

MATANUSKA-SUSITNA COLLEGE

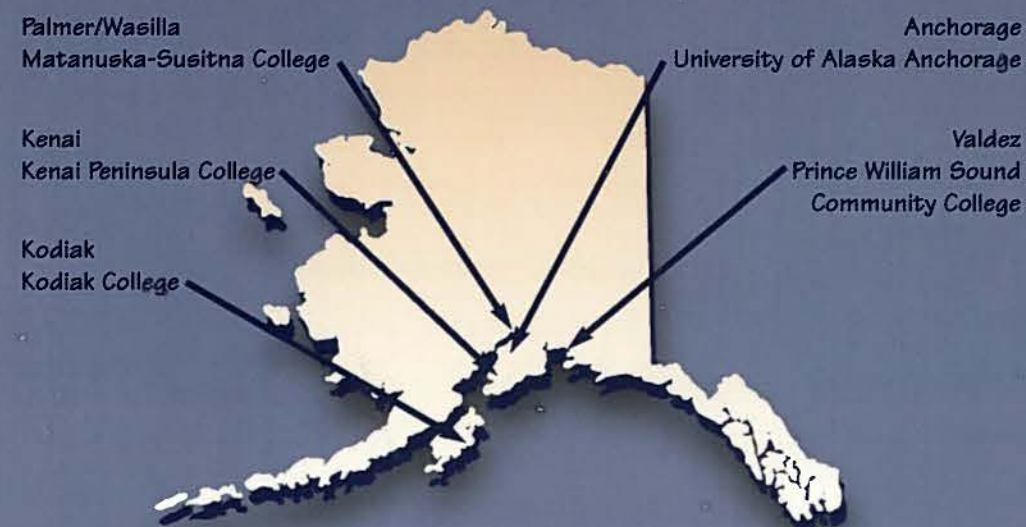
UNIVERSITY OF ALASKA ANCHORAGE
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STUDENT SERVICES (907) 745-9774



Matanuska-Susitna College

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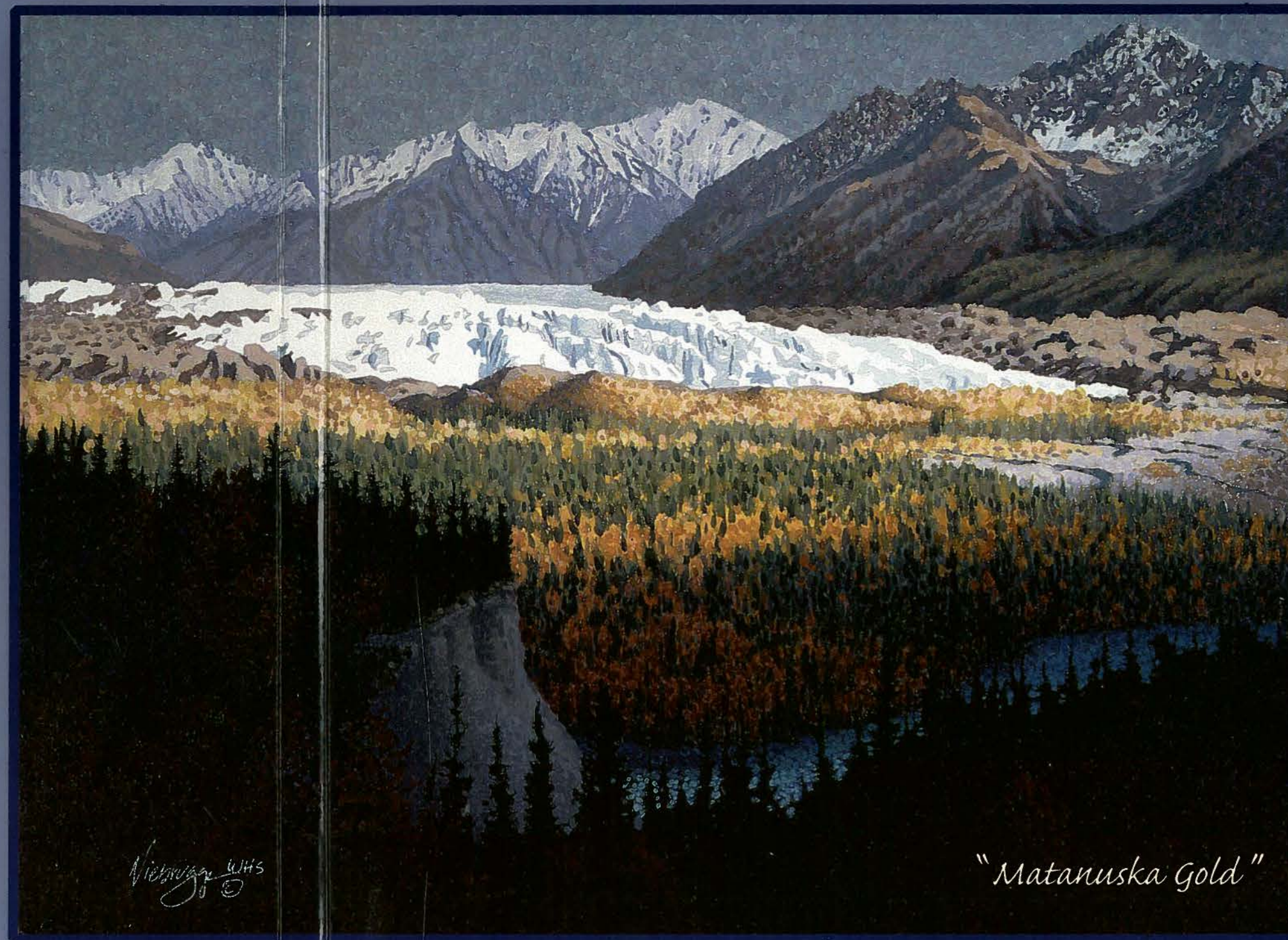


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MATANUSKA-SUSITNA COLLEGE

University of Alaska Anchorage



"Matanuska Gold"



Matanuska-Susitna College

1999-2000
BULLETIN

MATANUSKA-SUSITNA COLLEGE

University of Alaska Anchorage



Matanuska-Susitna College
"Come Grow With Us"

**THAR'S GOLD TO
BE DISCOVERED AT
MAT-SU COLLEGE**



1999-2000 BULLETIN

<http://www.uaa.alaska.edu/matsu>

ABOUT THE ARTIST ...

Gail Niebrugge is a recipient of a Master of Art Illustration from Syracuse University, New York, and a signature member of the Watercolor USA Honor Society. Top honors include selection for the 1997, 1998 and 1999 National Diabetes Association Holiday Art Search, one of her cards is the all time best selling card since 1971, the Top 100 Arts for the Parks, and the first official park artist for the Wrangell-St. Elias National Park. Niebrugge's studio has published nearly 70 limited editions of her work. She has completed seven major public commissions, including a 10-panel multidimensional art work for the Federal Art-in-Architecture Program, U.S. Customs, Skagway, Alaska.

Gail has been an artist since she was a child, winning a poster contest on the "Jonny Jet" television show in San Diego at the age of 12. After earning a certificate in Commercial Art from San Diego City College, she taught herself to paint at home while raising two children. Favorite subjects were the desert and mountain landscapes of the Pacific Northwest, Baja, and Mexico. After a stint working as an Illustrator and Graphic Artist, the love of the landscape led the Niebrugge family to move to Alaska in 1976, where Gail found a life's work painting the spectacular wilderness of the interior. Famous for her use of *pointillism*, the artist developed this technique in 1986 while confined to bed recovering from neck and back injuries. Limited arm movement caused her to use small dot-like strokes. Her paintings are impressionistic. Viewed up close the image explodes into a million spots of color, but becomes sharply realistic when viewed from a distance. Fully recovered, Gail and her husband Bob make their living from the sale of her art work. The couple live and work together in a studio/residence of their own design featuring a spectacular view of the Chugach Mountains in Palmer, Alaska. Niebrugge Studio is the publisher of Gail Niebrugge's limited editions, posters, open editions, and cards.

"Matanuska Gold" is a scene of the Matanuska Glacier viewed from Alaska's Glenn Highway. The glacier is most spectacular during the fall. This glacier is the headwater of the Matanuska River that flows through the rich agricultural valley of Palmer joining the Knik River as it flows to the Cook Inlet.

ABOUT THIS CATALOG ...

This catalog offers you a complete guide to studying at Matanuska-Susitna College. It includes information on admission and graduation requirements, as well as program and course listings for certificate and associate degree students. You should refer to this catalog for clarification on what is required of you as a MSC student and for specific information about what is offered at MSC. If you are a current or enrolling student, you should also refer to the Course Schedule, which lists the dates, times and locations of available courses for each semester. Schedules are available a few weeks before registration for the upcoming semester begins. If you need more information, refer to the directory on page v for a list of MSC offices and phone numbers.

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).

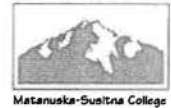
Desktop Publishing/Design:	Bonnie Wendt
Photography:	Staff
Cover Art Work:	Gail Niebrugge
Proof Reading:	Connie Cannon, Mary Howard, Joe Pelletier, Ina Vleeshouwer

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.

Matanuska-Susitna College ■ P.O. Box 2889 ■ Palmer, Alaska 99645

Website: <http://www.uaa.alaska.edu/matsu>

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**MSC IS USER FRIENDLY
...DIG IN!**



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	College Director's Office (907) 745-9726 or 9779 FAX (907) 745-9769
STUDENT SERVICES	General Information (907) 745-9774 Admissions (907) 745-9746 Graduation Registration Student Records Transcripts Academic Advising (907) 745-9762 Testing Veterans Information Financial Aid FAX (907) 745-9747
BUSINESS OFFICE	Accounting (907) 745-9705 Payroll Personnel Purchasing Receiving FAX (907) 745-9711
BOOKSTORE/ CASHIER	Textbooks (907) 745-9707 or 9739 Supplies Clothing Financial Aid Disbursements (907) 745-9724 Student Accounts Refunds FAX (907) 745-9700
LIBRARY	Circulation Desk (907) 745-9740 or 9714 FAX (907) 745-9777
COMPUTER CENTER	Computing and Technology Services (907) 745-9702 or 9738 Computer Labs ITV Classroom FAX (907) 745-9711
PHYSICAL PLANT	Building & Grounds Maintenance (907) 745-9750 Security Janitorial FAX (907) 745-9711
ADDITIONAL NUMBERS	Adjunct Faculty Office (907) 745-9786 Art Office (907) 745-9742 Cafeteria (907) 746-1899 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

All dates subject to change. All registration dates pertain to semester-length classes.
Please refer to current semester Course Schedule for latest Academic Calendar.



	FALL 1999 SEMESTER	SPRING 2000 SEMESTER
WolfLine Registration Begins	March 29 - August 26	November 8
Walk-In Registration	April 7, 8 & 9	November 18 & 19
WolfLine/Walk-In Registration Cont.		November 22 - December 22
Independence Day Holiday	July 5 & 6 (campus closed)	
Walk-In Registration Reopens	July 14 - August 26	January 3-7
Assessment Testing *	July 13, 14 & 15	November 17 & 18, January 5 & 6
Payment Deadline for all Fall registration since March 29	July 30	
Walk-In Late Registration (\$5 Late Fee)	August 27 - September 14	January 10 - 24
Instruction Begins	August 30	January 10
Labor Day Holiday	September 6 (no classes/campus closed)	
Labor Day Holiday	September 7 (no classes/campus open)	
Alaska Civil Rights Day		January 17 (no classes/campus open)
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline	September 14	January 24
Graduation Application Deadline	October 18	March 3
Directed/Independent Study Deadline	November 2	March 20
WolfLine registration for Spring 2000 begins	November 8	
WolfLine registration for Fall 2000 begins		March 27
Withdrawal, Credit-to-Audit Deadline	November 23	April 10
Spring Break		March 20-24
Thanksgiving Holiday	November 24 (no classes/campus open)	
Thanksgiving Holiday	November 26-28 (no classes/campus closed)	
Total Withdrawal Deadline	December 10	April 24
Last Day of Instruction	December 18	May 1
Grades Due in Registrar's Office	December 22	May 4
Commencement		May 5
Grades Available on WolfLine	December 23	May 10
Campus Closed	December 23 - January 2	

	FALL 2000 SEMESTER	SPRING 2001 SEMESTER
WolfLine Registration Begins	March 27	November 6
Walk-In Registration	April 5 & 6	November 16 & 17
WolfLine/Walk-In Registration Cont.		November 22 - December 22
Walk-In Registration Reopens	July 2 - August 25	January 3 - 5
Assessment Testing *	July 11 & 13	November 15 & 16, January 4, 9 & 11
Payment Deadline for all Fall registration since March 29	TBA	
Walk-In Late Registration (\$5 Late Fee)	August 28 - September 12	January 8 - 22
Instruction Begins	August 28	January 8
Labor Day Holiday	September 4 (no classes/campus closed)	
Labor Day Holiday	September 5 (no classes/campus open)	
Alaska Civil Rights Day		January 15 (no classes/campus open)
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline	September 12	January 22
Graduation Application Deadline	October 16	March 2
Directed/Independent Study Deadline	October 31	March 19
WolfLine registration for Spring 2001 begins	November 6	
WolfLine registration for Fall 2001 begins		April 9
Withdrawal, Credit-to-Audit Deadline	November 21	April 9
Spring Break		TBA
Thanksgiving Holiday	November 22 (no classes)	
Thanksgiving Holiday	November 23 - 26 (campus closed)	
Total Withdrawal Deadline	December 8	April 23
Last Day of Instruction	December 16	April 30
Grades Due in Registrar's Office	December 20	May 3
Commencement		May 4
Grades Available on WolfLine	December 21	May 9
Campus Closed	December 23 - January 2	

*Assessment Testing held each Wednesday at 10:00 a.m. throughout the semester.

CHAPTER 1

WELCOME TO MSC

Welcome to MSC
Accreditation
Mission
History of the University of Alaska
Affirmative Action
Harassment
Safety
Children on Campus
Certificates and Degrees Offered
Activities
Campus Resources
Academic Advising
Bookstore/Cashier
Computing and Technology Services
Food Service
Learning Resource Center
Library
Student Accident and Illness Insurance
Student Employment
Student Government

**EMBARK
ON A NEW
ADVENTURE**



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 1,300 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 baccalaureate 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 Management and Technology, 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. In addition, Mat-Su College offers professional development courses and 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 the Commission 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

Matanuska-Susitna College, an extended campus of University of Alaska Anchorage, serves the geographically and culturally diverse regions of the Matanuska-Susitna Valley. The mission of the college reflects a desire to build on the strengths of the history, the diverse languages and cultures, and individual experiences of our students. It is our goal to both reflect and define future directions of the cultural and academic life of the Valley through the presentation of an informed and academically rigorous curriculum. The college seeks to graduate students who welcome the challenges of living within the diversity of world views and creative expressions; who think critically and act responsibly within these environments; and who value the close relationship between the college and community.

Matanuska-Susitna College is dedicated to providing excellent, life-long learning opportunities for all adults through an open enrollment policy, a supportive environment of student services, and instruction with innovative teaching methods for different learning needs. It is also the goal of the college to produce students who recognize the future role of information technology to all citizens; the role of technology in education and creativity; and its potential to enhance dialogue among groups of people. To these ends, the college offers a wide range of information technology classes, integrates technology across the curriculum, and provides instruction through distance delivery. MSC strives to fulfill its mission through the following goals and strategies.

Maintain Quality Education Programs And Learning Environment
Integrate Community Needs with College Development
Build And Maintain A Highly Informed And Educated Faculty And Staff
Promote Cooperation And Alignment With UAA Goals

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/MSU.

At MSU, 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 MSU Affirmative Action Office/Human Resource Department (907-745-9767), the UAA Affirmative Action Office (907-786-4680), the Human Resource Services Department (907-786-4608), the AHA/NA Student Programs Office, 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 Matanuska-Susitna College 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 Opportunity Commission (Seattle, WA); the Office of Federal Contract Compliance Programs, Department of Labor (Anchorage, AK); or the Alaska State Commission for Human Rights (Anchorage, AK).

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; they may also contact the Student Services/Academic Advising Office, the UAA Affirmative Action Office, 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/Security at 745-9789 when you observe an unsafe environment. For your own safety, please also take the time to locate the nearest exits and emergency telephones when you are in campus buildings.

Regarding fire safety, if you hear the fire alarm please exit the building and stay with your class group until the alarm stops. If you observe a criminal act or fire please call 911 immediately, and then call 745-9789.

CHILDREN ON CAMPUS

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 (1, 1½, and 2 year)

Office Technology (1 year)

Refrigeration and Heating Technology (2 year)

Degree Programs

Associate of Arts

Associate of Applied Science in:

Accounting

Electronics Technology

Fire Service Administration

Human Services

Office Management and Technology

Refrigeration and Heating Technology

Small Business Administration

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.)

Chemistry Club

Math Club

Photo Club



CAMPUS RESOURCES

Check this alphabetically arranged section to find the service you need.

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. 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.

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.

BOOKSTORE/CASHIER

MSC's Bookstore offers a variety of services. All cashiering, financial aid disbursements, student accounts and refunds are handled in the Bookstore, as well as the expected textbooks, supplies and MSC apparel. MSC stocks an inventory of books for courses offered on this campus. Used books are usually purchased during "book buy back" by an independent agency during the last week of the fall and spring semesters. Contact the Bookstore for exact dates. The Bookstore is open to all students and general public. Call 745-9707 or 745-9739 for current hours and additional information.

CHILD CARE

Molly's Playhouse is conveniently located on the college campus and is certified for children 12 months to 12 years. Call 745-9722 for more information.

COMPUTING & TECHNOLOGY SERVICES

Students paying a MSC Computer Use Fee may use the MSC General Access Computer Labs (JKB 111 and JKB 115) for academic projects. IBM compatible and Macintosh computers with word processors, Internet browsers, and other applications are available in the labs. Laser printers in the labs can be used for one final copy of academic projects. Student Lab Aides provide computer orientation and assist with interpreting error and system messages. Student Lab Aides may answer questions, but they are not tutors. Lab hours are posted.

There are several types of computer accounts at Matanuska-Susitna College and UAA. Matanuska-Susitna College students are automatically issued a University of Alaska CWOLF (e-mail) computer account and a kerberos (dial-up) account. Students paying a Computer Use Fee can access their CWOLF account from the general access labs (JKB 111 and JKB 115). Handouts with more information are available in JKB 111, and from <http://www.uaa.alaska.edu>.

Students accessing any University computer or any portion of the University computer system must follow policies in the *Statement of Responsibility* and the *Policy of Appropriate Use of Computing Resources at UAA*.

FOOD SERVICE

Food service is available during fall and spring semesters in the campus cafeteria. Food and/or drinks are not allowed in the classrooms, library or computer labs.

LEARNING RESOURCE CENTER

The Elizabeth J. Fallon Learning Resource Center (LRC), located on the second floor of the Okeson Library, consists of two centers - the Writing Center and the Math Center. Each center offers tutorial services, workshops, individualized one credit remedial courses, and proctored exams for all MSC students. The Center also will proctor exams for students taking courses through UA Distributed Education.

The Writing Center is staffed by MSC English professors, offering individual tutorials for all English and Spanish classes, and in writing for all other disciplines. The Math Center is staffed by math professors, offering tutoring for all math and business classes. The MSC Math Club offers additional math peer tutoring for students enrolled in lower division math and chemistry courses. A schedule of hours and individual tutor's schedules is posted in the LRC and on various bulletin boards during the first week of each semester.

The LRC also offers computer use, and a variety of learning materials: a small library, computer programs for writing and math reviews, and audio and video tapes on a variety of subjects. Throughout the semester, the LRC also offers noon workshops on various subjects to help students

with specific math, writing or study skills topics. Notices of the workshops are announced on the LRC bulletin board.

A one time fee of \$5 per semester is assessed for use of all LRC facilities and workshops. These fees are attached to Preparatory courses, 100 and 200 level composition courses, 100 and 200 level math courses, and some 100 and 200 level social science classes. All other students wishing to use the services may pay the \$5 fee to the cashier in the Bookstore. All students will need to obtain a sticker for their ID card and present this card in the LRC.

LIBRARY

The Alvin S. Okeson Library is located in the Okeson Library Building. It houses more than 40,000 volumes, 225 periodicals, and more than 3,000 non-print items. Areas of specialization include electronics technology, agriculture, refrigeration and heating, and strong holdings in the arts. In addition to curriculum support, leisure reading collections are maintained.

The reference collection complements the holdings in the circulating collection. In addition to the library's own catalog, users can locate and borrow materials from other University of Alaska libraries and libraries throughout the world.

The college media center is also located in the library. A variety of equipment is available, including TV/VCRs, 16mm, overhead, opaque, and slide projectors, tape recorders and video cameras.

Days and hours of service:	Monday - Thursday	9:00am - 9:00pm
	Friday	9:00am - 5:00pm
	Saturday	9:00am - 1:00pm
	Sunday	Closed
Summer days and hours of service:	Monday & Thursday	9:00am - 9:00pm
	Tues, Wed & Friday	9:00am - 5:00pm
	Saturday & Sunday	Closed

STUDENT ACCIDENT AND ILLNESS INSURANCE

A group accident and illness plan is available for UAA/MSU 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 Student Services/Admissions & Records Office.

STUDENT EMPLOYMENT

The Human Resources Department advertises full-time, part-time, regular, term and temporary positions at MSU. Positions are posted on the bulletin board outside the Business Office, JKB 106. For more information call 745-9767.

MAT-SU COLLEGE IS THE THIRD LARGEST EMPLOYER IN THE BOROUGH.

STUDENT GOVERNMENT

The representative organization of the MSU 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 student 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 Student Government Council.

The dates and times of regular Student Government meetings are posted throughout campus. For information call 745-9759.



CHAPTER 2

STUDENT SERVICES

Open Enrollment Policy
Registration Procedures
Assessment Testing
Academic Advising
Disability Support Services
Exchange Programs
Registration Changes

THE STUDENT SERVICES CENTER IS LOCATED IN FSM 101 & FSM 102



OPEN ENROLLMENT POLICY

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 College programs.

MSC's open enrollment policy does not guarantee subsequent formal admission to certificate or degree programs. In addition to meeting the College's open enrollment criteria, applicants for formal admission may need to satisfy other individual program or degree level requirements. Consult the certificate and degree requirements section of this bulletin.

**HIGH SCHOOL
NON-GRADUATES**

Individuals 18 years of age and over who do not have a high school diploma or GED may still enroll in classes under Open Enrollment. They may be eligible for admission to associate degree 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.

**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.

**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 College to the student's later admission to a degree program.

**UNDERAGE
STUDENTS**

An underage student is one who is at least 15 years of age and under 18 years of age and does not otherwise meet the requirements for open enrollment and admission. Individual departments and disciplines may require additional testing or assessment. To register for MSC courses, under-age students:

1. Must qualify under a special College program.
2. Must complete the MSC Underage 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. May enroll in a maximum of seven (7) credits per semester.
4. Will not be subject to the underage policy and may register as a regular student if they have a high school diploma, a GED, or are emancipated.
5. Must submit an underage enrollment form each semester the student wishes to attend.
6. May not enroll in zero-level developmental courses.

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 57. 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.

REGISTRATION PROCEDURES

Students must register and pay fees to attend classes and earn credit. Registration is held for each semester on dates published in the academic calendar (see page vi). For special programs, short courses, seminars and other classes that are not part of the regular academic calendar, registration is held as needed.

The College 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.

Registration is conducted in person or by phone (Voice Response Registration/WolfLine) immediately preceding the beginning of each semester. Voice Response Registration is available to all students who attended the previous semester or who have submitted an Intent to Register form.

The Intent to Register Form allows prospective students access to registration for courses under MSC's Open Enrollment Policy. However, it does not constitute formal admission to any of the degree/certificate programs offered at MSC. Prospective students need to refer to Chapter 3 regarding admission procedures to MSC/UAA.

A two-week late registration period begins on the first day of the semester. Registration for semester-length classes is not allowed after the second week of the semester. 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. Students are not officially registered until all forms are filed and all fees paid. Refer to the Academic Calendar published each semester in the Course Schedule for specific deadlines. Students may adjust their schedules and add/drop courses throughout the late registration period.

Note: The College holds a student financially responsible for their registration. If a student does not plan to attend, the courses must be dropped within the 100% refund period to avoid tuition and fee assessment.

Caution: Dropping or auditing courses may affect eligibility for future financial aid. Financial Aid students should check with the Financial Aid Office before dropping or auditing a course.

All students are encouraged to meet with an Academic Advisor prior to the semester; however, the primary responsibility for meeting College requirements is the student's.

Biographic/ Demographic Information

Matanuska-Susitna College must comply with state and federal reporting requirements and therefore, requires students to provide specific biographic or demographic information on registration and/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.

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/Admissions & Records Office. The proxy must follow the policies and calendar governing registration. Proxy registrations are not accepted without written permission from the student.

Registration Changes

It is the responsibility of the student to become familiar with MSC policies, procedures and deadlines.

Refer to the Academic Calendar published each semester in the Course Schedule for specific deadlines. Add, drop, withdrawal, credit/no credit, and audit deadlines for courses other than semester-length will be prorated according to the length of the class.

Students are expected to register only for course sections which they plan to attend and to complete all courses for which they register. If a change in a student's class schedule becomes necessary, semester-length courses may be changed according to the chart at the end of this chapter.

**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. Determining how college fits in with a student's individual goals is stressed, and students are given help with the admissions process. Assistance is also available if you are considering transferring to a four-year college or other educational or training institutions.

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. 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.

All new students are encouraged to register in PRPE A054 Classroom Success (1 Cr) offered prior to each semester.

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.

**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. Individual departments and disciplines may require additional testing or assessment. Standardized tests covering a broad spectrum are available, such as CLEP, PPST, and others. A \$10 fee is charged for the assessment testing.

**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 Student Services/Admissions & Records Office. 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 Student Services/Admissions & Records Office and must be supported by legal documentation, i.e., driver's license, 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, transcripts, registration instructions, and information about graduation requirements.

**DISABILITY
SUPPORT
SERVICES**

At MSC providing equal opportunities for students who experience disabilities is a campus-wide responsibility and commitment. Student Services/Disability Support Services (DSS) is the designated MSC office responsible for coordinating academic support services for MSC students who experience disabilities. Sign language interpreters, note-taking assistance, textbooks on tape, alternative testing, and assistive technology are among the services provided. All services are tailored to the needs of the individual and type of disability. To access support services, students must contact DSS and provide current disability documentation which supports the requested services. The DSS office is located in FSM 102. For further information, call 745-9720 (voice) or 745-9751 (TTY).

**EXCHANGE
PROGRAMS
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/UAA programs. They pay 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 is available at University of Alaska campuses. 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

**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.

**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.

Note: Late Registration Fee does not apply and Senior Citizen Tuition Waivers are not granted for summer semester.

**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.

Students should consider their graduation timeline when planning their study load. The minimum number of required credits is 60 for an associate degree and 120 for a baccalaureate degree. To complete an associate degree in two years or a baccalaureate degree in four years (excluding summers), a full-time student should plan to take a minimum of 15 credits each semester. Many degrees require more than the minimum number of credits. Students should be aware that the need for remedial work (for example, in English or mathematics) in preparation for University-wide general education required courses may further extend the time required to complete their programs. When planning study load, students should also keep non-school demands on available time, such as employment and/or family responsibilities, firmly in mind.

TRANSCRIPTS

Official transcripts of all course work taken at MSC/UAA may be requested from the UAA Student Records Office. Request forms for official and unofficial transcripts are available from the MSC Student Services Center. A \$4 fee is charged for each official transcript copy. Mail your request for official transcript and fee directly to:

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

Unofficial transcripts are available from the MSC Student Services Center. Unofficial transcripts are for the students' use only and will not be accepted by MSC/UAA. A \$2 fee is charged for each unofficial transcript and must be paid in advance.

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.

**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 may 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 the Student Services Center, at which time the student will be enrolled in the class. Wait lists are used at MSC for statistical purposes only.

WITHDRAWAL

When a student drops a course(s) after the refund period it is considered a withdrawal. Students are not eligible for any refund when withdrawing. Withdrawals are recorded on transcripts with a "W" and it will not affect the GPA. Faculty members may also initiate a withdrawal under certain circumstances. See Faculty Initiated Withdrawals in Chapter 5.

