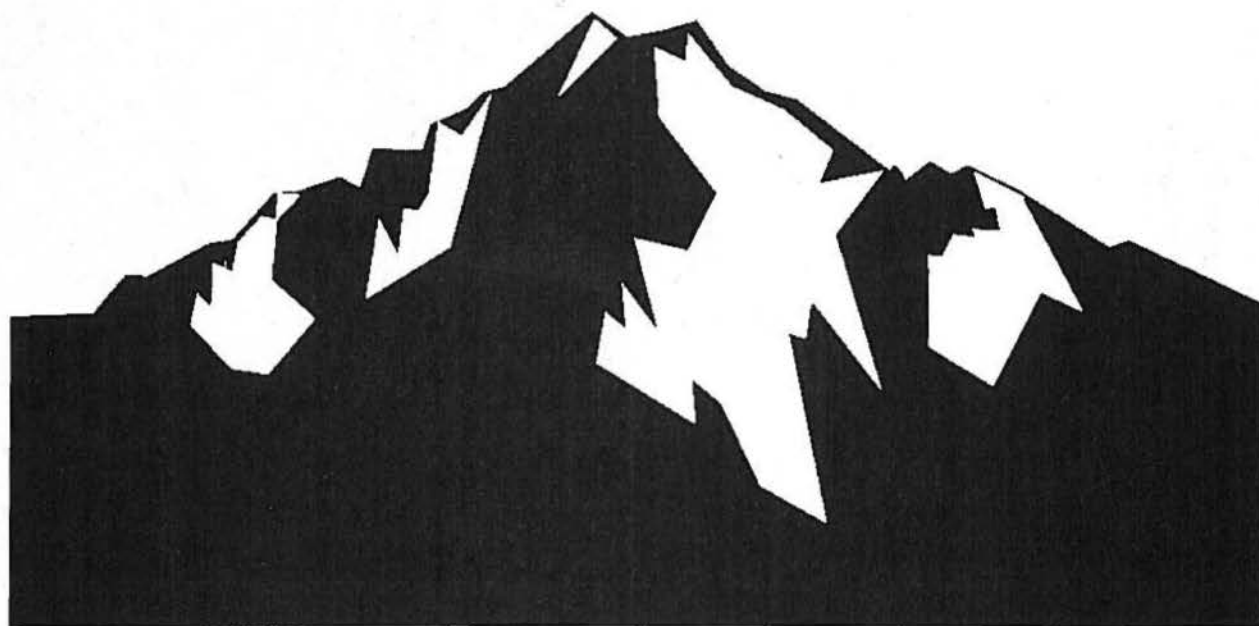
1997-99 Bulletin

1997-1999 BULLETIN

MATANUSKA-SUSITNA COLLEGE

"COME GROW WITH US"

UNIVERSITY OF ALASKA ANCHORAGE



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

**Cover Photographs and Design
by Michael Dinneen**

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).

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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 FAX (907) 745-9769

College Director's Office (907) 745-9726/9779

STUDENT SERVICES FAX (907) 745-9747

General Information Admissions and Records
Transcripts (907) 745-9774
Registration
Admissions
Student Records

Academic Advising Academic Advising
Testing (907) 745-9762
Veterans Information
Graduation

Financial Aid Financial Aid
 (907) 745-9719

LIBRARY FAX (907) 745-9777

Media Services (907) 745-9740

BUSINESS OFFICE FAX (907) 745-9711

Accounting (907) 745-9705
Payroll
Refunds
Personnel
Purchasing
Student Accounts
Receiving

BOOKSTORE FAX (907) 745-9711

Textbooks (907) 745-9707
Supplies
Clothing

COMPUTER CENTER FAX (907) 745-9711

Computer Labs (907) 745-9702
Tech Support

PHYSICAL PLANT/SAFETY FAX (907) 745-9711

Building
and Grounds Maintenance (907) 745-9750
Security
Janitorial

ADDITIONAL PHONE NUMBERS FAX (907) 745-9711

Adjunct Faculty Office (907) 745-9786
Art Office (907) 745-9742
Cafeteria (907) 746-6950
Electronics Technology Lab (907) 745-9756
Learning Resource Center (907) 745-9706
Molly's Playhouse (907) 745-9722
OMT Skill Center (907) 745-9763
Refrigeration & Heating Lab (907) 745-9703
Snodgrass Hall (907) 745-9754
Student Government Office (907) 745-9759
TTY (907) 745-9751

ACADEMIC CALENDAR

Fall Semester	1997	1998
*Registration	July 16	July 15
Instruction Begins	August 25	August 24
Labor Day Holiday	September 1-2	September 7-8
Add/Audit-to-Credit/Drop Deadline	September 9	September 8
Application for Degree Due	October 20	October 22
Dir/Ind Study Deadline	October 27	October 26
Withdrawal/Credit-to-Audit Deadline	November 18	November 17
Spring Registration*	November 21	November 20
Thanksgiving Holiday	November 26-29	November 25-28
Last Day of Instruction	December 13	December 12
Grades Due in Registration	December 17	December 16

Spring Semester	1998	1999
*Registration	November 21, 1997	November 20, 1998
Instruction Begins	January 12	January 11
Alaska Civil Rights Day	January 19	January 18
Add/Audit-to-Credit/Drop Deadline	January 26	January 26
Application for Degree Due	February 27	February 26
Spring Break	March 9-14	March 8-13
Dir/Ind Study Deadline	March 23	March 15
Withdrawal/Credit-to-Audit Deadline	April 13	April 9
Last Day of Instruction	May 1	May 1
Grades Due in Registration	May 6	May 5
Commencement	May 8	May 7

Summer Semester	1998	1999
*Registration	April 17, 1998	April 16, 1999
First Session Begins	May 18	May 17
Memorial Day	May 25	May 31
First Session Ends	June 29	June 28
Grades Due in Registration	July 1	June 30
Fourth of July Holiday	July 2 & 3	July 1 & 2
Second Session Begins	July 6	July 5
Second Session Ends	August 14	August 13
Grades Due in Registration	August 18	August 17

*Registration continues until the semester begins.

ALL DATES SUBJECT TO CHANGE

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

Please bring any mistakes to our attention (745-9774).

CHAPTER 1

WELCOME TO MATANUSKA-SUSITNA COLLEGE

WELCOME

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 nearly 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 halfway 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, leading to the Associate of Arts; the curriculum provides a good basis for the pursuit of a bachelors degree. In addition, the College offers courses leading to 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. Vocational programs are also offered providing certificates in Electronics Technology, Office Technology Certificate, and Refrigeration and Heating Technology. Non-credit vocational and personal enrichment courses, continuing education offerings, and selected upper division courses are also offered as demand warrants. MSC provides selected college level classes to area high school students through Tech Prep and concurrent enrollment agreements with the Matanuska-Susitna Borough School District.

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, 1916 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. The University of Alaska Anchorage (UAA) has three extended colleges: Kenai Peninsula College in Kenai-Soldotna, Kodiak College in Kodiak, and Matanuska-Susitna College in Palmer, and an affiliate college, Prince William Sound Community College in Valdez. UAA also offers military education services at Eielson Air Force Base, Elmendorf Air Force Base, Fort Richardson Army Base, and Fort Wainwright Army Base.

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 monitors civil rights, Federal and State laws, orders, and decisions to ensure access, inclusion, and equity are practiced at UAA/MSC.

At MSC, students and prospective students are afforded educational services such as admission decisions, financial aid, access to academic programs, and academic advising 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 has the right to contact the appropriate supervisor for assistance. The student or prospective student may also contact the UAA Affirmative Action Office, (907-786-4680) the Human Resource Services Department (907-786-4608), the AHAINA Student Programs 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.

Among the federal and state laws and regulations prohibiting discrimination in employment and education that pertain to MSC are the 5th and 14th Amendments of the U.S. Constitution, Section 1981 of the Civil Rights Act of 1866, the Civil Rights Act of 1871, Equal Pay Act of 1963, Title VI and Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act of 1967, Executive Order 11246 as amended, Titles VII and VIII of the Public Health Service Act as amended, Title IX of the Educational Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 as amended, the Vietnam Era Veterans' Act of 1973 as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 as amended, the Age Discrimination Act of 1975, the Pregnancy Discrimination Act of 1978, the Immigrant Reform and Control Act of 1986, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act 1990, the Civil Rights Act of 1991, the Rehabilitation Act of 1992, the Family Medical Leave Act of 1993, and Alaska Statutes Chapters 14 and 18. Inquiries regarding application of these and other regulations should be directed either to the UAA Affirmative Action Office (907-786-4680); the Human Resource Services Department (907-786-4608); the Office of Civil Rights (Department of Education, Washington, D.C.); the Equal Employment Compliance Programs, Department of Labor (Anchorage, AK); or to the Alaska State Commission for Human Rights (Anchorage, AK).

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 Academic Advising Office, 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 Safety at 745-9789 when you observe an unsafe environment. For your own safety, please also take the time to locate the nearest exit and emergency telephone 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, hallways, cafeteria, and parking lots. 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
Office Technology
Refrigeration and Heating Technology

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 essential 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 but are not limited to:

Art Club
ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc.)
Math 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. Lab aides are available to help students, staff, and faculty become familiar with the computer, interpret error and system messages, and answer questions. Consultants cannot help write programs or tutor in the use of programming languages. Consultants can be reached at 745-9738.

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. The student government 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 during 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 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 in 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.

Matanuska-Susitna College offers over 260 course sections per semester.

CHAPTER 2

STUDENT SERVICES

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.

High School Non-Graduates

Individuals 18 years of age and over who do not have high school diplomas or GEDs may still enroll in classes under Open Enrollment. They may be admitted to most associate programs under MSC's open enrollment policy once assessment and advisement have taken place.

Interested persons should contact the advising office. An advisor reviews the individual's background, provides an opportunity for assessment, and determines the appropriate entry level of instruction.

WAIT LIST POLICY

There is no official wait list. 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 instructor's 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.

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 International Student Form I-20A, international students must be formally admitted to degree-seeking status. Individuals with other visa types are advised to contact an Academic Advisor for information.

Students who wish to transfer college level course work from international 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 Academic Advising 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:

2. 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.

To be issued an I-20A, international students must be formally admitted, full-time, degree-seeking students, even if their major is undeclared. Contact the International Student Advisor in Enrollment Services on the UAA campus for details.

These requirements apply only to students who are requesting a Form I-20A Student Visa. Other international students may enroll under the Open Enrollment or Formal Admission policy.

Health insurance is mandatory for international students on student visas.

BIOGRAPHIC/DEMOGRAPHIC INFORMATION

Matanuska-Susitna College must comply with state and Federal reporting requirements and therefore requires 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.

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 at least 15 years old and under 18 years of age and does not otherwise meet the requirements for open enrollment and admission. To register for MSC courses, under-age students must:

1. Qualify under a special University program.
2. Complete the MSC Under-age Student Enrollment Form.
This form requires signatures of:
 - a. The instructor for the MSC course
 - b. The student's parent or guardian
 - c. The student's high school principal and/or Counselor
 - d. The student
3. Under-age students may enroll in a maximum of seven (7) credits per semester.
4. An under-age or emancipated student with a high school diploma or a GED will not be subject to the under-age policy and may register as a regular student.

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

The Family Education Rights and Privacy Act (FERPA) prevents the college from giving out any information about a minor student to parents or guardians without the consent of the student. Refer to page 19.

This form must be completed prior to registration. The form is available from the MSC Office of Admissions and Records and the local high schools. An under-age enrollment form must be submitted each semester the student wishes to attend MSC.

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.

Students applying to Associate or Certificate Programs are encouraged to take the ASSET placement test. In addition, students 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, Student Service Coordinator, 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.

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 Course Schedule lists the dates, times, and locations of available courses as well as specific registration procedures.

Regular Registration

New, returning and 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.

Registration by Proxy

Students unable to register in person may have a proxy register for them if they provide the proxy with a signed Registration by Proxy Form. These forms are available in the Student Services Office. The proxy must follow the policies and calendar governing registration. Proxy registrations are not accepted without written permission from the student.

Late Registration

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

SENIOR CITIZEN ENROLLMENT

Senior citizens (Alaskan residents 60 years of age or older) who intend to apply for Tuition Waivers may register *the first day of class*. Senior citizens applying for Tuition Waivers may not register during the normal registration period *unless* they pay the normal registration fee. They may enroll in any MSC course for which they are qualified and in which space is available. There is no charge for tuition. Fees (such as lab, material, student activity and CEUs) are not included in the tuition waiver. Applicants for the senior citizen waiver must complete a Tuition Waiver Request form at the time of registration. Senior citizens will not be allowed to drop a class and re-register for that class in order to take advantage of Tuition Waivers.

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 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. Changes or corrections to social security numbers require documentation, i.e., social security card or driver's license.

Study Load

Students may register for a maximum of 19 credits during the Fall and Spring semesters, and a maximum of 6 credits per Summer session. Students who want to enroll for additional credits must request overload approval at registration. An Academic 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 course work 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 an Academic Advisor to determine the appropriate entry level of instruction. Standardized tests covering a broad spectrum are available, such as CLEP, PPST, and others.

ACADEMIC ADVISING

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 Academic Advising 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 Academic Advising

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.

FACULTY 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 an Academic Advisor. Students are also encouraged to register in ENGL 100B "Classroom Success Skills" and/or CP 045 "Computer Survival Skills" which are offered prior to each semester. Orientation is designed to help you become familiar with where places and people are and with information you will need as a student at MSC. Program information and certain procedures and terminology will be explained, important locations will be pointed out, and your questions will be answered.

For help with career planning or changing, program planning, pre-admission advising, transfer credit interpretation, crisis intervention, stress reduction, or other concerns, visit the Student Services Office. Academic Advisors can usually be seen either by appointment or on a walk-in basis. For further information, phone 745-9762.

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 the Student Services Office 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 (16 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 if course closed. 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 2 of Semester (Drop)</i>	<i>Weeks 3 through 12 of Semester (Withdrawal)</i>	<i>After Week 12 of Semester</i>
*FACULTY INITIATED DROP OR WITHDRAWAL	Form filed by faculty member with A&R. Course will not appear on student transcript.	Form filed by faculty member with A&R. Course will appear on student transcript with a grade of W.	Not Permitted.

<i>Desired Change</i>	<i>Weeks 1 through 2 of Semester (Drop)</i>	<i>Weeks 3 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 2 of Semester (Drop)</i>	<i>Begin 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.

*Drop/Withdrawal Policy is currently tentative. Please see Course Schedule for specific dates.

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	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

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. Students who have been physically present in Alaska for 12 consecutive months and meet other residency requirements must notify Admissions and Records to change their non-resident status to resident status. 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 residency and with declared intent 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. All MSC fees are approved by the University of Alaska Board of Regents and are subject to change.

Lower-Division -- (course numbers 050 - 299)

Resident	\$71.00 per credit hour
*Non-resident	\$221.00 per credit hour

Upper-Division -- (course numbers 300 - 400)

Resident	\$79.00 per credit hour
*Non-Resident	\$229.00 per credit hour

Graduate -- (course numbers 500 and above)

Resident	\$158.00 per credit hour
*Non-resident	\$308.00 per credit hour

*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.

FEES

In addition to tuition, an instructor 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.

Administrative Test Fee

A \$10 administrative fee will be charged for each Dantes or CLEP exam given.

Application for Admission Fee

A \$35 fee will be charged for each Application for Admission submitted.

Assessment Test Fee

A \$5 assessment test fee will be charged for each testing session.

Audit Fee

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

Continuing Education Unit (CEU) Fee

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

Credit-By-Exam Fee

A non-refundable \$40 per credit fee is charged to challenge a course.

Transcript Fee

A \$2 fee will be charged for each unofficial transcript a student requests. The fee is payable before the transcript is given to the student.

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.

Laboratory, Material, and Other Fees

A fee is sometimes charged in addition to tuition. The semester course 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 an additional fee the student pays directly to the instructor.

Proctor Fee

A proctor fee of \$5 will be charged for each test.

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 course schedule as special fees.

Student Activity 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 \$15 rental fee is charged for cap and gown use.

Course Change Fee

An add/drop/withdrawal 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

Please see Senior Citizen Enrollment policy on page 7.

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 Course Schedule. Students are responsible for thoroughly reading the Course 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.

Canceled 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.

Withdrawn Classes

No tuition and refund or exchange will be allowed if the student withdraws after the drop deadline.

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 fourteenth 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 fourteenth calendar day of the semester.
4. Refund deadlines for less-than-semester-length classes are prorated.

REFUND POLICY COMPLAINT PROCEDURES

The purpose of the student complaint procedure is to assist students who have a complaint arising from the refund policy. The 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 office involved and use the administrative appeal procedures as a last resort. If the complaint cannot be resolved informally the following steps will be followed:

1. The student will make an appointment with an Academic Advisor who may give the student a petition for refund form which the student will fill out and return to the Academic Advisor. The Academic Advisor will sign the form and indicate their recommendation.
2. The student will take the form to the Business Office where the petition will be reviewed.
3. If the Academic Advisor and the Business Office are not in agreement as to whether a refund is appropriate, the Director will then review the form and make a final determination.

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

STUDENT FINANCIAL AID

The Student Financial Aid Office provides information, applications and assists students and prospective students in obtaining the funds necessary to attend MSC. State and Federal governments, the College, and many private organizations offer grants, scholarships, loans 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.