**OTHER
STUDENT
SERVICES**

Students and prospective students are invited to call (907)745-9774 or visit the Student Services Center in the Fred and Sara Machetanz Building, rooms 101 and 102, for general information, enrollment advising, and processing services. For more information about undergraduate admission and degree programs, please see Chapter 3. For information regarding Financial Aid and Veterans Assistance, please refer to Chapter 4.

Services and Programs coordinated through Student Services include:

- | | |
|----------------------------------|-------------------------------------|
| • Academic Petitions | • Grades |
| • Admission Counseling | • High School Visitation Program |
| • Admission Processing | • Independent Study |
| • Application for Graduation | • Military Education Evaluations |
| • Change of Student Name/Address | • Registration by Proxy |
| • Class Schedules | • Add/Drop |
| • Course Catalogs | • Withdrawal |
| • Degree Check | • Audit-to-Credit & Credit-to-Audit |
| • Directed Study | • Credit/No Credit |
| • Enrollment Advising | • Test Proctoring |
| • Enrollment Certification | • Transcripts |
| • Financial Aid | • Underage Enrollment |
| • General Information | • Veterans Assistance |

REGISTRATION CHANGES

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

<i>Desired Change</i>	<i>Week 1 of Semester</i>	<i>Week 2 of Semester</i>	<i>After Week 2 of Semester</i>
ADD OR LATE REGISTRATION	Faculty signature required if course closed. Fee charged. 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. 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.
<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. Form filed with A&R. Course will not appear on student transcript.	No faculty signature required. Fee charged. Form filed with A&R. Courses will appear on student transcript with a grade of W.	Not Permitted.

Change In Grading Option. The grading option for a course may be changed as follows:

<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. Form filed with A&R.	Not Permitted.	Not Permitted.
CREDIT TO AUDIT	Fee charged. 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. Form filed with A&R.	Not Permitted.	Not Permitted.

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

CERTIFICATE

Accounting

AAS

Human
Services

Small Business
Administration

AA

MSSP

Fire Service
Administration

Refrigeration
& Heating
Technology

Electronics
Technology

Office
Management
& Technology



STAKE YOUR CLAIM IN THE VALLEY

CHAPTER 3

ADMISSION AND DEGREE PROGRAMS

- Admission to Undergraduate Programs
- Certificate and Associate Degree Admission Requirements
- General University Requirements for Undergraduate Programs
- Associate of Arts Degree
- Associate of Arts Degree with Baccalaureate Link
- Associate Degree Course Classifications
- Requirements for UAA Baccalaureate Degrees
- General Education Requirements for UAA Baccalaureate Degrees
- Associate of Applied Science
 - Accounting
 - Electronics Technology
 - Fire Service Administration
 - Human Services
 - Office Management and Technology
 - Refrigeration and Heating Technology
 - Small Business Administration
- UAF/MSU Partnership Degrees
 - Microcomputer Support Specialist Program (Certificate & AAS)
 - Natural Resources Management (BS)

MAT-SU COLLEGE IS A GREAT CHOICE.**ADMISSION TO UNDERGRADUATE PROGRAMS**

Students who wish to earn vocational certificates and associate degrees must apply and be formally admitted to the individual programs. Students applying to associate or certificate programs are encouraged to take the assessment testing. In addition, students who have earned credit at other regionally accredited colleges and universities must submit official transcripts from all institutions previously attended.

Freshmen

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

Private, Religious, or Home School

Students graduating from a private, religious or home school must submit transcripts from a recognized transcribing institution or agency or take an approved assessment test and be admitted under the Ability to Benefit process stated below.

High School Concurrent Enrollment/Dual Credit

The Concurrent Enrollment Program is a cooperative educational program of Matanuska-Susitna College (MSC) and the Matanuska-Susitna Borough School district (MSBSD). The program allows students to take entry level college courses while they are still enrolled in high school, earning **dual credit** (both high school and college credit for the same course). Concurrent enrollment is designed for students who plan to attend college, and 1) recognize their need for advanced courses or 2) are identified by faculty as needing advanced courses not offered by MSBSD.

Concurrent enrollment has numerous benefits:

- Students can accrue up to 18 hours of college credit (a whole semester) for the cost of administrative fees.
- Students can fulfill a number of General Education Requirements (courses required for all college degrees), thus accelerating their college studies.
- Students can engage in intellectually rigorous courses within a supportive environment.
- Students planning to attend the University of Alaska can transfer these college credits to any campus.

Concurrent enrollment eligibility:

- Students may be recommended to the program by a teacher, principal or counselor, or may choose to enroll with approval from the teacher.
- Students should have a 3.0 grade point average. (Exceptions will be dealt with on an individual basis.)
- Students may enroll for 12 credits* per semester (usually 3 or 4 courses), and may take 18 concurrent enrollment credits in total. *Underage students may enroll in a maximum of seven(7) credits per semester.

Special note: Some courses may require prerequisite test scores for admission to class or require an exit exam to receive credit in a course. For example, students must test into English 111 and must take an exit exam for credit in English 111 and Psychology 111.

See your high school counselor and/or MSC Academic Advisor for further details.

High School Tech Prep Concurrent Enrollment

The Technical Preparation (Tech Prep) Program is a partnership between MSC and MSBCD, designed to blend “academic” education with “hands-on” technical training for all students. Students are not identified as “college-bound” or “non-college-bound”, they are identified as those desiring technical training in addition to academic courses.

Through Tech Prep, students have opportunities to take college-level courses with a technical base while in high school, earning both high school and college credit for the same course. In addition to receiving dual credit, students can cut the costs of college while enhancing their career options and training choices beyond high school. Students are better prepared to:

- Go directly to work or a training program requiring an entry-level technical base.
- Continue to work towards a college degree while using technical skills in the workplace.
- Go directly to MSC/UAA with a head start on an associates or baccalaureate degree.
- Transfer credit earned at MSC/UAA to another college.

Tech Prep courses differ from the traditional concurrent enrollment courses because these courses are technical courses which currently exist in high school, using high school texts and equipment, and they are available to **all students**.

There is no limit to the number of credits taken in high school through concurrent enrollment, as these courses are designed for all high school students. To find out which credits apply to particular college degree programs, check with a MSC Academic Advisor or your high school counselor.

Tech Prep After High School Eligibility

Students may choose not to concurrently enroll in Tech Prep courses while in high school, but still have the opportunity to transfer high school credits to college credits up to two years after high school graduation. After high school, eligible students are those who have:

- successfully completed the Tech Prep courses with a "B" or better ("A" for Accounting courses and,
- enrolled in an associates degree program at MSC.

Exceptions for Associate Degree and Certificate Seeking Students

Returning adult students who are 18 years of age or older and do not have a high school transcript or GED may apply for admission to a certificate or associate degree program under the Ability to Benefit process.

Ability to Benefit Process

Federal regulations define a public non-profit institution of higher education as one which admits as regular students only persons with a high school diploma or its equivalent or who are beyond the age of compulsory high school and have the Ability to Benefit from course work. MSC/UAA can determine the Ability to Benefit for students without a high school diploma or its equivalent.

These students must receive passing scores on a Department of Education approved assessment test and meet with an Academic Advisor. MSC currently provides assessment testing for this purpose. In addition, a student may be expected to succeed in specific introductory course(s) during his/her first semester.

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.

Returning Students

As an admitted, degree-seeking student who has had a break in attendance at MSC but has not attended another institution (outside of the UA system) and are still within the catalog year limitations of your admittance (seven years-baccalaureate, five years-associate/certificate) you may update your admission status. An Update of Admission Status form is available at Student Services. Your admission will be brought forward to the current semester, but your previous catalog year will remain the same. Departments reserve the right to refuse a student readmittance into their programs.

As an admitted, degree-seeking student who never attended MSC during or following the semester of admittance and did not attend another institution (outside the UA system) and are still within the catalog year limitations of your admittance, you may update your admission status. An Update of Admission Status form is available at Student Services. You must complete and return this form to Student Services for processing. You will be re-admitted to the current catalog year. Departments reserve the right to refuse a student readmittance into their programs.

An admitted degree-seeking student who attends another institution (outside the UA system) following the semester of admission is not eligible for an update of admission status unless one or more of the following criteria have been met:

- Prior department approval via petition to take classes at another institution(s).
- Enrollment at outside institution was concurrent with MSC enrollment.
- Enrollment occurred during summer semester.
- Enrollment was correspondence course.
- Student participated in a National or International Student Exchange.
- Student is participating in the SOCNAV/SOCAD military programs.
- Outside institution was unaccredited at time of attendance.
- Outside institution was Community College of the Air Force or Regents College.

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 admission 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.

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/Admission & Records 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. Students can consult the following websites for more information on obtaining transcripts.

High School Transcripts: www.asd.com
 GED Transcripts: www.acenet.edu
 College Transcripts: www.collegenet.com

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. A 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:

1. Meet College admission requirements for degree-seeking students and be accepted to a program.
2. Submit an official TOEFL (Test of English as a Foreign Language) score of at least 450.
3. Submit a statement of financial support for the anticipated period of study.
4. Provide official transcripts and a statement of educational equivalency from a recommended credentials evaluation service.

International student advising and documentation services are provided by the International Student Advisor on the UAA campus. (907) 786-1573

To be issued an I-20A, international students must be formally admitted, full-time, degree-seeking students, even if their major is undeclared. These requirements apply only to students who are requesting a Form I-20A Student Visa. Other international students may enroll under the open enrollment policy or formal admission policy.

Health insurance is mandatory for international students on student visas.

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.

**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.

**Application Form
and Fee**

Applications may be obtained from Student Services/Admissions & Records Office. A non-refundable application fee of \$35 must be submitted with each application for admission. Some certificate and associate programs have additional requirements. Consult the individual program sections of this bulletin.

GENERAL UNIVERSITY REQUIREMENTS FOR UNDERGRADUATE PROGRAMS

General University Requirements have been established for all certificate and degree programs at MSC/UAA. Students must complete them in addition to specific certificate and major requirements stated in the program section of this bulletin.

CERTIFICATES

In addition to specific certificate requirements stated in the program section of this catalog, the following requirements must also be met in order to obtain a certificate:

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. Additional residency credit requirements, to meet program accreditation, may be established.
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 30 credits for an official transcribed certificate.
4. Students may elect to graduate under the requirements of the catalog in effect at the time of formal admission to a certificate program or the catalog in effect at the time of graduation.
5. If the requirements for a certificate as specified in the entry-level catalog are not met within 5 years of formal acceptance into the program, that program will expire and the student must reapply for admission and meet the requirements in effect at the time of formal acceptance.
5. Students may earn more than one certificate by completing all requirements for each additional program.

**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. They must also earn a cumulative GPA of at least 2.00 (C) in all courses required for each major. Some associate degree programs may 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.
5. 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.
6. 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.
7. All courses for an Associate of Applied Science degree must be at the 100-level or above.

**CONCURRENT
PROGRAMS OF
STUDY**

Double majors. Associate degree-seeking students may apply to graduate (during the same semester) with two majors, providing the degree program is the same for each major. For example, a student may select two areas from the approved majors within the Associate of Applied Science degree program (such as Human Services and Office Management & Technology). Students must apply and be accepted into each major program.

Students may request a double major at the time of initial admission to MSC or add a major at a later date through the Change of Major degree process. Forms are available from Student Services.

**SECOND
ASSOCIATE
DEGREE**

Students must satisfy the General University Requirements, the General Education Requirements, and both sets of major requirements.

Students must satisfy the catalog requirements in effect at the time of acceptance into the major(s) or the catalog requirements in effect at the time of graduation.

A double major is not applicable to the Associate of Arts Degree.

Double Degrees. Associate degree-seeking students may graduate (during the same semester) with two degrees provided they have applied to and been accepted in both degree programs. An Associate of Applied Science and Associate of Arts is an example of a double degree.

Students must submit a separate application for admission for each degree they expect to receive. Admission forms are available from Student Services.

Associate degree-seeking students must complete the General University Requirements, the General Education Requirements for their primary program, the requirements for both major programs, and at least 12 resident credits beyond the total number of credits required for the primary degree.

Students must satisfy the catalog requirements in effect at the time of acceptance into the degree program(s) or the catalog requirements in effect at the time of graduation.

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.

MSC Students. Students who have received an Associate of Applied Science degree from MSC 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 MSC/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 MSC must:

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

ASSOCIATE OF ARTS (AA)

Complete the Certificate and Associate Degree Admission Requirements located at the beginning of this chapter. Complete the Associate Degree General University Requirements located at the beginning of this chapter. 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 on page 24.

1. Oral Communications 3
 - COMM A111 Fundamentals of Oral Communication
 - COMM A235 Small Group Communication
 - COMM A237 Interpersonal Communication
 - COMM A241 Public Speaking
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
 - CIOA A262 Written Business Communications
3. Applied Studies* 9
4. Humanities* 9
5. Math and Natural Sciences* 9
6. Social Sciences* 9
7. Electives 15
8. Total Minimum Credits 60

*Consult the Associate Degree Course Classifications list.



ASSOCIATE OF ARTS (AA) WITH BACCALAUREATE 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.

1. Oral Communication 3
 COMM A111 Fundamentals of Oral Communication
 COMM A235 Small Group Communication
 COMM A237 Interpersonal Communication
 COMM A241 Public Speaking
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 the Fine Arts General Education Requirements for Baccalaureate Degrees list.
5. Math and Natural Sciences* 9
 Choose one course (3 credits) from the Quantitative Skills General Education Requirements for Baccalaureate Degrees list and 2 courses (7 credits) from the Natural Sciences General Education Requirements for Baccalaureate Degrees list, including a lab course.
6. Social Sciences* 9
 Choose at least 6 credits from the Social Sciences Baccalaureate General Education Requirements List.
7. Electives 15
8. Total Minimum Credits 60

**Consult the General Education Requirements for UAA Baccalaureate degrees.*

AA LINK

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
Automotive 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
Engineering Design and Drafting
Engineering Science
Engineering and Science Management
English-as-a-Second Language
Environmental Studies (except ENVI A201 & A202)
Family and Consumer Services
Fire Service Administration
Fisheries Technology
Floral Design
Forestry Technology
Geographic Information Systems
Geomatics
Health
Health Sciences
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
Paramedical Technology
Petroleum Engineering
Petroleum Technology
Refrigeration and Heating
Social Work
Technology
Vocational Education
Vocational Skills
Wastewater Treatment
Welding Technology

Humanities

Alaska Native Studies
American Sign Language
Art
Chinese
Communication
Creative Writing and Literary Arts
Dance
English
French
German
History*
Humanities
Japanese
Journalism & Public Communications (JPC A215 & A367 only)
Korean
Languages
Latin
Linguistics
Music
Philosophy
Preparatory English
Russian
Spanish
Theatre
Women's Studies*

Math and Natural Sciences

Anthropology (ANTH A205 only)
Applied Statistics
Astronomy
Biological Sciences
Chemistry
Computer Science
Environmental Studies (ENVI A202 only)
Geography (GEOG A205 and A205L only)
Geology
Mathematics (MATH A101 excluded)
Philosophy (PHIL A101 only)
Physics

Social Sciences

Anthropology
Business Administration (BA A151 only)
Counseling
Economics
Environmental Studies (ENVI A201 only)
Geography (except GEOG A205 and A205L)
Guidance
Health Sciences (HS A220 only)
History*
Human Services (HUMS A106 only)
International Studies
Journalism & 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.*

REQUIREMENTS FOR UAA BACCALAUREATE DEGREES

To receive a baccalaureate degree from UAA, students must satisfy: General University Requirements, General Education Requirements, school/college requirements, if applicable, and Major Program Requirements.

- a minimum of at least 120 credits is required
- a minimum of 42 upper division credits is required
- 24 upper division credits must be completed in residence
- 30 credits must be completed in residence
- 12 credits in each major must be completed in residence
- 3 credits in each minor must be completed in residence
- cumulative GPA at UAA must be at least 2.00 (C) or higher in order to graduate
- cumulative GPA must be at least 2.00 (C) or higher in all courses required in the major
- cumulative GPA must be at least 2.00 (C) or higher in all courses required in the minor.
- some degree programs may require higher GPAs.

For further information, refer to the UAA catalog.

GENERAL EDUCATION REQUIREMENTS FOR UAA BACCALAUREATE DEGREES (GER)

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.

Credit may be counted towards General Education or a degree major requirement, but not both. No course may be counted in more than one General Education category. Courses ending with numbers __93 or __94 will not satisfy a GER.

Courses listed here as satisfying a General Education Requirement are also identified in the course description area of this bulletin.

Classification	Credits
1. Oral Communication Skills	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:	
COMM A111 Fundamentals of Oral Communication	
A235 Small Group Communication	
A237 Interpersonal Communication	
A241 Public Speaking	
2. Written Communication Skills	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	
A211 Academic Writings About Literature	
A212 Technical Writing	
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	
A307 Probability and Statistics	
MATH A107 College Algebra	
A108 Trigonometry	
A109 Precalculus	
A200 Calculus I	
A201 Calculus II	
A270 Applied Finite Mathematics for the Managerial Sciences	
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 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:
- | | | |
|------|-------|--|
| ART | A261 | History of World Art I |
| | A262 | History of World Art II |
| | A367 | History of Photography |
| CHIN | A101 | Elementary Chinese I |
| | A102 | Elementary Chinese II |
| ENGL | A121 | Introduction to Literature |
| | A201 | Masterpieces of World Literature I |
| | A202 | Masterpieces of World Literature II |
| | A301 | Literature of Britain I |
| | A302 | Literature of Britain II |
| | A305 | Topics in National Literatures |
| | A306 | Literature of the United States I |
| | A307 | Literature of the United States II |
| FREN | A101 | Elementary French I |
| | A102 | Elementary French II |
| | A201 | Intermediate French I |
| | A202 | Intermediate French II |
| GER | A101 | Elementary German I |
| | A102 | Elementary German II |
| | A201 | Intermediate German I |
| | A202 | Intermediate German II |
| | A209 | German Grammar |
| HIST | A101 | Western Civilization I |
| | A102 | Western Civilization II |
| | A121 | East Asian Civilization I |
| | A122 | East Asian Civilization II |
| | A131 | History of United States I |
| | A132 | History of United States II |
| | A341 | History of Alaska |
| HUM | A211 | Introduction to Humanities I |
| | A212 | Introduction to Humanities II |
| | A250 | Myths and Contemporary Culture |
| JPC | A215 | History of Mass Communication |
| | A367 | History of Photography |
| JPN | A101 | Elementary Japanese I |
| | A102 | Elementary Japanese II |
| | A201 | Intermediate Japanese I |
| | A202 | Intermediate Japanese II |
| KOR | A101 | Elementary Korean I |
| LAT | A101 | Elementary Latin I |
| | A102 | Elementary Latin II |
| LING | A101 | The Nature of Language |
| MUS | A221 | History of Music I |
| | A222 | History of Music II |
| PHIL | A101 | Introduction to Logic |
| | A201 | Introduction to Philosophy |
| | A211 | History of Philosophy I |
| | A212 | History of Philosophy II |
| | A301 | Ethics |
| | A313B | Eastern Philosophy and Religion |
| | A314 | Western Religion |
| PS | A331 | Political Philosophy |
| | A332 | History of Political Philosophy I: Classical |
| | A333 | History of Political Philosophy II: Modern |
| RUSS | A101 | Elementary Russian I |
| | A102 | Elementary Russian II |
| | A201 | Intermediate Russian I |
| | A202 | Intermediate Russian II |
| SPAN | A101 | Elementary Spanish I |
| | A102 | Elementary Spanish II |
| | A201 | Intermediate Spanish I |
| | A202 | Intermediate Spanish II |

- | | | |
|-----|------|---------------------------|
| THR | A311 | Representative Plays I |
| | A312 | Representative Plays II |
| | A411 | History of the Theatre I |
| | A412 | History of the Theatre 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 skill may be acceptable. *Music majors must select courses outside their major.)** Courses completed at MSC/UAA must be selected from the following:
- | | | |
|------|------|---------------------------|
| ART | A160 | Art Appreciation |
| | A261 | History of World Art I |
| | A262 | History of World Art II |
| | A367 | History of Photography |
| DNCE | A170 | Dance Appreciation |
| JPC | A367 | History of Photography |
| MUS | A121 | Music Appreciation * |
| | A221 | History of Music I * |
| | A222 | History of Music II * |
| THR | A111 | Introduction to Theatre |
| | A311 | Representative Plays I |
| | A312 | Representative Plays II |
| | A411 | History of the Theatre I |
| | A412 | History of the Theatre II |
6. Social Sciences 6
- Credits satisfying the Social Sciences area must be earned outside of the 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 |
| | A200 | Natives of Alaska |
| | A202 | Cultural Anthropology |
| | A250 | The Rise of Civilization |
| BA | A151 | Introduction to Business |
| ECON | A201 | Principles of Macroeconomics |
| | A202 | Principles of Microeconomics |
| ENVI | A201 | Living on Earth: Introduction to Environmental Studies |
| GEOG | A101 | Introduction to Geography |
| HIST | A101 | Western Civilization I |
| | A102 | Western Civilization II |
| | A121 | East Asian Civilization I |
| | A122 | East Asian Civilization II |
| | A131 | History of United States I |
| | A132 | History of United States II |
| | 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 |
| | A330 | Justice and Society |
| PARL | A101 | Introduction to Law |
| PS | A101 | Introduction to American Government |
| | A102 | Introduction to Political Science |
| | A311 | Comparative Politics |
| | A351 | Political Sociology |
| PSY | A111 | General Psychology |
| | A150 | Human Development |
| SOC | A101 | Introduction to Sociology |
| | A201 | Social Problems and Solutions |
| | A202 | The Social Organization of Society |
| | A222 | Small and Rural Communities |
| | A342 | Sexual, Marital and Family Lifestyles |
| | 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 that provide the student with broad exposure and include general introduction to the theory, methods, and disciplines of the natural sciences. Courses completed at MSC/UAA must be selected from the following:
- ASTR A103 Introductory Astronomy I
 - A104 Introductory Astronomy II
 - BIOL A102 Introductory Biology
 - A103 Introductory Biology Laboratory
 - A105 Fundamentals of Biology I
 - A106 Fundamentals of Biology II
 - A111 Human Anatomy and Physiology I
 - A112 Human Anatomy and Physiology II
 - CHEM A103 Survey of Chemistry
 - A103L Survey of Chemistry Laboratory
 - A104 Introduction to Organic Chemistry and Biochemistry
 - A104L Introduction to Organic Chemistry and Biochemistry Laboratory
 - A105 General Chemistry I
 - A105L General Chemistry I Laboratory
 - A106 General Chemistry II
 - A106L General Chemistry II Laboratory
 - ENVI A202 Earth as an Ecosystem: Introduction to Environmental Science
 - GEOG A205 Elements of Physical Geography
 - A205L Physical Geography Laboratory
 - GEOL A111 Physical Geology
 - A112 Historical Geology
 - A115 Environmental Geology
 - A115L Environmental Geology Laboratory
 - PHYS A101 Concepts of Physics
 - A123 Basic Physics I
 - A123L Basic Physics I Laboratory
 - A124 Basic Physics II
 - A124L Basic Physics II Laboratory
 - A211 General Physics I
 - A211L General Physics I Laboratory
 - A212 General Physics II
 - A212L General Physics II Laboratory

Note: These GERs are subject to change without notice. Refer to current UAA Catalog.

ASSOCIATE OF APPLIED SCIENCE (AAS)

General Degree Requirements: All courses must be at the 100-level or above.

1. Oral Communication 3
 - COMM A111 Fundamentals of Oral Communication
 - COMM A235 Small Group Communication
 - COMM A237 Interpersonal Communication
 - COMM A241 Public Speaking
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
 - CIOA 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.) Courses chosen must be at the 100-level or above.
4. Major Specialty (See Degree Programs) Varies
5. Electives Varies
6. Total Minimum Credits 60

**Any English courses used to satisfy the Humanities general requirements must be different from the written communication requirement and have a course number higher than ENGL A111.*

AAS

ACCOUNTING

INTRODUCTION

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.

GENERAL UNIVERSITY REQUIREMENTS

1. See Certificate and Associate Degree Programs Admission Requirements listed on page 19.
2. Complete the General University Requirements for Associate Degrees listed on page 19.
3. Complete the Associate of Applied Science requirements (15 credits) listed on page 28. 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.

ASSOCIATE OF APPLIED SCIENCE

ACCOUNTING

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, Receivables and Payables	3
ACCT A230	Financial Statement Preparation and Presentation	3
BA A151	Introduction to Business	3
BA/JUST A241	Business Law I	3
CIOS 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, CIOS, or 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

INTRODUCTION

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 MSC Electronics Technology program offers a certificate of training following the second, third, or fourth semesters. However, students are encouraged to complete the Associate of Applied Science degree for further career advancement. The MSC Electronics Technology program also offers an Associate of Applied Science (AAS) degree.

The program is not structured in the conventional manner. Instead, it is designed primarily as a self-paced, open-entry evening program for the student who requires more flexible scheduling. The program offers self-paced courses along with open laboratories for either full-time or part-time students. The program is adaptable to various work schedules (i.e., week on/week off). The Electronics Technology program provides a thorough background in electronics, preparing graduates for entry-level positions in most phases of the industry in Alaska.

GENERAL UNIVERSITY REQUIREMENTS

1. See Certificate and Associate Degree Programs Admission Requirements listed on page 19.
2. Complete the General University Requirements for Associate Degrees listed on page 19.
3. Complete the Associate of Applied Science requirements (15 credits) listed on page 28.

CERTIFICATE ELECTRONICS TECHNOLOGY

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

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.

ASSOCIATE OF APPLIED SCIENCE ELECTRONICS TECHNOLOGY

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.

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.

GENERAL UNIVERSITY REQUIREMENTS

1. See Certificate and Associate Degree Programs Admission Requirements listed on page 19.
2. Complete the General University Requirements for Associate Degrees listed on page 19.
3. Complete the Associate of Applied Science requirements (15 credits) listed on page 28.

ASSOCIATE OF APPLIED SCIENCE FIRE SERVICE ADMINISTRATION

MAJOR REQUIREMENTS

1. Complete the following required courses (21 credits):

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 & Mgmt	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

INTRODUCTION

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

Human Services students acquire 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 a letter from the practicum instructor. The AAS is articulated with the UAA Baccalaureate degree in Psychology.

GENERAL UNIVERSITY REQUIREMENTS

1. See Certificate and Associate Degree Programs Admission Requirements listed on page 19.
2. Complete the General University Requirements for the Associate Degrees listed on page 19.
3. Complete the Associate of Applied Science requirements (15 credits) listed on page 28.
COMM A111 and ENGL A211, A212, or A213 strongly recommended.

ASSOCIATE OF APPLIED SCIENCE HUMAN SERVICES

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/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.

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 A256	Groups and Organizations	3
HUMS A350	Men and Masculinity	3
HUMS A434	Group Facilitation for Human Service Professionals	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	An Introduction to Marriage, Family and Intimate Relationships	3
SOC A246	Adolescence	3
SOC/PSY A453	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 A417	Substance Abuse Counseling for Human Service Professionals	3
HS/PSY A350	Drugs and Drug-Taking Behavior	3
HS/PSY A381	Substance Abuse Treatment	3
SWK A471	Addictions and Social Work	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

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
PSY A445	Strategies of Behavior Change	3
PSY A455	Developmental Disabilities Overview	3

2. Choose 9-13 credits of electives in consultation with faculty advisor or academic advisor.

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

OFFICE MANAGEMENT AND TECHNOLOGY

INTRODUCTION

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 emphasis in the Associate of Applied Science Degree: Secretarial and Legal Secretarial. The certificate offers concentrated study in Office 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 also 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.

GENERAL UNIVERSITY REQUIREMENTS

1. See Certificate and Associate Degree Programs Admission Requirements listed on page 19.
2. Complete the General University Requirements for Associate Degrees listed on page 19.
3. Complete the Associate of Applied Science requirements (15 credits) listed on page 28.
CIOS 262 is recommended.