Application Procedures

Interested students should contact the Student Financial Aid Office for information and applications. Students should submit applications at least 6 months before the beginning of the semester for which they are applying. Specific procedures are as follows:

1. Submit a completed Application for Admission to the MSC Student Services Office.
2. All interested students must complete a Free Application for Federal Student Aid (FAFSA) and submit the application to the Federal Processor.
3. Submit the Student Aid Report (SAR), which you will receive from FAFSA, to MSC Financial Aid Office.
4. Students who wish to apply for other assistance, such as an Alaska State Student Loan or a specific scholarship, may complete special applications available at the Financial Aid Office.
5. Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their Native Regional Corporation for applications.
6. Students applying for Federal assistance must submit a Financial Aid Transcript (FAT) from each institution previously attended.

Eligibility

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 (SAR).
4. List MSC/UAA's Title IV code on FAFSA (011462)
5. Maintain satisfactory academic progress as defined by Student Financial Aid regulations.

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 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). 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 required by their financial aid program. On the student's grade report, AU, DF, F, NC, NP, I, and W are grades that do not qualify for financial aid purposes.

FINANCIAL AID POLICIES OF SATISFACTORY ACADEMIC PROGRESS

1. General

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

Reasonable academic progress for all programs of Federal and State grants, loans, and work study is:

A. Grade Point Average (GPA)

Earn a cumulative grade point average of:

Undergraduate student Cum GPA 2.00

Graduate students Cum GPA 3.00

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

Undergraduate students Semester GPA 1.50

Graduate students Semester GPA 2.50

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

¾ time status 9-11 credits

½ time status 6-8 credits

All Alaska Student Loan awards are based upon, and require full-time (12+ credits) or half-time (6+ 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.

Undergraduates

Students at MSC/UAA can receive aid from the financial aid program for a maximum of three semesters of full-time (or equivalent in ½ or ¾ time) study while classified at each of the four undergraduate standings (Freshman, Sophomore, Junior, and Senior). Students are urged to enroll in adequate course work to make completion of the bachelor's degree possible in four (4) years.

Students admitted under the Assessment and Advisement programs are eligible to receive credit for up to one year of remedial class work toward financial aid eligibility. This entitles students to one additional year or three additional semesters to complete their degree.

To be eligible for Federal Title IV financial aid during your freshman, sophomore, junior, or senior status 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.

During the sophomore periods, 30 or 48 of the 72 credits earned must meet requirements for the degree.

During the junior period, 36 or 84 of the 108 credits earned must meet requirements for the degree.

During the senior period, 36 or 120 of the 144 credits earned must meet requirements for the degree.

Degree requirements include general education requirements, school/college requirements, major subject requirements, minor subject requirements and remaining allowable electives.

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, ¾ time or ½ 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 financial 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 will be evaluated annually at the end of each spring semester of the academic year. Student status is defined as:

<u>Student Status</u>	<u>Semester</u>	<u>Academic Year</u>
Less than 1/2 time status=	1 sem. cr. hr.	2-11 sem. cr. hr.
1/2 time status=	6 sem. cr. hr.	12-17 sem. cr. hr.
3/4 time status=	9 sem. cr. hr.	18-23 sem. cr. hr.
Full time status=	12+ sem. cr. hr.	24+ sem. cr. hr.

If receiving financial aid, you must complete the credits funded with a minimum semester GPA of 1.50 and a cumulative GPA of 2.00.

Grades for 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 for the academic year or do not earn the minimum GPA will be ineligible for additional financial aid. (see 3.a in the previous section)

Students accumulating 156 semester credits toward their undergraduate degree who have not graduated will be suspended from receiving further assistance for that undergraduate degree. Appeals will be considered with the proper Academic Advisor documentation and credit evaluation procedures.

Students suspended from receiving financial aid may reinstate their aid eligibility by successfully completing twelve credits with a cumulative GPA of 2.00 or better. A completed Student Financial Aid Reinstatement Form must be submitted to the Financial Aid Office with verification of the completed semesters grades prior to reinstatement of Federal Title IV or State Financial Aid programs.

Any special circumstances concerning the student's academic progress for student financial aid will be reviewed on an individual basis. The Director of Student Financial Aid may reinstate a student based on special circumstances unique to that student.

Consideration will be given to those students who complete less than the required standard due to medical or other mitigating circumstances. These students must complete the Student Financial Aid Office Appeal Request Form in its entirety with proper documentation and letters of support of all extenuating circumstances which have prevented them from completing the required number of classes with the minimum required 2.00 GPA.

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

3. Removal From Probation

To be removed from financial aid probation, students who were enrolled on a 1/2 time status (6-8 credits), 3/4 time 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 may reinstate themselves by enrolling without financial aid in the summer semester following the academic year in which they failed to maintain satisfactory academic progress and by completing the deficient credits or bringing their cumulative GPA to the minimum required. Students reinstating their eligibility must submit a Student Financial Aid Reinstatement Form before being reinstated.

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 2.00 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 by completing

an add/drop form and processing it through Admissions and Records and the Business Office. Only students who submit an add/drop form by the applicable deadline(s) will qualify for a tuition refund.

All MSC/UAA students receiving Federal Title IV financial aid funds, who partially withdraw, will be subject to the MSC refund policy. All MSC students receiving Federal Title IV financial aid funds, who totally withdraw, will be subject to either the Federal Title IV Pro Rata Refund Policy (for first time students only) or the MSC/UAA Federal Title IV Refund Policy or the MSC/UAA Refund Policy, whichever provides for the larger refund. The refund and repayment for total withdrawals is returned to the Federal Title IV aid programs.

Courses less than a semester in length have shorter pro-rated refund schedules and some courses (i.e. self-support, non-credit and CEU) follow special refunding rules. Refer to the applicable course schedule.

MSC Institutional Refund Policy

Refer to the applicable section of the catalog and/or current schedule.

MSC Federal Title IV Refund Policy

(Based on a 16 week semester)

Tuition

Refund Withdrawal Dates

100%	Prior to 7 days before the first day of the semester
90%	7 days before the first day of the semester and prior to day 11 of the semester
50%	After day 10 and prior to day 27 of the semester
25%	After day 26 and prior to day 53 of the semester
0%	After day 52 of the semester

Federal Title IV Pro Rata Refund Policy

(Based on a 16 week semester)

Tuition

Refund Withdrawal Dates

90%	Prior to day 8 of the semester
80%	After day 7 and prior to day 22 of the semester
70%	After day 21 and prior to day 29 of the semester
60%	After day 28 and prior to day 43 of the semester
50%	After day 42 and prior to day 50 of the semester
40%	After day 49 and prior to day 64 of the semester
0%	After day 63 of the semester

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.

Federal PELL Grant

The Federal 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.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant program is similar to the PELL Grant program and can provide additional assistance to students with financial need. Only undergraduates working toward first BA or BS degrees are eligible. FSEOG 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 Student Financial Aid Office for information on these and other grants.

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 Program (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. Full-time undergraduate students may borrow up to \$8,500 a year for educational expenses. Applications are available at the Student Financial Aid Office and 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 99811.

Federal Perkins Student Loans

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 for a 4-year period.

An undergraduate with a previous Baccalaureate degree is not eligible for a Perkins loan. Maximum loans at MSC will not exceed \$3000.

Federal Family Education Loan Program (FFELP)

A. Federal Stafford Loan Program

The Stafford Student Loan program enables students to borrow directly from lending institutions after they have qualified by completing the Free Application for Federal Aid (FAFSA). Any undergraduate or graduate student enrolled at least half-time may apply for a Stafford Student Loan. This is a separate application process. The Student Financial Aid Office has application forms and information for students' consideration.

1. Federal Subsidized Stafford Student Loan

Dependent and independent students who have qualified using the FAFSA and determined to have need according to the Federal methodology can borrow up to:

- \$2,625 as a first year undergraduate student.
- \$3,500 as a second year undergraduate student.
- \$5,500 as a third and fourth year undergraduate student.
- \$8,500 as a graduate student.

The maximum loan amount for undergraduate study is \$23,000; the maximum loan amount for graduate study is \$65,500 minus any amount previously borrowed for undergraduate study.

The subsidized part of the loan allows the Federal government to pay the interest while the student is attending post-secondary education and for six months after graduation or after the student has left their post-secondary educational experience.

2. Federal Un-subsidized Stafford Student Loan

All students are eligible to borrow the same amounts as the subsidized loan. This loan is considered a non-need based loan. Students are responsible for paying the interest on this loan immediately upon the inception of the signing of the promissory note. Independent freshman and sophomore undergraduate students can borrow up to \$4,000 annually in addition to the amount you can borrow on the subsidized Stafford. Independent juniors and seniors can borrow up to the limits of the subsidized loan and up to \$5,000 annually on the non-subsidized loan. Undergraduate students can borrow up to a maximum loan limit of \$23,000 on non-subsidized loan borrowing.

B. Federal Parents Loans for Undergraduate Student (PLUS)

Parent(s) can borrow for their dependent student educational costs. Parents can borrow up to the cost of education attendance minus any other financial aid for which the student is eligible. MSC requires student applicants to submit the FAFSA to determine eligibility of their parents' PLUS loan. The interest on the PLUS loan begins to incur with the parental signature on the promissory note. Payments begin usually 60 days after the final loan disbursement to the student and parents.

SCHOLARSHIPS

Scholarships are usually awarded based on financial need, academic achievement, or talent. Students interested in applying for scholarships should contact the Financial Aid Office for guidelines. For further information, phone 745-9719.

STUDENT EMPLOYMENT

College Work Study Program

The College Work Study Program (CWSP) provides job opportunities for eligible students as determined by 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. Undergraduates with a previous Baccalaureate degree are not eligible for the 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, service members, and eligible dependents of veterans whose death or permanent and total disability is service connected. Department of Veterans Affairs (DVA) benefits approved for MSC include the Montgomery G.I. Bill, Veterans Educational Assistance Program, Dependents Educational Assistance Program, and Vocational Rehabilitation. Qualified persons who plan to use the Department of Veterans Affairs Educational benefits must contact the MSC Veterans counselors in the Student Services Office preferably 60 to 90 days before the term begins. This office can provide necessary forms and current benefit information.

Students using DVA educational benefits must apply for admission to a degree or certificate program at MSC. In accordance with Federal Regulations, MSC must report this information to the VA, along with information regarding students' enrollment and academic progress.

Adds, Drops, and Other Changes

Veteran students must inform the Veterans Affairs Office whenever they add or drop courses, withdraw from the College, change address or dependents, or make other status changes. Students who drop or withdraw may be required to reimburse the Department of Veterans Affairs.

Admission to MSC

All veteran students receiving DVA benefits must be officially admitted to a degree program. Contact Student Services for information on requirements, (907) 745-9762.

Satisfactory Academic Progress

Veteran students must maintain satisfactory academic progress according to MSC policy while they are receiving benefits. Failure to do so is reported to the Department of Veterans Affairs and may end education benefits.

Transcripts

Veteran students with previous college or university experience must have official transcripts on file with the College. Each student must request these transcripts from each previous institution when applying for admission to MSC.

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.

CHAPTER 4

ACADEMIC POLICIES

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 UAA Provost. The student must submit a written appeal to the Provost 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 College Director. 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 UAA Provost.

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/UAA only.

Students are presumed to be in satisfactory academic standing during their first semester at MSC/UAA. 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

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

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 Student 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

(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 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 (16 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 complied with (1) or (2) above.

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 (GER). The principle that governs approval of substituting transferred credits for General Education or College wide degree requirements is that only course work which clearly and demonstrably satisfies the intent of the requirements can be accepted as a substitute. 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 an Academic Advisor.
2. Only college-level courses completed with grades equal to C or better will be accepted.
3. Students who plan to transfer credits from international institutions must provide an official statement of education equivalency from a recommended credentials evaluation service. Addresses are available from the Advising 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.

5. Challenge exams and credit by exams posted on another university's transcript will not be considered for transfer credit (see National Credit by Examination).
6. Grades of "D" received at UAF or UAS will transfer to UAA providing the student has a 2.00 or higher cumulative GPA at the institution where the "D" was received.

Matanuska-Susitna College provided its first course offering in 1958.

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/MSU and/or another accredited institution.

Reinstated students are then eligible to reapply 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.

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 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 complete an application for Admission, pay a \$35 fee, and be formally admitted to a degree program before completing any degree or certificate program. Application for Admission forms are available from Admissions and Records.

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. See certificate requirements for number of semester credits needed.

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 APPLICATION

MSC issues diplomas two times a year: January following Summer and Fall semesters and June following Spring semester. To be eligible for graduation, students must submit an Application for Graduation and pay a \$20 fee by the semester deadline published in the Course Schedule. 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 on the student's transcript. 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 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 cumulative GPA of 3.50 or higher at MSC 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 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. Regardless of the number of credits a student is enrolled in, temporary grades of "I" (incomplete) or "DF" (deferred) will prevent a student from being eligible for the Chancellor's List until course work has been completed and the "I" or "DF" is replaced by a final grade.

The Dean's List

To be eligible for the Dean's List, a student must be an undergraduate enrolled in at least 12 UAA/MS 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. Regardless of the number of

credits a student is enrolled in, temporary grades of "I" (incomplete) or "DF" (deferred) will prevent a student from being eligible for the Dean's List until course work has been completed and the "I" or "DF" is replaced by a final grade.

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 which 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

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 "DF" (Deferred) is a temporary grade. It is used to indicate that the course requirements cannot be completed by the end of the semester. It is to be used for courses which cannot normally be completed in a semester (such as thesis, project, research courses, internships, etc.). Credit will be withheld, without academic penalty, until the course requirements have been met. If course work is not completed prior to applying the course towards a graduation requirement, the "DF" will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

I - Incomplete Grade

An "I" (Incomplete) is a temporary grade. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. The Incomplete Grade Contract, a signed contract form between the student and the faculty member that stipulates the assignment(s) required to finish the course, is required and must be completed for each "I" grade assigned and is to be maintained in the office of Admissions and Records. Course work must be completed by a date specified in the contract, not to exceed one year. Upon completion of the required course work, the faculty member must submit a change of grade form to Admissions and Records. If course work is not completed within one year or if the terms specified on the Incomplete Contract are not met, the student may be assigned a failing grade (F or NP, depending on the grading basis of the course). If course work is not completed within one year and the faculty member does not submit a change of grade at the time, the "I" will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

P/NP - Pass/No Pass

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

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/UAA 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/UAA.

Grades and credits earned from original and repeated courses are included in determining eligibility to graduate with honors.

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
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Mathematics	3 credits for 500+ score
Natural Science (Meets MSC/UAA Natural Science Requirement without lab)	BIOL 102 for 500+ score 3 credits elective

Humanities (Meets MSC/UAA Humanities/Fine Arts Requirement)	6 credits for 500+ score
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Social Sciences/History (Meets MSC/UAA Humanities/Social Science Requirement)	6 credits for 500+ score
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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 grade of "B" or higher in ENGL 211, 212, or 213, MSC waives the requirement of ENGL 111.

Students should be aware that any score more than two years old is considered out of date for placement purposes. Cut-off scores reflect national norms and are subject to change.

It is the student's responsibility to notify Student Services in writing of the appropriate completion of the 200-level English course.

<u>Exam</u>	<u>Score</u>
ACT English	30+
SAT Verbal	620+

Note: The ACT English score is currently under review. The required SAT Verbal score reflects norms established by the College Board SAT Western Office; these norms are subject to change

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

Only accepted degree-seeking 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 SOCNAV programs. The Service Members Opportunity Colleges (SOCAD and SOCNAV) programs allow active-duty Army and Navy personnel to finish Associate degree programs without losing credits as they transfer during their military careers. Under this program, three (3) semester credits must be taken at MSC/UAA in order to graduate.

INDEPENDENT LEARNING CREDIT

(Correspondence)

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

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

CERTIFIED EXPERIENCE CREDIT

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

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

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. Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.
4. The deadline for directed study registration is the end of the ninth week of the Fall and Spring semesters.
5. 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.
6. 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 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.
7. Faculty member must have taught the permanent course or a related course prior to teaching a directed study.
8. The initiation of directed studies must come from the discipline in charge of the prefix.

INDEPENDENT STUDY

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 College 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 time frame.

Mini

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

TELECOURSES

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

Telecourses are organized learning systems which include video lessons, a textbook, a study-guide, learning exercises, and organized exams. Most course work 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 on the UAA campus.

CHAPTER 5

STUDENT RIGHTS AND RESPONSIBILITIES

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 Director's Office. 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 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 at MSC/UAA Enrollment Services.

STUDENT 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, but not exclusively limited to:

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.
8. **Harassment of Wildlife:** Intentionally feeding wildlife or physically harassing or taunting wildlife on College grounds which creates an unreasonably unsafe or hazardous environment.

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. (see page 31)
3. Refer the case to a Review Panel appointed by the director.

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 student's 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. An alleged victim of personal injury or sexual assault violations will be provided information regarding the institutional responses in the disciplinary procedure. To the extent possible, 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, academic advising, 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 Statewide 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.

SEX OFFENSES ON CAMPUS

It is the policy of the University of Alaska Anchorage and Matanuska-Susitna College that the sexual assault of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community, students, faculty, and staff.

The term *sexual assault*, as used by UAA/MSC, encompasses the legal definitions of sexual assault contained in Alaska state statutes. It includes, but is not limited to: rape, acquaintance or date rape, as well as rape by a stranger. Sexual assault is against the law and is defined as sexual misconduct that is forced or coerced against the will of the victim. The same definition applies regardless of whether the assailant is a stranger or an acquaintance (date, friend, or someone known

casually). This type of threat may involve physical violence, coercion, or the threat of harm.

A person who has been the victim of sexual assault should report the crime to a campus security officer and the Alaska State Troopers. The Student Services staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial, and counseling services.

In the event an accused person is found in violation of this policy, the entire range of sanctions outlined in the *Student Code of Conduct* may be considered including, but not limited to, disciplinary probation, suspension, or expulsion from the College. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements.

Sexual assault may also be considered a violation of the University of Alaska's policy against sexual harassment. According to the University of Alaska, Board of Regents' policy (4.08.02), sexual harassment involves unwelcome sexual advances or requests for sexual favors by a member of the campus community when the assailant uses, threatens to use, or implies that submission to, or rejection of, such conduct will have an impact on employment or academic decisions affecting the victim.

Sexual harassment includes other verbal or physical conduct related to sex when such conduct has the purpose or effect of substantially interfering with an individual's performance at work or study by creating an intimidating, hostile, or offensive environment in which to work, live, or learn. The Student Services Office can provide information and referral on issues of sexual harassment.

Additional information about the above policy can be obtained from the Student Services Office or the Campus Security Office. The college bulletin, class schedules, and the "Fact Finder" student handbook contain additional resources information.

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.

MSC has 12 full time and over 100 adjunct faculty, allowing our teacher student ratio to be 1 - 15.

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 (in writing) to the Academic Advising Office. An Academic Advisor will attempt to resolve the complaint. If the Academic Advisor cannot resolve the complaint, the complaint with the Academic Advisors recommendation will be forwarded to the Director for final action.

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.

Matanuska-Susitna College was originally named Palmer Community College. When the Matanuska-Susitna Borough government was formed in 1963, the name was changed to correspond to the boundaries of the borough. In 1987 the word "Community" was dropped.

CHAPTER 6

GENERAL COLLEGE REQUIREMENTS

CERTIFICATE AND ASSOCIATE DEGREE 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.

GENERAL UNIVERSITY REQUIREMENTS FOR CERTIFICATES

Students may earn more than one (1) certificate by completing all requirements for each additional program. In addition to specific certificate requirements stated in the program section of this catalog, 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 transcripted 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.

GENERAL UNIVERSITY REQUIREMENTS FOR 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 credits in residence.

3. Students must earn a cumulative GPA of at least 2.00 (C) at MSC/UAA. Some Associate programs require higher GPAs.
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.

Second Associate Degree

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

UAA Students. Students who have received an Associate of Applied Science degree from UAA and who want to obtain another Associate of Applied Science degree must:

1. Meet admission requirements.
2. Complete at least 12 resident credits beyond the previous associate degree(s)
3. Complete the Major Program Requirements for the second degree.
4. Maintain a cumulative GPA of at least 2.00 (C) at UAA in order to graduate. (Some programs may require a higher GPA in the major.)

Transfer Students. Students who have received an associate degree from another regionally accredited college or university and who want to obtain an associate degree from UAA must:

1. Meet admission requirements.
2. Complete the General University Requirements but not the General Education Requirements.
3. Complete the Major Program Requirements.

DEGREE REQUIREMENTS

Admission Requirements

Complete the Certificate and Associate Degree Programs Admission Requirements on page 35.

General University Requirements

Complete the Associate Degrees General University requirements listed on page 35.

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. If you intend to complete the Associate of Arts degree and then continue on to a Baccalaureate degree, consult the Associate of Arts with Baccalaureate Degree General Education Requirements Link listed below.

Classification	Credits
1. Oral Communications	3
SPCH A111 Fundamentals of Oral Communication	
SPCH A235 Small Group Communication*	
SPCH A237 Interpersonal Communication*	
SPCH A241 Public Speaking	
*Pending final approval. Check your semester course schedule.	
2. Written Communications	6
ENGL A111 Methods of Written Communication and one of the following:	
ENGL A211 Academic Writings About Literature	
ENGL A212 Technical Writing	
ENGL A213 Writing in Academic Disciplines	
CIOS A262 Written Business Communications	
3. Applied Studies*	9
4. Humanities*	9
5. Math and Natural Sciences*	9
6. Social Sciences*	9
7. Electives	15
TOTAL MINIMUM CREDITS	60

*Consult the Associate Degree Course Classifications on page 37.

Associate of Applied Science (AAS)

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

Classification	Credits
1. Oral Communication	3
SPCH A111 Fundamentals of Oral Communication	
SPCH A235 Small Group Communication*	
SPCH A237 Interpersonal Communication*	
SPCH A241 Public Speaking	
*Pending final approval. Check your semester course schedule.	
2. Written Communication	6
ENGL A111 Methods of Written Communication and one of the following:	
ENGL A211 Academic Writings About Literature	
ENGL A212 Technical Writing	
ENGL A213 Writing in Academic Disciplines	
CIOS A262 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 37.) 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 A111.

4. Major Specialty (See Degree Programs)	Varies
5. Electives	Varies
TOTAL MINIMUM CREDITS	60

Associate of Arts (AA) 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:

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 A111 Fundamentals of Oral Communication	
SPCH A235 Small Group Communication*	
SPCH A237 Interpersonal Communication*	
SPCH A241 Public Speaking	
*Pending final approval. Check your semester course schedule.	
2. Written Communication	6
ENGL A111 Methods of Written Communication and one of the following:	
ENGL A211 Academic Writings About Literature	
ENGL A212 Technical Writing	
ENGL A213 Writing in Academic Disciplines	
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 38, 39)	
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 38, 39)	
6. Social Sciences*	9
Choose at least 6 credits from the Social Sciences Baccalaureate General Education Requirements List. (See page 39)	
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.	
*Consult the Associate Degree Course Classifications on page 37.	

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 and Diesel Technology
Aviation Technology
Business Administration
Civil Engineering
Computer Information and Office Systems
Culinary Arts
Dental Assisting
Dental Hygiene
Dietetics and Nutrition
Early Childhood Development
Education
Electronics Technology
Emergency Medical Technology
Emergency Trauma Technician
Engineering Design and Drafting
Engineering Science
Engineering and Science Management
English As a Second Language
Family and Consumer Services
Fire Service Administration
Fisheries Technology
Floral Design
Foodservice Technology
Forestry Technology
Geographic Information Systems
Geomatics
Human Services
Interior Design
Journalism and Public Communications
Justice
Library Science
Marine Technology
Mechanical Technology
Medical Assisting
Medical Laboratory Technology
Nursing
Nursing Science
Paralegal Studies
Paramedic Technology
Petroleum Engineering
Petroleum Technology
Refrigeration and Heating
Social Work
Vocational Education
Vocational Skills
Wastewater Treatment
Welding Technology

Humanities

Alaska Native Studies
American Sign Language
Art
Chinese

Dance
English
French
German
History*
Humanities
Japanese
Journalism and Public Communications
(JPC A215 and A367 only)
Korean
Languages
Latin
Linguistics
Music
Philosophy
Russian
Spanish
Speech
Theatre
Women's Studies*

Math and Natural Sciences

Anthropology (ANTH A205 only)
Applied Statistics
Astronomy
Biological Sciences
Chemistry
Computer Science
Geography (Geog A205 and A205L only)
Geology
Mathematics
Philosophy (PHIL A101 only)
Physics
Vocational Education (VE411 only)

Social Sciences

Anthropology
Business Administration (BA A151 only)
Counseling
Economics
Geography (except GEOG A205 and A205L)
Guidance
Health Sciences (HS A220 only)
History*
Human Services (HUMS A106 only)
International Studies
Journalism and Public Communications (JPC A101 only)
Justice (JUST A110 and A330 only)
Paralegal Studies (PARL A101 only)
Political Science
Psychology
Social Work (SWK A106 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 A111 Fundamentals of Oral Communication
SPCH A235 Small Group Communication
SPCH A237 Interpersonal Communication
SPCH A241 Public Speaking

2. Written Communications 6

Courses that fulfill this requirement are those which emphasize the acquisition of English language skills in organizing and communicating ideas and information through expository writing. Courses completed at MSC/UAA must be selected from the following:

ENGL A111 Methods of Written Communication
ENGL A211 Academic Writings About Literature
ENGL A212 Technical Writing
ENGL A213 Writing in Academic Disciplines

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 A252 Elementary Statistics
AS A307 Probability and Statistics
MATH A107 College Algebra
MATH A108 Trigonometry
MATH A109 Precalculus
MATH A200 Calculus I
MATH A201 Calculus II
MATH A270 Applied Finite Mathematics for the Managerial Sciences
MATH A272 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 A261	History of World Art I
ART A262	History of World Art II
ART A367	History of Photography
CHIN A101	Elementary Chinese I
CHIN A102	Elementary Chinese II
ENGL A121	Introduction to Literature
ENGL A201	Masterpieces of World Literature I
ENGL A202	Masterpieces of World Literature II
ENGL A203	Survey of British Literature I
ENGL A204	Survey of British Literature II
ENGL A306	Literature of the United States I
ENGL A307	Literature of the United States II
FREN A101	Elementary French I
FREN A102	Elementary French II
FREN A201	Intermediate French I
FREN A202	Intermediate French II
GER A101	Elementary German I
GER A102	Elementary German II
GER A201	Intermediate German I
GER A202	Intermediate German II
GER A209	German Grammar
HIST A101	Western Civilization I
HIST A102	Western Civilization II
HIST A121	East Asian Civilization I
HIST A122	East Asian Civilization II
HIST A131	History of United States I
HIST A132	History of United States II
HIST A341	History of Alaska
HUM A211	Introduction to Humanities I
HUM A212	Introduction to Humanities II
HUM A250	Myths and Contemporary Culture
JPC A215	History of Mass Communication
JPC A367	History of Photography
JPN A101	Elementary Japanese I
JPN A102	Elementary Japanese II
JPN A201	Intermediate Japanese I
JPN A202	Intermediate Japanese II
KOR A101	Elementary Korean I
LAT A101	Elementary Latin I
LAT A102	Elementary Latin II
LANG A101	The Nature of Language
MUS A221	History of Music I
MUS A222	History of Music II
PHIL A101	Introduction to Logic
PHIL A201	Introduction to Philosophy
PHIL A211	History of Philosophy I
PHIL A212	History of Philosophy II
PHIL A301	Ethics
PHIL A313B	Eastern Philosophy and Religion
PHIL A314	Western Religion
PS A332	History of Political Philosophy I: Classical
PS A333	History of Political Philosophy II: Modern
RUSS A101	Elementary Russian I
RUSS A102	Elementary Russian II
RUSS A201	Intermediate Russian I

RUSS A202	Intermediate Russian II
SPAN A101	Elementary Spanish I
SPAN A102	Elementary Spanish II
SPAN A201	Intermediate Spanish I
SPAN A202	Intermediate Spanish II
THR A311	Representative Plays I
THR A312	Representative Plays II
THR A411	History of the Theater I
THR A412	History of the Theater II

5. Fine Arts 3

Courses that fulfill this requirement are those which provide the student with an introduction to the *fine arts (visual arts and performing arts) as academic disciplines as opposed to those that emphasize acquisition of skills. (Note: Fine arts courses that introduce the history/social/aesthetic background while also including the application of the creative skills may be acceptable.) Courses completed at MSC/UAA must be selected from the following:

**BA Music Majors must select courses outside their major.*

ART A160	Art Appreciation
ART A261	History of World Art I
ART A262	History of World Art II
ART A367	History of Photography
DNCE A170	Dance Appreciation
JPC A367	History of Photography
MUS A121	Music Appreciation
MUS A221	History of Music I
MUS A222	History of Music II
THR A111	Introduction to Theater
THR A311	Representative Plays I
THR A312	Representative Plays II
THR A411	History of Theater I
THR A412	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 A101	Introduction to Anthropology
ANTH A200	Natives of Alaska
ANTH A202	Cultural Anthropology
ANTH A250	The Rise of Civilization
BA A151	Introduction to Business
ECON A201	Principles of Macroeconomics
ECON A202	Principles of Microeconomics
GEOG A101	Introduction to Geography
HIST A101	Western Civilization I
HIST A102	Western Civilization II
HIST A121	East Asian Civilization I
HIST A122	East Asian Civilization II
HIST A131	History of United States I
HIST A132	History of United States II
HIST A341	History of Alaska

HS A220	Core Concepts in the Health Sciences
HUMS A106	Introduction to Social Welfare
INTL A301	Canada: Introductory Survey
JPC A101	Introduction to Mass Communication
JUST A110	Introduction to Justice
JUST A330	Justice and Society
PARL A101	Introduction to Law
PS A101	Introduction to American Government
PS A102	Introduction to Political Science
PS A311	Comparative Politics
PS A351	Political Sociology
PSY A111	General Psychology
PSY A150	Human Development
SOC A101	Introduction to Sociology
SOC A106	Introduction to Social Welfare
SOC A201	Social Problems and Solutions
SOC A202	The Social Organization of Society
SOC A222	Small and Rural Communities
SOC A342	Sexual, Marital and Family Lifestyles
SOC A351	Political Sociology
SWK A106	Introduction to Social Welfare

7. Natural Sciences 7

Required credits must include one laboratory class. Courses that fulfill this requirement are those which 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 A103	Introductory Astronomy I
ASTR A104	Introductory Astronomy II
BIOL A102	Introductory Biology
BIOL A103	Introductory Biology Laboratory
BIOL A105	Fundamentals of Biology I
BIOL A106	Fundamentals of Biology II
BIOL A111	Human Anatomy and Physiology I
BIOL A112	Human Anatomy and Physiology II
BIOL A113	Lectures in Human Anatomy and Physiology I
CHEM A103	Introduction to General & Organic Chemistry
CHEM A104	Introduction to Organic Chemistry and Biochemistry
CHEM A105	General Chemistry I
CHEM A106	General Chemistry II
GEOG A205	Elements of Physical Geography
GEOG A205L	Physical Geography Laboratory
GEOL A111	Physical Geology
GEOL A112	Historical Geology
GEOL A115	Environmental Geology
GEOL A115L	Laboratory in Environmental Geology
PHYS A123	Basic Physics I
PHYS A124	Basic Physics II
PHYS A211	General Physics I
PHYS A212	General Physics II

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 groundwork for the student who wishes to pursue a BBA in Accounting. The Department of Accounting is also committed to enhancing the lifelong learning opportunities for responsible citizenship and personal satisfaction where accounting and business dimensions are critical ingredients. The AAS Degree in Accounting is available at UAA and Matanuska-Susitna College campuses.

Associate of Applied Science, Accounting

Admission Requirements

Certificate and Associate Degree Programs

See Admission Requirements on page 35.

General College Requirements

1. Complete the General University Requirements for Associate Degrees listed on page 35.
2. Complete the Associate of Applied Science requirements (15 credits) listed on page 36. 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 and business electives.

Major Requirements

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

ACCT A101	Principles of Financial Accounting I	3
ACCT A102	Principles of Financial Accounting II	3
ACCT A202*	Principles of Managerial Accounting	3
ACCT A210	Income Tax Preparation	3
ACCT A222	Introduction to Computers and Accounting	3
ACCT A225	Accounting for Payroll, Receivable and Payables	3
ACCT A230	Financial Statement Preparation and Presentation	3
BA A151	Introduction to Business	3
BA/JUST A241	Business Law I	3
CIO A110	Computer Concepts in Business	3
ECON A201	Principles of Macroeconomics	3

**Student must pass MATH A105 ("C" or better) or successfully complete an equivalent Math Placement Test.*
2. 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.
3. A total of 60 credits is required for the degree.

ELECTRONICS TECHNOLOGY

The electronics 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 Certificate and Associate Degree Programs Admission requirements on page 35.

General College Requirements

1. Complete the General University Requirements for Associate Degrees listed on page 35.
2. Complete the Associate of Applied Science requirements (15 credits) listed on page 36.

Major Requirements

1. Complete the following requirements: (53 credits)

First Semester

ET A104	DC Circuits	4
ET A106	Electronics Lab I	4
ET A111	Electronics Lab II	4
ET A125	AC Circuits	4

Second Semester

ET A122	Introduction to Electronic Devices	3
ET A123	Electronic Circuit Fundamentals	3
ET A126	Principles of Logic and Gating	4
ET A127	Microprocessor Fundamentals	3

Third Semester

ET A205	Transmitter Circuitry	3
ET A209	Receiver Circuitry	3
ET A216	Personal Computer Servicing	3
ET A217	Personal Computer Troubleshooting	3

Fourth Semester

ET A218	Personal Computer Networking	3
ET A220	Wideband Systems I	3
ET A225	Principles of Microwave Electronics	3
ET A226	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 A104	DC Circuits	4
ET A106	Electronics Lab I	4
ET A111	Electronics Lab II	4
ET A122	Introduction to Electronic Devices	3
ET A123	Electronic Circuit Fundamentals	3
ET A125	AC Circuits	4
ET A126	Principles of Logic and Gating	4
ET A127	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:

1. Complete the following requirements:

ET A205	Transmitter Circuitry	3
ET A209	Receiver Circuitry	3
ET A216	Personal Computer Servicing	3
ET A217	Personal Computer Troubleshooting	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:

1. Complete the following requirements:

ET A218	Personal Computer Networking	3
ET A220	Wideband Systems I	3
ET A225	Principles of Microwave Electronics	3
ET A226	Industrial Electronics	3

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

FIRE SERVICE ADMINISTRATION**Introduction**

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 Certificate and Associate Degree Programs Admission requirements on page 35.