CERTIFICATE OFFICE TECHNOLOGY

1. Complete the following 13 credits:

CIOS A160	Business English	3
CIOS A165	Office Procedures	3
CIOS A167	Proofreading	1
CIOS A262	Written Business Communications	3
CIOS A264	Interpersonal Skills in Organizations	3
2. Complete 3 credits from the following:

CIOS A105	Introduction to PC Computers and Applications ..	3
CIOS A107	Macintosh Computer and Applications	3
CIOS A110	Computer Concepts in Business	3
3. Complete 3-6 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

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

4. Complete 1 credit from the following:

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

CIOS A166	Filing	1
CIOS A276	Records Management	3

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

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

ASSOCIATE OF APPLIED SCIENCE OFFICE MANAGEMENT AND TECHNOLOGY

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 Communications 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:

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 1-3 credits from the following:

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

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

CIOS A115	Selected Introductory Word Processing Applications	1
CIOS A215	Selected Advanced Word Processing Applications	1
5. 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.*
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:

CIOS A215D	Advanced WordPerfect in DOS	1
CIOS A261	Keyboarding III	3
CIOS A272*	Law Office Procedures: Litigation Documents	3
CIOS A273*	Law Office Procedures: Client Documents	3
CIOS A274*	Alaska Rules of Civil Procedures	3
CIOS 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):

CIOS 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 CIOS A295C. If work experience is substituted, complete CIOS elective credits to equal 60 credits.		
9. A minimum of 60 credits is required for the degree.

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

OFFICE SKILLS PROGRAM

The Office Skills Program is a fast-paced 10 week program leading to an Office Skills Certificate of Completion. Courses meet the needs of beginning and re-entry office workers.

Complete the following 15 credits:

- | | | |
|------------|---------------------------------|---|
| CIOS A100 | Keyboarding I | 3 |
| CIOS A105 | Intro to PC Comp & Appl | 3 |
| CIOS A111D | Intro to Excel in Windows | 1 |
| CIOS A115G | Intro to MS Word in Windows | 1 |
| CIOS A115H | Intro to WordPerfect in Windows | 1 |
| CIOS A119 | Exploring the Internet | 1 |
| CIOS A160 | Business English | 3 |
| CIOS A166 | Filing | 1 |
| CIOS A170 | Calculators | 1 |



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 earn a cumulative GPA of 2.00 (C) or higher in required R&H courses.

GENERAL UNIVERSITY REQUIREMENTS

1. See Certificate and Associate Degree Programs Admission Requirements listed on page 19.
2. Complete the General University Requirements for Associate Degrees listed on page 19.
3. Complete the Associate of Applied Science requirements (15 credits) listed on page 28.

CERTIFICATE REFRIGERATION AND HEATING TECHNOLOGY

1. Complete the following requirements:

First Year, First Semester:

RH A101	Refrigeration & 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 & 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	3

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

ASSOCIATE OF APPLIED SCIENCE REFRIGERATION AND HEATING TECHNOLOGY

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	3

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



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.

GENERAL UNIVERSITY REQUIREMENTS

1. See Certificate and Associate Degree Programs Admission Requirements listed on page 19.
2. Complete the General University Requirements for Associate Degrees listed on page 19.
3. Complete the Associate of Applied Science requirements (15 credits) listed on page 28. 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.

ASSOCIATE OF APPLIED SCIENCE

SMALL BUSINESS ADMINISTRATION

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
CIOA 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 A206	Analyzing Financial Statements	3
BA A232	Fundamentals of Organizational Management	3
BA/JUST A242	Business Law II	3
BA A262	Public Relations	3
BA A263	Practices in Consumer Behavior	3

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

UAF DEGREE AVAILABLE STATEWIDE.**MICROCOMPUTER SUPPORT SPECIALIST PROGRAM (MSSP)****INTRODUCTION**

The MSSP is a statewide program preparing students with the entry-level skills required to provide microcomputer support in a variety of educational, governmental, and corporate environments, or to begin their own enterprises in microcomputer support.

Students who earn the MSSP degree or certificate will learn the following skills: Applications skills, networking skills, hardware and software configuration and troubleshooting skills, independent thinking and research skills, and human relations and support skills.

Students can pursue a Certificate or AAS degree, which is awarded through the University of Alaska Fairbanks. One of the highlights of this program is that students can register and take courses at MSC. Contact the Student Services Center for information about enrolling in the program.

Technical Prerequisite - minimum computer knowledge is required - CIOS A105 recommended or demonstrated competency.

GENERAL UNIVERSITY REQUIREMENTS

1. See Mat-Su College Academic Advisor for Admission Requirements.
2. Complete the General University Requirements - see item 1 below.
3. Certificate seeking students must earn a cumulative GPA of at least 2.00 (C) in all work and major.
4. AAS seeking students must earn a cumulative GPA of at least 2.00 (C) in all work and a "C" grade or better in all major course requirements.

**CERTIFICATE
MICROCOMPUTER SUPPORT
SPECIALIST PROGRAM**

1. General University Requirements (8-9 credits):
ENGL A111 Methods of Written Communications 3
Math at A100 level or above (can be CIOS 161) 2-3
HUMS/PSY A153 Human Relations 3
2. Basic MSSP Competencies (6 credits):
CIOS A115G Intro to MS Word in Windows 1
or
CIOS A115H Intro to WordPerfect in Windows 1
CIOS A111D Intro to Excel in Windows 1
CIOS A112F Intro to Access in Windows 1
CIOS A119 Exploring the Internet 1
CIOS A194## Microcomputer Graphics 1
CIOS A186# Basic Networking 1
or
ET A218* PC Networking 1
3. MSSP Applications and Networking (6 credits):
CIOS A215G Advanced MS Word in Windows 1
or
CIOS A215H Advanced WordPerfect in Windows 1
CIOS A211D Advanced Excel in Windows 1
CIOS ### Advanced Databases 1
CIOS A110 Computer Concepts in Business 3
CIOS A116B Intro to Desktop Publishing on IBM 1
or
CIOS A216B# Advanced Desktop Publishing on IBM 1
or
CIOS A338 Desktop Publishing & Design 3
CIOS A194## Microcomputer Graphics 1-3
ET A218* PC Networking 2-3
CIOS A186A# Networking 1-2
or
CIOS A186B# Networking 1-2
CIOS A390 Advanced Internet 1-3
CIOS A185# Intro to Programming Business Applications...3
CIOS A201# Programming Business Applications 4
4. Core Requirements (12 credits **):
CIOS A113B Intro to Windows 1
CIOS## Microcomputer Operating Systems 2
ET A216 PC Servicing 3
CIOS A420# Consulting & Training End Users 3
CIOS A280** Independent Project (must be taken in last semester) . 3

5. MSSP Certification Committee Review and Portfolio Presentation (must be passed for certificate or degree).
Skill Areas:

Application Skills
Networking Skills
Hardware and Software Configuration
and Troubleshooting Skills
Independent Thinking Skills
Human Relations and Support Skills

6. A total of 32 - 33 credits is required for the certificate.

* ET A218 is a 3 credit course - meeting 1 credit competency requirement, plus 2 networking credit.

** Credit by exam is eligible for all courses except ET A216, CIOS A420, and CIOS A280.

At time of printing offered only at UAA.

At time of printing offered only at UALC Distance.

At time of printing offered only at UAF and UAS.

**ASSOCIATE OF APPLIED SCIENCE
MICROCOMPUTER SUPPORT
SPECIALIST PROGRAM**
MAJOR REQUIREMENTS

1. Complete the following requirements (18 credits):
ENGL A111 Methods of Written Communication 3
ENGL A211 Academic Writing About Literature 3
or
ENGL A212 Technical Writing 3
or
ENGL A213 Writing in the Academic Disciplines 3
COMM A111 Fundamentals of Oral Communication 3
or
COMM A241 Public Speaking 3
Math or Natural Science at A100 level or above 3
Math, Humanities, Natural or Social Sciences elective 3
HUMS/PSY A153 Human Relations 3
2. Basic MSSP Competencies (6 credits):
CIOS A115G Intro to MS Word in Windows 1
or
CIOS A115H Intro to WordPerfect in Windows 1
CIOS A111D Intro to Excel in Windows 1
CIOS A112F Intro to MS Access in Windows 1
CIOS A119 Exploring the Internet 1
CIOS A194## Microcomputer Graphics 1

- | | | |
|------------|------------------------|---|
| CIOS A186# | Basic Networking | 1 |
| | or | |
| ET A218* | PC Networking | 1 |
3. MSSP Applications (6 credits):
- | | | |
|-------------|--|-----|
| CIOS A215G | Advanced MS Word in Windows | 1 |
| | or | |
| CIOS A215H | Advanced WordPerfect in Windows | 1 |
| CIOS A211D | Advanced Excel in Windows | 1 |
| CIOS### | Advanced Databases | 1 |
| CIOS A110 | Computer Concepts in Business | 3 |
| CIOS A116B | Intro to Desktop Publishing on IBM | 1 |
| | or | |
| CIOS A216B# | Advanced Desktop Publishing on IBM ... | 1 |
| | or | |
| CIOS A338 | Desktop Publishing & Design | 3 |
| CIOS A194## | Microcomputer Graphics | 1-3 |
4. Networking (6 credits):
- | | | |
|-------------|---------------------------------|-----|
| ET A218* | PC Networking | 2-3 |
| CIOS A186A# | Networking | 1-2 |
| | or | |
| CIOS A186B# | Networking | 1-2 |
| CIOS A390# | Advanced Internet | 1-3 |
| CIOS A185# | Microcomputer Programming | 1 |
| CIOS A201# | Microcomputer Programming | 4 |
5. Core Requirement (12 credits **):
- | | | |
|--------------|---------------------------------------|---|
| CIOS A113B | Intro to Windows | 1 |
| CIOS## | Microcomputer Operating Systems | 2 |
| ET A216 | PC Servicing | 3 |
| CIOS A420# | Technical Support for End Users | 3 |
| CIOS A280 ** | Independent Project | 3 |
6. CIOS or ET Elective (6 credits):
- Highly recommended:
- | | | |
|---------------|---|-----|
| ET A126*** | Principles of Logic & Gating | 4 |
| ET A127*** | Microprocessor Fundamentals | 3 |
| ET A217*** | Personal Computer Troubleshooting | 3 |
| CIOS A295C*** | Office Systems Internship | 1-6 |
7. General Electives (6 credits):
8. MSSP Certification Committee Review and Portfolio Presentation (must be passed for certificate or degree).
- Skill Areas:
- Application Skills
 - Networking Skills
 - Hardware and Software Configuration and Troubleshooting Skills
 - Independent Thinking Skills
 - Human Relations and Support Skills
9. A total of 60 credits is required for the degree.

* ET A218 is a 3 credit course - meeting 1 credit competency requirement, plus 2 networking credits.

** Credit by exam is eligible for all courses except ET A216, CIOS A420, and CIOS A280.

*** At time of printing waiting for University committee approval.

At time of printing offered only at UAA.

At time of printing offered only at UALC distance.

At time of printing offered only at UAF and UAS.

UAF DEGREE - PALMER RESEARCH CENTER IN COOPERATION WITH MAT-SU COLLEGE.**NATURAL RESOURCES MANAGEMENT****INTRODUCTION**

The University of Alaska Fairbanks School of Land Resources Management offers a Bachelor of Science degree program in Natural Resources Management with an emphasis in Plant, Animal, and Soil Sciences to students in south-central Alaska. Students may enroll in courses at Mat-Su College (MSC), UAA, and UAF's Palmer Research Center to fulfill the requirements for this degree.

Natural Resources Management degree curriculum focuses on making and implementing decisions to develop, maintain or protect ecosystems to meet human needs and values. The core curriculum provides students with a broad education in the various natural resources and their related applied fields. Programs may be tailored to enhance a student's depth or breadth in a given field of interest. The program is designed for students desiring careers in resources management or in other fields requiring knowledge of resources management, students planning advanced study, as well as those wishing to be better informed citizens.

The BS degree has three options: forestry; plant, animal, and soil sciences; and resources. The plant, animal and soil science option is offered through the Palmer Research Center. The plant, animal, and soil sciences option offers opportunities for scientific study and education in areas such as: field and greenhouse plant production, domestication and propagation of native plants, revegetation, domestic and native animal production, and agricultural and ecological aspects of soil science. The resources option emphasizes responsible stewardship in the management of multiple resources that occur in natural systems. Field and laboratory activities and applications of knowledge gained are stressed throughout the program. Internships and work-study arrangements are often available for qualified students.

The Fairbanks campus of UAF also offers the Resources and Forestry options of the Natural Resources Management degree. Courses taken through the Palmer Research Center may apply toward these options with advisor approval. The Natural Resources Management/Forestry Program is the only accredited four-year forestry program in Alaska. The School of Agriculture and Land Resources Management also offers an M.S. degree in natural resources management.

GENERAL UNIVERSITY REQUIREMENTS

1. Admission requirements: For admission to a baccalaureate degree program, you must have graduated from high school with an overall grade point average (GPA) of 2.0 or higher. If you have graduated from high school with a satisfactory GPA but do not meet minimum entrance requirements for the baccalaureate degree, you may be accepted with deficiencies provided you make up the deficiencies by earning at least a "C" grade in each of the appropriate developmental or university courses and complete 9 credits of general baccalaureate degree requirements with a grade of "C" or higher in each course. For further information refer to page 10 of the 1999-2000 UAF Catalog.
2. Complete the General University Requirements. As part of the core curriculum requirements, complete a MATH - Calculus course. See page 24 - 26 of the 1999-2000 UAF Catalog.
3. Complete the B.S. degree requirements. See page 25 of the 1999-2000 UAF Catalog.
4. For Natural Resources Management degree requirements see page 138 - 140 of the 1999-2000 UAF Catalog.

UAF-College of Natural Resources Management
School of Agriculture and Land Resources Management
Agriculture and Forestry Experiment Station
Palmer Research Center
(907) 746-9454

e-mail: aneal@uaa.alaska.edu

web site: <http://www.lter.alaska.edu/~salrm/school/degree.html#PASS>

UAF DEGREE - PALMER RESEARCH CENTER IN COOPERATION WITH MAT-SU COLLEGE. NATURAL RESOURCES MANAGEMENT.....CONTINUED

BACHELOR OF SCIENCE NATURAL RESOURCES MANAGEMENT

MAJOR REQUIREMENTS

Option: Plant, Animal and Soil Sciences

1. Complete the following (major) requirements:*

AS 252***	Elementary Probability and Statistics	3
BIOL 105X**	Fundamentals of Biology I	4
BIOL 106X**	Fundamentals of Biology II	4
BIOL 271	Principles of Ecology	4
CHEM 105X***	General Chemistry	4
CHEM 106X***	General Chemistry	4
ECON 235	Introduction to Natural Resource Economics	3
NRM 101****	Natural Resources Conservation and Policy	3
or		
AGRI A104	Conservation of Natural Resources	3
(with Advisor's approval - MSC course)		
NRM 106	Orientation to Natural Resource Management	1
NRM 304O	Perspectives in Natural Resources Mngmnt	3
NRM 380W	Soils and the Environment	3
NRM 405W	Senior Thesis in Natural Resources Management I	2
NRM 406W	Senior Thesis in Natural Resources Management II	2

2. Complete the following option requirements:*

Plant, Animal and Soil Sciences Option Requirements		
BIOL 331	Systematic Botany	4
NRM 211	Introduction to Applied Plant Science	3
NRM 290	Resource Management Issues at High Latitudes	2
NRM 310O	Agricultural Concepts	3
NRM 320	Introduction to Animal Science	3
NRM 480	Soil Management for Quality and Conservation	3

3. Complete at least 8 credits in biology, botany, physics, chemistry, geosciences and/or mathematics, in addition to the above basic courses. Courses must be approved for science majors.

4. Complete at least 9 credits in the following Natural Resources Management electives:

NRM 102	Practicum in Natural Resources Management	1-2
and/or		
NRM 300	Internship in Natural Resources Management	1-3
NRM 204	Natural Resources Legislation and Policy	3
NRM 215	Plant Propagation	3
NRM 251	Silvics and Dendrology	4
NRM 312	Introduction to Range Management	3
NRM 313	Introduction to Plant Pathology	4
NRM 321	Applied Animal Nutrition	3
NRM 338	Introduction to Geographic Information Systems	3
NRM 340	Natural Resources Measurement and Inventory	3
NRM 341	GIS Analysis	4
NRM 370	Intro to Watershed Management	3

NRM 404	Processes of Natural Resources Decision Making	3
NRM 412	Field Crop Production	3
NRM 420	Animal Nutrition & Metabolism	3
NRM 425	Ungulate Management and Production Systems	3
NRM 485	Soil Biology	3

5. Complete at least 12 credits beyond those taken to fulfill categories above in a support field which is a group of courses selected for its clear pertinence to a cohesive program. Support fields may include but are not limited to: animal science, chemistry, communications, education, engineering, forestry, geography, marketing, natural resources management, nutrition, plant science, rural development and soils. The courses must be approved by the student's academic advisor prior to attaining senior standing.

6. A minimum of 130 credits is required for the degree.

* Student must earn a "C" grade or better in each course.

** Satisfies core natural science requirement.

*** Satisfies B.S. degree natural science requirement.

**** Or approved alternative.

CERTIFICATES AND DEGREES

■ Certificate of Completion

Office Skills Program

■ Certificates

Electronics Technology, One-Year Certificate of Training
Electronics Technology, One and One-Half Year Certificate of Training
Electronics Technology, Two-Year Certificate of Training

Office Technology

Refrigeration and Heating Technology

■ Associate Degrees

Associate of Arts

Associate of Arts with Baccalaureate Link

Associate of Applied Science, Accounting

Associate of Applied Science, Electronics Technology

Associate of Applied Science, Fire Service Administration

Associate of Applied Science, Human Services - General Emphasis

Associate of Applied Science, Human Services - Substance Abuse Emphasis

Associate of Applied Science, Human Services - Family and Youth Emphasis

Associate of Applied Science, Human Services - Disabilities Emphasis

Associate of Applied Science, Office Management and Technology - Secretarial Emphasis

Associate of Applied Science, Office Management and Technology - Legal Secretarial Emphasis

Associate of Applied Science, Refrigeration and Heating Technology

Associate of Applied Science, Small Business Administration

■ University of Alaska Fairbanks Statewide Certificate and Associate of Applied Science Degree

Microcomputer Support Specialist Program

■ University of Alaska Fairbanks - Palmer Research Center - in cooperation with Mat-Su College

Bachelor of Science, Natural Resources Management



EUREKA!

CHAPTER 4

TUITION, FEES AND FINANCIAL AID

Residency for Tuition Purposes
Tuition Summary
Fees
Financial Obligations
Refund Policy
Financial Aid
Satisfactory Academic Progress for Financial Aid
Financial Aid Refund and Repayment Policy
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**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 absences for periods not exceeding an aggregate of 120 days with intention to return) and who declares intention to remain in Alaska indefinitely. Students who have been physically present in Alaska for 12 consecutive months and meet other residency requirements must notify Student Services/Admissions & Records Office 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 has done any other act 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.

Members of the U.S. military on active duty and their dependents, members of the Alaska National Guard and their dependents, are considered residents for tuition purposes.

A foreign student in F-1 (non-immigrant student status) student status or in any other non-immigrant visa status cannot be considered a resident for tuition purposes. The only exception is when the non-immigrant student is from the Yukon Territory or the Northwest Territories in Canada, or from one of the University of Alaska sister cities as designated by the Board of Regents. Non-immigrant visa status is inconsistent with Alaskan residency.

An international student who is a legal permanent resident or who is in refugee status or another status which permits an indefinite stay in the United States may qualify as a resident for tuition purposes provided he/she meets the other conditions for residency.

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 tuition. 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	\$75.00 per credit hour
*Non-resident	\$234.00 per credit hour

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

Resident	\$84.00 per credit hour
*Non-Resident	\$243.00 per credit hour

Graduate

Resident	\$167.00 per credit hour
*Non-resident	\$326.00 per credit hour

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

* Non-resident students are assessed non-resident fees on all academic credits including self-support.

See most recent semester course schedule for tuition updates.

MSC IS AFFORDABLE

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.

Add/Drop/Withdrawal Change	A \$5 fee is charged per form, beginning with the 2 nd week of instruction. This fee will not be charged if a student must make changes because MSC cancels or reschedules a class after registration.
Administrative	An administrative fee is a fee charged instead of tuition. There may be other fees assessed for the course such as lab or material fees in addition to the administrative fee.
Administrative Test	A \$10 administrative fee will be charged for each Dantes or CLEP exam given.
Application for Admission	A \$35 fee will be charged for each Application for Admission submitted.
Assessment Test	A \$10 assessment testing fee will be charged for each testing session.
Audit	Students auditing courses pay the same tuition and fees as students registering for credit.
Computer Lab	Each semester students (registered in any discipline) who wish to use the MSC computer lab will be required to pay a computer lab and supply fee to cover supplies and staffing. Students will be required to display their appropriately marked MSC I.D. card when using the computer lab.
Continuing Education Unit (CEU)	This fee varies. It is charged per Continuing Education Unit instead of tuition.
Credit-By-Exam	A non-refundable \$40 per credit fee is charged to challenge a course.
Distance Ed	A Distance Education fee is charged for each telecourse. The fee amount varies.
Emergency Book Loan	A \$5 fee is charged for each emergency book loan processed.
Graduation	A \$20 fee must be submitted with each Application for Graduation.
ITV	A \$38 fee will be charged for each class offered through Inter-active Television. Technology costs are covered, in part, by this fee. (Subject to change.)
Laboratory, Material, and Other	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.
Late Registration	A \$5 fee will be charged during Late Registration.
LRC	A one-time fee of \$5 per semester is assessed for use of all Learning Resource Center facilities and workshops.
Non-Credit Course	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.
Process/Administration	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	A proctor fee of \$5 will be charged for each test.
Student Activity	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.
Student I.D.	Your first ID is free. A \$5 fee is charged for student ID card replacement.
Transcript	A \$2 fee will be charged for each unofficial transcript a student requests and must be paid in advance.
Other Costs	Some courses may require additional costs to the student. See Course Schedule/Syllabus for information.

FREE PARKING !

All fees are subject to change. Please refer to the current semester course schedule.

FINANCIAL OBLIGATIONS

The College reserves the right to withhold final transcripts, diplomas, and/or permission to register for a new semester from students who have not fulfilled all their financial obligations to the institution. Students are held financially responsible for all courses for which they register. Interest, late fees, or collection costs will be added to a student's account. Past due accounts will be sent to a collection agency and reported to the credit bureau.

Payment Procedures

All tuition, fees, and other charges for the semester must be paid by the applicable deadline or at the time of registration. Payment may be made in cash, by check, or by Visa, MasterCard, or Discover Card. Students with verifiable financial aid may inquire at the Financial Aid Office for possible deferment. Students requiring a payment plan may enroll with Tuition Management Systems (1-800-722-4867).

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. MSC reserves the right to change its tuition or fees at any time.

Senior Citizen Tuition Waiver

Alaska residents 60 years or older may enroll in most MSC credit classes and have tuition waived. Enrollment is on space available basis only. Use of senior citizen tuition waivers is governed accordingly:

1. Tuition is not waived for non-credit, CEU, or self-support classes. Senior citizens must pay all additional course fees. To waive tuition, senior citizens must register and present a completed Tuition Waiver with proof of age. Tuition waivers are available at the Student Services/Admission & Records Office and the Bookstore/Cashier.

Note: The student activity fee is waived for senior citizens.

2. Registration using a senior citizen waiver for payment is permitted only during late registration (no late fee will be assessed when students register late with a senior citizen tuition waiver).
3. Senior citizens may elect to register before the late registration period; however, they must pay full tuition and fees (use of Senior Citizen Tuition Waiver will not be accepted). Senior citizens electing to register and pay full tuition are subject to all payment deadlines. Students who do not either pay or drop before the published deadline will be subject to drop for non-payment. Refunds will NOT be available to senior citizens who drop classes and then re-enroll into the same classes using a tuition waiver during late registration.

Note: Senior Citizen Tuition Waivers will not be available during the summer semester.

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. Extenuating circumstances for refund petitions are defined as death, disability, military transfer, or sudden and uncontrollable absence. Written documentation is required and must be provided within six months from the date you registered. Students who must withdraw as a result of MSC/UAA disciplinary action forfeit all rights to any refund.

Refunds are not issued after one academic year. A refund check will be mailed to your address of record. Refunds will not be issued for amounts less than \$1. There is a \$15 fee charged for all checks reissued due to a stop payment request by the student.

All refunds are processed by the Business Office/Cashier 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 and without being assessed an Add Fee for the replacement. If a replacement class is not added, a 100% refund of tuition and course fees is automatically processed.

Withdrawn Classes

No tuition 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 through the twelfth 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 thirteenth calendar day of the semester.
4. Refund deadlines for less-than-semester-length classes are prorated.

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

**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 Bookstore where the petition will be reviewed.
3. If the Academic Advisor and the Bookstore/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.

FINANCIAL AID

The Financial Aid Office assists students and prospective students in applying for state and federal aid programs. State and federal governments, the University, and many private organizations offer grants, scholarships, loans and employment opportunities to students who demonstrate need for such assistance. Each student's financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Types 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 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/Admissions & Records Office.
2. All interested students must complete a Free Application for Federal Student Aid (FAFSA) and submit the application to the Federal Processor (MCS/UAA's Title IV code is 011462).
3. 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 MSC Financial Aid Office.
4. Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their native regional corporation for applications.
5. 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, GED, or Ability to Benefit.
2. Apply for admission and be accepted into a certificate or degree program.
3. Demonstrate financial need for federal assistance as determined by the Federal Student Aid Report (SAR).
4. Maintain satisfactory academic progress as defined by Student Financial Aid regulations.

Policy available on Web at: www.uaa.alaska.edu/finaid

Federal Verification

The U.S. Department of Education selects 30% of financial aid applications for the verification process. The Financial Aid Office verifies information on selected applications prior to students receiving financial aid awards. Copies of the following documents may be requested:

1. Income tax return
2. W2's

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

Students selected for verification must submit the requested documents if applying for federal financial aid. If documentation is not received, federal financial aid cannot be awarded.

Financial Aid Concurrent Enrollment

Some students plan to enroll at MSC/UAA and at another college or university during the same semester. Concurrent enrollment plans must be approved in advance by the Financial Aid Office. Aid cannot be received at both institutions simultaneously. Concurrent enrollment plans are subject to the following conditions. The student must:

- a. Obtain written approval from the Financial Aid Office,
- b. Enroll in a minimum of six semester hours at MSC/UAA,
- b. Have a majority of semester credit at MSC/UAA, and
- c. Provide Financial Aid transcripts as determined by the Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

In order to receive financial aid from the federal aid programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study or Federal Family Education Loan program), from the State of Alaska programs (Alaska Student Loan, Alaska Half-time Loan, Alaska Family Educational Loan or Alaska State Educational Incentive Grant) or from institutional funds (Academic Tuition Waiver, Graduate Tuition Waivers, Chancellors Scholarships, UA Scholars, etc.), a student must have a "clear" admit to a degree or certificate program and must maintain satisfactory academic progress toward his/her educational goal. For the purposes of financial aid eligibility for all types of financial aid, the Matanuska-Susitna College/University of Alaska Anchorage defines satisfactory academic progress as follows:

1. A student must be admitted to an undergraduate (or teacher certification program), certificate program, or graduate program, without any conditions (missing transcripts, missing test scores, etc.).
 - a. Full-time undergraduate students (students enrolling for 12 or more credits) must successfully complete at least 9 credits each term with a minimum term and/or cumulative GPA of 2.0.
 - b. Three-quarter time undergraduate students (student enrolling for 9, 10 or 11 credits) must successfully complete at least 6 credits each term with a minimum term and/or cumulative GPA of 2.0.
 - c. Half-time undergraduate students (students enrolling for 6, 7 or 8 credits) must successfully complete at least 6 credits each term with a minimum term and/or cumulative GPA of 2.0.
 - d. All students who are attending less than half-time during any term must successfully complete the number of credits attempted that term with a minimum term and/or cumulative GPA of 2.0.
2. Academic progress will be reviewed at the end of each term to ensure the student has maintained a cumulative GPA of at least 2.0 (3.0 for graduate students) and to ensure the student has completed the required minimum number of credits (see #1).
3. Grades of AU, DF, F, I, W, NC, NG and NP indicate unsatisfactory completion of courses for financial aid purposes. DF grades assigned for thesis work in progress will be allowed as satisfactory for one term only. Failure of a student to satisfactorily complete the required number of credits during the academic year will result in the suspension of most types of financial aid.
4. The maximum number of credits for which a student may receive financial aid is 150% of the published credit requirements of his/her educational program. Usually 180 credits for a bachelors degree and 90 credits for an associates degree comprises 150% of the basic graduation requirements.
5. First time freshman and transfer students with no prior academic history within the University of Alaska system are considered to be making satisfactory academic progress for the first semester of enrollment.
6. Satisfactory academic progress, for attendance during semesters when aid is not received, shall be defined for this purpose as cumulative GPA only.

Incomplete Grades: Incomplete courses will not be considered complete until official confirmation has been received in the Student Services/Financial Aid Office showing satisfactory completion of the incomplete with a passing grade.