General College Requirements

1. Complete the General University Requirements for Associate Degree listed on page 35.
2. Complete the Associate of Applied Science requirements (15 credits) listed on page 36.

Major Requirements

1. Complete the following required courses:

FSA A101	Introduction to Fire Science	3
FSA A105	Fundamentals of Fire Prevention	3
FSA A107	Fire Tactics and Strategy	3
FSA A111	Fire Company Organization and Management	3
FSA A117	Rescue Practices	3
FSA A202	Fire Hydraulics	3
FSA A204	Hazardous Materials I	3

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

EMT A130	Emergency Medical Technician I	6
FSA A115	Fire Apparatus and Equipment	3
FSA A121	Introduction to Fire Chemistry	3
FSA A123	Fire Investigation I	3
FSA A151	Wild Land Fire Control I	3
FSA A206	Building Construction for Fire Protection	3
FSA A210	Hazardous Materials II	3
FSA A212	Related Codes and Ordinances	3
FSA A214	Fire Protection Equipment & Systems	3
FSA A217	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 knowledge of human behavior and human relationships, helping resources and their utilization, social problem areas, and human services client populations as well as 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 Certificate and Associate Degree Programs Admission requirements on page 35.

General College Requirements

1. Complete the General University Requirements for the Associate Degrees listed on page 35.
2. Complete the Associate of Applied Science requirements (15 credits) listed on page 36. SPCH A111 and ENGL A211, A212, or A213 strongly recommended.

Major Requirements

1. Complete the following required courses (32 credits):

ANTH A200	Natives of Alaska	3
	OR	
ANTH A202	Cultural Anthropology	3
HUMS A101	Introduction to Human Services	3
HUMS/SOC/		
SWK A106	Introduction to Social Welfare	3
HUMS/		
PSY A223	Introduction to Paraprofessional Counseling I	3
HUMS A262	Human Services Practicum I	4
HUMS A263	Human Services Practicum II	4
HUMS/		
PSY A324	Introduction to Paraprofessional Counseling II	3
PSY A111	General Psychology	3
PSY A150	Human Development	3
SOC A101	Introduction to Sociology	3

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

Note: Selected courses may only be used in one emphasis area.

General Human Services Emphasis

Complete 6 credits from the following:

HUMS A150	Marriage, Divorce and Intimate Relationships in the 90's	3
HUMS A255	Group Facilitation for Human Service Workers	3
HUMS A256	Groups and Organizations	3
HUMS A350	Men and Masculinity	3
PSY A245	Child Development	3
PSY A261	Introduction to Experimental Psychology	4
PSY A345	Psychology of Abnormal Behavior ..	3
SOC A202	Social Organization of Society	3
SOC A242	Introduction to Marriage, Family and Intimate Relationships	3
SOC A246	Adolescence	3
SOC/		
PSY A353	Application of Statistics to Social Sciences	3

Substance Abuse Emphasis

Complete 6 credits from the following:

HUMS A122	Substance Abuse as a Contemporary Problem	3
HUMS A123	Public Education and Prevention in Substance Abuse	3
HUMS A235	Substance Abuse Counseling for Paraprofessionals	3

Family and Youth Emphasis

Complete 6 credits from the following:

HUMS A150	Marriage, Divorce and Intimate Relationships in the 90's	3
HUMS A231	Applied Behavioral Analysis I	2
HUMS A232	Applied Behavioral Analysis II	2
HUMS A350	Men and Masculinity	3
PSY A245	Child Development	3
SOC A242	Introduction to Marriage, Family and Intimate Relationships	3
SOC A246	Adolescence	3

Disabilities Emphasis

1. Complete 6 credits from the following:

ASL A121	American Sign Language I	3
ASL A131	American Sign Language II	3
ASL A221	American Sign Language III	3
HUMS A231	Applied Behavioral Analysis I	2
HUMS A232	Applied Behavioral Analysis II	2

2. Choose 9 credits of electives in consultation with faculty advisor/counselor.
3. A total of 62 credits is required for the degree.

OFFICE MANAGEMENT and TECHNOLOGY

The Office Management and Technology (OMT) programs provide career education leading to a one year certificate, 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 offers concentrated study in Office Management and Technology. In addition, the certificate provides the student with flexibility in selecting elective credits from the following subject areas: computer word/information processing, business communications, legal secretarial, and bookkeeping.

OMT programs prepare students for career entry or advancement and offer 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 Certificate and Associate Degree Programs Admission Requirements on page 35.

General College Requirements

1. Complete the General University Requirements for Associate Degrees listed on page 35.
2. Complete the Associate of Applied Science requirements listed on page 36. CIOS 262 recommended.

Major Requirements

Secretarial Emphasis

1. Complete 13 credits from the following:

CIOS A160	Business English	3
CIOS A161	Business Math	3
CIOS A165	Office Procedures	3
CIOS A167	Proofreading	1
CIOS A264	Interpersonal Skills in Organizations	3
2. Complete 6 credits from the following:

CIOS A100	Keyboarding I*	3
	OR	
CIOS A100A	Keyboarding I:A*	1
CIOS A100B	Keyboarding I:B*	1
CIOS A100C	Keyboarding I:C*	1

CIOS A102	Keyboarding Skill Building	1
CIOS A260	Keyboarding II	3
CIOS A261	Keyboarding III	3

*Credit will not be counted for BOTH CIOS A100 and CIOS A100A, A100B, and A100C.

3. Complete 1-3 credits from the following:

CIOS A250A	Machine Transcription A	1
CIOS A250B	Machine Transcription B	1
CIOS A251	Medical Transcription	3
CIOS A252	Legal Transcription	1-3
4. Complete 3 credits from the following:

CIOS A105	Introduction to PC Computers and Applications	3
CIOS A110	Computer Concepts in Business	3
5. Complete 1-3 credits from the following:

CIOS A115	Selected Introductory Word Processing Applications	1
CIOS A215	Selected Advanced Word Processing Applications	1
6. Complete 3 credits from the following:

CIOS A262	Written Business Communications*	3
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*If CIOS A262 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 A101	Principles of Financial Accounting I	3
ACCT A120	Bookkeeping for Business I	3
ACCT A201	Principles of Financial Accounting	3
8. Complete 3 credits from the following:

CIOS A107	Macintosh Computer and Applications	3
CIOS A107A	Introduction to Macintosh Computers	1
CIOS A113C	Introduction to Macintosh Operating System	1
CIOS A116A	Introduction to Desktop Publishing on Macintosh	1
	OR	
CIOS A116B	Introduction to Desktop Publishing on IBM	1
	OR	
CIOS A338	Desktop Publishing and Design	3
9. Complete 7-9 credits from the following:

CIOS A166	Filing	1
	OR	
CIOS A276	Records Management	3
CIOS A263	Professional Secretarial Procedures	3
	OR	
BA A231	Fundamentals of Supervision	3
BA A151	Introduction to Business	3
	OR	
BA A166	Small Business Management	3
10. Complete 0-5 elective credits to total 60 credits.

CIOS A168	Shorthand	3
CIOS A170	Calculators	1
CIOS A192	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:

CIOA A160	Business English	3
CIOA A161	Business Math	3
CIOA A165	Office Procedures	3
CIOA A167	Proofreading	1
CIOA A264	Interpersonal Skills in Organizations	3

2. Complete 1-3 credits from the following:

CIOA A250A	Machine Transcription A	1
CIOA A251	Medical Transcription	3
CIOA A252	Legal Transcription	1-3

3. Complete 3 credits from the following:

CIOA A105	Introduction to PC Computers and Applications	3
CIOA A110	Computer Concepts in Business	3

4. Complete 1-3 credits from the following:

CIOA A115	Selected Introductory Word Processing Applications	1
CIOA A215	Selected Advanced Word Processing Applications	1

5. Complete 3 credits from the following:

CIOA A262	Written Business Communications*	3
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**If CIOA A262 was taken to meet the Written Communication General Education Requirement, then complete 3 elective CIOA credits of your choice.*

6. Complete 3 credits from the following:

ACCT A101	Principles of Financial Accounting I	3
ACCT A120	Bookkeeping for Business I	3
ACCT A201	Principles of Financial Accounting	3

7. Complete 18 credits from the following:

CIOA A215D	Advanced WordPerfect in DOS	1
CIOA A261	Keyboarding III	3
*CIOA A272	Law Office Procedures: Litigation Documents	3
*CIOA A273	Law Office Procedures: Client Documents	3
*CIOA A274	Alaska Rules of Civil Procedures	3
CIOA A263	Professional Secretarial Procedures	3
OR		
BA A151	Introduction to Business	3
OR		
BA A231	Fundamentals of Supervision	3
PARL A101	Introduction to Law	3
OR		
JUST A110	Introduction to Justice	3
OR		
BA/JUST A241	Business Law I	3

8. Complete the following (3 credits):

CIOA A295C	Office Systems Internship	1-6
OR		

One year work experience in an Alaska law office within the last five years may be substituted for CIOA A295C. If

work experience is substituted, complete CIOA 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

Office Technology Certificate

1. Complete the following 13 credits:

CIOA A160	Business English	3
CIOA A165	Office Procedures	3
CIOA A167	Proofreading	1
CIOA A262	Written Business Communications	3
CIOA A264	Interpersonal Skills in Organizations	3

2. Complete 3 credits from the following:

CIOA A105	Introduction to PC Computers and Applications	3
CIOA A107	Macintosh Computer and Applications	3
CIOA A110	Computer Concepts in Business	3

3. Complete 3-6 credits from the following:

CIOA A100*	Keyboarding I	3
OR		
CIOA A100A*	Keyboarding I:A	1
CIOA A100B*	Keyboarding I:B	1
CIOA A100C*	Keyboarding I:C	1
CIOA A102	Keyboarding Skill Building	1
CIOA A260	Keyboarding II	3

**Credit will not be counted for BOTH CIOA A100 and CIOA A100A, A100B, and A100C.*

4. Complete 1 credit from the following:

CIOA A115	Selected Introductory Word Processing Applications	1
CIOA A215	Selected Advanced Word Processing Applications	1

5. Complete 1-3 credits from the following:

CIOA A166	Filing	1
CIOA A276	Records Management	3

6. Complete elective credits approved by the CIOA department. 4-9

7. A total of 30 credits is required for the certificate.

REFRIGERATION and HEATING TECHNOLOGY

Introduction

A two-year certificate program and an Associate of Applied Science 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.

Undergraduate Degree

Associate of Applied Science

Refrigeration and Heating Technology

Admission Requirements

See Certificate and Associate Degree Programs Admission Requirements on page 35.

General College Requirements

1. Complete the General University Requirements for Associate Degrees listed on page 35.
2. Complete the Associate of Applied Science requirements (15 credits) listed on page 36.

Major Requirements

1. Complete the following required courses:

First Year, First Semester

RH A101	Refrigeration and Air Conditioning I	4
RH A103	Technical Math for Refrigeration and Heating I	3
RH A105	Electrical Circuits for Refrigeration and Heating I	3
RH A128	Mechanical and Computer Drafting for Refrigeration and Heating I	3

First Year, Second Semester

RH A107	Physics for Refrigeration and Heating I	3
RH A122	Refrigeration and Air Conditioning II	4
RH A124	Domestic Refrigeration and Heating I	3
RH A126	Electrical Circuits for Refrigeration and Heating II	3

Second Year, First Semester

RH A201	Commercial and Ammonia Refrigeration	4
RH A202	Physics for Refrigeration and Heating II	3
RH A203	Control Systems for Refrigeration and Heating II	3
RH A207	Drafting for Refrigeration and Heating II	3

Second Year, Second Semester

RH A225	Heating Plants I - Residential	4
RH A226	Heating Plants II - Commercial	4
RH A229	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 A101	Refrigeration & Air Conditioning I	4
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RH A103	Technical Math for Refrigeration and Heating I	3
RH A105	Electrical Circuits for Refrigeration and Heating I	3
RH A128	Mechanical and Computer Drafting for Refrigeration and Heating I	3

First Year, Second Semester

RH A107	Physics for Refrigeration and Heating I	3
RH A122	Refrigeration & Air Conditioning II	4
RH A124	Domestic Refrigeration and Heating I	3
RH A126	Electrical Circuits for Refrigeration and Heating II	3

Second Year, First Semester

RH A201	Commercial and Ammonia Refrigeration	4
RH A202	Physics for Refrigeration and Heating II	3
RH A203	Control Systems for Refrigeration and Heating II	3
RH A207	Drafting for Refrigeration and Heating II	3

Second Year, Second Semester

RH A225	Heating Plants I - Residential	4
RH A226	Heating Plants II - Commercial	4
RH A229	Solid State Electronics for Refrigeration and Heating II	3

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

SMALL BUSINESS ADMINISTRATION

Introduction

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.

Undergraduate Degree

Associate of Applied Science

Small Business Administration

Admission Requirements

See Certificate and Associate Degree Programs Admission Requirements on page 35.

General College Requirements

1. Complete the General University Requirements for Associate Degrees listed on page 35.
2. Complete the Associate of Applied Science requirements (15 credits) listed on page 36. 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 A101 Principles of Financial Accounting I 3
and
ACCT A102 Principles of Financial Accounting II ... 3
OR
ACCT A201 Principles of Financial Accounting 3

ACCT A202	Principles of Managerial Accounting	...	3
CIOS A110	Computer Concepts in Business	3
MATH A105	Intermediate Algebra	3
	OR		
MATH A107	College Algebra	4
	OR		
MATH A270	Applied Finite Mathematics for the Managerial Sciences	3

Note: MATH A105 will not satisfy the Quantitative Skills General Education Requirement for the Baccalaureate degree.

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

BA A151	Introduction to Business	3
BA A166	Small Business Management	3
BA A231	Fundamentals of Supervision	3
BA A233	Fundamentals of Financial Management	..	3
BA/			
JUST A241	Business Law I	3
BA A260	Marketing Practices	3
BA A264	Personal Selling	3

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

BA A105	Principles of Banking	3
BA A131	Personal Finance	3
BA A204	Introduction to Money and Banking	3
BA A206	Analyzing Financial Statements	3
BA A209	Consumer Lending	3
BA A232	Fundamentals of Organizational Management	3
BA/			
JUST A242	Business Law II	3
BA A261	Advertising and Sales Promotion	3
BA A262	Public Relations	3
BA A263	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. To receive an MSC High School Diploma, a student must successfully complete a minimum of 3 MSC credits.

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

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 1 credit. Some courses require more than 750 minutes of contact time and more than 1500 minutes completed outside the classroom.

One 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 1 credit each week.

On 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 skill.

COURSE NUMBER SYSTEM

Each course offered by MSC 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, MATH for Mathematics). 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). (Career development course.) One CEU is granted for satisfactory completion of 10 contact hours of classroom instruction or for 20 contact hours of laboratory or clinical instruction. Also indicated 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 students' Graduate Study Committee. May not be applied to both a baccalaureate and 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). Restricted 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*
(A course may only be offered a maximum of three times as a trial course. Before the trial course may be offered a third time, the course must be approved by the appropriate faculty committee for 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.

Prerequisites

Any prerequisite can be waived with faculty permission. A signature must be obtained on the proper registration form prior to registration.

ACCOUNTING

ACCT A051 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 Note: Does not satisfy any degree requirements even as an elective.

ACCT A101 Principles of Financial Accounting I 3 Cr

Prerequisite: MATH A055 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 Note: ACCT A101 and A102 will satisfy requirement for ACCT A201. AAS Accounting Majors must take ACCT A101 and A102.

ACCT A102 Principles of Financial Accounting 3 Cr

Prerequisite: ACCT A101.

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

Special Note: ACCT A101 and A102 will satisfy requirement for ACCT A201. AAS Accounting Majors must take ACCT A101 and A102.

ACCT A120 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 Note: May be offered as either classroom or open-entry, individualized course.

ACCT A121 Bookkeeping for Business II 3 Cr

Prerequisite: ACCT A120

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

ACCT A201 Principles of Financial Accounting 3 Cr

Prerequisite: MATH A105 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 Note: ACCT A101 and A102 will satisfy requirement for ACCT A201. AAS Accounting Majors must take ACCT A101 and A102.

ACCT A202 Principles of Managerial Accounting 3 Cr

Prerequisite: ACCT A101 and A102, and ACCT A201; and CIOS A110.

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, break even analysis, and relevant costing decision analysis.

ACCT A210 Income Tax Preparation 3 Cr

Prerequisite: [ACCT A101 and A102;] or ACCT A201.

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

Special Note: ACCT A210 is not a prerequisite for ACCT A310 nor is it a substitute for ACCT A310.

ACCT A222 Introduction to Computers and Accounting 3 Cr

Prerequisite: [ACCT A101 and A102;] or ACCT A201 and CIOS A110.

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 A225 Accounting for Payroll, Receivables and Payables 3 Cr

Prerequisite: [ACCT A101 and A102;] or ACCT A201 and CIOS A110.

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

ACCT A230 Financial Statement Preparation and Presentation 3 Cr

Prerequisite: [ACCT A101 and A102;] or ACCT A201.

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 A301 Intermediate Accounting I 3 Cr

Prerequisite: ACCT A202.

Registration Restrictions: School of Business majors must be admitted to upper-division standing.

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

ACCT A302 Intermediate Accounting II 3 Cr

Prerequisite: ACCT A301.

Registration Restrictions: 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 A310 Income Tax 3 Cr

Prerequisite: ACCT A202.

Registration Restrictions: 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 A342 Managerial Cost Accounting 3 Cr

Prerequisite: ACCT A202.

Registration Restrictions: 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.

ARCHITECTURAL AND ENGINEERING TECHNOLOGY

AET A100 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 Note: For non-majors only.

AET A171 Building Your Own Home 3 Cr
Prerequisite: 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 Note: Does not meet AET certificate or degree requirements.

AGRICULTURE

AGRI A100 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 A101 Introduction to Plant Science I 3 Cr
Registration Restrictions: 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 A102 Introduction to Plant Science II 3 Cr
Prerequisite: AGRI A101.

Principles of plant science as related to production of economic crops with special attention to management and marketing of those grown in Alaska.

AGRI A103 Introduction to Soil Science 3 Cr
Registration Restrictions: 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 A104 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 Note: Majors in all fields welcome.

AGRI A109 Mini-Ranch Livestock Production 3 Cr
Designed for the 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 A110 Introduction to Animal Science 3 Cr
Registration Restrictions: 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 A113 Practical Horsemanship I 3 Cr
Basic health, feeding, and physical care. Coupled responsibilities of horse ownership. Fundamental behavior and training for the beginner.

AGRI A115 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 A120 Introduction to Agriculture Business 3 Cr
Economics of agriculture production. The management principles in agriculture and the demand for farm products, principles of marketing and price determination. Identification of individual problems and alternative approaches to their solution.

AGRI A133 Motors and Controls 3 Cr
Cross-Listed with RH A120 and ET A120.

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 A136 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 A138 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 A139 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 A200 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 the basic resources and the 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 A209 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 A210 Applied Animal Nutrition 3 Cr
Prerequisite: AGRI A110 and [CHEM A105 or BIOL A105].

Study of digestion, absorption, assimilation and utilization of nutrients, principle feeds, minerals and vitamins, rations and nutritive ration as utilized by domestic animals.

AGRI A213 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 A215 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 A216 Basic Horse Behavior and Training III 3 Cr
Prerequisite: AGRI A215.

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 A215.

AGRI A227 Landscape Design: A Home Owner's Approach 3 Cr

Registration Restrictions: AGRI A101 and A139 recommended.
Designed for the beginning home landscaper. Covers landscape design techniques, plant selection/use, and plant/site relationships. Considers user/designer interactions. Some elementary drafting will be integrated into the planning, preparation and interpretation of a landscape plan.

AGRI A231 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 A240 Greenhouse Operation and Management 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 A260 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 A295 Individualized Practicum 1-3 Cr

Registration Restrictions: Faculty permission.

Individual work on a field, laboratory, or library research problem of special interest to the student.

ANTHROPOLOGY

ANTH A200 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 A202 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 A250 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 A100 Two Dimensional Activities 1-3 Cr

Art studio topics in drawing, painting, design or computers may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

Special Note: Does not satisfy BA, BFA, or minor in art degree requirement.

ART A101 Three Dimensional Activities 1-3 Cr

Art studio topics in metals, sculpture, or ceramics may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

Special Note: Does not satisfy BA, BFA, or minor in Art degree requirements.

ART A102 Fiber and Basketry Activities 1-3 Cr

Art studio topics in all areas of fibers, basket making or weaving may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

Special note: Does not satisfy BA, BFA, or minor in Art degree requirements.

ART A105 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 A111 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 A112 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 A113 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 A160 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 Note: Course meets General Degree Requirement except for Art majors.

ART A180A Beginning Stained Glass 3 Cr

Introduces techniques including pattern designing, cutting, and lead came.

Special Note: Does not satisfy BA in Art or BFA degree requirements.

ART A180B Intermediate Stained Glass 1 Cr

Prerequisite: ART A180A

Continuation of ART A180A emphasizing advanced use of lead came and copper foil.

Special Note: Does not satisfy BA in Art or BFA degree requirements.

ART A185A 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 Note: Does not satisfy BA in ART or BFA degree requirements.

ART A205 Intermediate Drawing 3 Cr

Prerequisite: ART A105

Drawing in class from live models. Emphasizes expanding visual awareness through drawing.

ART A209 Beginning Metalsmithing and Jewelry 3 Cr

Registration Restrictions: The 18 credit lower division ART core is required for ART majors and recommended for others.

Introduces basic techniques of metalsmithing and jewelry.

Special Note: May be repeated once for credit. May be stacked with ART A309 and ART A409.

ART A212 Beginning Watercolor Painting 3 Cr

Registration Restrictions: The 18 credit lower division ART core is required for ART majors and recommended for others.

Exploration of aquarelle techniques. Emphasizes composition as affected by color, value, stylistic considerations, and individual expression; exhibition procedures are included.

Special Note: May be repeated once for credit.

ART A213 Beginning Painting 3 Cr

Registration Restrictions: 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 Note: May be repeated once for credit.

ART A215 Beginning Printmaking 3 Cr

Registration Restrictions: The 18 credit lower division ART core is required for ART majors and recommended for others.

Beginning lithography, serigraphy, intaglio, and relief history and techniques are investigated. Encourages creativity and craftsmanship in the development and printing of multiples, augmented with an awareness of traditional and contemporary methods and skills.

Special Note: Two processes will be focused on each semester: relief and intaglio.

ART A224 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 A261 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 A262 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 A271 Beginning Surface Design 3 Cr

Registration Restrictions: 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.

Special Note: May be stacked with ART A371 and ART A471.

ART A272 Beginning Fiber Structures 3 Cr

Registration Restrictions: 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.

Special Note: May be stacked with ART A372 and ART A472.

ART A273 Beginning Woven Forms 3 Cr

Registration Restrictions: 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.

Special Note: May be stacked with ART A373 and ART A473.

ART A305 Advanced Drawing 3 Cr

Prerequisite: 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 Note: May be repeated once for credit.

ART A309 Intermediate Metalsmithing and Jewelry 3 Cr

Prerequisite: ART A209

Further investigation of material processes and techniques for metalsmithing and jewelry with more emphasis on design.

Special Note: May be repeated for credit. May be stacked with ART A209 and ART A409.

ART A312 Intermediate Watercolor Painting 3 Cr

Prerequisite: ART A213.

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 Note: May be repeated for credit.

ART A313 Intermediate Painting 3 Cr

Prerequisite: ART A213.

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 Note: May be repeated for credit.

ART A324 Intermediate Photography 3 Cr

Cross-listed: JPC A324.

Prerequisite: ART/JPC A224.

Further development of photographic skills. Includes photographic perception of awareness, ideas and concepts, and the "fine print."

ART A372 Intermediate Fiber Structures 3 Cr

Prerequisite: ART A272.

Explores traditional percussion textiles such as paper and felt making as interpreted in a contemporary context.

Special Note: May be stacked with ART A272 and ART A472.

ART A373 Intermediate Woven Forms 3 Cr

Prerequisite: ART A273.

Emphasis on advanced floor loom techniques for the production of contemporary art.

Special Note: May be stacked with ART A273 and ART A473.

ART A392 Seminars and Selected Topics in Art 1-6 Cr

Registration Restrictions: 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 A409 Advanced Metalsmithing and Jewelry 3 Cr

Prerequisite: ART A309.

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

Special Note: May be repeated for credit. May be stacked with ART A209 and ART A309.

ART A418 Methods: Art in the Elementary School 3 Cr

Prerequisite: ED A210, A336.

Registration Restrictions: All General Education Requirements and admission to School of Education.

Cross-Listed: ED A418.

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 A472 Advanced Fiber Structures 3 Cr

Prerequisite: ART A372.

Development and refinement of individual problems in fiber structures with an emphasis on personalized imagery and techniques.

Special Note: May be stacked with ART A272 and ART A372.

ART A473 Advanced Woven Forms 3 Cr

Prerequisite: ART A373.

Further development of advanced loom weaving techniques and refinement of personal imagery and problems related to contemporary approaches to fiber art.

Special Note: May be stacked with ART A273 and ART A373.

APPLIED STATISTICS**AS A252 Elementary Statistics 3 Cr**

Registration Restrictions: MATH A105 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 Note: A student may apply no more than 3 credits from AS A252 or BA A273 toward the graduation requirements for a baccalaureate degree.

AS A307 Probability and Statistics 3 Cr

Registration Restrictions: MATH A200 or MATH A272 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 A121 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 A131 American Sign Language II 3 Cr

Prerequisite: ASL A121.

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 A221 American Sign Language III 3 Cr

Prerequisite: ASL A131.

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 A100 Private Pilot Ground School 4 Cr**

Preparation for FAA Private Pilot Written 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 A116 Instrument Ground School 4 Cr
 Registration Restrictions: AT A100 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.

AT A117 Commercial Ground School 4 Cr
 Registration Restrictions: AT A116 or passing score on FAA Instrument Rating Written Exam.
 Advanced work in topics discussed in AT A100 and AT A116. Also advanced aircraft engines, systems, performance and limitations, radar environment, high performance aircraft, emergency procedures, pilot responsibilities, and maneuvers.

ALASKA WILDERNESS STUDIES

AWS A190 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 A101 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 A105 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 A131 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 A132 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 A151 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 A155 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 A166 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 A204 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 Note: Designed for persons with entry level to five years experience.

BA A206 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 A209 Consumer Lending 3 Cr
 Prerequisite: BA A105, 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 A231 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 A232 Fundamentals of Organizational Management 3 Cr
 Prerequisite: BA A231 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 A233 Fundamentals of Financial Management 3 Cr
 Prerequisite: [ACCT A101 or ACCT A201], and MATH A105.
 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 A241 Business Law I 3 Cr
 Cross-Listed: JUST A241.
 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 A242 Business Law II 3 Cr
 Cross-listed: JUST A242.
 Prerequisite: BA/JUST A241.
 Emphasizes basic principles, institutions, and administration of law in surety ships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.

BA A260 Marketing Practices 3 Cr
 Prerequisite: BA A151.
 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 A261 Advertising and Sales Promotion 3 Cr
 Prerequisite: BA A260.
 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 A262 Public Relations 3 Cr
 Prerequisite: BA A260.
 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 A263 Practices in Consumer Behavior 3 Cr
 Prerequisite: BA A260.
 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 A264 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 A273 Introduction to Statistics for Business and Economics 3 Cr

Prerequisite: CIOS A110 and [MATH A107 or A270].

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 Note: A student may apply no more than 3 credits from AS A252, AS BA A273 toward graduation requirements for a baccalaureate degree.

BA A300 Organizational Theory and Behavior 3 Cr

Registration Restrictions: 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 A325 Corporate Finance 3 Cr

Prerequisite: ACCT A201, A202, ECON A201, A202, BA A273 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 A343 Principles of Marketing 3 Cr

Prerequisite: ACCT A201, A202, ECON A201, A202.

Registration Restrictions: 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 A102 Introductory Biology 3 Cr

Course Attributes: UAA Natural Sciences Requirement.

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 Note: Primarily for non-science majors. Satisfies UAA general education and CAS Natural Science degree requirements.

BIOL A103 Introductory Biology Lab 1 Cr

Registration Restrictions: BIOL A102 or concurrent enrollment required.

Course Attributes: UAA Natural Sciences with lab.

Laboratory part of BIOL A102. Exercises are designed to illustrate principles and concepts developed in BIOL A102.

Special Note: Primarily for non-science majors. Satisfies UAA general education and CAS Natural Science degree requirements.

BIOL A105 Fundamentals of Biology I 4 Cr

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

Corequisite: BIOL A105L.

Course Attributes: UAA Natural Sciences with lab.

An introduction to the basic principles of Biology as science; simple Biological chemistry; cell Biology; energy transformation; cellular reproduction; and genetics.

Special Note: One 3-hour lab per week. BIOL A 105, A106, and A219 are core courses in Biology and are prerequisite to most courses in Biological sciences.

BIOL A106 Fundamentals of Biology II 4 Cr

Prerequisite: BIOL A105 or faculty permission.

Corequisites: BIOL A106L

Course Attributes: UAA Natural Sciences with lab.

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 Note: One 3-hour lab per week. BIOL A105 and A106 are core courses in Biology and are prerequisites to further courses in the Biological sciences. BIOL A105 and A106 are required for BIOL A219.

BIOL A111 Human Anatomy and Physiology I 4 Cr

Corequisite: BIOL A111L.

Course Attributes: UAA Natural Sciences with lab.

An introduction to human structure and function. The integumentary, skeletal, muscular, nervous and endocrine systems are considered.

Special Note: 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 A112 Human Anatomy and Physiology II 4 Cr

Prerequisite: BIOL A111.

Corequisite: BIOL A112L.

A continuation of BIOL A111. The circulatory, respiratory, digestive, excretory, reproductive and immune systems are considered.

Special Note: 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 A113 Lectures in Human Anatomy I 3 Cr

Registration Restrictions: Current Alaska registered nurse license and permission of both the associate dean of nursing and the course instructor.

Course Attributes: UAA Natural Sciences requirement.

BIOL A113 is the lecture portion of BIOL A111 without the laboratory.

BIOL A 114 Lectures in Human Anatomy II 3 Cr

Prerequisite: BIOL A111 or A113.

Registration Restriction: Current Alaska registered nurse license and permission of both the associate dean of nursing and the course instructor.

Course Attributes: UAA Natural Sciences Required.

A continuation of BIOL A113. BIOL A114 is the lecture portion of BIOL A112 without the laboratory.

BIOL A 240 Introductory MicroBiology for Health Sciences 4 Cr

Registration Restrictions: Concurrent enrollment in BIOL A112, or 8 hours in Biology or Chemistry.

General introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology.

Special Note: 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 A055 Contemporary Chemistry 3 Cr

Prerequisite: MATH A055.

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 A103 Survey of Chemistry 3 Cr

Prerequisite: [MATH A055 or MATH A060 and CHEM A055.

Course Attributes: UAA Natural Sciences Requirement.

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 A103L Survey of Chemistry Lab 1 Cr

Prerequisites: CHEM A103 or concurrent Enrollment.

Course Attributes: UAA Natural Sciences with lab.

Introductory laboratory to teach the basics of laboratory equipment, data gathering, analysis, and reporting.

CHEM A104 Introduction to Organic Chemistry and Biochemistry 3 Cr

Prerequisite: CHEM A103.

Course Attributes: UAA Natural Sciences Requirement.

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.

Special Note: CHEM A104 is a lecture class only. The course sequence CHEM A103 / A104 satisfies the GER lab science requirement.

COURSE DESCRIPTIONS

CHEM A105 General Chemistry I 3 Cr
 Prerequisite: CHEM A055, and MATH A105.
 Course Attributes: UAA Natural Sciences Requirement.
 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).

CHEM A106 General Chemistry II 3 Cr
 Prerequisite: CHEM A105; and [MATH A105 or MATH A107].
 Course Attributes: UAA Natural Sciences Requirement.

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

CHEM A321 Organic Chemistry I 4 Cr
 Prerequisite: CHEM A106.
 Corequisite: CHEM A321L.

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 A322 Organic Chemistry II 4 Cr
 Prerequisite: CHEM A321.
 Corequisite: CHEM A322L.

A continuation of CHEM A321 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.

COMMUNITY EDUCATION

CED A106 Beginning Genealogy 3 Cr
 Teaches how to do genealogical research effectively and intelligently by using family, vital, census, court, and military records. Covers immigration and the naturalization process, importance of oral history and techniques of interviewing; how computers fit in the field; and types of libraries and special collections available.

COMPUTER INFORMATION and OFFICE SYSTEMS

CIOS A100 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 Note: May be offered as either classroom or open-entry, individualized course.

CIOS A100A Keyboarding I: A 1 Cr
 Introductory keyboarding covering techniques and mechanics of learning to type by touch.
 Special Note: Open-entry, individualized course. CIOS A100A, A100B, and A100C are equivalent to CIOS A100.

CIOS A100B Keyboarding I: B 1 Cr
 Prerequisite: CIOS A100A.
 Emphasizes development of speed and accuracy and introduces centering and typing of letters and envelopes.
 Special Note: Open-entry, individualized course. CIOS A100A, A100B, and A100C are equivalent to CIOS A100.

CIOS A100C Keyboarding I: C 1 Cr
 Prerequisite: CIOS A100B.
 Emphasizes development of speed and accuracy and introduces typing of tables and reports.
 Special Note: Open-entry, individualized course. CIOS A100A, A100B, and A100C are equivalent to CIOS A100.

CIOS A102 Keyboarding Skill Building 1 Cr
 Prerequisite: CIOS A100.
 Grading Policy: Pass/No Pass.
 Drills to improve speed/accuracy on straight copy typing.