Repeat Courses: Repeated courses count toward minimum credit hour load required for aid during a given semester, and will be counted toward the cumulative maximum number of credits (150% of degree requirements) for which a student can receive aid (see #4).

Remedial Coursework: Students who enroll in remedial coursework (less than 100 level) may receive financial aid.

Telecourses and Distance Delivered Courses: These courses count toward the credit hour load and may be used to fulfill credit hour requirement for financial aid. Students are still required to complete these classes within the term that they enroll. Correspondence courses are not eligible for financial aid.

Withdrawals: Students who totally withdraw from the University, after receiving financial aid, will be suspended from receiving future financial aid (see **Financial Aid Suspension and Reinstatement** below).

Institutional Funds: Students receiving scholarships, grants, academic tuition waivers or graduate tuition waivers from MSC/UAA are expected to meet the satisfactory academic progress requirements listed in this statement. Please be advised, however, that some scholarships and waivers require a higher GPA for continued receipt: requirements for scholarships will be stipulated in the MSC/UAA scholarship information packet.

Other Sources of Aid: Students receiving scholarships or financial aid from such sources as BIA, regional and village corporations, civic groups, and private organizations are expected to meet the satisfactory academic progress requirements of MSC/UAA unless the agency or group instructs the Financial Aid Office, in writing, to waive our requirements for these specific funds.

Financial Aid Suspension: Financial aid suspension will result from failure to meet any one of the following academic standards:

1. Completion of the credits required during the term.
2. Receive cumulative GPA of at least 2.0 for undergraduates and 3.0 for graduates.
3. When credits exceed the maximum time-frame allowed for the student's program (see #4).

Reinstatement:

1. **Appeals:** A student whose financial aid has been suspended may appeal that decision. Written documentation is required for appeals for financial aid reinstatement. The Financial Aid Office will review all appeals to determine whether reinstatement of aid will be granted. If the appeal is approved, the student will be placed on financial aid probation for one semester. This means that students must meet the condition(s) of their appeal. Failure to regain good standing status within the semester of probation will result in a suspension of financial aid. Appeal forms are available from the Financial Aid Officer.
2. **Makeup:** A student who does not wish to appeal or his/her appeal has been denied may attend course(s) during a subsequent term, at the student's expense, to make up credits and/or improve their GPA. It is the student's responsibility to notify the Financial Aid Office when the makeup is complete.

Disbursements: Funds cannot be disbursed for prior semesters when a student failed to make satisfactory academic progress. Approval of appeals is only for the semester of the appeal and not a preceding term.

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 & Records and the Cashier. 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. 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 15 week semester.

<u>Tuition Refund</u>	<u>Withdrawal Dates</u>
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

Applicable to students attending MSC/UAA for the first time and based on a 15 week semester.

<u>Tuition Refund</u>	<u>Withdrawal Dates</u>
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

MSC Repayment Policy

All financial aid recipients who totally withdraw from MSC/UAA are required to check with the Financial Aid Disbursement Office to initiate the Withdrawal Record Calculation Worksheet. This worksheet identifies the Institutional and Non-Institutional costs, aid sources paid to Institutional costs and cash to students. The worksheet must be completed by the student, Financial Aid Disbursement Office, and the Financial Aid Office.

Financial aid recipients who totally withdraw from the University are subject to repayment of Federal Title IV Funds received in excess of tuition and fees as follows:

The cash disbursement minus (applicable fraction) of the non-institutional costs of attendance must be repaid when a total withdrawal occurs within (applicable time-frame).

<u>Fraction</u>	<u>Withdrawal Time-frame</u>
4/15ths	Prior to day 8 of the semester
5/15ths	After day 7 and prior to day 15 of the semester
6/15ths	After day 14 and prior to day 22 of the semester
7/15ths	After day 21 and prior to day 53 of the semester
No repayment	After day 52 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.

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 towards their first baccalaureate degree 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.*

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 Alaska State Student Loan (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 depending on cost of attendance and other financial aid awarded for educational expenses. Applications are available at the 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.

Emergency Book Loan

Loans for books are available when school is in session to students whose financial aid has not been received or to students whose financial need is modest and temporary. Students may borrow a maximum of \$150 for up to 60 days. A \$5 administrative fee is charged. Students may receive one EBL per semester, subject to Financial Aid Disbursement approval.

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 Loan. This is a separate application process. The Financial Aid Office has application forms and information for students' consideration.

1. Federal Subsidized Stafford 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, fourth and fifth year undergraduate student.

The aggregate loan amount for undergraduate study is \$23,000.

Subsidized means that the Federal government pays the interest while the student is attending post-secondary education at least half-time and for six months after graduation or after the student is no longer enrolled at least half-time. Payments of principal and interest begin following the six month grace period.

2. Federal Unsubsidized Stafford Loan

This loan is considered a non-need based loan. Interest accrues once the promissory note is signed. Independent freshman and sophomore undergraduate students can borrow up to \$4,000 annually in addition to the amount borrowed through the subsidized Stafford. Independent juniors and seniors can borrow up to the limits of the subsidized loan and up to \$5,000 annually in addition to

the amount you can borrow on the subsidized loan. Undergraduate students can borrow up to a maximum loan limit of \$23,000 on unsubsidized loan borrowing. Repayment begins six months after graduation or after the student is no longer enrolled at least half-time.

B. Federal Parents Loans for Undergraduate Student (PLUS)

Parent(s) can borrow for their dependent students educational costs. Parents can borrow up to the cost of education attendance minus any other financial aid for which the student is eligible. Students are required 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 loan is fully disbursed.

SCHOLARSHIPS

Scholarships are usually awarded for academic achievement or talent. Students interested in applying for scholarships may stop by the Financial Aid Office to view scholarship listings and obtain applications or visit the UAA web site for the most current information.

UAA WEB SITE: [HTTP://WWW.UAA.ALASKA.EDU/FINAID/](http://www.uaa.alaska.edu/finaid/)

STUDENT EMPLOYMENT

Federal Work Study Program

The Federal Work Study Program (FWSP) provides job opportunities for eligible students as determined by financial need. These students may earn money to cover part of their educational expenses. The FWSP 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 Federal Work Study Program.

Part-time Employment

Students who are not eligible for the Federal 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.

MSC's Human Resource Services (located in the Business Office) advertises full-time, part-time, regular, term and temporary positions at MSC. A listing of temporary student positions is also available at this office located in JKB 106.

TAX CREDIT INFORMATION

Academic Level for tax credits:

Hope Scholarship First two years of undergraduate courses
Lifetime Learning Undergraduate, graduate, and individual courses

Hope Scholarship

The Hope Scholarship is actually a **tax credit**, not a scholarship. Tax credits are subtracted from the tax a family owes, rather than reducing taxable income like a tax deduction. A family must file a tax return and owe taxes to take advantage of it. The Hope credit is not refundable for families who do not pay taxes or who owe less in taxes than the maximum amount of the Hope tax credit for which the family is eligible.

Lifetime Learning Tax Credit

The Lifetime Learning credit is a tax credit available to individuals who file a tax return and owe taxes. This means the amount of the credit is subtracted from a family's actual tax liability, rather than reducing taxable income like a tax deduction does. The Lifetime Learning credit is not refundable.

For more information, packets about the Hope and Lifetime Learning tax credit are available at Student Services/Financial Aid.

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 Office in the Student Services Center, 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, grades, 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/Admissions & Records Office for information on requirements, (907) 745-9746.

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 educational 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. The Department of Veterans Affairs may withhold benefits until this requirement is satisfied. For further information, please call (907)745-9762.

EXPLORING GOLDEN OPPORTUNITIES AT MAT-SU COLLEGE



CHAPTER 5

ACADEMIC POLICIES

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ACADEMIC APPEALS

Students shall have the right to appeal academic actions. A written request for appeal must be made to the College 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 Provost's decision shall be rendered and conveyed to the student within five (5) days. There shall be no further appeal within the University.

These two processes for academic appeal to the Director and to the Provost constitute the final decision of the Matanuska-Susitna College/University of Alaska Anchorage on these matters. If a student wishes to seek judicial review of this administrative agency decision, he/she must file an appeal with the superior court of the State of Alaska within 30 days of the decision in accordance with Alaska Appellate Rule 602 (a) (2).

Academic Petition

Deviations from academic policies or requirements must be approved by academic petition. Petition forms may be obtained from Student Services/Admissions & Records Office.

Final authority to deny or approve petitions pertaining to college requirements rests with the College Director. Petitions pertaining to 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. After the petition has received final approval or denial, a copy reflecting that decision will be returned to the student and advisor.

All petitions requesting that transferred elective credit be accepted 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**Good Standing**

Undergraduate students are in good 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 certificate and associate 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.

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.

Probation

Academic Probation is the status assigned to degree-seeking students whose semester and cumulative GPA falls below 2.00.

Continuing Probation

Continuing Probation is the status assigned to those students who begin a semester on probation and during that semester earn a semester GPA of 2.00 or higher without raising their cumulative GPA to 2.00. This status may be continued until a student raises his/her cumulative GPA to 2.00 or lose their certificate, or undergraduate degree-seeking status.

Loss of Certificate or Undergraduate Degree-Seeking Status

Removed from Degree Program is the status assigned to students who begin a semester on academic probation or continuing probation and fail to earn a semester GPA of at least 2.00. Those students' admission status will be changed to Non-Degree-Seeking. Students who have lost certificate or undergraduate degree-seeking status may continue to attend MSC as Non-Degree-Seeking students. However, those students may not qualify for financial aid or the international student form I-20A. Students must apply for reinstatement to MSC/UAA (see reinstatement policy).

Reinstatement

Students who have lost certificate or undergraduate degree-seeking status are allowed to register as non-degree-seeking students. After completing a minimum of 12 credits at MSC/UAA and/or another accredited institution in 100-level or higher courses with a cumulative GPA of 2.00 or higher, students may apply for reinstatement to MSC/UAA. If approved, reinstated students must then reapply for admission to a certificate or undergraduate degree program. A reinstated student whose MSC/UAA cumulative GPA is less than 2.00 (C) will begin the semester on probation. Application for Reinstatement forms are available from Student Services/Admissions & Records Office.

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of educational 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 institution on a need-to-know basis, to officials of other 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 Student Services/Admissions & Records Office.
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 Student Services/Admissions & Records Office.
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 Student Services/Admissions & Records Office.
5. Name, address, telephone, date and place of birth, level of education, academic major, degrees received and the educational institution most recently enrolled will be released to Military Recruiting and Reserved Officer Training Corps Program personnel unless a written request not to do so has been received by Student Services/Admissions & Records Office.

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 Student Services/Admissions & Records Office or 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/University of Alaska Anchorage. It constitutes grounds for dismissal from the College/University. 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 UAA Student Handbook for specifics.

**CLASS
ATTENDANCE**

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

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

Students participating in official intercollegiate activities on behalf of MSC/UAA are responsible for making advanced arrangements with faculty members to enable them to meet course requirements. Faculty are encouraged to make reasonable accommodations for such students. In some cases accommodation may not be possible.

A faculty member may initiate a drop/withdrawal for students who fail to meet individual course attendance requirements; however, the faculty member is under no obligation to do so. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

**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/University. Non-degree-seeking students are not assigned a class standing.

COMMENCEMENT

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

COREQUISITES

Students are responsible for making sure that they enroll and attend all corequisite courses in the same semester at the same time. Corequisites are listed in the individual course descriptions in this bulletin. An instructor withdrawal may be initiated for those students who do not enroll for the appropriate corequisites.

**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/UAA 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**

1. 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
2. Only college-level courses completed with grades equal to "C" or higher are considered for transfer.
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 Student Services/Academic Advising. The fee depends upon the type and complexity of the evaluation.
4. Transfer credits are not included in the student's MSC Grade Point Average (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.

**UNACCREDITED
INSTITUTIONS**

As a practice, Mat-Su College/UAA 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. Credit from unaccredited institutions are not normally accepted.

**TRANSFER OF
GENERAL
EDUCATION
REQUIREMENT
CREDITS WITHIN
THE UNIVERSITY
OF ALASKA
SYSTEM**

The general education requirements for baccalaureate degrees from the University of Alaska system are required by University regulation to have a common core of course work totaling a minimum of 34 credits. These include:

<u>Category</u>	<u>Credit Hours</u>
Written Communications	6
Oral Communications	3
Humanities/Social Sciences/Fine Arts	15
Quantitative Skills/Natural Sciences	10
TOTAL	34

**FACULTY
INITIATED
WITHDRAWALS**

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

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

Faculty-initiated drops/withdrawals are permitted through week 12 of the semester for semester length courses (15 weeks). For courses other than semester length, the faculty option to drop/withdraw a student for non-attendance is prorated according to the length of the course. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

Add/Drop forms are available from Student Services/Admissions & Records.

**FULL-TIME
PART-TIME
STATUS**

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

Audited courses, credit-by-exam, and Continuing Education Units (CEUs) are not included in the computation of study load for full-time or part-time status.

GRADING SYSTEM

The grades that can appear on a student's transcript are as follows:

Academic Letter Grades	A	An honor grade; indicates comprehensive mastery of required work.
	B	Indicates high level of performance in meeting course requirements.
	C	Indicates satisfactory or average level of performance.
	D	Indicates the lowest passing grade; may not be acceptable to satisfy requirements in certain majors and in graduate programs.
	F	Failure.

These letter grades carry grade points and are used to calculate GPAs.

Non-Academic Grades	CR	Indicates credit received for course.
	NC	Indicates no credit received for course.
	DF	Deferred; temporary grade which indicates course requirements cannot be completed by end of semester. It is to be used for courses which can not normally be completed in a semester (such as thesis, project, research courses, internships, etc.).
	I	Incomplete; temporary grade that indicates additional work must be completed to receive a final grade. If the course work is not completed within one year and the faculty member does not submit a change of grade at that time, the "I" (incomplete) will become a permanent grade.
	P	Indicates passing work.
	NG	Indicates no grade such as a lab where grade is calculated with lecture.
	NP	Indicates work that is not passing.

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

Other Designations	AU	Audit; indicates enrollment for information only; no credit received.
	W	Indicates withdrawal from course.

These designations do not carry grade points and are not used to calculate GPAs.

Credit/No Credit

Credit/No Credit is a grading option that encourages students to explore areas of interest. Undesignated electives may be completed under this option. A maximum of 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 new 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 grades students using the grading basis approved for the course (A-F or P/NP). Students are awarded credit for the course if their final grade is "P" or "C" or higher. A grade of "CR" is entered on the student's transcript. If performance falls below that level ("D", "F", "NP") the student will automatically be withdrawn from the course.

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

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

Deferred Grade

A "DF" (deferred grade) 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.

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 Student Services/Admissions & Records Office by the appropriate faculty member or staff designee. Change of Grade forms will not be accepted if submitted to the Student Services/Admissions & Records Office 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. They are however, used to calculate the student's overall GPA for graduating with honors. Grades and credits earned from all repeated courses are also included in calculating the student's GPA for graduating with honors. 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.

Incomplete Grade

An "I" (Incomplete grade) 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 assignments(s) required to finish the course, is required and must be completed for each "I" grade assigned and is to be maintained in Student Services/Admissions & Records Office. 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 Student Services/Admissions & Records Office. 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.

Pass/No Pass

In some courses students 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.

How to Acquire Your Grades

You may use a touch tone telephone (WolfLine) to access your academic record for the semester. While telephone grade checking is available, you may access your grades at any time. As soon as grades are received in the Registrar's office and entered into academic history, they will be available via the WolfLine. Individual grade reports will not be mailed.

You may also request a printed copy of semester grades. This form is available in Student Services/Admission & Records Office, FSM 101. One printed copy of grades per student per semester is provided at no charge.

HONORS

Graduation with Honors

To be eligible to graduate with honors, an undergraduate degree-seeking student must first 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 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 all 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

Admitted degree-seeking 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 Student Services/Admissions & Records Office.

The Chancellor's List

To be eligible for the Chancellor's List, a student must be an admitted undergraduate degree/certificate seeking student enrolled in at least 12 MSC/UAA credits graded with academic letter grades and must have earned a GPA of 4.00 for the semester. 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 admitted undergraduate degree/certificate seeking student enrolled in at least 12 MSC/UAA credits graded with academic letter grades and must have earned a GPA of at least 3.50 for the semester. 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.

Leadership Honors

Individual leadership is publicly recognized at MSC/UAA with Leadership Honors awarded to eligible graduates. Academic excellence is demonstrated by maintaining a minimum cumulative 3.00 GPA. Other criteria include leadership involvement for four semesters if receiving a bachelor's degree and two semesters if receiving other certificates and degrees. Each student receiving Leadership Honors is recognized by a crimson honor cord at graduation and notation in the commencement program and on transcripts. For more information and applications, please contact the MSC Student Government Office at 745-9759.

GRADUATION

Application for Admission

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 Student Services /Admissions & Records Office.

Graduation Requirements

It is the responsibility of the student to meet all graduation requirements.

Graduation Application

MSC issues diplomas two times a year: in January following Summer and Fall semesters and in 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 degree check will be completed. If the student has met all requirements, the certificate or degree will be posted 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. A student who does not want his/her name to be released may so indicate 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 or certificate requirements by the end of the semester must re-apply for graduation and pay the \$20 fee again.

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 last 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.

NON-TRADITIONAL CREDIT

Non-traditional credit evaluations are available for accepted degree-seeking MSC students. These allow students who have gained knowledge and skills through work and other life experiences to gain credits for equivalent MSC courses. Documenting military or occupational training, taking local or national examinations, and developing portfolios for faculty review are some of the methods used. The specific processes are listed as follows.

Language Credit by Placement

An admitted, degree-seeking MSC/UAA student who has completed in residence a MSC/UAA foreign language catalog course with a grade of "B" or better is eligible to receive credit for the two immediately preceding language courses, for a maximum of eight (8) credits. This policy does not apply to credit earned through the College Board Advanced Placement Examination Program, nor to Special Topics (_93), Independent Study (_97), Language Self Study (LANG prefix), or UAA Department of Languages literature or culture courses.

It is the student's responsibility to complete the Foreign Language Advanced Placement Request form and submit to Student Services/Admissions & Records Office.

Certified Experience Credit

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

1. National/State/Local Certificates: Persons who have met certain standards and/or passed certain tests may be awarded academic credit. Credit agreements are currently in effect for the Federal Aviation Administration, Anchorage Police Department, Alaska State Troopers, State Corrections Academy, Alaska Emergency Medical Services, Federal Wildland Fire Management Training Program, the U.S. Department of Labor Bureau of Apprenticeship and Training, the Certified Professional Secretaries (CPS) Examination, the Certified Professional Legal Secretary (CPLS) Examination, the Child Development Certificate, the National Occupational Competency Testing Institute (NOCTI) Examination, Apprenticeship Technologies, and U.S. Paramedic licensure.

2. **Business or Industry Credit:** Recommendations for business or industry credit equivalents are found in the American Council on Education's National Guide. They cover courses or formal instruction offered by businesses, government agencies, labor unions, and professional or voluntary associations.

Credit for Prior Learning

For some courses, students may receive non-traditional credit on a case-by-case basis by documenting their prior learning through experience and training. The process involves faculty and administrative review, an initial evaluation fee, and a fee for each credit awarded. Contact the UAA Prior Learning Coordinator in the UAA Learning Resources Center (786-6828) for more information.

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. Applications for and information on specific courses available through local credit by examination may be obtained from Student Services/Admissions & Records Office or Academic Advising. There is a fee charged for local credit by exam.

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 such as, CLEP, DANTES, ACT-PEP, or other national examinations exists, they may be administered instead of a local credit by 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 process.
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.

Military Credit

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 Education Experiences in the Armed Services prepared by the American Council on Education.

No more than 15 semester credits are awarded toward an associate degree and no more than 30 semester credits are awarded toward a baccalaureate degree. Exceptions are granted only to students enrolled in the SOCAD or SOCNAV programs.

The Service Members Opportunity Colleges (SOCAD and SOCNAV) program allows active-duty personnel to finish approved associate and baccalaureate degree programs without losing credits as they transfer during their military careers.

Eligibility for entrance to these programs requires 3 semester credits to be completed in residence at MSC for the associate program and 6 semester credits in residence at MSC/UAA for the baccalaureate program. These credits must be 100-level or higher.

To graduate from these programs, the residency requirement is 3 semester credits for the two-year programs and 24 semester credits for the four-year program.

Please contact Student Services/Admissions & Records Office for further information regarding required documentation and forms.

National Credit By Examination

MSC/UAA awards credit for satisfactory performance on most national examinations. In most cases, passing scores and credits awarded for the following national exams are based on the most current American Council on Education recommendations or departmental approved scores.

A student desiring credit for a national exam must request an official report of exam scores be sent to the Student Services/Admissions & Records Office. Credit may be received for more than one national examination.

MSC/UAA awards credit for satisfactory performance (a score of 3 or higher) on the College Board Advanced Placement Examinations. These exams are normally completed by students during their senior year in high school. A student may receive credit for more than one Advanced Placement Exam.

Advanced Placement Exam MSC/UAA Equivalent

ART

Studio Art 4 credits lower-division art elective

History of Art ART A261/A262

BIOLOGY BIOL A102/A103+4 credits lower-division biology elective

CHEMISTRY CHEM A105

COMPUTER SCIENCE CS A201/A202

ECONOMICS

Macroeconomics ECON A201

Microeconomics ECON A202

ENGLISH

Language & Composition ENGL A111

Literature & Composition ENGL A121

FRENCH

Level 3: French Language FREN A101/A102

Level 3: French Literature FREN A201/A202

GERMAN

Level 3: German Language 8 credits lower-division German elective

GOVERNMENT AND POLITICS

American Government and Politics PS A101

Comparative Government and Politics PS A102

HISTORY

American History HIST A131/A132

European History HIST A102

LATIN

Virgil 4 credits lower-division Latin elective

Catullus-Horace 4 credits lower-division Latin elective

MATHEMATICS

Calculus AB MATH A107/A108/A200

Calculus BC MATH A107/A108/A200/A201

MUSIC

Music Theory MUS A111

Music Listening & Literature MUS A121

PSYCHOLOGY PSY A111

PHYSICS

Physics B PHYS A123

Physics C PHYS A211

SPANISH

Level 3: Spanish Language SPAN A101/A102

Level 3: Spanish Literature SPAN A201/A202

**College-Level
Examination
Program
(CLEP)**

An Official CLEP Transcript must be submitted to Student Services/Admissions & Records Office.

1. General Exams

MSC/UAA awards up to 24 credits for CLEP general exams to students who earn a score of 500 or higher. Credit for CLEP general exams are awarded according to the following standards:

CLEP **MSC/UAA Equivalent**

English No credit awarded

English Composition with essay ENGL 111 for 500+ score
(Meets MSC/UAA GER Written Communications Requirement)

Mathematics 3 credits for 500+ score

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

Humanities 6 credits for 500+ score
(Meets MSC/UAA GER Humanities/Fine Arts Requirement)

Social Sciences/History 6 credits for 500+ score
(Meets MSC/UAA GER Humanities/Social Science Requirement)

Students must request that an official report of exam scores be sent to Student Services/Admissions & Records Office. Examinations may not be repeated earlier than six (6) months.

2. Subject Exams

Credit awarded for subject exams will be elective credit or, through agreements with departments, equated to MSC/UAA courses. Students must request that an official report of exam scores be sent to Student Services/Admissions & Records Office. Examinations may not be repeated earlier than six (6) months.

**Dantes/USAFI
Examinations**

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, equated to MSC/UAA courses. An official copy of the DANTES/USAFI transcript must be submitted to Student Services/Admissions & Records Office.

**ACT-PEP
Examinations**

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

**ACT
(English Component)
or**

**SAT
(Verbal Component)**

Students should be aware that any score more than two years old from the test date to when the student enrolls in any English course is considered out of date. Cut-off scores reflect national norms and are subject to change.

A student who has earned an appropriate ACT English or SAT Verbal score is eligible to enroll in ENGL A111. Appropriate scores are as follows:

<u>Exam</u>	<u>Score</u>
ACT English	22-29
SAT Verbal	530-619

A student who can show proof of a score of 30+ on the ACT English or 620+ on SAT Verbal score may elect not to take ENGL A111 and may enroll in ENGL A211, A212, or A213. If the student then earns a grade of "B" or higher in ENGL A211, A212, or A213, MSC waives the requirement of ENGL A111. It is the student's responsibility to notify Student Services/Admission & Records Office in writing of the appropriate completion of the 200-level English course.

A student who has not earned the appropriate scores on either test must contact MSC's Academic Advising for English Placement testing prior to enrolling in any English courses.

ALTERNATIVE LEARNING OPTIONS

Flexible Time Courses

Certain courses are offered in flexible formats. They include:

1. **Self-Paced.** These courses offer an alternative to the traditional lecture class and are especially suited to motivated, self-directed learners. Self-paced courses allow students to work in a low-anxiety, supportive environment. They include some or all of the following:
 - a. group study
 - b. tutorial study
 - c. scheduled lectures
 - d. diverse learning aids such as video, audio, computer, and library resources.
2. **Open Entry/Open Exit.** These courses permit students to enter and exit anytime during the semester. Students generally work at their own pace to complete the required course content.
3. **Variable Credit.** These courses may be taken for a variable number of credits with prior approval of the faculty member. Workload and tuition depend on the number of credits selected.
4. **Short.** Short courses offer the content of a full semester course in a shorter time frame.
5. **Mini.** Mini courses are offered for fewer than three (3) credits and usually in a shorter time period than a full semester.

Correspondence Study

Within the University of Alaska system, correspondence study is administered through the University of Alaska Fairbanks campus. The Student Services Center has brochures and registration forms for this program and can proctor exams. For further information contact:

Center for Distance Education and Independent Learning
College of Rural Alaska
Room 130 Harper Building
P.O. Box 756700
University of Alaska Fairbanks
Fairbanks, AK 99775-6700

Phone: (907) 474-5353
Fax: (907)-474-5402
email: racde@uaf.edu
website: <http://uafcde.lrb.uaf.edu>

Directed Study

A Directed Study Course is a permanent catalog course delivered on an individual basis when the course is not 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. The College Director 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:
 - a. See that the grades are turned into Student Services/Admissions & Records Office.
 - b. See that the material is presented in full in a timely manner.
 - c. Approve the course of study.
 - d. Approve the credentials of other faculty involved.
 - e. Agree to assume responsibility if problems arise.
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 faculty in the discipline.

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 GERs (not petitionable).
3. Forms incorrectly completed will not be processed.
4. Courses scheduled for less than a full semester may not be offered for more than one credit each week.
5. The deadlines for independent study registration is the end of the ninth week of the fall and spring semesters.
6. Only permanent or term faculty are allowed to be the Instructor of Record for the Independent Study courses. The College Director 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 Student Services/Admissions & Records Office.
 - b. See that the material is presented in full in a timely manner.
 - c. Approve the course of study.
 - d. Approve the credentials of other faculty involved.
 - e. Agree to assume responsibility if problems arise.
7. The initiation of independent study courses must come from the faculty in the discipline.

Telecourses

UAA telecourses are college-level credit courses offered in televised format. Courses can be viewed on Channel 7/KAKM (Anchorage PBS), on Channel 42/Anchorage TeleCampus (Prime Cable of Alaska), or by videotape on campus (if student is registered at MSC).

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 (UAA) only for orientation, discussion/lab sessions, and examinations. Students can communicate with telecourse faculty and other class members via telephone, office appointments, computer, or mail.

Telecourses are listed in each UAA Semester Class Schedule. Tuition is charged at the current UAA per-credit rate. There is a Distance Fee for each telecourse. Students follow regular UAA registration procedures for telecourses. The Telecom Center, (907) 786-1626, is located in Building K, Room 102 on the UAA campus.

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. A faculty withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

RECOMMENDATIONS

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.