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

CIOS A105 Introduction to PC Computers and Applications 3 cr
 Registration Restrictions: 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 A107 Macintosh Computer and Applications 3 Cr
 Prerequisite: CIOS A100.
 Registration Restrictions: Keyboarding skill of at least 30 wpm.
 Introduction to Macintosh computer hardware and software, including word processing, spreadsheets, data management, communications, and graphics.

CIOS A107A Introduction to Macintosh Computers 1 Cr
 Registration Restrictions: Keyboarding skills of at least 30 wpm recommended.
 Introduction to using Macintosh software. Includes word processing, database management, electronic spreadsheets, and graphics.

CIOS A107B Introduction to Macintosh Applications 2 Cr
 Registration Restrictions: 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 A110 Computer Concepts in Business 3 CR
 Registration Restrictions: The following are recommended: MATH A105, CIOS A105 or ability to use Windows or Macintosh, and keyboarding skill of at least 30 wpm.
 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 A111A Introduction to Lotus in DOS 1 Cr
 Registration Restrictions: 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 A111B 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 A111C Introduction to Lotus in Windows 1 Cr
 Registration Restrictions: 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 A112A Introduction to dBASE III+ 1 Cr
 Registration Restrictions: 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 A112C Introduction to Filemaker on Mac 1 Cr
 Prerequisite: CIOS A107A.
 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 A113A Introduction to MS-DOS 1 Cr
 Registration Restrictions: 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 A113B 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 A113C	Introduction to Macintosh Operating Systems	1 Cr
Prerequisite: CIOs A107A. Registration Restrictions: 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 A115D	Introduction to WordPerfect in DOS	1 Cr
Registration Restrictions: 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 A115H	Introduction to WordPerfect in Windows	1 Cr
Registration Restrictions: 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 A115J	Introduction to WordPerfect on Mac	1 Cr
Registration Restrictions: 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 A116A	Introduction to Desktop Publishing on Mac	1 Cr
Prerequisite: CIOs A107A. 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 Note: A student may not apply elective credit toward a certificate or degree from both CIOs A116A and CIOs A338.		
CiOS A116B	Introduction to Desktop Publishing on IBM	1 Cr
Prerequisite: CIOs A100. 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 A160	Business English	3 Cr
Develops skills in English fundamentals with emphasis on language usage. Intensive study of grammar, punctuation, capitalization, spelling, word usage, and sentence structure.		
CiOS A161	Business Math	3 Cr
Registration Restrictions: 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 Note: Students supply own calculators or use school equipment.		
CiOS A165	Office Procedures	3 Cr
Prerequisite: CIOs A100. 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 A166	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 Note: Open-entry, individualized course.		
CiOS A167	Proofreading	1 Cr
Prerequisite: CIOs A100 and CIOs A160. Instruction and practice in proofreading skills. Includes basic techniques of proofreading; review of grammar, punctuation, and spelling; and proofreading for content and usage. Special Note: Offered as open-entry, individualized course at MSC.		
CiOS A168	Shorthand	3 Cr
Theory, reading and writing practice for rapid writing of office dictation or abbreviated note taking.		

CiOS A169	Shorthand Skill Building	1 Cr
Prerequisite: CIOs A100 and CIOs A168. Grading Policy: Pass/No Pass. Improves skills in taking and transcribing shorthand. Materials individualized to skill level of students. Special Note: May be repeated for maximum of 3 credits with only 1 credit per semester. Open-entry, individualized course.		
CiOS A170	Calculators	1 Cr
Basic operation of electronic calculators with application in solving business problems. Special Note: Open-entry, individualized course.		
CiOS A192	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 Note: May be repeated for a maximum of 7 credits with a change of subtitle. Check schedules for specific offerings.		
CiOS A211A	Advanced Lotus in DOS	1 Cr
Prerequisite: CIOs A111A. 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 A213A	Advanced MS-DOS	1 Cr
Prerequisite: CIOs A113A. 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 A215D	Advanced WordPerfect in DOS	1 Cr
Prerequisite: CIOs A115D. Continuation of CIOs A115D. 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 A215J	Advanced WordPerfect on Mac	1 Cr
Prerequisite: CIOs A115J. Continuation of CIOs A115J. Includes software applications 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 A221A	Advanced Lotus Macros in DOS	1 Cr
Prerequisite: CIOs A211A. Design and use of macros in Lotus 1-2-3 spreadsheets. Covers keystroke macros and advanced macro command programming.		
CiOS A223A	Advanced MS-DOS Topics	1 Cr
Prerequisite: CIOs A213A. 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 A225D	Advanced WordPerfect Topics in DOS	1 Cr
Prerequisite: CIOs A215D. Continuation of CIOs A215D. 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 A250A	Machine Transcription A	1 Cr
Prerequisite: CIOs A100 and [CIOs A160 or ENGL A111] and CIOs A115. Introduces machine transcription for students with no previous experience. Includes review of English grammar and punctuation. Special Note: Open-entry, individualized course.		
CiOS A250B	Machine Transcription B	1 Cr
Prerequisite: CIOs A250A. Emphasizes mailable copies, review of language skills and vocabulary. Special Note: Open-entry, individualized course.		

COURSE DESCRIPTIONS

CiOS A251	Medical Transcription	3 Cr
Prerequisite: CIOs A260.		
Registration Restrictions: 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 A252	Legal Transcription	1-3 Cr
Prerequisite: CIOs A260.		
Registration Restrictions: Keyboarding skill of at least 40 wpm.		
Machine transcription of client and court documents prepared in the law office.		
CiOS A260	Keyboarding II	3 Cr
Prerequisite: CIOs A100 or [CIOs A100A, A100B, and A100C]		
Registration Restrictions: Keyboarding skill of at least 30 wpm and 1 credit of any CIOs A115 course.		
Applies keyboarding skills to special letters, tabulations, manuscripts, business forms, and other office problems. Develops speed and accuracy.		
CiOS A261	Keyboarding III	3 Cr
Prerequisite: CIOs A260.		
Registration Restrictions: 1 credit of any CIOs A115 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.		
CiOS A262	Written Business Communications	3 Cr
Prerequisite: CIOs A160.		
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 A263	Professional Secretarial Procedures	3 Cr
Prerequisite: CIOs A165.		
Registration Restrictions: CIOs A160 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 A264	Interpersonal Skills in Organizations	3 Cr
Prerequisite: CIOs A165.		
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 A272	Law Office Procedures: Litigation Documents	3 Cr
Prerequisite: CIOs A260.		
Registration Restrictions: CIOs A160 recommended.		
Principles of law office procedures in preparation of legal documents used in civil litigation from pretrial stage of lawsuits through pretrial procedures, trial, post-judgment enforcement, and appeal. Some attention given to distinctions in preparation of documents for criminal and federal litigation and to jurisdiction of various courts. Emphasizes stylization of legal papers, purpose, applicable civil rules, and legal vocabulary.		
CiOS A273	Law Office Procedures: Client Documents	3 Cr
Prerequisite: CIOs A260.		
Registration Restrictions: CIOs A160 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 A274	Alaska Rules of Civil Procedures	3 Cr
Prerequisite: CIOs A272.		
Study of Alaska rules of civil procedures in civil litigation. Also covers appellate procedures and examines differences in federal civil rules.		
CiOS A276	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 A295C	Office Systems Internship	1-6 Cr
Registration Restrictions: 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 Note: 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 A338	Desktop Publishing and Design	3 Cr
Prerequisite: CIOs A107A.		
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 Note: A student may not apply elective credit toward a certificate of degree from both CIOs A216A and CIOs A338.		

COUNSELING

COUN A107	Managing Stress	1 Cr
Examines general causes of stress and effective methods to eliminate or manage stress in your own life.		
COUN A208	Career Planning and Changing	3 Cr
Presents an innovative approach to career/life planning and job hunting. Emphasizes self-awareness and an ongoing process to define who you are and what you want from life. Includes skills identification, prioritizing, information gathering, resume writing, interviewing, salary negotiations and techniques to control the job hunt.		

COMPUTER SCIENCE

CS A100	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 Note: Not to be taken for credit by Computer Science majors or minors.		
CS A101	Introduction to Computer Science	3 Cr
Prerequisite: MATH A105.		
Registration Restrictions: Two years of high school algebra.		
A broad survey of computer science intended for students pursuing a majors or minor 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 A105	FORTAN Programming	3 Cr
Prerequisite: MATH A107 or MATH A270.		
Training and practice in writing programs in FORTRAN language. Emphasis on problem solving with a computer: analysis, flowcharting, testing/debugging, and documentation.		
CS A106	Basic Programming	3 Cr
Registration Restrictions: 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 basic the language.		
CS A107	Pascal Programming	3 Cr
Prerequisite: MATH A107 or MATH A270.		
Training and practice in writing programs in Pascal language. Emphasis on problem solving with the computer: analysis, flowcharting, testing/debugging, and documentation.		
Special Note: A student may apply no more than 3 credits from CS A107 and CS A201 toward graduation requirements for a baccalaureate degree.		
CS A109	Selected Computer Languages	3 Cr
Registration Restrictions: Two years of high school algebra or faculty permission.		
Problem analysis and solution using a selected programming language (forth, MODULA-2, ADA, etc.).		
Special Note: Course may be repeated for different languages, with faculty permission.		

CS A201 Programming Concepts I 3 Cr

Prerequisite: CS A101.

An introduction to programming techniques and problem solving. Emphasis on the fundamentals of structured programming, testing, implementation and documentation of applications.

CS A202 Programming Concepts II 3 Cr

Prerequisite: CS A201.

An introduction to data structures and algorithm development.

CS A207 C Programming 3 Cr

Prerequisite: CS A107, A201, or A105.

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

DIETETICS and NUTRITION

DN A203 Normal Nutrition 3 Cr

Prerequisite: (BIOL A112 or concurrent enrollment) or (CHEM A104 or concurrent enrollment).

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.

EARLY CHILDHOOD DEVELOPMENT

ECD A111 Safe Learning Environments 1 Cr

Prerequisite: Student must be employed or be a volunteer in a child development setting such as a child care center, preschool, family day care home, or Head Start, etc.

Stresses importance of safe learning environments and competencies which enable students to provide such environments for young children. Emphasis on measures necessary to reduce and prevent accidents.

ECD A112 Healthy Learning Environments 1 Cr

Prerequisite: Student must be employed or be a volunteer in a child development setting such as a child care center, preschool, family day care home, or Head Start, etc.

Prepares students to provide learning environments for young children which are free of factors contributing to or causing illness.

ECD A113 Learning Environments 1 Cr

Prerequisite: Student must be employed or be a volunteer in a child development setting such as a child care center, preschool, family day care home, or Head Start, etc.

Emphasizes arrangement of environments conducive to learning and appropriate to developmental levels and learning styles of children. Includes selection of materials and equipment, room arrangements, and scheduling.

ECONOMICS

ECON A101 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 Note: Not recommended for persons who have taken ECON A201 and/or A202.

ECON A201 Principles of Macroeconomics 3 Cr

Course Attributes: UAA Social Sciences requirement.

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 A202 Principles of Microeconomics 3 Cr

Prerequisite: ECON A201.

Course Attributes: UAA Social Sciences Requirement.

Theory of prices and markets; industrial organization; public policy; income distribution; and contemporary problems of labor and business.

EDUCATION

ED A125 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 A192 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 A192B 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/her individual needs, and apply learning strategies in small group situations, as well as one-to-one learning.

ED A201 Introduction to Education 2 Cr

Introductory course for students exploring education as a possible career choice. Course covers the history of American education, an examination of contemporary issues, and basic classroom observational techniques. Students self-assess personal profile against characteristics of effective teachers.

ED A216 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 A320 Foundations of Educational Technology 2 Cr

Prerequisite: Admission to the Teacher Education Program. EDSE A312 or EDPE A338

Prepares prospective teachers to deal with technology in the work place and classroom. Course provides an overview of the issues, pedagogies, and skills which can help guide their assessment and use of technology in effective, creative, appropriate, and educationally sound ways. Technologies used in education, specifically microcomputers and optical hardware (laserdiscs and CD-ROM) will be emphasized.

ED A321 Instruction and Assessment 3 Cr

Prerequisite: Admission to the Teacher Education Program. EDSE A312 or EDPE A338.

Corequisite: ED A320

Emphasizes instructional planning and various methods of assessment. Students will design lesson plans with instructional objectives and plan appropriate strategies to assess students mastery of those objectives.

ED A401 Social Studies for Elementary Teachers 3 Cr

Prerequisite: ED A201, ED A336 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 A404 Teaching Science in Elementary Schools 3 Cr

Prerequisite: ED A201, ED A336 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 A407 Teaching of Elementary Mathematics 3 Cr
Prerequisite: ED A201, ED A336 and all corequisites thereto; MATH A205, 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 A418 Methods: Art in the Elementary School 3 Cr
Prerequisite: ED A201, ED A336 and all corequisites thereto. All General Education Requirements and admission to School of Education.

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.

Cross Listed: ART A418.

ED A419 Exceptionalities: Culture and Learning 3 Cr
Prerequisite: ED A212.

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 A423 Philosophical Foundations of Education 3 Cr
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 A471 Elementary Music Methods 3 Cr
Prerequisite: ED A201, ED A336 and all corequisites thereto; all General Education Requirements and admission to the School of Education.
Cross-Listed: MUS A471.

Principles, procedures, and materials for teaching music to children at the elementary level.

EDUCATION - PHYSICAL EDUCATION

EDPE A338 Human Motor Development and Learning 3 Cr

Prerequisite: PSY A111.

Examination of theoretical and applied psychological parameters as they pertain to motor skill acquisition and human motor performance.

EDPE A432 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.

EDUCATION - SPECIAL EDUCATION

EDSE A312 Human Development and Learning 3 Cr

Emphasizes the cognitive, physical, emotional, and communicative development of children and youth. Includes discussion of the impact of disabilities on learning and requisites for learning and instruction.

EDSE A336 Classroom Management and Collaboration 3 Cr

Theories of classroom management as they pertain to early childhood, elementary, middle school/transcendent, and high school age groupings will be discussed, with special emphasis on strategies appropriate for a diverse classroom population. Techniques for creating a positive and preventive learning environment will be stressed. Students will learn how to be successfully involved in professional collaboration with school staff, support staff and outside agencies.

EMERGENCY MEDICAL TECHNOLOGY

EMT A130 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 Note: 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 A230 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 A231 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 A100B Classroom Success Skills 1 Cr

Grading Policy: Pass/No Pass.

Introduction in basic study skills such as note taking, reading for information, and preparing for tests. Also covers coping with college stress and locating learning resources.

ENGL A101A 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 Note: May be taken for up to six credits.

ENGL A101B 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 Note: May be taken for up to six credits.

ENGL A101C 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 Note: May be taken for up to six credits.

ENGL A101D Sentence Skill Building 1-3 Cr

Instruction in writing effective sentences. Includes parallel structure, coordination, subordination, and precise word choice.

Special Note: May be taken for up to six credits.

ENGL A105 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 A106.

Special Note: May be taken for up to six credits.

ENGL A106 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 A109 Practical Writing 3 Cr

Prerequisite: ENGL A106 or appropriate score on English Placement Test.

Alternative to ENGL A108. 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 A111 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 Note: Applies toward written communication requirement.
- ENGL A120 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 A121 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 A150 Women Writers** 3 Cr
A survey of women authors, with examination of how they portray both women and men in their writings.
- ENGL A175 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 A201 Masterpieces of World Literature I** 3 Cr
Prerequisite: ENGL A111.
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 A202 Masterpieces of World Literature II** 3 Cr
Prerequisite: ENGL A111.
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 A208 Accelerated Reading and Comprehension** 3 Cr
Prerequisite: ENGL A111 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 A211 Intermediate Exposition with Readings in Literature** 3 Cr
Prerequisite: ENGL A111.
Instruction in writing based on close analysis of literature. Develops a broad range of expository writing skills. Research paper required.
Special Note: Applies toward written communication requirement.
- ENGL A212 Technical Writing** 3 Cr
Prerequisite: ENGL A111 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 Note: Applies toward written communication requirement.
- ENGL A213 Intermediate Exposition with Readings in Nonfiction** 3 Cr
Prerequisite: ENGL A111.
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 Note: Applies toward written communication requirement.
- ENGL A260A Introduction to Creative Writing** 3 Cr
Introduction to two or more types of creative writing and close analysis of each student's work.
Special Note: Repeatable course.
- ENGL A260B Introduction to Creative Writing: Poetry** 3 Cr
Introduction to various poetic writing techniques and close analysis of each student's work.
Special Note: Repeatable course.
- ENGL A260C Introduction to Creative Writing: Fiction** 3 Cr
Introduction to various fictional writing techniques and close analysis of each student's work.
Special Note: Repeatable course.