REPEATING COURSES

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

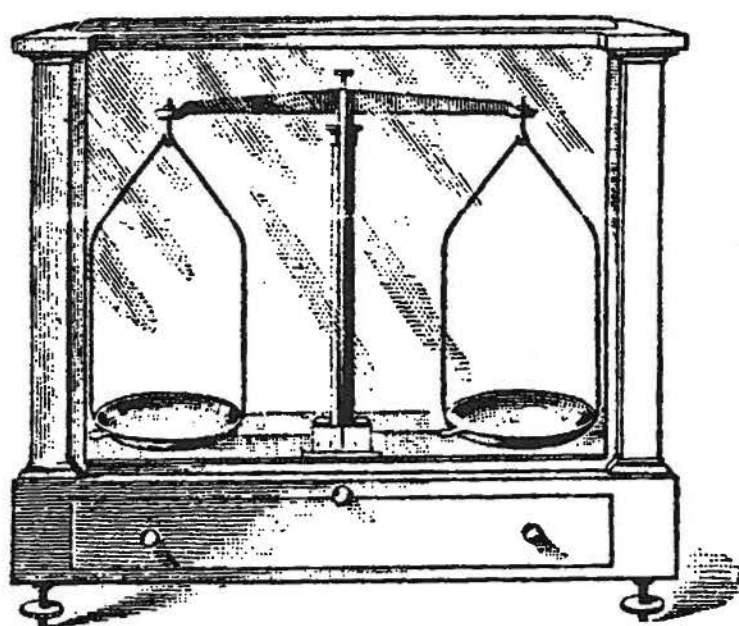
All courses may be repeated for student GPA improvement. Previous courses and grades will remain on the student's transcript, but only the credits and last grade earned are applied toward graduation requirements and calculated in the student's cumulative MSC/UAA GPA. The Credit/No Credit grading option cannot be selected when courses are to be repeated for GPA improvement. Students may not repeat a course by 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.

STACKED COURSES

Occasionally two or more courses are scheduled in the same classroom at the same time. These are referred to as "stacked courses". Catalog descriptions of these courses include the statement "Stacked with". The semester class schedule will indicate if a class is being offered in stacked format and list which course(s) are being stacked.





**KEEP THE BALANCE
IN YOUR FAVOR**

CHAPTER 6

STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

Freedom
Academic Rights of Students
Access to Student Records
Student Code of Conduct
Disciplinary Procedures
Sex Offenses on Campus
Academic Dishonesty
Student Complaint Resolution Procedures
Alcohol/Drug Policy
Animals on Campus
Smoke Free Environment

FREEDOMS

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. Matanuska-Susitna College 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, Matanuska-Susitna College shall be open to all applicants who are qualified according to current admission requirements. The College 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 Matanuska-Susitna College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the membership requirements of those organizations.

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 point average for degree requirements.

Students have the right to be informed at the beginning of each term of 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 institution on a need-to-know basis, to officials of other 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 Student Services/Admissions & Records Office.
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 Student Services/Admissions & Records Office.
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 Student Services/Admissions & Records Office.
5. Name, address, telephone, date and place of birth, level of education, academic major, degrees received and the educational institution most recently enrolled will be released to Military Recruiting and Reserved Officer Training Corps Program personnel unless a written request not to do so has been received by Student Services/Admissions & Records Office.

A complete copy of the MSC/UAA policy on the application of FERPA, including procedures for challenging the content of one's records is available at MSC Student Services/Admissions & Records Office or UAA Enrollment Services.

STUDENT CODE OF CONDUCT

As with all members of the college community, the College requires students to conduct themselves honestly and responsibly, and to respect the right of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of conduct. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the College or at activities authorized by the College.

Violations of the Code which occur on property owned or controlled by the college, or at activities authorized by the College, are subject to College/University judicial review and disciplinary action by the College/University. Student behavior which, were it to occur on property owned or controlled by the College or at activities authorized by the College, would constitute a Code violation is subject to disciplinary sanction when the College determines that the behavior would likely have an adverse impact on the health or safety of members of the College community, regardless of where the behavior occurs. Students who are charged with violations of local, state, or federal laws may be subject to disciplinary action by the College if the offenses are also violations of the Code. College judicial procedures and disciplinary actions are independent of and may precede, follow, or take place simultaneously with criminal proceeding. College actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

A student who has been charged with a violation of the Code and refuses to participate in the judicial process may be prohibited from re-enrolling in the College/University until the charges are resolved to the satisfaction of the College/University.

Disciplinary action may be initiated by the College and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code.

The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

1. Cheating, Plagiarism, or Other Forms of Academic Dishonesty:
 - a. Using material sources not authorized by the faculty member during an examination or assignment;
 - b. Utilizing devices that are not authorized by the faculty member during an examination or assignment;
 - c. Providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
 - d. Presenting as their own the ideas or works of another person without proper acknowledgment of sources;
 - e. Knowingly permitting their works to be submitted by another person without the faculty member's permission;
 - f. Acting as a substitute or utilizing a substitute in any examination or assignment;
 - g. Fabricating data in support of laboratory or field work;
 - h. Possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of examination or in assignment in advance of its administration;
 - i. Altering grade records of their own or another student's work; or
 - j. Offering a monetary payment or other remuneration in exchange for a grade.
2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property:
 - a. Forgery, falsification, or alteration of records or deliberate misrepresentation of facts on College/University forms and documents or to any College/University official or before a College/University judicial hearing board;
 - b. Misuse or unauthorized use of College/University identification cards, keys, funds, property, equipment, supplies or resources;
 - c. Falsely representing oneself as an agent of the College/University, incurring debts or entering into contracts on behalf of the College/University; or
 - d. Trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the College/University.
3. Damage or Destruction of Property:
 - a. Damage or destruction to property owned or controlled by the College/University; or
 - b. Damage or destruction of property not owned or controlled by the College/University if the action constitutes a violation of the Code, e.g. the action occurred during an event authorized by the College/University; the student was a representative of the College/University, such as an athlete, and the action occurred while traveling to or from an event authorized by the College/University; or the property not owned or controlled by the College/University was located on College/University property.
4. Theft of Property or Services:
 - a. Theft or unauthorized possession or removal of College/University property or the property of any College/University member or guest that is located on property owned or controlled by the College/University; or
 - b. Theft or unauthorized use of College/University services or unauthorized presence at College/University activities without appropriate payment for admission.
5. Harassment:
 - a. Physical or verbal abuse;
 - b. Sexual harassment; intimidation; or
 - c. Other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.
6. Endangerment, Assault, or Infliction of Physical Harm:
 - a. Physical assault;
 - b. Sexual misconduct and assault;
 - c. Terrorist threats;
 - d. Hazing or coercion that endangers or threatens the health or safety of any person, including oneself; or
 - e. Conduct which causes personal injury.
7. Disruptive or Obstructive Actions:
 - a. Obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the College/University;
 - b. Interfering with the freedom of movement of any member or guest of the College/University to enter, use or leave any College/University facility, service or activity; or
 - c. Taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the College/University.
8. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals:
 - a. Unauthorized use, possession, or sale of these items on property owned or controlled by the College/University, except as expressly permitted by law, Regents' Policy, College/University Regulation, or MAU rules and procedures.

9. Failure to Comply with College/University Directives:
 - a. Failure to comply with the directions of law enforcement officers or College/University officials acting in the performance of their duties;
 - b. Failure to identify oneself to College/University officials when requested; or
 - c. Failure to comply with disciplinary sanctions imposed by the College/University.
10. Misuse of Alcohol or Other Intoxicants or Drugs:
 - a. Use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the College/University or at activities authorized by the College/University, except as expressly permitted by law, Regents' Policy, College/University Regulation, or UAA rules and procedures; or
 - b. Use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance, or intoxicant on property owned or controlled the College/University or at activities authorized by the College/University, except as expressly permitted by law, Regents' Policy, College/University Regulation, or UAA rules and procedures.
11. Violation of Regents' Policy, College/University Regulation, or UAA rules and procedures.
12. Any Other Actions That Result in Unreasonable Interference with the Learning Environment or the Rights of Others.

DISCIPLINARY PROCEDURES

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

A College Director's designated campus hearing officer will conduct a preliminary interview with a student charged with violating the Student Code of Conduct to discuss the alleged incident. Written notice of the interview will be given to the student at least three (3) working days prior to the scheduled interview. The student may present explanations, defenses and/or mitigation of his/her conduct at the time of the interview. Should the student not attend the interview, the hearing officer will review the facts of the case in the student's absence. At the conclusion of a preliminary interview, the hearing officer is empowered to:

1. Dismiss the case.
2. Issue sanctions as provided for under "Sanctions".
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.

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

Students charged with violations of the College 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 the names of witnesses, copies of any witnesses' statements or other documents on which the College will rely, at the accused student's request. The accused student must also provide the panel chair with the names of witnesses and copies of any witnesses' written statements or other documents on which the accused student will rely.
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 to the College Director, by the accused student, to make them public.*
4. The opportunity to be advised by an advocate or legal counsel. Advocates and legal counsel may be physically present during disciplinary hearings, but 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 College.
6. The opportunity to present a defense, including introduction of relevant exhibits, affidavits, or witnesses.***
7. The right to remain silent during the hearing, and that silence may not be used against the accused student, but violation(s) of the Student Code of Conduct may be found based on the evidence presented.
8. The right to have a full and complete record of the hearing, at the accused student's own expense.
9. The right to appeal the decision, as provided, within this procedure.

* 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 College 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 are criminal charges pending. The student is responsible for his or her own attorney's fees.

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

Appeals Process: A student who has been sanctioned by the College may elect to file one appeal. An appeal review may be granted if:

1. There was a likelihood of a material procedural error made during the discipline process which could have changed the outcome of the case, or
2. The sanction administered was clearly not appropriate for the violation committed, or
3. There is newly discovered evidence which the student could not reasonably have been expected to know of or discover through diligence prior to the conclusion of the discipline case and which evidence, if known, might have affected the outcome of the case.

Appeal requests must be made in writing within five (5) working days of receipt of the written decision by the hearing officer or the College Director. Failure to file within the time specified will render the original decision final within the College. The appeals process is as follows:

1. Students may appeal the decision made by the College Director to the UAA Associate Vice Chancellor for Student Affairs.
2. Students may appeal suspension and expulsion recommendations made by the UAA Associate Vice Chancellor for Student Affairs to the President of the University of Alaska.
3. Students may appeal disciplinary decisions made by the UAA Associate Vice Chancellor for Student Affairs to the Chancellor only if those disciplinary decisions were originated with the UAA Associate Vice Chancellor.

Once a student discipline 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 College/University reserves the right to create other reasonable 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** - 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 reasonable expenses incurred by a victim or the College related to the misconduct involved.
5. **Discretionary Sanction** - Community service work or other uncompensated labor, educational classes, counseling, or other sanctions that may be seen as appropriate to the circumstances of a given case. Costs for courses or services will be the responsibility of the student.
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 College/University from the clear and present threat of unreasonable disruption or to the safety of persons and/or property. A summarily suspended student is not to occupy any portion of the campus during the period of summary suspension. Summary suspension shall generally be for the purpose of investigations of the event or events in which the student was allegedly involved and/or for the protection of persons or property pending the final outcome of the University hearing process.
8. **Suspension** - Separation of the student from the College/University for a definite period of time, after which the student may be 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 Matanuska-Susitna College/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 College Director.

Status of Student Pending Final Action: Pending action on the charges, 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 or the Alaska State Troopers. At Matanuska-Susitna College, the local police should be contacted and campus-based counseling staff may serve as resources. 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 University. 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/Academic Advising Office can provide information and referral on issues of sexual harassment.

In an effort to educate the campus community about sexual assault, acquaintance rape, and other sex offenses, UAA sponsors prevention programs on an on-going basis throughout the year. The College Bulletin, class schedules, and the "Fact Finder" student handbook contain additional resource 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, plagiarism, and other forms of academic dishonesty is defined as the submission of materials in assignments, exams, or other academic work which is based on sources prohibited by the faculty member. Academic dishonesty is further defined in the *Student Code of Conduct*.

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 disciplinary procedures outlined in this bulletin. Academic actions are reviewable under the Academic Appeals Policy contained in this bulletin.

STUDENT COMPLAINT RESOLUTION PROCEDURES

MSC students have a variety of procedures available to them to process complaints about actions or inactions by members of the college community which adversely affect them. What process to use will depend on the nature of the complaint. Refer to specific sections in this bulletin that address the issues in question.

For complaints about grades and other actions affecting academic standing, refer to the "Academic Appeals Policy". For complaints about the conduct of another student, refer to the "Student Code of Conduct" and the "Disciplinary Procedures". For complaints of sexual harassment and sexual misconduct, refer to the "Sexual Offenses Policy". For challenges to the content of your student record, refer to "Access to Student Records".

For complaints of other types of unlawful discrimination based on race, color, religion, national origin, sex, age, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood, contact the Affirmative Action Officer in the MSC Business Office.

For complaints about employee misconduct not covered in the procedures described above, contact the employee's supervisor. Upon receipt of a written complaint, the employee's supervisor will investigate the complaint, take such action as deemed appropriate to correct the situation, and respond to the complainant in writing.

For complaints not covered in this section, file a written complaint with the employee who made the determination, then utilize the administrative appeals process, as appropriate.

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 Student Services/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 College 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 College Director or the designee has the authority to approve events where alcoholic beverages may be served to individuals of legal age with positive identification. Approval to serve alcoholic beverages will be granted on designated premises for private college-sanctioned events for a limited period of time. The sale of alcoholic beverages at college-sanctioned events on campus may not be approved by the College 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 College 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 Student Services/Admissions & Records Office.

**ANIMALS ON
CAMPUS**

The campus of Matanuska-Susitna College is situated in a 950 acre wooded site. Wildlife is sometimes seen wandering on campus and on the Nature Trail. People must remember that these are wild animals and their actions are unpredictable. Please maintain a safe distance from these wild animals and notify MSC Security whenever you see them on campus. The feeding and/or harassment of any wild animal is a violation of state law.

Anyone wishing to bring a personal pet onto campus is asked to first contact the MSC Security Office in order to learn how to do so properly. In essence, pets are not permitted into any of the campus building without prior permission. Any animals outside of the buildings must be on a leash, in a cage, or have some form of restraint.

**SMOKE-FREE
ENVIRONMENT**

Matanuska-Susitna College is committed to providing faculty, staff, and students with a safe and healthy environment for work and learning. Smoking and secondhand smoke have been found to pose definite health hazards. As a result, smoking is not permitted in College facilities.

All MSC/UAA facilities are covered by this policy. Coverage includes facilities owned, leased, or rented by the University or under control of the University, as well as all College/University vehicles.

As with any policy or regulation, violation of the smoke-free environment policy by staff, faculty, or students may result in disciplinary action. Campus buildings will be posted with NO SMOKING signs, notifying all visitors of the smoke-free environment of Matanuska-Susitna College.



DIG FOR KNOWLEDGE AT MATSU COLLEGE

CHAPTER 7

COURSE DESCRIPTIONS

Learning Option Definitions
Contact Hours
Course Level Expectations
Course Numbering System
General Education Requirements
Course Designators
Course Descriptions

LEARNING OPTION DEFINITIONS**Flexible Time Courses**

Certain courses are offered in flexible formats. They include self-paced, open entry/open exit, variable credit, short, and mini. For additional information, refer to the Flexible Time Courses policy located in Chapter 5.

Correspondence Study

Correspondence study is administered through the University of Alaska Fairbanks campus. For additional information, refer to the Correspondence Study section in Chapter 5.

Directed Study

A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that semester. For additional information, refer to the Directed Study policy located in Chapter 5.

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. For additional information, refer to the Independent Study policy located in Chapter 5.

Telecourses

UAA telecourses are college-level credit courses offered in televised format. For additional information, refer to the Telecourse section located in Chapter 5.

Stacked Courses

Occasionally two or more courses are scheduled in the same classroom at the same time. These are referred to as "stacked courses." Bulletin descriptions of these courses include the statement "Stacked with." The semester class schedule will indicate if a class is being offered in stacked format and list which course(s) are being stacked.

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.

One 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.

EXPECTATIONS FOR ACADEMIC UNDERGRADUATE COURSE LEVELS

Because of the differences in organization and content of the various disciplines and professions, there is no uniform, reasonable way of numbering courses that would be equally useful in all fields of knowledge.

In general, advances in course level (lower, upper, graduate) correlate with sophistication of academic work. It should be noted that some students find introductory courses more demanding than advanced, specialized courses. In such courses, a more comprehensive approach

and the first exposure to new ways of thinking may be harder for some individuals than covering a smaller, more familiar areas in much greater detail.

The following level definitions list the types of courses that can be expected at a given level and give an idea of the academic expectations of those courses:

Preparatory Courses

050-099 Provide supplemental preparation for introductory college courses.

Lower Division Courses

100-199 Introduce a field of knowledge and/or develop basic skills. These are usually foundation or survey courses.

200-299 Provide more depth than 100-level courses and/or build upon 100-level courses. These courses may connect foundation or survey courses with advanced work in a given field, require previous college experiences, or develop advanced skills.

Upper Division Courses

Requires a background in the discipline recognized through course prerequisites, junior/senior standing, or competency requirements. These courses demand well developed writing skills, research capabilities, and/or mastery of tools and methods of the discipline.

300-399 Build upon previous course work and require familiarity with the concepts, methods, and vocabulary of the discipline.

400-499 Require the ability to analyze, synthesize, compare and contrast, research, create, innovate, develop, elaborate, transform and/or apply course material to solving complex problems. These courses are generally supported by a substantial body of lower level courses.

COURSE NUMBERING 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 the discipline or department (for example, ENGL for English). In general, the first numeral of the three-digit course number indicates the year in which the course is ordinarily taken. For example, ENGL 111 is ordinarily taken by first-year students, and ENGL 318 is taken by third-year student. More specifically, course numbers have the following meanings:

001-049

Continuing Education Units (CEU). (Career development courses.) 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 indicates community interest courses not offered for credit. Not applicable to any degree requirements (even by petition) and not designed as preparation for 100-level college work.

050 - 099

Courses applicable to some vocational certificates but not to baccalaureate or graduate degrees.

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 certificates, associate, and baccalaureate degrees. May also be applied to graduation requirements for some graduate degrees with prior approval of the student's Graduate Study Committee. May not be applied to both a baccalaureate and a graduate degree.

400-499

Senior-level, upper-division courses. Applicable to associate and baccalaureate degrees. May also be applied to graduation requirements for some graduate 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). 500-level courses shall not be stacked with any credit courses numbered 050-499 or 600-699.

600-699

Graduate-level. Applicable to graduate 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 graduate degree. 600-level courses demand rigorous analysis, synthesis, and research skills.

Second and Third Digits

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.*

GENERAL EDUCATION REQUIREMENTS

Courses fulfilling General Education Requirement (GER) are identified on the course attributes line in the course descriptions. They are designated by the acronym "GER" followed by which classification of GER the course satisfies. The GER classifications are:

Oral Communications
Written Communications
Quantitative Skills
Humanities
Fine Arts
Social Sciences
Natural Sciences

COURSE DESIGNATORS

ACCT	Accounting
AET	Architectural & Engineering Technology
AGRI	Agriculture
ANTH	Anthropology
ART	Art
AS	Applied Statistics
ASL	American Sign Language
AT	Aviation Technology
BA	Business Administration
BIOL	Biological Sciences
CED	Community Education
CHEM	Chemistry
CIO	Computer Information & Office Systems
COMM	Communication
COUN	Counseling
CS	Computer Science
CWLA	Creative Writing & Literary Arts
DN	Dietetics & Nutrition
EAH	Exploring Arts & Humanities
ECD	Early Childhood Development
ECON	Economics
ED	Education
EDPE	Education - Physical Education
EDSE	Education - Special Education
EMT	Emergency Medical Technology
ENGL	English
ET	Electronics Technology
FREN	French
FSA	Fire Service Administration
GEOG	Geography
GEOL	Geology
GER	German
HCA	Health Education & Training
HCD	Health Career Development
HIST	History
HLTH	Health
HUMS	Human Services
JPC	Journalism & Public Communications
JPN	Japanese
JUST	Justice
LAT	Latin
LS	Library Science
MATH	Math
MUS	Music
PARL	Paralegal
PHIL	Philosophy
PHYS	Physics
PRPE	Preparatory English
PS	Political Science
PSY	Psychology
RH	Refrigeration & Heating
RUSS	Russian
SOC	Sociology
SPAN	Spanish
SWK	Social Work
THR	Theatre
VS	Vocational Skills
WS	Women's Studies

ACCOUNTING

ACCT

ACCT A051 Recordkeeping for Small Business

1 CR

Offered only at Matanuska-Susitna College.

Contact Hours: 1 + 0

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

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 identification numbers, state ESC numbers, business licenses, quarterly and annual reports, accounts receivable, depreciation, inventory, financial statements and income taxes.

ACCT A101 Principles of Financial Accounting I

3 CR

Registration Restrictions: MATH A055 with minimum grade of C or equivalent Math Placement Test.

Contact Hours: 3 + 0

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

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.

ACCT A102 Principles of Financial Accounting II

3 CR

Prerequisites: ACCT A101.

Contact Hours: 3 + 0

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

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

ACCT A120 Bookkeeping for Business I

3 CR

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

Contact Hours: 3 + 0

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.

ACCT A121 Bookkeeping for Business II

3 CR

Prerequisites: ACCT A120.

Contact Hours: 3 + 0

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

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.

ACCT A201 Principles of Financial Accounting

3 CR

Registration Restrictions: MATH A105 or equivalent Math Placement Test.

Contact Hours: 3 + 0

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

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

ACCT A202 Principles of Managerial Accounting

3 CR

Prerequisites: [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] or ACCT A201 with minimum grade of C and CIOA A110.

Contact Hours: 3 + 0

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

Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201.

Contact Hours: 3 + 0

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

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

ACCT A222 Introduction to Computers and Accounting

3 CR

Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIOA A110.

Contact Hours: 3 + 0

Special Fees.

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

Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIOA A110.

Contact Hours: 3 + 0

Special Fees.

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

Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201.

Contact Hours: 3 + 0

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

Prerequisites: ACCT A202.

Contact Hours: 3 + 0

Registration Restrictions: College of Business & Public Policy 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
Prerequisites: ACCT A301. Contact Hours: 3 + 0
Registration Restrictions: College of Business & Public Policy 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
Prerequisites: ACCT A202. Contact Hours: 3 + 0
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.
Special Fees.
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
Prerequisites: ACCT A202. Contact Hours: 3 + 0
Registration Restrictions: College of Business & Public Policy 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.

AGRICULTURE

AGRI

- AGRI A101 Introduction to Plant Science I** 3 CR
Registration Restrictions: High school biology and chemistry recommended. Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
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
Prerequisites: AGRI A101. Contact Hours: 3 + 0
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. Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
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
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
Special Note: Majors in all fields are welcome.
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.
- AGRI A109 Mini-Ranch Livestock Production** 3 CR
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
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. Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
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
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
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
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
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
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
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
Crosslisted with: ET A120 and RH A120. Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
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
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
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
Grade Mode: Pass/No Pass. Contact Hours: 1 + 0
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
Contact Hours: 3 + 0
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
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
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
Offered only at Matanuska-Susitna College. Contact Hours: 2 + 0
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. Visit to local apiary when feasible.
- AGRI A210 Applied Animal Nutrition** 3 CR
Prerequisites: AGRI A110 and [CHEM A105 or BIOL A105]. Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
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
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
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
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
Focuses on 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
Prerequisites: AGRI A215. Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
Focuses on the advanced psychology of riding to include principles and methods of training the performance horse from mounting of the horse to training skills under saddle. Includes the actual training of horses and implementation of skills learned in AGRI 215.
- AGRI A227 Landscape Design: A Home Owner's Approach** 1 CR
Registration Restrictions: AGRI A137 or AGRI A139 recommended. Contact Hours: 1 + 0
Grade Mode: Pass/No Pass.
Designed for the beginning home landscaper. Covers the first phases of landscape design including site inventory, site analysis, conceptual design, and preliminary design. Construction phasing, final design components, and additional resources will be discussed briefly.
- AGRI A231 Essentials of Forestry Practice** 3 CR
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
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
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
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 A241 Bedding Plant Production** 2 CR
Offered only at Matanuska-Susitna College. Contact Hours: 2 + 0
Covers fundamentals of raising bedding plants; seed sowing; soil media and soil sterilization, containers, transplanting, and fertilization. Discusses different systems of raising bedding plants.
- AGRI A260 Horticultural Practices** 3 CR
Contact Hours: 3 + 0
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

Registration Restrictions: Faculty permission.

Offered at Matanuska-Susitna College.

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

1-3 CR

Contact Hours: 1-3 + 0

AGRI A337 Plant Propagation

Prerequisites: AGRI A102.

Offered only at Matanuska-Susitna College.

Includes sexual and asexual propagation of plants; hybrid seed production; pollination and fertilization along with seed cleaning, drying, dormancy, germination and certification. Covers vegetative cuttings, stock plant production, the use of growth regulators, rooting and grafting, plus bulbs, corms and tubers. Considers micro-propagation and environmental control of root development.

3 CR

Contact Hours: 2 + 3

AMERICAN SIGN LANGUAGE**ASL****ASL A121 American Sign Language I**

Special Fees.

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.

3 CR

Contact Hours: 3 + 0

ASL A131 American Sign Language II

Prerequisites: ASL A121.

Special Fees.

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.

3 CR

Contact Hours: 3 + 0

ASL A221 American Sign Language III

Prerequisites: ASL A131.

Special Fees.

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 or more new features of ASL. Additional idioms and vocabulary.

3 CR

Contact Hours: 3 + 0

ASL A231 American Sign Language IV

Prerequisites: ASL A221.

Special Fees.

For experienced signers in the local community. Advanced instruction in ASL grammar, vocabulary, and conversational skills. Additional insights into deaf culture. Special practice with idioms and storytelling.

3 CR

Contact Hours: 3 + 0

ANTHROPOLOGY**ANTH****ANTH A200 Natives of Alaska**

Course Attributes: GER Social Sciences Req.

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.

3 CR

Contact Hours: 3 + 0

ANTH A202 Cultural Anthropology

Course Attributes: GER Social Sciences Req.

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.

3 CR

Contact Hours: 3 + 0

ANTH A211 Fundamentals of Archaeology

Special Fees.

Introduction to basic concepts, theories, and methods of archaeology with overview of historical development and major findings. Prepares students for summer field schools and more specialized courses.

3 CR

Contact Hours: 3 + 0

ANTH A250 The Rise of Civilization

Course Attributes: GER Social Sciences Req.

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.

3 CR

Contact Hours: 3 + 0

APPLIED STATISTICS**AS****AS A252 Elementary Statistics**

Registration Restrictions: MATH A105 or two years of high school algebra with a grade of C or higher or Math Placement Test.

Course Attributes: GER Quantitative Skills Req.

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.

Measurement, sampling, measures of central tendency, dispersion, position, frequency distributions, regression and correlation, probability, binomial and normal distributions, estimation, hypothesis testing, t-test, Chi-square, and F-distributions.

3 CR

Contact Hours: 3 + 0

AS A307 Probability and Statistics**3 CR**

Registration Restrictions: MATH A200 or MATH A272 with a grade of C or higher.

Contact Hours: 3 + 0

Course Attributes: GER Quantitative Skills Req.

Probability, applied combinatorics, random variables, multivariate random variables, discrete distributions, continuous distributions, expectations, descriptive statistics, correlation and regression, estimation, and hypothesis testing.

ARCHITECTURAL & ENGINEERING TECHNOLOGY**AET****AET A100 Fundamentals of Drafting****3 CR**

Offered only at Matanuska-Susitna College.

Contact Hours: 1 + 2

Special Note: For non-majors only.

Basic course in college drafting, designed to provide students with the fundamental skills and knowledge necessary to communicate using language of industry.

AET A171 Building Your Own Home**3 CR**

Registration Restrictions: Basic high school English and math skills recommended.

Contact Hours: 1 + 1

Special Fees.

Special Note: Does not meet AET certificate or degree requirements.

Introduces practical techniques and methods for planning, designing, constructing and remodeling owner-built single-family houses.

ART**ART****ART A100 Two Dimensional Activities (Select Drawing, Painting, Design, or Computer Topics)****1-3 CR**

Grade Mode: Pass/No Pass.

Contact Hours: 0-3 + 0-9

Special Fees.

Special Note: Does not satisfy BA, BFA, or minor in art degree requirements. May be repeated for credit.

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.

ART A101 Three Dimensional Activities (Select Metals, Sculpture, or Ceramics Topics)**1-3 CR**

Grade Mode: Pass/No Pass.

Contact Hours: 0-3 + 0-9

Special Fees.

Special Note: Does not satisfy BA, BFA or minor in art degree requirements. May be repeated for credit.

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.

ART A102 Fiber and Basketry Activities: (Select Fiber, Basketmaking, or Weaving Topics)**1-3 CR**

Grade Mode: Pass/No Pass.

Contact Hours: 0-3 + 0-9

Special Fees.

Special Note: Does not satisfy BA, BFA, or minor in art degree requirements. May be repeated for credit.

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.

ART A104 Multi-Media Activities**1-3 CR**

Grade Mode: Pass/No Pass.

Contact Hours: 0-3 + 3-9

Special Fees.

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

May be repeated for credit.

Art studio topics in all areas of multi-media art processes may be offered to introduce possible areas for future concentrated study.

Recommended for student seeking initial exposure to studio arts.

ART A105 Beginning Drawing**3 CR**

Stacked with: ART A205, ART A305, and ART A405.

Contact Hours: 0 + 6

Special Fees.

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

ART A111 Two-Dimensional Design**3 CR**

Special Fees.

Contact Hours: 0 + 6

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**

Special Fees.

Contact Hours: 0 + 6

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**

Special Fees.

Contact Hours: 0 + 6

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**
 Course Attributes: GER Fine Arts Requirement. Contact Hours: 3 + 0
 Special Fees.
 Special Note: Course meets General Education Requirement except for Art majors.
 Development of an appreciation of all the visual arts. Course emphasis is on the theories, practice, materials, and techniques of the visual arts.
- ART A180A Beginning Stained Glass** **3 CR**
 Special Fees. Contact Hours: 3 + 0
 Special Note: Does not satisfy BA in Art or BFA degree requirements.
 Introduces techniques including pattern designing, cutting, and lead came.
- ART A180B Intermediate Stained Glass** **1 CR**
 Prerequisites: ART A180A. Contact Hours: 1 + 0
 Special Fees.
 Special Note: Does not satisfy BA in Art or BFA degree requirements.
 Continuation of ART A180A emphasizing advanced use of lead came and copper foil.
- ART A205 Intermediate Drawing** **3 CR**
 Prerequisites: ART A105. Contact Hours: 0 + 6
 Stacked with: ART A105, ART A305, and ART A405.
 Special Fees.
 Special Note: May be repeated once for credit.
 Drawing in class from live models. Emphasizes expanding visual awareness through drawing.
- ART A209 Beginning Metalsmithing and Jewelry** **3 CR**
 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Contact Hours: 0 + 6
 Stacked with: ART A309 and ART A409.
 Special Fees.
 Special Note: May be repeated once for credit.
 Introduces basic techniques of metalsmithing and jewelry.
- ART A211 Beginning Sculpture** **3 CR**
 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Contact Hours: 0 + 6
 Stacked with: ART A311 and ART A411.
 Special Fees.
 Special Note: May be repeated once for credit.
 Exploration of fundamental elements of form, mass, volume, scale, material and surface. Introduction to aesthetics and history of modern sculpture. Acquaints student with the tools, techniques and materials available to the sculptor.
- ART A212 Beginning Watercolor Painting** **3 CR**
 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Contact Hours: 0 + 6
 Stacked with: ART A312 and ART A412.
 Special Fees.
 Special Note: May be repeated once for credit.
 Exploration of aquarelle techniques. Emphasizes composition as affected by color, value, stylistic considerations, and individual expression; exhibition procedures are included.
- ART A213 Beginning Painting** **3 CR**
 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Contact Hours: 0 + 6
 Stacked with: ART A313 and ART A413.
 Special Fees.
 Special Note: May be repeated once for credit.
 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.
- ART A215 Beginning Printmaking** **3 CR**
 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Contact Hours: 0 + 6
 Stacked with: ART A315 and ART A415.
 Special Fees.
 Special Note: Two processes will be focused on each semester. May be repeated once for credit.
 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.
- ART A224 Beginning Photography** **3 CR**
 Crosslisted with: JPC A224. Contact Hours: 0 + 6
 Special Fees.
 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**
 Prerequisites: ENGL A111. Contact Hours: 3 + 0
 Course Attributes: GER Fine Arts Requirement and GER Humanities Requirement.
 Special Fees.
 Origins and development of painting, sculpture, and architecture. Covers the history of art from prehistory through the Medieval Period emphasizing art of the Western World.

- ART A262 History of World Art II** **3 CR**
Prerequisites: ENGL A111. Contact Hours: 3 + 0
Course Attributes: GER Fine Arts Requirement and GER Humanities Requirement.
Special Fees.
Origins and development of painting, sculpture, and architecture. The course covers the 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**
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Contact Hours: 0 + 6
Stacked with: ART A371 and ART A471.
Special Note: May be repeated for credit.
Introduction to resist dyeing processes using directly applied resists (wax, rice paste) in designing and patterning the art fabric surface.
- ART A272 Beginning Fiber Structures** **3 CR**
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Contact Hours: 0 + 6
Stacked with: ART A372 and ART A472.
Special Note: May be repeated for credit.
Introduction to hand constructed textiles, adapting traditional methodology to the production of contemporary art.
- ART A273 Beginning Woven Forms** **3 CR**
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Contact Hours: 0 + 6
Stacked with: ART A373 and ART A473.
Special Note: May be repeated for credit.
Introduction to European floor loom. Various on-loom techniques are utilized in the production of the art fabric.
- ART A305 Advanced Drawing** **3 CR**
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Contact Hours: 0 + 6
Stacked with: ART A105, ART A205, and ART A405.
Special Fees.
Special Note: May be repeated for credit.
Development and refinement of individual problems in drawing.
- ART A309 Intermediate Metalsmithing and Jewelry** **3 CR**
Prerequisites: ART A209. Contact Hours: 0 + 6
Stacked with: ART A209 and ART A409.
Special Fees.
Special Note: May be repeated for credit.
Further investigation of material processes and techniques for metalsmithing and jewelry with more emphasis on design.
- ART A312 Intermediate Watercolor Painting** **3 CR**
Prerequisites: ART A212. Contact Hours: 0 + 6
Stacked with: ART A212 and ART A412.
Special Fees.
Special Note: May be repeated for credit.
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.
- ART A313 Intermediate Painting** **3 CR**
Prerequisites: ART A213. Contact Hours: 0 + 6
Stacked with: ART A213 and ART A413.
Special Fees.
Special Note: May be repeated for credit.
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.
- ART A324 Intermediate Photography** **3 CR**
Prerequisites: ART A224 or JPC A224. Contact Hours: 0 + 6
Crosslisted with: JPC A324.
Special Fees.
Further development of photographic skills. Includes photographic perception of awareness, ideas and concepts, and the 'fine print'.
- ART A372 Intermediate Fiber Structure** **3 CR**
Prerequisites: ART A272. Contact Hours: 0 + 6
Stacked with: ART A272 and ART A472.
Special Note: May be repeated for credit.
Explores traditional percussion textiles such as paper and felt making as interpreted in a contemporary context.
- ART A373 Intermediate Woven Forms** **3 CR**
Prerequisites: ART A273. Contact Hours: 0 + 6
Stacked with: ART A273 and ART A473.
Special Note: May be repeated for credit.
Emphasis on advanced floor loom techniques for the production of contemporary art.
- ART A392 Seminars and Selected Topics in Art** **1-6 CR**
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Contact Hours: 1-6 + 0
Special Fees.
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 A405 Experimental Drawing** **3 CR**
Prerequisites: ART A305.
Stacked with: ART A105, ART A205, and ART A305.
Special Fees.
Special Note: May be repeated for credit.
Investigate the development of ideas through experimentation with contemporary techniques and materials in drawing.
Contact Hours: 0 + 6
- ART A409 Advanced Metalsmithing and Jewelry** **3 CR**
Prerequisites: ART A309.
Stacked with: ART A209 and ART A309.
Special Fees.
Special Note: May be repeated for credit.
Continued investigation of materials and processes with an introduction to hollowware skills and forging.
Contact Hours: 0 + 6
- ART A412 Advanced Watercolor Painting** **3 CR**
Prerequisites: ART A312.
Stacked with: ART A212 and ART A312.
Special Fees.
Special Note: May be repeated for credit.
Individual ideas, experimentation, and techniques in watercolor painting. Emphasizes stylistic consideration, and individual expression; exhibition procedures are included.
Contact Hours: 0 + 6
- ART A413 Advanced Painting** **3 CR**
Prerequisites: ART A313.
Stacked with: ART A213, ART A313, and ART A414.
Special Fees.
Special Note: May be repeated once for credit.
Individual ideas, experimentation, and techniques in painting.
Contact Hours: 0 + 6
- ART A418 Methods: Art in the Elementary School** **3 CR**
Prerequisites: EDSE A336.
Registration Restrictions: All General Education Requirements and admission to the School of Education.
Crosslisted with: ED A418.
Special Fees.
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.
Contact Hours: 3 + 0
- ART A424 Advanced Photography** **3 CR**
Prerequisites: ART A324 or JPC A324.
Crosslisted with: JPC A424.
Special Fees.
Special Note: May be repeated for credit.
Development of images that reflect individual expression. Provides for individual portfolio development.
Contact Hours: 0 + 6
- ART A471 Advanced Surface Design** **3 CR**
Prerequisites: ART A371.
Stacked with: ART A271 and ART A371.
Special Note: May be repeated for credit.
Development and refinement of individual problems in resist dyeing techniques.
Contact Hours: 0 + 6
- ART A472 Advanced Fiber Structures** **3 CR**
Prerequisites: ART A372.
Stacked with: ART A272 and ART A372.
Special Note: May be repeated for credit.
Development and refinement of individual problems in fiber structures with an emphasis on personalized imagery and techniques.
Contact Hours: 0 + 6
- ART A473 Advanced Woven Forms** **3 CR**
Prerequisites: ART A373.
Stacked with: ART A273 and ART A373.
Special Note: May be repeated for credit.
Further development of advanced loom weaving techniques and refinement of personal imagery and problems related to approaches to fiber art.
Contact Hours: 0 + 6

AVIATION TECHNOLOGY

AT

- AT A100 Private Pilot Ground School** **3 CR**
Special Fees.
Special Note: Two hours in Flight Training Device required.
Prepares students for FAA Private Pilot Knowledge Test. Includes basic aerodynamics, aircraft engine operation and flight instruments, navigation, weather information, and dissemination services. Covers FAA regulations, the Aeronautical Information Manual, radio communication, and navigation are also covered.
Contact Hours: 3 + 0
- AT A116 Instrument Ground School** **3 CR**
Registration Restrictions: Private Pilot Certificate or AT A100.
Special Fees.
Special Note: Two hours in Flight Training Device required.
Preparation for FAA Instrument Pilot Knowledge Test. Includes attitude instrument flying, air traffic control and navigation facilities, pilot responsibilities, IFR en route charts, approach plates, airspace, and airway route system.
Contact Hours: 3 + 0

AT A200 Commercial Ground School**3 CR**

Prerequisites: AT A116.

Contact Hours: 3 + 0

Special Fees.

Special Note: Two hours in Flight Training Device required.

Preparation for FAA Commercial Pilot Knowledge Test. Includes advanced studies in topics presented in AT A100 and AT A116, high performance and complex aircraft, commercial flight maneuvers, and commercial Federal Aviation Regulations.

BIOLOGICAL SCIENCES**BIOL****Students must obey all laboratory rules!****BIOL A102 Introductory Biology****3 CR**

Course Attributes: GER Natural Sciences Req.

Contact Hours: 3 + 0

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

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.

BIOL A103 Introductory Biology Laboratory**1 CR**

Prerequisites: (BIOL A102 or concurrent enrollment).

Contact Hours: 0 + 3

Course Attributes: GER Natural Sciences w/ Lab.

Special Fees.

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

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

BIOL A105 Fundamentals of Biology I**4 CR**

Prerequisites: (CHEM A105 or concurrent enrollment) and (CHEM A105L or concurrent enrollment).

Contact Hours: 3 + 3

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

Corequisite: BIOL A105L.

Course Attributes: GER Natural Sciences w/ Lab.

Special Fees.

Special Note: One 3-hour lab per week. BIOL A105 and BIOL A106 are core courses in biology and are prerequisite to most courses in biological sciences.

A survey of biodiversity, ecology, origin of life, and cell structure and function in the context of evolution.

BIOL A106 Fundamentals of Biology II**4 CR**

Prerequisites: BIOL A105 and [CHEM A105 and CHEM A105L] and

Contact Hours: 3 + 3

[(CHEM A106 or concurrent enrollment) and (CHEM A106L or concurrent enrollment)].

Corequisite: BIOL A106L.

Course Attributes: GER Natural Sciences w/ Lab.

Special Note: One 3-hour lab per week. BIOL A105 and BIOL A106 are core courses in biology and are prerequisite to further courses in biological sciences.

Continuation of topics addressed in BIOL A105, with emphasis on molecular biology, genetics, and homeostasis in the context of evolution.

BIOL A111 Human Anatomy and Physiology I**4 CR**

Corequisite: BIOL A111L.

Contact Hours: 3 + 3

Course Attributes: GER Natural Sciences w/ Lab.

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.

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

BIOL A112 Human Anatomy and Physiology II**4 CR**

Prerequisites: BIOL A111.

Contact Hours: 3 + 3

Corequisite: BIOL A112L.

Course Attributes: GER Natural Sciences w/ Lab.

Special Note: Accepted for biology major credit only by petition. Satisfies UAA general education and CAS natural science degree requirements for specified baccalaureate programs. One 3-hour lab per week.

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

BIOL A113 Lectures in Human Anatomy and Physiology I**3 CR**

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

Contact Hours: 3 + 0

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

BIOL A114 Lectures in Human Anatomy and Physiology II**3 CR**

Prerequisites: BIOL A111 or BIOL A113.

Contact Hours: 3 + 0

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

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

- BIOL A240** **Introductory Microbiology for Health Sciences** **4 CR**
 Registration Restrictions: Concurrent enrollment in BIOL A112 or 8 hours in biology or chemistry. Contact Hours: 3 + 3
 Corequisite: BIOL A240L.
 Special Fees.
 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.
 General introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology.

BUSINESS ADMINISTRATION

BA

- BA A101** **Introduction to Management** **3 CR**
 Contact Hours: 3 + 0
 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 A131** **Personal Finance** **3 CR**
 Contact Hours: 3 + 0
 Introduces consumer financial issues. Surveys variety of topics, including personal income, home mortgages, credit laws, income tax, family 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**
 Contact Hours: 1 + 0
 Grade Mode: Pass/No Pass.
 Offered only at Matanuska-Susitna College.
 How money is used by 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**
 Contact Hours: 3 + 0
 Course Attributes: GER Social Sciences Req.
 Students understand 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**
 Contact Hours: 3 + 0
 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**
 Contact Hours: 3 + 0
 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 A231** **Fundamentals of Supervision** **3 CR**
 Contact Hours: 3 + 0
 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**
 Contact Hours: 3 + 0
 Prerequisites: BA A231.
 Special Fees.
 Discusses leadership styles of managers and skills necessary to effectively lead organizations. Explores literature in motivation and leadership for practical implications. Students analyze organizational case studies.
- BA A233** **Fundamentals of Financial Management** **3 CR**
 Contact Hours: 3 + 0
 Prerequisites: [ACCT A101 or ACCT A201] and MATH A105.
 Helps students develop financial decision making skills. 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**
 Contact Hours: 3 + 0
 Crosslisted with: 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**
 Contact Hours: 3 + 0
 Prerequisites: BA A241 or JUST A241.
 Crosslisted with: JUST A242.
 Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.
- BA A260** **Marketing Practices** **3 CR**
 Contact Hours: 3 + 0
 Prerequisites: 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 A262 Public Relations** **3 CR**
Prerequisites: BA A260. Contact Hours: 3 + 0
Special Fees.
Introduces 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**
Prerequisites: BA A260. Contact Hours: 3 + 0
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**
Contact Hours: 3 + 0
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**
Prerequisites: CLOS A110 and [MATH A107 or MATH A270]. Contact Hours: 3 + 0
Special Note: A student may apply no more than 3 credits from AS A252 or BA A273 toward graduation requirements for a baccalaureate degree.
Introduces 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.
- BA A300 Organizational Theory and Behavior** **3 CR**
Contact Hours: 3 + 0
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.
Discusses literature of organizational theory; emphasizes 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**
Prerequisites: ACCT A201 and ACCT A202 and ECON A201 and ECON A202 and BA A273. Contact Hours: 3 + 0
Registration Restrictions: College of Business & Public Policy 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**
Prerequisites: ACCT A201 and ACCT A202 and ECON A201 and ECON A202. Contact Hours: 3 + 0
Registration Restrictions: College of Business & Public Policy 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.
- BA A361 Human Resource Management** **3 CR**
Prerequisites: BA A300. Contact Hours: 3 + 0
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.
Human resource practice in industry and the analysis of human resource structures, problems and trends. Includes recruiting, selecting, performance appraisal, training, compensation, labor and civil rights laws, interviewing, and testing.
- BA A606 Fundamentals of Production/Operations Management** **2 CR**
Prerequisites: BA A601. Contact Hours: 2 + 0
Registration Restrictions: Graduate Standing.
Discusses decision making process as it relates to operations management. Understanding assumptions and appropriate application of quantitative models; problem formulation and solution, interpretation of results, and application of appropriate personal computer software.
- BA A632 Organizational Behavior and Human Resource Management** **3 CR**
Registration Restrictions: Graduate Standing. Contact Hours: 3 + 0
A detailed interdisciplinary study of those organizational behavior and human resource structures which contribute centrally to the firm's success. Current and future developments regarding key concepts such as motivation, leadership, power and authority, corporate dynamics and culture, selection and placement, performance appraisal, compensation and human development will be examined.
- BA A635 Current Marketing Issues Seminar** **3 CR**
Prerequisites: BA A604. Contact Hours: 3 + 0
Registration Restrictions: Graduate Standing.
An analysis of the managerial relevance of current issues in marketing as found in the professional and/or popular marketing literature. A historical perspective will be provided through classic readings from the literature. Students will be expected to read, analyze, and discuss assigned readings in a seminar atmosphere with a view toward understanding the rationale of applied marketing management practices in such areas as theory, marketing mix, and ethics. The relation and role of marketing relative to other functional areas of the firm will be explored.

CHEMISTRY**CHEM****Students must obey all laboratory rules!**

- CHEM A055 Contemporary Chemistry** **3 CR**
Prerequisites: MATH A055. Contact Hours: 3 + 0
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 A055L Contemporary Chemistry Laboratory** **1 CR**
Prerequisites: (CHEM A055 or concurrent enrollment). Contact Hours: 0 + 3
Special Fees.
Laboratory designed to teach the fundamentals of working with laboratory equipment, data gathering, analysis, and reporting.
- CHEM A103 Survey of Chemistry** **3 CR**
Prerequisites: [MATH A055 with minimum grade of C or MATH A060 with minimum grade of C] and Contact Hours: 3 + 0
CHEM A055 with minimum grade of C.
Course Attributes: GER Natural Sciences Req.
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 Laboratory** **1 CR**
Prerequisites: (CHEM A103 or concurrent enrollment). Contact Hours: 0 + 3
Course Attributes: GER Natural Sciences w/ Lab.
Special Fees.
Introductory laboratory to teach the basics of laboratory equipment, data gathering, analysis, and reporting.
- CHEM A104 Introduction to Organic Chemistry and Biochemistry** **3 CR**
Prerequisites: CHEM A103. Contact Hours: 3 + 0
Course Attributes: GER Natural Sciences Req.
Special Note: CHEM A104 is a lecture class only. The course sequence CHEM A103/A104 satisfies the GER lab science requirement. Includes a survey of organic chemistry and biochemistry. Covers aldehydes, ketones, carboxylic acids, esters, amines, amides, carbohydrates, lipids, proteins, enzymes, bioenergetics, catabolic pathways, biosynthetic pathways, nucleic acids, protein synthesis, and selected topics in physiology.
- CHEM A104L Introduction to Organic Chemistry and Biochemistry Laboratory** **1 CR**
Prerequisites: CHEM A103 and (CHEM A104 or concurrent enrollment). Contact Hours: 0 + 3
Course Attributes: GER Natural Sciences w/ Lab.
Special Fees.
Laboratory sequence based on the concepts presented in CHEM 104.
- CHEM A105 General Chemistry I** **3 CR**
Prerequisites: CHEM A055 with minimum grade of C and MATH A105 with minimum grade of C. Contact Hours: 3 + 0
Course Attributes: GER Natural Sciences Req.
Introduction to inorganic chemistry for science majors which includes atomic and molecular structure, chemical equations and calculations, states of matter, solutions, acids and bases, oxidation-reduction reactions, and thermodynamics. Assumes prior knowledge of nomenclature and basic calculations (metric and SI system, mole).
- CHEM A105L General Chemistry I Laboratory** **1 CR**
Prerequisites: (CHEM A105 or concurrent enrollment). Contact Hours: 0 + 3
Course Attributes: GER Natural Sciences w/ Lab.
Special Fees.
Laboratory designed to teach the fundamentals of working with laboratory equipment, data gathering, analysis, and reporting.
- CHEM A106 General Chemistry II** **3 CR**
Prerequisites: CHEM A105 with minimum grade of C and [MATH A105 with minimum grade of C or Contact Hours: 3 + 0
MATH A107 with minimum grade of C].
Course Attributes: GER Natural Sciences Req.
The second semester in the general chemistry sequence for science majors. Discusses solution equilibrium, electrochemistry, kinetics, thermodynamics of equilibrium systems, coordination chemistry, radiation chemistry, organic nomenclature, structures, and simple reactions.
- CHEM A106L General Chemistry II Laboratory** **1 CR**
Prerequisites: (CHEM A106 or concurrent enrollment) and CHEM A105L. Contact Hours: 0 + 3
Course Attributes: GER Natural Sciences w/ Lab.
Special Fees.
Laboratory designed to teach the fundamentals of working with laboratory equipment, data gathering, analysis, and reporting.
- CHEM A321 Organic Chemistry I** **4 CR**
Prerequisites: CHEM A106 with minimum grade of C and CHEM A106L with minimum grade of C. Contact Hours: 3 + 4
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**

Prerequisites: CHEM A321 with minimum grade of C.

Contact Hours: 3 + 4

Corequisite: CHEM A322L.

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

COMMUNICATION**COMM**

Note: UAA now offers a Minor in Oral Communication to which all the courses below can apply. See the UAA Catalog for degree information.

Underage students: Individual department and disciplines may require additional testing or assessment.

COMM A111 Fundamentals of Oral Communication**3 CR**

Course Attributes: GER Oral Communications Req.

Contact Hours: 3 + 0

Special Fees.

A survey of communication principles, theories, and skills including interpersonal communication, small group communication, and public speaking. Students develop oral communication skills through practice in a variety of individual activities, group activities, and individual and group presentations.

COMM A235 Small Group Communication**3 CR**

Course Attributes: GER Oral Communications Req.

Contact Hours: 3 + 0

Special Fees.

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 processes. Students will develop oral communication skills by engaging in practice in a variety of individual exercises and presentations, and group presentations.

COMM A237 Interpersonal Communication**3 CR**

Course Attributes: GER Oral Communications Req.

Contact Hours: 3 + 0

Special Fees.

The study of theories and skills related to dyadic communication and the variables which affect it, including conflict, culture, gender, rules, and context. Students will develop oral communication skills designed to improve communication in relationships by engaging in a variety of individual exercises, individual presentations, and group presentations.

COMM A241 Public Speaking**3 CR**

Course Attributes: GER Oral Communications Req.

Contact Hours: 3 + 0

Special Fees.

The study of theories and skills applicable to informative, persuasive, and special occasion platform speaking. Emphasis is on effective selection, organization, and presentation of material to diverse audiences across diverse settings. Students will develop oral communication skills by engaging in a variety of exercises and individual presentation.

COMMUNITY EDUCATION**CED****CED A106 Beginning Genealogy****3 CR**

Special Note: Most of the course work will be done on the individual student's family.

Contact Hours: 3 + 0

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.

CED A140 Calculator Workshop**1 CR**

Grade Mode: Pass/No Pass.

Contact Hours: 1 + 0

Familiarize students with the operation of a graphics calculator. Specific uses of the calculator appropriate to arithmetic, algebra, trigonometry, a calculus will be presented.

CED A171 Log Cabin Construction**1-3 CR**

Contact Hours: 0 + 0

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.

COMPUTER INFORMATION & OFFICE SYSTEMS**CIOS****CIOS A100 Keyboarding I****3 CR**

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

Contact Hours: 3+0 or 0+6

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.

CIOS A100A Keyboarding I: A**1 CR**

Special Note: Open-entry, individualized course. CIOS A100A, A100B, and A100C are equivalent to CIOS A100.

Contact Hours: 0 + 2

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

- CiOS A100B Keyboarding I: B** 1 CR
 Prerequisites: CIOS A100A. Contact Hours: 0 + 2
 Special Note: Open-entry, individualized course. CIOS A100A, A100B, and A100C are equivalent to CIOS A100.
 Emphasizes development of speed and accuracy and introduces centering and typing of letters and envelopes.
- CiOS A100C Keyboarding I: C** 1 CR
 Prerequisites: CIOS A100B. Contact Hours: 0 + 2
 Special Note: Open-entry, individualized course. CIOS A100A, A100B, and A100C are equivalent to CIOS A100.
 Emphasizes development of speed and accuracy and introduces typing of tables and reports.
- CiOS A102 Keyboarding Skill Building** 1 CR
 Prerequisites: CIOS A100. Contact Hours: 0 + 2
 Grade Mode: Pass/No Pass.
 Special Note: Open-entry, individualized course. May be repeated for a maximum of 3 credits with only 1 credit in each semester.
 Drills to improve speed and/or accuracy on straight copy typing.
- CiOS A105 Introduction to PC Computers and Applications** 3 CR
 Registration Restrictions: Keyboarding skill of at least 30 WPM. Contact Hours: 3 + 0
 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
 Prerequisites: CIOS A100. Contact Hours: 3 + 0
 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. Contact Hours: 1 + 0
 Introduction to using Macintosh software. Includes word processing, database management, electronic spreadsheets, and graphics.
- CiOS A110 Computer Concepts in Business** 3 CR
 Registration Restrictions: The following are recommended: MATH A105, CIOS A105 or ability Contact Hours: 3 + 0
 to use Windows or Macintosh, and keyboarding skills 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 A111C Introduction to Lotus in Windows** 1 CR
 Registration Restrictions: Keyboarding skill of at least 30 WPM recommended. Contact Hours: 1 + 0
 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 A111D Introduction to Excel in Windows** 1 CR
 Registration Restrictions: Keyboarding skill of at least 30 WPM recommended. Contact Hours: 1 + 0
 Introduction to design and use of electronic spreadsheets in a Windows environment. Covers the basic Excel for Windows commands and functions needed to create, manipulate, and print spreadsheets.
- CiOS A112C Introduction to Filemaker On Mac** 1 CR
 Prerequisites: CIOS A107A. Contact Hours: 1 + 0
 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 A112F Introduction to Microsoft Access in Windows** 1 CR
 Registration Restrictions: Keyboarding skills of at least 30 WPM. CIOS A113B or Contact Hours: 1+0 or 0+2
 experience using Windows.
 Special Note: May be offered as either scheduled or open entry, individualized course.
 Includes basic database structures and business applications. Student creates a multi-tabled business database project.
- CiOS A113B Introduction to Windows** 1 CR
Contact Hours: 1 + 0
 Introduction to the Windows environment. Includes file and disk management, the control panel, print manager, Windows setup and maintenance.
- CiOS A115G Introduction to Microsoft Word in Windows** 1 CR
 Registration Restrictions: Keyboarding skill of at least 30 WPM and basic English skills. Contact Hours: 1+0 or 0+2
 Special Note: May be offered as either classroom or open-entry, individualized course.
 Explores some of the characteristics of a window-based application covering basic Windows operations focusing on Microsoft Word for Windows.
- CiOS A115H Introduction to WordPerfect in Windows** 1 CR
 Registration Restrictions: Keyboarding skill of at least 30 WPM and basic English skills. Contact Hours: 1+0 or 0+2
 Special Note: May be offered as either classroom or open-entry, individualized course.
 Instruction and practice in the use of IBM personal computer and WordPerfect for Windows software for standard word processing operations.
- CiOS A116B Introduction to Desktop Publishing On IBM** 1 CR
 Prerequisites: CIOS A100. Contact Hours: 1 + 0
 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 A119 Exploring the Internet** 1 CR
 Registration Restrictions: Keyboarding of at least 30 WPM and basic computer skills. Contact Hours: 1 + 0
 Introduction to the basic Internet tools, utilities, and information systems. Explores using electronic mail, mailing lists, Usenet, Telnet, FTP, WHOIS, Finger, and file transfer methods as tools for locating information needed on-the-job, in studies, and for recreational purposes.
- CiOS A160 Business English** 3 CR
Contact Hours: 3 + 0
 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. Contact Hours: 3+0 or 0+6
 Special Note: Students supply own calculators or use college equipment. May be offered as either classroom or open-entry, individualized course.
 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.
- CiOS A165 Office Procedures** 3 CR
 Prerequisites: CIOS A100. Contact Hours: 3 + 0
 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
 Special Note: Open-entry, individualized course. Contact Hours: 0 + 2
 Study of filing procedures and basic records management principles. Practice in alphabetic filing rules and introduction to subject, numeric, and geographic filing systems.
- CiOS A167 Proofreading** 1 CR
 Prerequisites: CIOS A100 and CIOS A160. Contact Hours: 1+0 or 0+2
 Special Note: May be offered as either classroom or open-entry, individualized course.
 Instruction and practice in proofreading skills. Includes basic techniques of proofreading; review of grammar, punctuation, and spelling; and proofreading for content and usage.
- CiOS A168 Shorthand** 3 CR
 Special Note: May be offered as either classroom or open-entry, individualized course. Contact Hours: 3+0 or 0+6
 Theory, reading and writing practice for rapid writing of office dictation or abbreviated notetaking.
- CiOS A170 Calculators** 1 CR
 Special Note: Open-entry, individualized course. Contact Hours: 0 + 2
 Basic operation of electronic calculators with application in solving business problems.
- CiOS A192 Seminars in Office Management and Technology** 1 CR
 Grade Mode: Pass/No Pass. Contact Hours: 1 + 0
 Special Note: May be repeated for a maximum of 7 credits with a change of subtitle. Check schedules for specific offerings.
 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.
- CiOS A211D Advanced Excel in Windows** 1 CR
 Prerequisites: CIOS A111D. Contact Hours: 1+0 or 0+2
 Registration Restrictions: Keyboarding skill of at least 30 WPM.
 Includes software applications in advanced areas covering concepts and techniques for construction of electronic spreadsheets and spreadsheet templates. Creations and applications of macros, styles, advanced printing, charting, graphics, databases, advanced functions, and outlining.
- CiOS A215G Advanced Microsoft Word for Windows** 1 CR
 Prerequisites: CIOS A115G. Contact Hours: 1 + 0
 Continuation of CIOS A115G. Includes software application in advanced areas.
- CiOS A215H Advanced WordPerfect in Windows** 1 CR
 Prerequisites: CIOS A115H. Contact Hours: 1 + 0
 Continuation of CIOS A115H. Includes software applications in advanced areas such as tables, reports, footnotes, columns, macros and merging. Requires ability to solve problems and type from rough draft copy.
- CiOS A225H Advanced WordPerfect Topics in Windows** 1 CR
 Prerequisites: CIOS A215H. Contact Hours: 1 + 0
 Offered only at Matanuska-Susitna College.
 Designed to deal with information systems, communications technology, modern office applications, or related fields in which learning to use word processing software as a productivity tool is necessary. Students with significant microcomputer background, as well as basic WordPerfect skills, will understand and utilize the more advanced word processing features through the use of WordPerfect.
- CiOS A250A Machine Transcription A** 1 CR
 Registration Restrictions: CIOS A100 or keyboarding skill of 30 wpm; and CIOS A160 or Contact Hours: 0 + 2
 ENGL A111 or pass CIOS written exam; and 1 credit of any CIOS A115 course.
 Special Note: Open-entry, individualized course.
 Introduces machine transcription for students with no previous experience. Includes review of English grammar and punctuation.