- ENGL A260E Introduction to Creative Writing: Nonfiction** 3 Cr
Introduction to various prose nonfiction writing techniques and close analysis of each student's work.
Special Note: Repeatable course.
- ENGL A303 Women's Autobiography** 3 Cr
Prerequisite: ENGL A111
Reading and analysis of contemporary women's autobiographies. Practice in writing autobiography.
- ENGL A306 American Literature I** 3 Cr
Prerequisite: ENGL A201 and A202 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 A307 American Literature II** 3 Cr
Prerequisite: ENGL A201 and A202 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 A311 Advanced Exposition** 3 Cr
Prerequisite: ENGL A111, 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 A312 Advanced Technical Writing** 3 Cr
Prerequisite: ENGL A212 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 A351 Poetry** 3 Cr
Prerequisite: ENGL A201 and ENGL A202.
An intensive study of the forms and techniques used by poets.
- ENGL A414 Research Writing** 3 Cr
Prerequisite: ENGL A211 or A212 or A213 or A311.
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 A424 Shakespeare** 3 Cr
Prerequisite: ENGL A201 and A202 or faculty permission.
Major works and a survey of Shakespearean criticism. Plays covered vary from semester to semester.
Special Note: May be repeated once for credit with faculty permission.
- ENGL 435 History of Criticism** 3 Cr
Prerequisite: ENGL A201 and ENGL A202.
Critical theory from its classical origins to the present.

ELECTRONICS TECHNOLOGY

- ET A104 DC Circuits** 4 Cr
Prerequisite: Concurrent enrollment in ET A106 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 A106 Electronics Laboratory I** 4 Cr
Prerequisite: Concurrent enrollment in ET A104 required.
Class covers electronic experiments and projects for ET A104. 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 A111 Electronics Laboratory II** 4 Cr
Prerequisite: Concurrent enrollment in ET A125 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 A120 Motors and Controls** 3 Cr
Cross-Listed: RH A120 and AGRI A133.
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 A122 Introduction to Electronic Devices** 3 Cr
Prerequisite: ET A125 or faculty permission.
A study of solid state devices. Physics, construction, characteristics, parameters, application, and limitations are covered.
- ET A123 Electronic Circuit Fundamentals** 3 Cr
Prerequisite: ET A122 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 A125 AC Circuits** 4 Cr
Prerequisite: ET A103, A104, and A106.
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 A126 Principles of Logic and Gating** 4 Cr
Prerequisite: ET A104 and A125 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 A127 Microprocessor Fundamentals** 3 Cr
Prerequisite: ET A126 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 A200 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 A205 Transmitter Circuitry** 3 Cr
Prerequisite: ET A215 or faculty permission.
Methods and techniques used in the transmission of intelligence by AM, FM, and SSB radio propagation. The study of circuitry and antennas designed to modulate and transmit AM, FM, and SSB transmitters. Alignment and troubleshooting AM, FM, and SSB transmitters.
Special Note: Concurrent enrollment in ET A209 required.
- ET A209 Receiver Circuitry** 3 Cr
Prerequisite: ET A205 or faculty permission.
Methods and techniques used in the reception, demodulation, detection, and reproduction of radio intelligence transmitted by AM, FM, and SSB. Block diagram and schematic interpretation of AM, FM, and SSB receivers. Alignment and troubleshooting procedures used in AM, FM, and SSB receivers.
Special Note: Concurrent enrollment in ET A205 required.
- ET A216 Personal Computer Servicing** 3 Cr
Teaches how to service, maintain, upgrade and optimize personal computers, from general circuitry theory to preventive maintenance to module/board level troubleshooting to repair and system configuration.
- ET A217 Personal Computer Troubleshooting** 3 Cr
Teaches computer troubleshooting to the component level using factory test equipment and technical service manuals.
- ET A218 Personal Computer Networking** 3 Cr
Teaches how to specify, install and maintain local area networks (LAN), basics and protocols of data communication and communication architectures, LAN cabling, network operating systems, and Internet working. Also managing and troubleshooting networks and Internet works.
- ET A220 Wideband Systems I** 3 Cr
Prerequisite: ET A209 or faculty permission.
Television as a system. Introduction to video systems, including transmission, reception and system alignment.

- ET A225 Principles of Microwave Electronics** 3 Cr
Prerequisite: ET A221 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 A226 Industrial Electronics** 3 Cr
Prerequisite: ET A225 or faculty permission.
Introduction to the use of industrial electronics circuits and equipment. Theory of operation, magnetic amplifiers, motor speed controls, voltage and current control in DC and AC generators, synchro and servo systems, and large current polyphase rectifiers.
- ET A295 Electronics Technician Internship** 1-3 Cr
Prerequisite: Sophomore standing in the Electronics Technician 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 project faculty. Five student involvement hours with instructor plus 80 employment hours per credit.

EMERGENCY TRAUMA TECHNICIAN

- ETT A110 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 A101 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 A102 Elementary French II** 4 Cr
Prerequisite: FREN A101 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 A101 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 A105 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 A107 Fire Tactics and Strategy** 3 Cr
Principles of fire control through utilization of personnel, equipment, and extinguishing agents of fire ground.
- FSA A111 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 A115 Fire Apparatus and Equipment** 3 Cr
Fire apparatus designs, specifications, and performance capabilities. Effective utilization of apparatus in fire service emergencies.
- FSA A117 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 A121 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 A123 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 A151 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 A202 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 A204 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 A206 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 A210 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 A212 Related Codes and Ordinances 3 Cr
Background and interpretation of national, state, and local codes, ordinances, and laws which influence fire prevention field.

FSA A214 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 A216 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 A217 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 A101 Introduction to Geography 3 Cr
Introduction to the discipline of geography. Topical and regional approaches illustrate the significance of geography: understanding the various natural, social, and cultural forces which shape our world.

GEOG A103 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 A205 Elements of Physical Geography 3 Cr
Prerequisite: None. GEOG A101 or A103 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 A205L Elements of Physical Geography Laboratory 1 Cr
Optional laboratory of one additional credit.

GEOG A206 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

GEOG A111 Physical Geology 4 Cr
Prerequisite: MATH A055.

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.

GEOG A112 Historical Geology 4 Cr
Prerequisite: GEOG A111 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.

GEOG A115 Environmental Geology 3 Cr
Prerequisite: MATH A055.

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.

GEOG A115L Laboratory in Environmental Geology 1 Cr
Prerequisite: GEOG A100 or A111 or A115 or concurrent enrollment in GEOG A115.

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 A101 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 A102 Elementary German II 4 Cr
Prerequisite: GER A101.

Continuation of GER A101, 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 A201 Intermediate German I 4 Cr
Prerequisite: GER A102.

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.

HISTORY

HIST A101 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 A102 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 A121 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 A122 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 A131 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 A132 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 A314 Europe Since 1945 3 Cr
Prerequisite: HIST 102
Germany and the problems of the peace, the Soviet Union and Eastern Europe, the Cold War, economic problems and the recovery. European integration and the development of the Common Market, NATO and the Warsaw Pact.

HIST A341 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 Note: Stacked with HIST A641.

HIST A641 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 Note: Stacked with HIST A341. Not available for credit to students who have taken HIST A341.

HUMAN SERVICES

HUMS A101 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 changes processes, and legal and ethical issues.

HUMS A106 Introduction to Social Welfare 3 Cr
Prerequisite: SOC A101.
Cross-Listed: SOC/SWK A106.
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. Assist in understanding of social welfare problems and their solutions.

HUMS A121 Advocating for Victims of Domestic Violence or Sexual Assault 2 Cr
Cross-Listed: SWK A121.
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 A122 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 A123 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 A150 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 A223 Introduction to Paraprofessional Counseling I 3 Cr
Cross-Listed: PSY A223
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 A231 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 behaviors 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 A232 Applied Behavioral Analysis II 2 Cr
Prerequisite: HUMS A231 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 A235 Substance Abuse Counseling for Paraprofessionals 3 Cr
Prerequisite: HUMS/PSY A223.
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 A255 Group Facilitation for Human Service Workers 3 Cr
Prerequisite: PSY/HUMS A223
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 A256 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 A262 Human Services Practicum I 4 Cr
Prerequisite: HUMS A101, PSY/HUMS A223, 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 A263 Human Services Practicum II 4 Cr
Prerequisite: HUMS A262 and faculty permission.
Continuation of HUMS A262. 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 A324 Introduction to Paraprofessional Counseling II 3 Cr
Prerequisite: PSY/HUMS A223 or faculty permission.
Cross-Listed: PSY A324.
Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.

HUMS A350 Men and Masculinity 3 Cr
Prerequisite: SOC A101 or PSY A111.
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.

JOURNALISM and PUBLIC COMMUNICATIONS

JPC A105 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, copywriting and taking photos for publications.

Special Note: For non JPC majors and minors.

JPC A205 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 Note: for non JPC majors and minors.

JPC A224 Beginning Photography 3 Cr
Cross-Listed ART A224.
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 A311 Magazine Writing 3 Cr
Prerequisite: JPC A301, 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.

JAPANESE

JPN A101 Elementary Japanese I 4 Cr
Introduction, practice, and application of the basic spoken Japanese pronunciation, intonation, grammar and oral composition.

JPN A102 Elementary Japanese II 4 Cr
Prerequisite: JPN A101.
Continued drill in speaking, listening, reading and writing in different situations. Emphasis on developing practical skills in oral and written "hiragana" communication.

JPN A201 Intermediate Japanese I 4 Cr
Prerequisite: JPN A102.
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 used.

JPN A202 Intermediate Japanese II 4 Cr
Prerequisite: JPN A201.
By being exposed to various Japanese family life-styles, customs, tradition, 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.

JUSTICE

JUST A110 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 Note: This course is a prerequisite to most justice courses.

JUST A203 Juvenile Delinquency 3 Cr
Prerequisite: SOC A101 or faculty permission.
Cross-Listed: SOC A203
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 A230 Domestic Relations 3 Cr
Prerequisite: JUST A110 or PARL A101.
Laws relating to marriage and divorce, support and property rights. Adoptions, guardianship, abortion, and juvenile rights in family settings.

JUST A241 Business Law I 3 Cr
Cross-Listed: BA A241
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 A242 Business Law II 3 Cr
Prerequisite: JUST/BA A241.
Cross-Listed: BA A242
Emphasizes basic principles, institutions, and administration of law in surety ships, partnerships, corporations, trusts, bankruptcy, negotiable instruments, and sale of goods.

JUST A251 Criminology 3 Cr
Prerequisite: JUST A110.
The study of deviant behavior and theories of crime causation and their relationship to society, law and law enforcement.

JUST A354 Criminal Procedure 3 Cr
Prerequisite: JUST A110 or PARL A101.
Cross-Listed: PARA A354.
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 A101 Library Resources and Information Retrieval 1 Cr
Grading Policy: Pass/No Pass.
An introduction to information retrieval with particular emphasis on the print and electronic resources available at the campus library.

LS A111 Methods and Materials for Library Research 2 Cr
Comprehensive course in college library research. 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 A054 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 Note: Equivalent to MATH A050. Credit will not be given for both MATH A050 and MATH A054. Math Placement Test not required.

MATH A055 Elementary Algebra 3 Cr
Prerequisite: MATH A054 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 A102 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 A105 Intermediate Algebra 3 Cr
Prerequisite: MATH A055 or MATH A060 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.

COURSE DESCRIPTIONS

MATH A107 College Algebra 4 Cr
Prerequisite: MATH A105 or two years of high school algebra with grade of C or higher or Math Placement Test.

Covers equations and inequalities; function theory and applications; solution of equations greater than second degree; determinants and matrices; systems of equations and inequalities, including applications; logarithmic and exponential functions, including applications; graphs and equations of conic sections, including applications; binomial theorem; sequences and series; mathematical induction and combinatorics notation.

Special Note: A student may apply no more than 7 credits from any combination of MATH A106, A107 and A108 toward the graduation requirements for any baccalaureate degree.

MATH A108 Trigonometry 3 Cr
Prerequisite: MATH A107 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 Note: A student may apply no more than 7 credits from any combination of MATH A106, A107, and A108 toward the graduation requirements for any baccalaureate degree.

MATH A109 Precalculus 6 Cr
Prerequisite: MATH A105 or two years of high school algebra with a grade of B or higher, or Math Placement Test.

Intensive course covering polynomial, rational, exponential, logarithmic and trigonometric function, composite and inverse functions, conic sections, matrices and determinants, solutions of equations and inequalities, vectors, complex numbers, DeMoivre's theorem, polar coordinates, parametric and polar graphs, sequences and series, binomial theorem, and mathematical induction.

Special Note: Intensive course designed for students who intend to take the calculus sequence (MATH A200, A201, A202). A student may apply no more than seven credits from any combination of MATH A107, A108, and A109 towards the graduation requirements for any baccalaureate degree.

MATH A200 Calculus I 4 Cr
Prerequisite: Either MATH A106 or MATH A107 and MATH A108 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 A201 Calculus II 4 Cr
Prerequisite: MATH A200 with grade of C or higher.

Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar coordinates, techniques of integration, and infinite series.

MATH A202 Calculus III 4 Cr
Prerequisite: MATH A201 with grade of C or higher.

Vectors, partial differentiation and multiple integration.

MATH A205 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, geometry, and statistics and probability. Includes use of appropriate materials for teaching these topics.

MATH A270 Applied Finite Mathematics for the Managerial Sciences 3 Cr

Prerequisite: MATH A105 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 A272 Calculus for Managerial Sciences 3 Cr
Prerequisite: MATH A270 or MATH A107 or equivalent.

Functions and graphs, differentiation, exponential and logarithmic functions, antidifferentiation and integration, functions of several variables. Applications of these mathematical concepts.

MATH A314 Linear Algebra 3 Cr
Prerequisite: MATH A201 and faculty permission or MATH A202.

Linear equations, finite dimensional vector spaces, matrices, determinants, linear transformations, and characteristic values. Inner product spaces.

MUSIC

MUS A101 Noon Singers 2 Cr
Performance-oriented training course. Students should demonstrate secure pitch and basic knowledge of rhythm and notes.

Special Note: May be repeated four times for credit.

MUS A102 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 Note: May be repeated once for credit.

MUS A103 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 A121 Music Appreciation 3 Cr
Enhancement of listener understanding and enjoyment of various musical styles. Investigation of music through the ages: Medieval through contemporary.

Special Note: BA music majors may not use this course towards their GER - fine arts requirement.

MUS A163 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 A202 Concert 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 Note: May be repeated once for credit.

MUS A471 Elementary Music Methods 3 Cr
Prerequisite: ED A201, ED A336 and all corequisites thereto; all General Education Requirements and admission to the School of Education.

Cross listed: ED A471.

Principles, procedures, and materials for teaching music to children at the elementary level.

PHILOSOPHY

PHIL A101 Introduction to Logic 3 Cr
Analyzes argumentation and informal fallacies; introduces deductive logic, and examines inductive evidence in scientific and practical reasoning.

PHIL A201 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 A211 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 A212 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 A123 Basic Physics I 4 Cr
Prerequisite: MATH A105 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 A124 Basic Physics II 4 Cr

Prerequisite: PHYS A123.

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 A101 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 A102 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 A111 General Psychology 3 Cr**

Introduces psychology through presentation of outstanding research and theories. Includes physiological, developmental, abnormal psychology, perception, motivation, learning, and personality.

PSY A143 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 A150 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 A170 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 A223 Introduction to Paraprofessional Counseling I 3 Cr

Cross-Listed: HUMS A223
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 A245 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 A260 Statistics for Psychology 3 Cr

Prerequisite: PSY A111 and MATH A105. Recommended corequisite: PSY A261.

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 Note: Does not satisfy the general education quantitative requirement.

PSY A261 Introduction to Experimental Psychology 4 Cr

Prerequisite: PSY A111, Recommended corequisite PSY A260.

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 A265 Psychology of Abnormal Behavior 3 Cr

Prerequisite: PSY A111 or faculty permission.

Identifies continuum from normality through everyday upsets and emotional crises to extremely deviant behavior. Current DSM nomenclature is used.

PSY A324 Introduction to Paraprofessional Counseling II 3 Cr

Prerequisite: PSY/HUMS A223 or faculty permission.

Cross-Listed: HUMS A324.

Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.

PSY A350 Introduction to Addiction Studies 3 Cr

Prerequisite: PSY A111 or faculty permission.

Cross-Listed: HS A350.

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 A353 Application of Statistics to Social Sciences 3 Cr

Prerequisite: Introductory social science course and social research methods course.

Cross-Listed: SOC A353.

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

PSY A368 Personality Theories 3 Cr

Prerequisite: PSY A261 and either PSY A260 or AS A300.

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 A375 Psychology of Social Behavior 3 Cr

Prerequisite: PSY A261 and either PSY A260 or AS A300.

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 A101 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 A103 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 A105 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 A107 Physics for Refrigeration and Heating I 3 Cr

Prerequisite: RH A103 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 A120 Motors and Controls 3 Cr

Cross-Listed: AGRI A133 and ET A120.

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 A122 Refrigeration and Air Conditioning II 4 Cr
Prerequisite: RH A101, A103, A105 and A107 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 A124 Domestic Refrigeration and Heating I 3 Cr
Prerequisite: RH A101, A103, A105, and A107 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 A126 Electrical Circuits for Refrigeration and Heating II 3 Cr
Prerequisite: RH A101, A103, A105, and A107 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 A128 Mechanical and Computer Drafting for Refrigeration and Heating I 3 Cr
Prerequisite: RH A101, A103, A105, and A107 or equivalent and faculty permission.

Assumes no previous knowledge of graphic arts. Explores projection theory, orthographic and pictorial presentations, and sectional drawings. By using mechanical and computer drafting technology to enhance basic drafting skills.

RH A201 Commercial and Ammonia Refrigeration 4 Cr
Prerequisite: RH A122 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 A202 Physics for Refrigeration and Heating II 3 Cr
Prerequisite: RH A101 and A107 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 A203 Control Systems for Refrigeration and Heating II 3 Cr
Prerequisite: RH A126.