- CIOS A250B Machine Transcription B** **1 CR**
Registration Restrictions: CIOS A250A or demonstrated transcript ability. Contact Hours: 0 + 2
Special Note: Open-entry, individualized course.
Emphasizes mailable copies, review of language skills and vocabulary.
- CIOS A251 Medical Transcription** **3 CR**
Registration Restrictions: CIOS A260 or keyboarding skill of at least 40 WPM. Contact Hours: 0 + 6
Offered only at Kenai Peninsula College and Matanuska-Susitna College.
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**
Registration Restrictions: CIOS A260 or keyboarding skill of at least 40 WPM. Contact Hours: 1-3 + 0
Machine transcription of client and court documents prepared in the law office.
- CIOS A260 Keyboarding II** **3 CR**
Prerequisites: CIOS A100 or [CIOS A100A and CIOS A100B and CIOS A100C]. Contact Hours: 3+0 or 0+6
Registration Restrictions: Or keyboarding skill of at least 30 WPM and 1 credit of any CIOS A115 course.
Special Note: May be offered as either classroom or open-entry, individualized 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**
Prerequisites: CIOS A260. Contact Hours: 0 + 6
Registration Restrictions: 1 credit of any CIOS A115 course, and keyboarding skill of 45 WPM.
Special Note: Open-entry, individualized course. Word processing software is selected by department.
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**
Prerequisites: CIOS A160. Contact Hours: 3 + 0
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**
Prerequisites: CIOS A165. Contact Hours: 3 + 0
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**
Prerequisites: CIOS A165. Contact Hours: 3 + 0
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 A268 Intensive CPS Review** **1 CR**
Registration Restrictions: Work experience or previous course work in these areas recommended. Contact Hours: 1 + 0
Grade Mode: Pass/No Pass.
Special Note: Check schedules for specific titles being offered.
Intensive review for those interested in preparing for academic areas covered in the certified professional secretary examination (CPS). Selected titles include behavioral science in business; business law; economics and management; accounting; office administration and communication; and office technology.
- CIOS A272 Law Office Procedures: Litigation Documents** **3 CR**
Registration Restrictions: CIOS A260 or keyboarding skill of at least 45 wpm. CIOS A160 recommended. Contact Hours: 3 + 0
Principles of law office procedures in preparation of legal documents used in civil litigation from pre-filing stage of lawsuits through pretrial procedures, trial, post-judgment enforcement, and appeal. Some attention given to distinctions in preparation of documents for criminal and federal litigation and to jurisdiction of various courts. Emphasizes stylization of legal papers, purpose, applicable civil rules, and legal vocabulary.
- CIOS A273 Law Office Procedures: Client Documents** **3 CR**
Prerequisites: CIOS A260. Contact Hours: 3 + 0
Registration Restrictions: CIOS A260 or keyboarding skill of at least 45 wpm. 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**
Prerequisites: CIOS A272. Contact Hours: 3 + 0
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**
Contact Hours: 3 + 0
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. Contact Hours: 0 + 3-18
 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.
 Places students in business offices related to their educational programs and occupational objectives. Includes seminar with faculty coordinator.
- CIOS A338 Desktop Publishing and Design** **3 CR**
 Prerequisites: CIOS A107A. Contact Hours: 3 + 0
 MSC Prerequisite Special Note: Completion of a word processing course or permission of the instructor.
 Special Note: A student may not apply elective credit toward a certificate or degree from both CIOS A216A and CIOS A338.
 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.

COMPUTER SCIENCE

CS

- CS A100 Introduction to Computers** **3 CR**
 Special Note: Not to be taken for credit by Computer Science Majors or minors. Contact Hours: 3 + 0
 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.
- CS A101 Introduction to Computer Science** **3 CR**
 Registration Restrictions: Two years of high school algebra or MATH A105 with a grade of C or higher. Contact Hours: 3 + 0
 A broad survey of computer science intended for students pursuing a major 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 FORTRAN Programming** **3 CR**
 Prerequisites: MATH A107 or MATH A270. Contact Hours: 3 + 0
 Training and practice in writing programs in the 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. Contact Hours: 3 + 0
 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**
 Prerequisites: MATH A107 or MATH A270. Contact Hours: 3 + 0
 Special Note: A student may apply no more than 3 credits from CS A107 and CS A201 toward graduation requirements for a baccalaureate degree.
 Training and practice in writing programs in the Pascal language. Emphasis on problem solving with a computer: analysis, flowcharting, testing/debugging, and documentation.
- CS A109 Selected Computer Languages** **3 CR**
 Registration Restrictions: Two years of high school algebra. Contact Hours: 3 + 0
 Special Note: Course may be repeated for different languages, with faculty permission.
 Problem analysis and solution using a selected programming language (forth, MODULA-2, ADA, JAVA, UNIX, etc.).
- CS A201 Programming Concepts I** **3 CR**
 Prerequisites: CS A101. Contact Hours: 3 + 0
 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**
 Prerequisites: CS A201. Contact Hours: 3 + 0
 Introduction to data structures and algorithm development.
- CS A207 C Programming** **3 CR**
 Prerequisites: CS A107 or CS A201 or CS A105. Contact Hours: 3 + 0
 Training and practice in writing programs in the C programming language.

COUNSELING

COUN

- COUN A101 Introduction to Career Exploration** **1 CR**
 Grade Mode: Pass/No Pass. Contact Hours: 1 + 0
 Special Fees.
 An introduction to career exploration. Includes exploring self-concept, values, interests, skills, aptitudes, work orientation, occupational information and decision making.
- COUN A107 Managing Stress** **1 CR**
Contact Hours: 1 + 0
 Examines general causes of stress and effective methods to eliminate or manage stress in your own life.

- COUN A108 Improving Communication in Relationships** **3 CR**
 Contact Hours: 3 + 0
 Increases awareness of how individuals communicate and relate to other significant people in their lives. Teaches specific skills in styles and patterns of communication. How to effectively resolve issues and conflicts in relationships.
- COUN A208 Career Planning and Changing** **3 CR**
 Contact Hours: 3 + 0
 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.

CREATIVE WRITING & LITERARY ARTS

CWLA

Underage students: Individual department and disciplines may require additional testing or assessment.

- CWLA A260A Introduction to Creative Writing: Multiple Forms** **3 CR**
 Special Note: This course may be taken twice for credit.
 Introduction to two or more types of creative writing, with close analysis of each student's work. Contact Hours: 3 + 0
- CWLA A260B Introduction to Creative Writing: Poetry** **3 CR**
 Special Fees.
 Special Note: This course may be taken twice for credit.
 Introduction to techniques of writing poetry, with close analysis of each student's work. Contact Hours: 3 + 0
- CWLA A260C Introduction to Creative Writing: Fiction** **3 CR**
 Special Fees.
 Special Note: May be taken twice for credit.
 Introduction to techniques of writing fiction, with close analysis of each student's work. Contact Hours: 3 + 0
- CWLA A260E Introduction to Creative Writing: Nonfiction** **3 CR**
 Special Fees.
 Special Note: This course may be taken twice for credit.
 Introduction to techniques of writing nonfiction, with close analysis of each student's work. Contact Hours: 3 + 0

DIETETICS & NUTRITION

DN

- DN A145 Child Nutrition** **2 CR**
 Contact Hours: 2 + 0
 Introduction to the nutritional needs of infants, preschool, and school-age children and how these needs translate into healthy and appealing meals/snacks. Covers common childhood eating problems and child nutrition programs for reimbursable food costs.
- DN A203 Normal Nutrition** **3 CR**
 Prerequisites: (BIOL A112 or concurrent enrollment) or (CHEM A104 or concurrent enrollment).
 Special Fees.
 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. Contact Hours: 3 + 0

EARLY CHILDHOOD DEVELOPMENT

ECD

- ECD A105 Introduction to the Field of Early Childhood** **3 CR**
 Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.
 Survey of historical, social, and philosophical foundations of the field. Discusses ethics, developmentally appropriate practices, survey of types of early childhood settings, and personal skills and professional competencies for the early childhood practitioner. Contact Hours: 3 + 0
- ECD A111 Safe Learning Environments** **1 CR**
 Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as 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. Contact Hours: 1 + 0
- ECD A112 Healthy Learning Environments** **1 CR**
 Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as 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. Contact Hours: 1 + 0
- ECD A113 Learning Environments** **1 CR**
 Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.
 Emphasizes arrangement of environments conducive to learning styles of children. Includes selection of learning styles of children. Includes selection of materials and equipment, room arrangements, and scheduling. Contact Hours: 1 + 0

ECD A121 Physical Activities for Young Children**1 CR**

Special Note: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc. Contact Hours: 1 + 0

Stresses essentials of planning centers which provide space, materials, equipment, and activities to promote physical development of children. Includes planning and scheduling activities, selecting equipment and materials.

ECD A123 Communication**1 CR**

Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc. Contact Hours: 1 + 0

Activities that help children acquire and use language to communicate their thoughts and feelings. Includes nonverbal communication and understanding others.

ECD A131 Guidance and Discipline**1 CR**

Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc. Contact Hours: 1 + 0

Information and activities used in providing environments where young children learn and practice appropriate behaviors individually and in groups. Includes influences on behavior promoting self-control, inappropriate practices, and parent involvement.

ECD A221 Families**1 CR**

Registration Restrictions: 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. Contact Hours: 1 + 0

Emphasis on the importance of positive and productive relationships between families and child development programs. Also discussed is coordination of childrearing efforts of both family and program.

ECD A223 Exploring and Developing Personal Capabilities in Teaching**1 CR**

Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc. Contact Hours: 1 + 0

Stresses awareness of personal qualities, feelings, and values that affect teaching atmosphere, relationships with children, and individual teaching style.

ECD A224 Professionalism**1 CR**

Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc. Contact Hours: 1 + 0

Promotes professional and personal growth among caregivers of young children. Topics include developing philosophical basis for caregiving, goal ethics, networking, and continuing self-actualization.

ECD A231 Screening**1 CR**

Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc. Contact Hours: 1 + 0

Stresses activities to help teachers understand purposes of screening young children and use of screening procedures.

ECD A232 Assessment/Recording**1 CR**

Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc. Contact Hours: 1 + 0

Stresses activities to help teachers understand assessment of young children, recording of assessment information, and staffing procedures.

ECD A233 Mainstreaming Preschool Children with Special Needs**1 CR**

Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc. Contact Hours: 1 + 0

Stresses activities to help teachers understand concepts and purposes of mainstreaming special needs preschool children into regular classrooms. Emphasis on rights of special needs children to services and necessary procedures for providing those services under P.L. 94142.

ECONOMICS**ECON****ECON A101 Introduction to Current Economic Problems****3 CR**

Special Note: Not recommended for persons who have taken ECON A201 and/or ECON A202. Contact Hours: 3 + 0

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.

ECON A201 Principles of Macroeconomics**3 CR**

Course Attributes: GER Social Sciences Req. Contact Hours: 3 + 0

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**

Prerequisites: ECON A201. Contact Hours: 3 + 0

Course Attributes: GER Social Sciences Req.

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

EDUCATION**ED**

- ED A120 Parenting: More than Discipline** **3 CR**
 Crosslisted with: PSY A120. Contact Hours: 3 + 0
 Introduction to parenting and how it differs from discipline. Discusses three parenting styles. Emphasizes nurturing, communicating, setting limits, and making maturity demands.
- ED A125 Kids Are People Facilitator Training** **2 CR**
 Contact Hours: 2 + 0
 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 A150 Apple for Teachers** **1 CR**
 Grade Mode: Pass/No Pass. Contact Hours: 1 + 0
 Special Fees.
 Introduction to using Apple and Apple-compatible computers for teachers and others wishing to use microcomputers with children. Includes operating instructions, care and use of diskettes, choosing and evaluating software, and incorporating the computer into classroom activities.
- ED A192 Tutoring Adult Learners** **1 CR**
 Grade Mode: Pass/No Pass. Contact Hours: 1 + 0
 Special Note: Offered only at Matanuska-Susitna College.
 A workshop on tutoring techniques/methods for adult learners. Exposes appropriate approaches suitable for teaching the adult learners. Activities include 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 A201 Introduction to Education** **2 CR**
 Special Fees. Contact Hours: 2 + 0
 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**
 Contact Hours: 3 + 0
 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**
 Prerequisites: EDSE A312 or EDPE A338. Contact Hours: 1 + 2
 Registration Restrictions: Admission to the Teacher Education Program.
 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**
 Prerequisites: EDSE A312 or EDPE A338 and (ED A320 or concurrent enrollment). Contact Hours: 3 + 0
 Registration Restrictions: Admission to the Teacher Education Program.
 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**
 Prerequisites: EDSE A336. Contact Hours: 3 + 0
 Registration Restrictions: All General Education Requirements and admission to the 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**
 Prerequisites: EDSE A336. Contact Hours: 3 + 0
 Registration Restrictions: All General Education Requirements and admission to the School of Education.
 Special Fees.
 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**
 Prerequisites: EDSE A336 and MATH A205. Contact Hours: 3 + 0
 Registration Restrictions: All General Education Requirements and admission to the 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**

Prerequisites: EDSE A336.

Contact Hours: 3 + 0

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

Crosslisted with: ART A418.

Special Fees.

Methods of teaching art principles, procedures and materials for the elementary school level. Explores a wide variety of art media basic to elementary art curricula. Students will be responsible for developing and evaluating curriculum activities.

ED A421 Development of Reading in Elementary School**6 CR**

Prerequisites: EDSE A336.

Contact Hours: 6 + 0

Registration Restrictions: All General Education Requirements; 12 credits of methods courses and admission to the school of education.

Special Fees.

A comprehensive study of the reading process and the development of reading proficiency in the elementary school. Includes focus on the foundations of reading and the materials and methodologies used in elementary school programs. Field work required.

ED A422 Teaching Language Arts and Literature**6 CR**

Prerequisites: EDSE A336.

Contact Hours: 6 + 0

Registration Restrictions: All General Education Requirements; 12 credits of methods courses and admission to the school of education.

Special Fees.

A critical study of the theoretical and practical aspects of teaching, listening, speaking, and writing through children's literature. Emphasis is directed toward the integration of language instruction in the elementary school. Field work required.

ED A423 Philosophical Foundations of Education**3 CR**

Prerequisites: EDSE A312 or EDPE A338.

Contact Hours: 3 + 0

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**

Prerequisites: EDSE A336.

Contact Hours: 3 + 0

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

Crosslisted with: MUS A471.

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

EDUCATION - PHYSICAL EDUCATION**EDPE****EDPE A338 Human Motor Development and Learning****3 CR**

Prerequisites: PSY A111.

Contact Hours: 3 + 0

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**

Registration Restrictions: General Education degree requirements and admission to the School of Education.

Contact Hours: 2 + 3

Philosophy, resource materials, group activities, and program planning; participation required to gain knowledge, values, and skills needed to teach health and physical education to elementary school-aged children. Students will observe health and/or physical education lessons in appropriate educational settings.

EDUCATION - SPECIAL EDUCATION**EDSE****EDSE A312 Human Development and Learning****3 CR**

Contact Hours: 3 + 0

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**

Prerequisites: ED A201 and (ED A321 or concurrent enrollment) and (ED A320 or concurrent enrollment).

Contact Hours: 3 + 0

Registration Restrictions: Admission to Teacher Education.

Special Fees.

Theories of classroom management as they pertain to early childhood, elementary, middle school/transescent, 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.

EDSE A419 Diversity in the Classroom**3 CR**

Registration Restrictions: Admission to School of Education.

Contact Hours: 3 + 0

Special Fees.

Examination of diversity issues that impact education including linguistic and cultural considerations as well as disabilities. Course includes instructional methods and practices that enhance learning.

EDSE A480 Education of Culturally Different Youth**3 CR**

Prerequisites: ED A321.

Contact Hours: 3 + 0

Interdisciplinary study of problems encountered by teachers in educating culturally different pupils. Considers the psychological and social factors inherent in the educational process. Specific attention given to curricular improvement and teaching strategies appropriate for culturally different students.

ELECTRONICS TECHNOLOGY

ET

Students must obey all laboratory rules!

- ET A104 DC Circuits** **4 CR**
Corequisite: ET A106. Contact Hours: 4 + 0
4-hours lecture per week. Principles of direct current electricity. Covers atomic structure, Ohm's law, Kirchhoff's laws, series circuits, parallel circuits, series-parallel circuits, network theorems, electronic meter theory, basic semiconductor theory, voltage sources. Emphasis on circuit analysis and problem solving.
- ET A106 Electronics Laboratory I** **4 CR**
Corequisite: ET A104. Contact Hours: 2 + 4
Special Fees.
2-hours lecture and 4-hours lab per week. Class covers electronic experiments and projects for ET 104. Familiarizes students with basic test equipment, soldering techniques, and personal safety. Lab experiments in voltage sources, current flow, resistance and projects involving series, parallel, and series-parallel circuits.
- ET A111 Electronics Laboratory II** **4 CR**
Corequisite: ET A125. Contact Hours: 2 + 0
Offered only at Matanuska-Susitna College.
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**
Crosslisted with: AGRI A133 and RH A120. Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
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.
- ET A122 Introduction to Electronic Devices** **3 CR**
Prerequisites: ET A125. Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
A study of vacuum tube and solid state devices. Physics, construction, characteristics, parameters, application, and limitations are covered.
- ET A123 Electronic Circuit Fundamentals** **3 CR**
Prerequisites: ET A122. Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
An analysis of basic electronic circuits. Power supplies, amplifiers, and oscillators. Operational and failure analysis of basic circuits, with troubleshooting procedures for each type.
- ET A125 AC Circuits** **4 CR**
Prerequisites: ET A103 and ET A104 and ET A106. Contact Hours: 3 + 2
Special Fees.
3-hours lecture and 2-hours lab per week. 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**
Registration Restrictions: High school math and reading skills. Contact Hours: 3 + 2
Special Fees.
Introduces concepts of digital logic circuitry including, but not limited to, number systems, logic gates, switches, displays, counters, registers, decoders, mux and demux circuits, and converters.
- ET A127 Microprocessor Fundamentals** **3 CR**
Prerequisites: ET A126. Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
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**
Offered only at Kenai Peninsula College and Matanuska-Susitna College. Contact Hours: 2 + 2
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**
Offered only at Matanuska-Susitna College. Contact Hours: 2 + 2
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 of AM, FM, and SSB transmitters.
- ET A209 Receiver Circuitry** **3 CR**
Prerequisites: ET A205. Contact Hours: 3 + 1
Offered only at Matanuska-Susitna College.
Methods and techniques used in the reception, demodulation, detection, and reproduction of radio intelligence transmitted by AM, FM, and SSB. Block diagram and schematic interpretation of AM, FM, and SSB receivers. Alignment and troubleshooting procedures used in AM, FM, and SSB receivers.

- ET A216 Personal Computer Servicing** **3 CR**
 Prerequisites: ET A126 and ET A127. Contact Hours: 1 + 4
 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**
 Prerequisites: ET A126 and ET A127 and ET A216. Contact Hours: 1 + 4
 Teaches computer troubleshooting to the component level using factory test equipment and technical service manuals.
- ET A218 Personal Computer Networking** **3 CR**
 Prerequisites: ET A126 and ET A127 and ET A216 and ET A217. Contact Hours: 1 + 4
 Teaches how to specify, install and maintain local area networks, basics and protocols of data communication and communication architectures, LAN cabling, Network Operating Systems, and internet working. Also managing and troubleshooting networks and internetworks.
- ET A220 Wideband Systems I** **3 CR**
 Prerequisites: ET A209. Contact Hours: 3 + 1
 Offered only at Matanuska-Susitna College.
 Television as a system. Introduction to video systems, including transmission, reception and system alignment.
- ET A225 Principles of Microwave Electronics** **3 CR**
 Offered only at Matanuska-Susitna College. Contact Hours: 3 + 1
 Course in microwave electronics for the technician. Theory of wave propagation, microwave oscillators, and basic transmitting and receiving systems for radar and telecommunications.
- ET A226 Industrial Electronics** **3 CR**
 Prerequisites: ET A225. Contact Hours: 3 + 0
 Offered only at Matanuska-Susitna College.
 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**
 Registration Restrictions: Sophomore standing in the ET program. Contact Hours: 0 + 6-18
 Grade Mode: 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 program faculty. Five student involvement hours with instructor plus 80 employment hours per credit.

EMERGENCY MEDICAL TECHNOLOGY

EMT

- EMT A110 Emergency Trauma Technician** **3 CR**
 Special Fees. Contact Hours: 2 + 2
 Alaska State certified basic emergency medical course beyond advanced first aid. Emphasizes prevention, assessment, and care of injury and illness commonly encountered in both urban and rural settings.
- EMT A130 Emergency Medical Technician I** **6 CR**
 Registration Restrictions: Provide evidence of CPR training and certification that includes adult, child, and infant CPR and airway obstruction relief maneuvers, including two rescuer CPR and barrier devices. Training and certification as approved by State of Alaska Department of Health and Social Services, Division of Public Health, Section of Community Health, and Emergency Medical Services. Contact Hours: 4 + 4
 Special Fees.
 Special Note: Students 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.
 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, or other sites.
- EMT A230 Emergency Medical Technician II** **3 CR**
 Registration Restrictions: Must meet all qualifications for EMT I and have 6 months experience. Contact Hours: 2 + 2
 Must have approval of DHSS approved physician.
 Special Note: Students desiring Alaska certification must pass, within six months after completing the education program, the written and practical examination for Emergency Medical Technician II administered by the Department of Health and Social Services (DHSS).
 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**
 Registration Restrictions: Certified in Alaska as EMT II, have 6 months experience as an EMT II, and sponsored by a DHSS approved physician. Contact Hours: 2 + 2
 Special Note: Students desiring Alaska certification must pass, within six months after completing the education program, the written and practical examination for Emergency Medical Technician III administered by the Department of Health and Social Services (DHSS).
 Emphasizes knowledge and skills necessary for a state certified EMT III to apply electrodes and monitor cardiac activity, counter-shock life-threatening arrhythmias, and administer specific pharmacological agents.

ENGLISH**ENGL**

Underage students: Individual department and disciplines may require additional testing or assessment.

- ENGL A109 Practical Writing** **3 CR**
 Registration Restrictions: C or better in PRPE A086 or appropriate score on English Placement Test. Contact Hours: 3 + 0
 Special Fees.
 Alternative to PRPE 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**
 Registration Restrictions: C or better in PRPE A108 or ENGL A109 or appropriate score on Contact Hours: 3 + 0
 English Placement Test, SAT Verbal Section, or ACT English Test.
 Course Attributes: GER Written Communication Req.
 Special Fees.
 Instruction in composition of expository essays with emphasis on different techniques for organization and development. Documented paper required.
- ENGL A120 Critical/Creative Thinking** **3 CR**
 Registration Restrictions: Average reading skills recommended. Contact Hours: 3 + 0
 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 Attributes: GER Humanities Requirement. Contact Hours: 3 + 0
 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. Contact Hours: 3 + 0
- ENGL A201 Masterpieces of World Literature I** **3 CR**
 Prerequisites: ENGL A111. Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement.
 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**
 Prerequisites: ENGL A111. Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement.
 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**
 Prerequisites: ENGL A111. Contact Hours: 3 + 0
 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 Academic Writing About Literature** **3 CR**
 Prerequisites: ENGL A111 with minimum grade of C. Contact Hours: 3 + 0
 Course Attributes: GER Written Communication Req.
 Special Fees.
 Instruction in writing based on close analysis of literature. Develops a broad range of expository writing skills. Research paper required.
- ENGL A212 Technical Writing** **3 CR**
 Prerequisites: ENGL A111 with minimum grade of C. Contact Hours: 3 + 0
 Course Attributes: GER Written Communication Req.
 Special Fees.
 Instruction in composition of technical correspondence, informal, and formal reports. Develops a broad range of college and career writing skills. Investigative report required.
- ENGL A213 Writing in the Academic Disciplines** **3 CR**
 Prerequisites: ENGL A111 with minimum grade of C. Contact Hours: 3 + 0
 Registration Restrictions: ENGL A111.
 Course Attributes: GER Written Communication Req.
 Special Fees.
 Instruction in writing based on close analysis of readings in various disciplines, primarily the natural or social sciences. Develops a broad range of expository writing skills, including composition of the empirical report. Research paper required.
- ENGL A303 Topics in Autobiography** **3 CR**
 Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or Contact Hours: 3 + 0
 ENGL A213 with minimum grade of C.
 Registration Restrictions: ENGL A201 and A202 strongly recommended.
 Special Note: Applies once toward genre requirement for English majors. May be repeated once with a change of subtitle for elective credit. Will be offered as a women's topic every other year.
 Study of autobiography as a genre and the techniques used and issues raised in this form, with readings focused on a selected theme. Practice in writing autobiography.