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 A207 Drafting for Refrigeration and Heating II 3 Cr
Prerequisite: RH A128.

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 A225 Heating Plants I - Residential 4 Cr
Prerequisite: RH A105 and A126 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 A226 Heating Plants II - Commercial 4 Cr
Prerequisite: RH A105 and A126 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 A229 Solid State Electronics for Refrigeration and Heating 3 Cr

Prerequisite: RH A126 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 A230 Selected Topics in Refrigeration and Heating 1 Cr
Prerequisite: Concurrent enrollment in RH A225, RH A226, and RH A229.

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 A101 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 A102 Elementary Russian II 4 Cr
Prerequisite: RUSS A101.

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 A201 Intermediate Russian I 4 cr
Prerequisite: RUSS A102 or equivalent.

Continuing study of rudimentary Russian grammar. Emphasizes vocabulary expansion, along with enhancement of speaking skills in real-life situations.

RUSS A202 Intermediate Russian II 4 cr
Prerequisite: RUSS A201 or equivalent.

Introduces intermediate grammar concepts. Students read independently and discuss readings in class. Cultural material incorporated at all times.

SOCIOLOGY

SOC A101 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 A106 Introduction to Social Welfare 3 Cr
Prerequisite: SOC A101.
Cross-Listed: HUMS/SWK A106.

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 A201 Social Problems and Solutions 3 Cr

Survey of some of today's major social problems such as criminal and violent behavior, corporate crime, sexual deviations, health problems, poverty, discrimination, urban decay, and environmental pollution. Examines how social issues become social problems, the causes of problems, and the dynamics involved in arriving at policies and solutions.

SOC A202 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 A242 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 A246 Adolescence 3 Cr
Prerequisite: SOC A101 or PSY A111.

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 A275 Social Psychology 3 Cr

Prerequisite: SOC A101 and/or PSY A111.

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 A343 Sociology of Deviant Behavior 3 Cr

Prerequisite: SOC A101.

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 A353 Application of Statistics to Social Sciences 3 Cr

Prerequisite: Introductory social science course and social research methods course.

Cross-Listed: PSY A353.

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 A101 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 A102 Elementary Spanish II 4 Cr

Prerequisite: SPAN A101 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 A201 Intermediate Spanish I 4 Cr

Prerequisite: SPAN A102 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 A202 Intermediate Spanish II 4 Cr

Prerequisite: SPAN A201 or Equivalent.

Continuation of SPAN A201. 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 A111 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 A235 Small Group Communication 3 Cr

The study of theories and skills related to small group communication. Emphasis is on the communicative skills involved in group relationships and group decision making process. Students will develop oral communication skills by engaging practice in a variety of individual exercises and presentations, and group presentations.

SPCH A237 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 A241 Public Speaking 3 Cr

Theories and practices of setting forth facts and ideas as well as persuasion in the platform speaking situation. Training in effective selection, organization and presentation of material to large audiences in various speaking situations.

SPCH A343 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 A106 Introduction to Social Welfare 3 Cr**

Prerequisite: SOC A101.

Cross-Listed: SOC/HUMS A106.

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 A121 Advocating for Victims of Domestic Violence or Sexual Assault 2 Cr

Cross-Listed: HUMS A121.

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 A122 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 A306 Introduction to Social Work 3 Cr

Prerequisite: SWK/SOC/HUMS A106.

Introduces the profession of social work and its place in the social welfare institution. Special emphasis is placed upon client-centered generalist social work and the knowledge, skills, abilities and values necessary for professional practice. Fields of practice are studied in terms of the programs and services provided to client systems and social work's role within these fields.

SWK A360 Interviewing for Generalist Social Work Practice 3 Cr

Prerequisite: SWK/HUMS/SOC A106, SWK A206; 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 A490 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 A111 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.

VOCATIONAL SKILLS**VS A131 Construction for the Owner/Builder 3 Cr**

Familiarizes student with standard practice construction and alternatives to that practice. Includes the terms/systems involved in construction. Concepts and systems covered are foundations, floors, walls, roof, alternative energy in structures, and alternative structures.

Special Note: This course will take field trips.

VS A152 Machine Woodworking 3 Cr
Grading Policy: Pass/No Pass
Designed to gain skills and knowledge in the use of woodworking machinery. Emphasis is placed on the safe operation of power equipment. Instruction in relating to the technology of woods, cabinet and furniture construction techniques, wood finishing, purchasing materials and maintenance of tools and equipment.
Special Note: Each student will design and construct a project that is approved by the instructor.

WOMEN'S STUDIES

WS A200 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

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Judy Carlson, *Library Assistant, Tech Services*

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Joe Muth, *Maintenance Service Worker*
Joseph Garcia, *Maintenance Service Worker*
Mike Huget, *Maintenance Service Worker*

MATANUSKA-SUSITNA COLLEGE FULL-TIME FACULTY

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

Carolyn Covington, Visiting Instructor
Office Management Technology, Accounting
B.A., Western State College of Colorado, 1966
M.A., University of Alaska Anchorage, 1976

Elizabeth J. Fallon, Professor
English

B.A., State University of New York, 1961
M.A., University of Alaska, 1966

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
M.S., University of Alaska Anchorage, 1996

Gary Kronquest, Assistant Professor
Refrigeration and Heating

A.A.S., Matanuska-Susitna College, 1981

Elizabeth K. Madsen, Professor
Library Science

B.A., Western Washington State University, 1966
M.L.S., University of Hawaii, 1972
M.A., Stanford University, 1985

Dan Mielke, Instructor
Refrigeration and Heating

A.A.S., Matanuska-Susitna College, 1978

Dr. Will Mills, Visiting Assistant Professor
Behavioral and Social Sciences

B.A., Hardin-Simmons University, 1969
M.A., Golden State Seminary, 1972
Ph.D., Baylor University, 1978

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, 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**

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Butler, William	ED	Lammot, Theodore	BA	Richison, Lenvil	JUST
Buzek, Eileen	HUMS, SOC, SWK	Lance, William	AGRI	Robinson, Myrna	SWK
Candler, Rudy	CHEM	Larson, Dean	ART	Sadoski, David	GER
Carr, Gregory	BA	Larson, Ron	HIST	Saltee, Diane	BIOL/GEOL
Carrington, Bonnie	CIOS	Leiner, Roseann	BIOL	Schmidt, Jackie	ED
Carson, Michael	ED	Lenoir, Linn	PSY	Schmidt, Sandra	SPAN
Caswell, Dawn	MATH	Lindenfelser, Judith	PSY	Schumacher, Doreen	PSY
Chmielewski, Mike	CIOS, COUN	Long, Carolyn	ART	Simpson, Lynn	MUS
Colberg, Talis	HIST	Long, Katherine	AGRI	Sindorf, John	GEOL
Cole, Vickie	ANTH, ART	Longenecker, Jill	CIOS	Smarsh, James	MATH, PHYS
Collins, Mardene	MATH	Lorusso, Diane	HUMS, SWK	Smith, Leslie	ED
Covel, Dennis	AT	Lowery, Howard	RH	Stehlik, Willetta	CIOS
Covington, Bob	MATH	Lucking, Genny	AGRI	Stevenson, Delia	MATH
Cullison, Mary	ED	Lupo, Robert	ET	Stotts, Eugene	ART
Dearborn, Mary	HUMS	Mackreth, Bill	EMT	Swedo, Theresa	PSY, SOC
Dekreon, Julie	ENGL	Mahonor, Rose	ART	Terry, Gregg	AGRI
Dent, Susan	BIOL	Malapanes, James	FSA	Trotter, Jeffrey	AET
Dickinson, Jacqueline	BIOL	Massay, Holly	PSY	Urroz, Karen	ART
Dissler, Kathleen	ANTH, JUST, SOC	McGhee, Deborah	ACCT	Vostry, Robert	FSA
Dofing, Maria	RUSS	McKenzie, Dennis	ART	Walton, William	JUST
Eblen, Jill	HUMS	Melear, Michael	EDSE	Wann, Keith	ASL
Edlefsen, David	ART	Merrill, Kim	SPAN	Weaver, Matt	BIOL
Estelle, Sandra	BIOL	Mosher, Marla	COUN	Weber, Mickey	HCD
Finlay, Vivian	ED, HUMS	Munger, Philip	MUS, EAH	Wilber, Linda	HCD
Fisk, Robert	CHEM	Murdock, Johnny	FSA	Wilson, Curtis	ANTH
Fox, Dedorah	ENGL	Niebrugge, Gail	ART	Wipplinger, .	ART
Frei, Jim	ART, JPC	Noller, Larry	ART	Wisdom, Larisa	HIST
Geary, Virginia	JPC	Okeson, Mark	ENGL	Yaros, Ann Marie	HUMS, PSY
Goodyear, Joy	MATH	Oliver, Helen	ED	Zellar, Debra	CIOS
Green, Laurie	SPCH	Olson, Robert	BA	Zwink, David	BA, JUST

UNIVERSITY OF ALASKA ANCHORAGE **FACULTY**

Barnes, Allan	JUST
Benson, Richard	ART
Bruce, Richard	PSY
Bukowski, Art	MATH
Camerlengo, Vivian	ED
Gonzales, Mariano	ART
Kaulitz, Garry	ART
Mastroyanis, George	ED
Sirles, Beth	SWK
Thiru, Kanapthi	AS

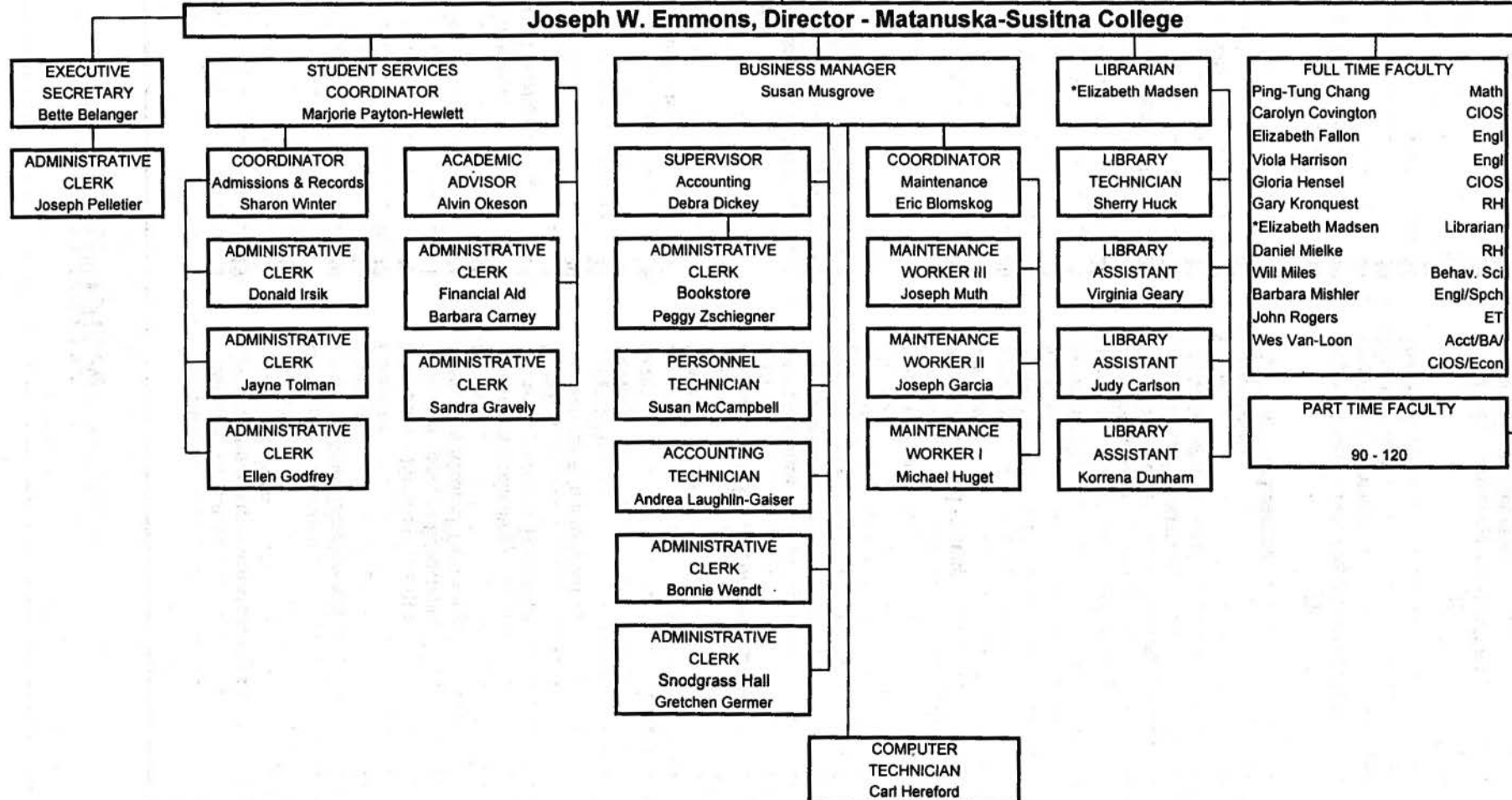
MATANUSKA-SUSITNA COLLEGE ORGANIZATION CHART

June 16, 1997

Edward Lee Gorsuch. University of Alaska Anchorage CHANCELLOR

Daniel Johnson. University of Alaska Anchorage PROVOST

Joseph W. Emmons, Director - Matanuska-Susitna College



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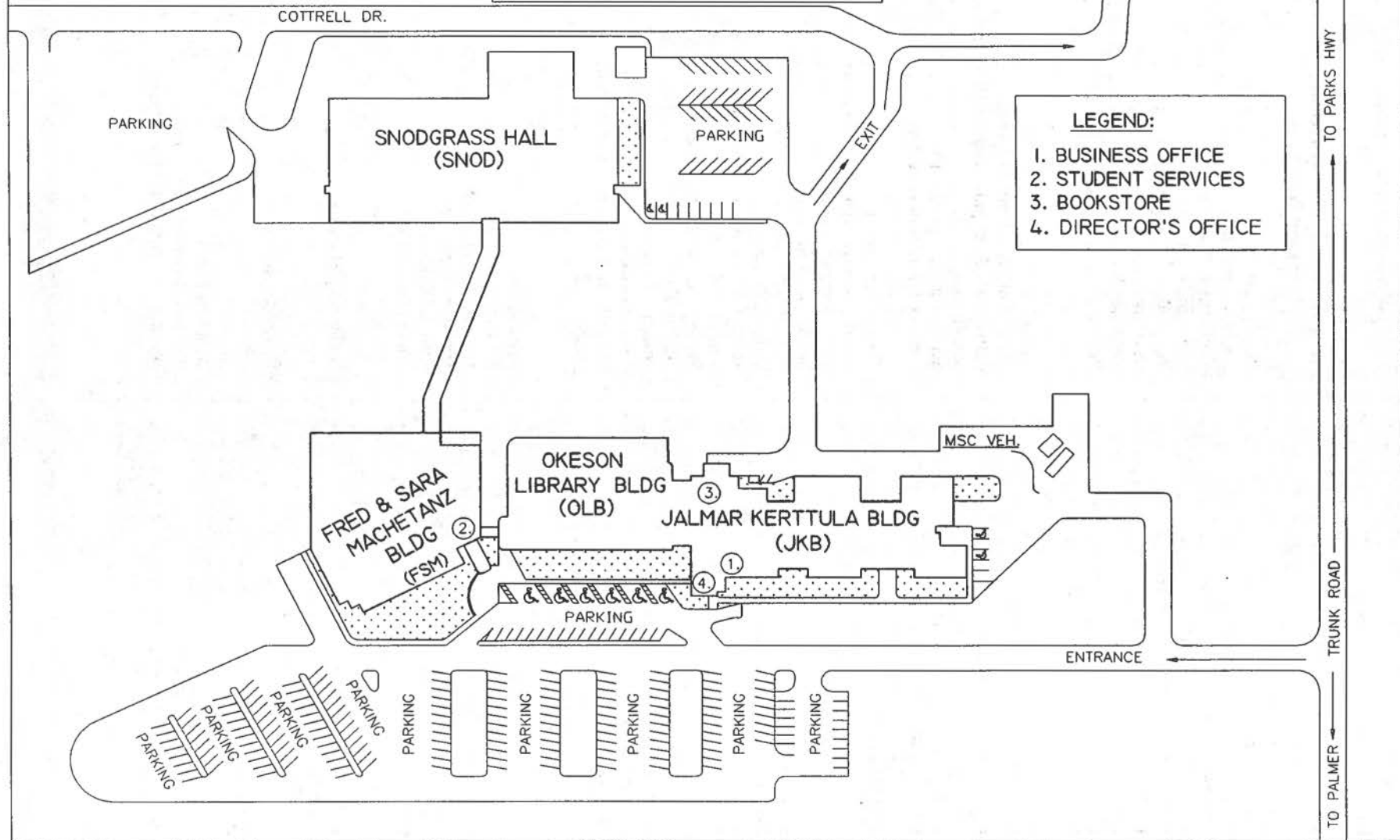
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MAT-SU COLLEGE CAMPUS MAP



Tim Kimbrough 1994
Revised 7/01/97