- ENGL A306 Literature of the United States I** **3 CR**
 Prerequisites: ENGL A201 and ENGL A202. Contact Hours: 3 + 0
 Course Attributes: GER Humanities Requirement.
 Study of significant writers of the United States, focusing primarily on the 19th century and including literature that reflects important cultural, historical, political, and aesthetic forces.
- ENGL A307 Literature of the United States II** **3 CR**
 Prerequisites: ENGL A201 and ENGL A202. Contact Hours: 3 + 0
 Course Attributes: GER Humanities Requirement.
 Study of significant writers of the United States, focusing primarily on the 20th century and including literature that reflects important cultural, historical, political, and aesthetic forces.
- ENGL A311 Advanced Exposition** **3 CR**
 Prerequisites: ENGL A111 with minimum grade of C and [ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C]. Contact Hours: 3 + 0
 Registration Restrictions: Junior Standing.
 Special Fees.
 Instruction in writing for students who wish to develop proficiency in organizing and composing essays of factual material in which they have a genuine interest. Research paper required.
- ENGL A312 Advanced Technical Writing** **3 CR**
 Prerequisites: ENGL A212 with minimum grade of C. Contact Hours: 3 + 0
 Special Fees.
 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**
 Prerequisites: ENGL A201 and ENGL A202. Contact Hours: 3 + 0
 An intensive study of the forms and techniques used by poets.
- ENGL A361 The Novel** **3 CR**
 Prerequisites: ENGL A201 and ENGL A202. Contact Hours: 3 + 0
 The development of the novel with primary emphasis on major novelists such as Fielding, Richardson, Smollett, Sterne, Dickens, Zola, Dostoevski, Tolstoy, Joyce, James, Faulkner, and Sartre.
- ENGL A414 Research Writing** **3 CR**
 Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C or ENGL A311 with minimum grade of C or ENGL A312 with minimum grade of C. Contact Hours: 3 + 0
 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**
 Prerequisites: ENGL A201 and ENGL A202. Contact Hours: 3 + 0
 Special Note: May be repeated once for credit with faculty permission.
 Major works and a survey of Shakespearean criticism. Plays covered vary from semester to semester.
- ENGL A435 History of Criticism** **3 CR**
 Prerequisites: ENGL A201 and ENGL A202. Contact Hours: 3 + 0
 Special Fees.
 Critical theory from its classical origins to the present.
- ENGL A487 Standard Written English** **3 CR**
 Prerequisites: ENGL A211 or ENGL A212 or ENGL A213. Contact Hours: 3 + 0
 Subjects to be covered include the principles of traditional grammar, standard usage, and rhetoric.

EXPLORING ARTS & HUMANITIES

EAH

- EAH A045C MSC Community Chorus** **.0 CR**
 Special Note: Audition not required.
 Special Fee
 Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.
- EAH A045D MSC Community Band** **.0 CR**
 Special Fee
 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.
- EAH A045J Matting Your Art** **.0 CR**
 Special Fee
 Provides basic understanding of different types of matboards available, the appropriate application, different tapes and mounting mediums, and the measuring and cutting of mats. Strong emphasis will be placed on conservation.

FIRE SERVICE ADMINISTRATION

FSA

- FSA A101 Introduction to Fire Science** **3 CR**
 Special Fees. Contact Hours: 3 + 0
 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**
 Special Fees. Contact Hours: 3 + 0
 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 fireground. Contact Hours: 3 + 0
- FSA A111 Fire Company Organization and Management** **3 CR**
 Special Fees. Contact Hours: 3 + 0
 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**
 Special Fees. Contact Hours: 3 + 0
 Fire apparatus designs, specifications, and performance capabilities. Effective utilization of apparatus in fire service emergencies.
- FSA A117 Rescue Practices** **3 CR**
 Special Fees. Contact Hours: 3 + 0
 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**
 Special Fees. Contact Hours: 3 + 0
 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**
Contact Hours: 3 + 0
 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 Wildland Fire Control I** **3 CR**
 Special Fees. Contact Hours: 3 + 0
 For employed firefighters and fire science majors. Covers fundamental factors affecting wildland fire prevention, fire behavior, and control techniques.
- FSA A202 Fire Hydraulics** **3 CR**
 Special Fees. Contact Hours: 3 + 0
 Review of mathematical 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**
Contact Hours: 3 + 0
 Introduction to basic fire chemistry and physics. Problems of flammability as encountered by firefighters 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**
 Special Fees. Contact Hours: 3 + 0
 Fundamentals of building construction as related to fire protection. Classifications by occupancy and type of construction with emphasis on fire protection facilities, equipment, fire-resistive materials, and high-rise consideration.
- FSA A210 Hazardous Materials II** **3 CR**
 Special Fees. Contact Hours: 3 + 0
 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**
 Special Fees. Contact Hours: 3 + 0
 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**
 Special Fees. Contact Hours: 3 + 0
 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**
 Registration Restrictions: Faculty permission. Contact Hours: 3 + 0
 Grade Mode: Pass/No Pass.
 Special Fees.
 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**

Registration Restrictions: Basic background in fire science.

Contact Hours: 3 + 0

Special Fees.

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.

FRENCH**FREN****FREN A101 Elementary French I****4 CR**

Course Attributes: GER Humanities Requirement.

Contact Hours: 4 + 0

Special Fees.

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**

Prerequisites: FREN A101.

Contact Hours: 4 + 0

Course Attributes: GER Humanities Requirement.

Special Fees.

Continuing study of grammar and vocabulary. The conjugation of the remaining verbal forms: imperfect, future, conditional and various compound tenses will be studied as well as the imperative and the subjunctive moods. Practice in reading, speaking, and writing on themes of contemporary interest will stress good accent along with style.

FREN A201 Intermediate French I**4 CR**

Prerequisites: FREN A102

Contact Hours: 4 + 0

Course Attributes: GER Humanities Requirement

Special Fees.

Review of the more complex grammatical structures and expansion of the vocabulary. This course will emphasize the reading of graded literary excerpts by contemporary French authors. Students will attempt to interpret their content while analyzing the structures and the expression. French pronunciation will be enhanced through classroom practice in reading and discussing materials and topics of current interest. Conducted in French.

GEOGRAPHY**GEOG****GEOG A101 Introduction to Geography****3 CR**

Course Attributes: GER Social Sciences Req.

Contact Hours: 3 + 0

Introduction to the discipline of geography. Topical and regional approaches illustrate the significance of geography in understanding the various natural, social, and cultural forces which shape our world.

GEOG A103 World Economic Geography**3 CR**

Contact Hours: 3 + 0

Study of world economic activities. Physical and cultural bases, spatial growth and distribution patterns, and their significance in inter-regional and international development.

GEOG A205 Elements of Physical Geography**3 CR**

Registration Restrictions: GEOG A101 or A103 recommended, but not required.

Contact Hours: 3 + 0

Course Attributes: GER Natural Sciences Req.

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**

Course Attributes: GER Natural Sciences w/ Lab.

Contact Hours: 0 + 3

Special Fees.

Optional laboratory of one additional credit.

GEOG A206 Forces of Nature**3 CR**

Contact Hours: 3 + 0

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

GEOLOGY**GEOL****GEOL A111 Physical Geology****4 CR**

Prerequisites: MATH A055.

Contact Hours: 3 + 3

Course Attributes: GER Natural Sciences w/ Lab.

Special Fees.

Introduction to physical geology. Study of earth, its materials, and processes affecting changes on and within it. Laboratory training in use of topographic maps, and recognition of common rocks and minerals.

GEOL A112 Historical Geology**4 CR**

Prerequisites: GEOL A111.

Contact Hours: 3 + 3

Course Attributes: GER Natural Sciences w/ Lab.

Special Fees.

History of earth through geologic time from origin of universe to present, with emphasis on North America. Includes major geologic events, plate tectonics, major life forms of the past, and how they can be inferred from rock records. Lab includes identification of invertebrate fossils, understanding of geologic maps, principles of stratigraphy, and field trip.

GEOL A115 Environmental Geology**3 CR**

Prerequisites: MATH A055.

Contact Hours: 3 + 0

Course Attributes: GER Natural Sciences Requirement.

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 planning utilizing technical, social, and political approaches to problem management.

GEOL A115L Laboratory in Environmental Geology**1-2 CR**

Prerequisites: GEOL A100 or GEOL A111 or (GEOL A115 or concurrent enrollment).

Contact Hours: 0 + 3-6

Course Attributes: GER Natural Sciences w/ Lab.

Special Fees.

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****GER A101 Elementary German I****4 CR**

Course Attributes: GER Humanities Requirement.

Contact Hours: 4 + 0

Special Fees.

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**

Prerequisites: GER A101.

Contact Hours: 4 + 0

Course Attributes: GER Humanities Requirement.

Special Fees.

Continuation of GER 101, designed for students able to comprehend and initiate very basic survival conversations on 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**

Prerequisites: GER A102.

Contact Hours: 4 + 0

Course Attributes: GER Humanities Requirement.

Special Fees.

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 more sophisticated grammatical structures and to a wider range of current topics.

HEALTH**HLTH****HLTH A165 Wellness I****1 CR**

Grade Mode: Pass/No Pass.

Contact Hours: 1 + 0

Offered only at Kenai Peninsula College and Matanuska-Susitna College.

Emphasizes the role of self-responsibility in shifting to the process of wellness and the components of nutritional awareness, physical fitness, stress awareness/management, and environmental sensitivity.

HEALTH EDUCATION & TRAINING**HCA****HCA A176 Standard First Aid and CPR****1 CR**

Grade Mode: Pass/No Pass.

Contact Hours: .5 + 1

Special Fees.

Provides CPR and first aid training. Successful completion of performance skills and written test will lead to national certification in first aid and CPR.

HISTORY**HIST****HIST A101 Western Civilization I****3 CR**

Course Attributes: GER Humanities Requirement and GER Social Sciences Req.

Contact Hours: 3 + 0

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**
 Course Attributes: GER Humanities Requirement and GER Social Sciences Req. Contact Hours: 3 + 0
 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**
 Course Attributes: GER Humanities Requirement and GER Social Sciences Req. Contact Hours: 3 + 0
 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**
 Course Attributes: GER Humanities Requirement and GER Social Sciences Req. Contact Hours: 3 + 0
 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**
 Course Attributes: GER Humanities Requirement and GER Social Sciences Req. Contact Hours: 3 + 0
 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**
 Course Attributes: GER Humanities Requirement and GER Social Sciences Req. Contact Hours: 3 + 0
 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 A257A A Gold Rush Era: Alaska and the Yukon** **3 CR**
Contact Hours: 3 + 0
 Western United States, Canada, and Alaska will be studied in detail to determine their significance as a part of the overall evolution of the Yukon-Alaska gold rush during the period of 1846-1920. California, Oregon, Washington, and British Columbia stampede activities will be considered as an introduction leading to culminating the gold rush era of the Yukon and Alaska.
- HIST A316 Europe Since 1945** **3 CR**
 Prerequisites: HIST A102. Contact Hours: 3 + 0
 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**
 Registration Restrictions: Junior standing. Contact Hours: 3 + 0
 Stacked with: HIST A641.
 Course Attributes: GER Humanities Requirement and GER Social Sciences Req.
 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.
- HIST A641 Studies in Alaska History** **3 CR**
 Stacked with: HIST A341. Contact Hours: 3 + 0
 Special Note: Not available for credit to students who have taken HIST A341.
 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.

HUMAN SERVICES

HUMS

- HUMS A101 Introduction to Human Services** **3 CR**
 Special Fees. Contact Hours: 3 + 0
 Overview of human services. Includes traditional and contemporary helping approaches, plus characteristics, values, and professional roles of human service workers. Covers human service consumers, their problems and functioning, helping systems and strategies, environmental change processes, and legal and ethical issues.
- HUMS A106 Introduction to Social Welfare** **3 CR**
 Prerequisites: SOC A101. Contact Hours: 3 + 0
 Crosslisted with: SWK A106.
 Course Attributes: GER Social Sciences Req.
 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.
- HUMS A121 Advocating for Victims of Domestic Violence Or Sexual Assault** **3 CR**
 Crosslisted with: SWK A121. Contact Hours: 3 + 0
 Offered only at Matanuska-Susitna College.
 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**
 Special Fees. Contact Hours: 3 + 0
 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**
 Special Fees. Contact Hours: 3 + 0
 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**
 Contact Hours: 3 + 0
 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 A153 Human Relations** **3 CR**
 Crosslisted with: PSY A153. Contact Hours: 3 + 0
 Special Fees.
 A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.
- HUMS A223 Introduction to Paraprofessional Counseling I** **3 CR**
 Crosslisted with: PSY A223. Contact Hours: 3 + 0
 Special Fees.
 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**
 Contact Hours: 2 + 0
 Overview of behavioral analysis and its implementation by direct care providers who work with populations requiring specialized interventions. Includes social learning theory, specific behavior management procedures and techniques, teaching new behaviors, reducing undesirable behaviors, task analysis and data collection and interpretation. Emphasis on student skill development in working with emotionally disturbed and developmentally disabled youth and adults and socially maladapted youth.
- HUMS A232 Applied Behavioral Analysis II** **2 CR**
 Prerequisites: HUMS A231. Contact Hours: 2 + 0
 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 A256 Groups and Organizations** **3 CR**
 Contact Hours: 3 + 0
 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, and political dynamics of service delivery groups and organizations.
- HUMS A262 Human Services Practicum I** **4 CR**
 Prerequisites: HUMS A101 and [PSY A223 or HUMS A223]. Contact Hours: 1 + 10
 Registration Restrictions: Faculty permission.
 Special Fees.
 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**
 Prerequisites: HUMS A262. Contact Hours: 1 + 10
 Registration Restrictions: Faculty permission.
 Special Fees.
 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**
 Prerequisites: PSY A223 or HUMS A223. Contact Hours: 3 + 0
 Crosslisted with: PSY A324.
 Special Fees.
 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**
 Prerequisites: SOC A101 or PSY A111. Contact Hours: 3 + 0
 Special Fees.
 Examines perspectives on masculinity and male sex role from historical, cultural and social-psychological perspectives with focus on males as clients in the human services 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.
- HUMS A412 Ethical Issues in Human Services Practice** **3 CR**
 Prerequisites: HUMS A101 and HUMS A223. Contact Hours: 3 + 0
 Special Fees.
 Overview of ethics in human service practice. Clients' rights and confidentiality, worker responsibility for ethical behavior in the areas of confidentiality, multicultural counseling, professional responsibility, and practitioner competency.

- HUMS A417 Substance Abuse Counseling for Human Service Professionals** **3 CR**
 Prerequisites: HUMS A122 and HUMS A123 and HUMS A223. Contact Hours: 3 + 0
 Develops advanced counseling theory and skills specifically required by human service professionals in substance abuse treatment. Includes client assessment, diagnosis, and treatment planning. Substance abuse treatment strategies will be compared and contrasted.
- HUMS A424 Advanced Counseling for Human Service Professionals** **3 CR**
 Prerequisites: HUMS A223 and HUMS A324. Contact Hours: 3 + 0
 Special Fees.
 Comparative counseling systems and theories appropriate in the human service context are presented. Cognitive, affective, behavioral systems will be presented as approaches in a variety of human service settings including education, family and community, rehabilitation, and mental health.
- HUMS A434 Group Facilitation for Human Service Professionals** **3 CR**
 Prerequisites: HUMS A223 and HUMS A324. Contact Hours: 3 + 0
 Advanced facilitation skills appropriate for group work to include goal setting, reciprocation, task identification, and personal growth. Presents a theoretical case in both group dynamics and group leadership. Contemporary ethical and managerial issues are included.
- HUMS A461 Crisis Intervention** **3 CR**
 Prerequisites: HUMS A101 and HUMS A223 and HUMS A324. Contact Hours: 3 + 0
 Special Fees.
 A systematic and social approach to causes and treatment of human crises. Covers characteristics of crises, intervention strategies, and specific techniques for resolving various crisis situations. Students are expected to research, analyze, and compare community crisis support services.
- HUMS A462 Human Services Practicum III** **4 CR**
 Prerequisites: HUMS A262 and HUMS A263. Contact Hours: 1.5 + 7.5
 Registration Restrictions: Admission to the Human Services Bachelor Degree Program
 Special Fees.
 Agency placement with advanced levels of responsibility for providing direct client services and/or completing special projects or activities in the agency. Extends development of student's professional and specialized skills. Weekly classroom seminar required.
- HUMS A463 Human Services Practicum IV** **4 CR**
 Prerequisites: HUMS A462. Contact Hours: 1.5 + 7.5
 Special Fees.
 Continuation of HUMS A462. Agency placement with advanced levels of responsibility for providing direct client services and/or special projects or activities in the agency. Designed to further develop professional skills and to learn new roles or specialized skills. Weekly classroom seminar is required. More time will be spent in direct client contact to enhance interpersonal counseling skills. Increasing independence is emphasized.

JAPANESE

JPN

- JPN A101 Elementary Japanese I** **4 CR**
 Course Attributes: GER Humanities Requirement. Contact Hours: 4 + 0
 Special Fees.
 Introduction, practice, and application of the basic spoken Japanese pronunciation, intonation, grammar and oral composition.
- JPN A102 Elementary Japanese II** **4 CR**
 Prerequisites: JPN A101. Contact Hours: 4 + 0
 Course Attributes: GER Humanities Requirement.
 Special Fees.
 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**
 Prerequisites: JPN A102. Contact Hours: 4 + 0
 Stacked with: JPN A202.
 Course Attributes: GER Humanities Requirement.
 Special Fees.
 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 used.
- JPN A202 Intermediate Japanese II** **4 CR**
 Prerequisites: JPN A201. Contact Hours: 4 + 0
 Stacked with: JPN A201.
 Course Attributes: GER Humanities Requirement.
 By being exposed to various Japanese family lifestyles, customs, traditions, arts and society, students will expand their communicative skills in speaking and writing. Continued efforts to develop oral and written fluency in informal and formal situations.

JOURNALISM & PUBLIC COMMUNICATIONS

JPC

- JPC A101 Introduction to Mass Communication** **3 CR**
 Course Attributes: GER Social Sciences Req. Contact Hours: 3 + 0
 A survey of the media of mass communication and their functions in modern society: newspapers, magazines, books, movies, radio, television, and the advertising and public relations industries.

- JPC A105 Writing for Publications** **3 CR**
 Contact Hours: 3 + 0
 Introduction to journalistic writing for publications such as campus newspapers. Writing and editing features, news stories, and editorials. Additional topics may include advertising, copywriting and taking photos for publications. For non JPC majors and minors.
- JPC A205 Feature Writing** **3 CR**
 Contact Hours: 3 + 0
 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. For non JPC majors and minors.
- JPC A215 History of Mass Communication** **3 CR**
 Course Attributes: UAA Humanities Requirement. Contact Hours: 3 + 0
 Development of the print, film, and broadcast communication media from their beginnings to the present, and their roles as institutions in American society.
- JPC A224 Beginning Photography** **3 CR**
 Crosslisted with: ART A224. Contact Hours: 0 + 6
 Special Fees.
 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**
 Prerequisites: JPC A301. Contact Hours: 3 + 0
 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.
- JPC A324 Intermediate Photography** **3 CR**
 Prerequisites: JPC A224 or ART A224. Contact Hours: 0 + 6
 Crosslisted with: ART A324.
 Special Fees.
 Further development of photographic skills. Includes photographic perception of awareness, ideas and concepts, and the "Fine print."
- JPC A424 Advanced Photography** **3 CR**
 Prerequisites: JPC A324 or ART A324. Contact Hours: 0 + 6
 Crosslisted with: ART A424.
 Special Fees.
 Special Note: May be repeated for credit.
 Development of images that reflect individual expression. Provides for individual portfolio development.

JUSTICE

JUST

- JUST A110 Introduction to Justice** **3 CR**
 Course Attributes: GER Social Sciences Req. Contact Hours: 3 + 0
 Special Note: This course is a prerequisite to most Justice courses.
 Survey of philosophies, functions and methods of social control with emphasis on role of law and those involved in its administration--police, courts, and correction organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society.
- JUST A203 Juvenile Delinquency** **3 CR**
 Prerequisites: SOC A101. Contact Hours: 3 + 0
 Crosslisted with: 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**
 Prerequisites: JUST A110 or PARL A101. Contact Hours: 3 + 0
 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**
 Crosslisted with: BA A241. Contact Hours: 3 + 0
 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**
 Prerequisites: JUST A241 or BA A241. Contact Hours: 3 + 0
 Crosslisted with: BA A242.
 Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.
- JUST A251 Criminology** **3 CR**
 Prerequisites: JUST A110. Contact Hours: 3 + 0
 The study of deviant behavior and theories of crime causation and their relationship to society, law and law enforcement.
- JUST A255 Criminal Investigation** **3 CR**
 Prerequisites: JUST A110. Contact Hours: 3 + 0
 Fundamentals of investigation. Crime scene search and recording, collection and preservation of physical evidence, and scientific aids. Modus operandi, sources of information, interviews and interrogations, follow-up, and case preparation.

JUST A320 Crime Prevention**3 CR**

Contract Hours: 3 + 0

Examination of crime prevention strategies and concepts not usually found in law enforcement efforts. The legal, moral and ethical considerations and problems of human and environmental manipulation are explored in an interdisciplinary context. Emphasizes new and innovative approaches to preventing criminal behavior.

JUST A354 Criminal Procedure**3 CR**

Contact Hours: 3 + 0

Prerequisites: JUST A110 or PARL A101.

Crosslisted with: PARL 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.

LATIN**LAT****LAT A101 Elementary Latin I****3 CR**

Contact Hours: 3 + 0

Course Attributes: GER Humanities Requirement

Special Fees.

Introduction to language covering grammar, syntax, vocabulary and pronunciation.

LIBRARY SCIENCE**LS****LS A101 Library Resources and Information Retrieval****1 CR**

Grade Mode: Pass/No Pass.

Contact Hours: 1 + 0

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**

Contact Hours: 2 + 0

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**

Note: Underage students may not enroll in zero-level developmental courses.

MATH A050 Math Modules (050 A-C)**3 CR**

Contact Hours: 3 + 0

Offered only at Kenai Peninsula College and Matanuska-Susitna College.

Special Note: Equivalent to MATH A054. Credit will not be given for both MATH A054 and A050. If a student registers and satisfactorily passes all modules, a total of 3 credits will be earned.

Three credit course divided into modules which may either be taken together as a block or separately. Together, these modules cover arithmetic skills as a prelude to elementary algebra (MATH A055).

MATH A050A Basic Mathematics**1 CR**

Contact Hours: 1 + 0

Offered only at Kenai Peninsula College and Matanuska-Susitna College.

Includes addition, subtraction, multiplication, and division (the four basic operations) on whole numbers, fractions, and decimals. Computation involving ratios, proportions and percents is also included. The topic of math anxiety will be dealt with throughout the course.

MATH A050B Review of Math Concepts**1 CR**

Contact Hours: 1 + 0

Prerequisites: MATH A050A.

Offered only at Kenai Peninsula College and Matanuska-Susitna College.

Includes a review of elementary geometry (area and perimeter calculations), order of operations and an introduction to mathematical expressions using variables and polynomials.

MATH A050C Preparing for Algebra**1 CR**

Contact Hours: 1 + 0

Registration Restrictions: MATH A050B or placement.

Offered only at Kenai Peninsula College and Matanuska-Susitna College.

Explores mathematical expressions using exponents and radicals. Also included is an overview of properties of equalities, solving equations, and elementary word problems.

MATH A054 Pre-Algebra**3 CR**

Contact Hours: 3 + 0

Special Note: Equivalent to MATH A050. Credit will not be given for both MATH A050 and MATH A054. Math Placement Test not required.

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.

MATH A055 Elementary Algebra**3 CR**

Contact Hours: 3 + 0

Registration Restrictions: 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**

Contact Hours: 3 + 0

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**

Contact Hours: 3 + 0

Registration Restrictions: 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.

MATH A107 College Algebra**4 CR**

Contact Hours: 4 + 0

Registration Restrictions: MATH A105 or two years of high school algebra with grade of C or higher or Math Placement Test.

Course Attributes: GER Quantitative Skills Req.

Special Note: A student may apply no more than 7 credits from any combination of MATH A107, A108, and A109 toward the graduation requirements for any baccalaureate degree.

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 combinatoric notation.

MATH A108 Trigonometry**3 CR**

Contact Hours: 3 + 0

Registration Restrictions: MATH A107 or two years of high school algebra with grade of C or higher or Math Placement Test.

Course Attributes: GER Quantitative Skills Req.

Special Fees.

Special Note: A student may apply no more than 7 credits from any combination of MATH A107, A108 and A109 toward the graduation requirements for any baccalaureate degree.

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.

MATH A109 Precalculus**6 CR**

Contact Hours: 6 + 0

Registration Restrictions: MATH A105 or two years of high school algebra with a grade of B or higher, or Math Placement Test.

Course Attributes: GER Quantitative Skills Req.

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.

Intensive course covering polynomial, rational, exponential, logarithmic and trigonometric functions, 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.

MATH A200 Calculus I**4 CR**

Contact Hours: 4 + 0

Registration Restrictions: Either MATH A107 and MATH A108 or MATH A109 with grade of C or higher or Math Placement Test.

Course Attributes: GER Quantitative Skills Req.

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**

Contact Hours: 4 + 0

Prerequisites: MATH A200 with minimum grade of C.

Course Attributes: GER Quantitative Skills Req.

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**

Contact Hours: 4 + 0

Prerequisites: MATH A201 with minimum grade of C.

Vectors, partial differentiation and multiple integration.

MATH A205 Mathematics for Elementary School Teachers I**3 CR**

Contact Hours: 3 + 0

Registration Restrictions: Completion of quantitative skills general education requirement with a grade of C or above. Students must pass the mathematics portion of the Praxis I before enrolling.

Special Note: A grade of C or above in Math A205 is required to meet State of Alaska Teacher Certification standards.

Elementary set theory, numeration systems, algorithms of arithmetic, logic, divisors, multiples, integers, rational numbers, number theory, solving equations and inequalities, graphing, problem solving strategies, consumer math, geometry, statistics, and probability. Includes use of appropriate materials for teaching these topics.

MATH A270 Applied Finite Mathematics for the Managerial Sciences**3 CR**

Contact Hours: 3 + 0

Registration Restrictions: MATH A105 or two years high school algebra or Math Placement Test.

Course Attributes: GER Quantitative Skills Req.

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**
 Prerequisites: MATH A270 or MATH A107. Contact Hours: 3 + 0
 Course Attributes: GER Quantitative Skills Req.
 Functions and graphs, differentiation, exponential and logarithmic functions, antidifferentiation and integration, functions of several variables. Applications of these mathematical concepts.
- MATH A302 Ordinary Differential Equations** **3 CR**
 Prerequisites: MATH A202. Contact Hours: 3 + 0
 Nature and origin of differential equations, first order equations and solutions; linear differential equations with constant coefficients, systems of equations, power series solutions, operational methods, Laplace Transform methods and applications.
- MATH A314 Linear Algebra** **3 CR**
 Prerequisites: MATH A202. Contact Hours: 3 + 0
 Linear equations, finite dimensional vector spaces, matrices, determinants, linear transformations, and characteristic values. Inner product spaces.

MUSIC

MUS

- MUS A102 Concert Chorus I** **2 CR**
 Registration Restrictions: Admission by audition only. Contact Hours: 2 + 0
 Special Fees.
 Special Note: May be repeated once for credit.
 Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.
- MUS A103 Matanuska-Susitna College Community Band** **2 CR**
 Registration Restrictions: Play a concert band instrument or read music well enough to quickly learn one. Contact Hours: 2 + 0
 Grade Mode: Pass/No Pass.
 Special Note: Age group ranges from 10-80. Experience ranges from basic to professional.
 Structured, established concert band.
- MUS A121 Music Appreciation** **3 CR**
 Course Attributes: GER Fine Arts Requirement. Contact Hours: 3 + 0
 Special Note: BA music majors may not use this course towards their GER-Fine Arts requirement.
 Enhancement of listener understanding and enjoyment of various musical styles. Investigation of music through the ages: Medieval through contemporary.
- MUS A163 Private Lessons (Non-Major)** **1-2 CR**
 Special Fees. Contact Hours: 1-2 + 3-6
 Private lessons in brass, guitar, harpsichord, organ, percussion, piano, strings, voice and woodwinds for non-majors.
- MUS A164 Private Lessons (Non-Major)** **1-2 CR**
 Special Fees. Contact Hours: 1-2 + 3-6
 Continuation of MUS A163.
- MUS A202 Concert Chorus II** **2 CR**
 Registration Restrictions: Admission by audition only. Contact Hours: 2 + 0
 Special Fees.
 Special Note: May be repeated once for credit.
 Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.
- MUS A471 Elementary Music Methods** **3 CR**
 Prerequisites: EDSE A336. Contact Hours: 3 + 0
 Registration Restrictions: All General Education Requirements and admission to the School of Education.
 Crosslisted with: ED A471.
 Principles, procedures, and materials for teaching music to children at the elementary level.

PARALEGAL

PARL

- PARL A101 Introduction to Law** **3 CR**
 Course Attributes: GER Social Sciences Req. Contact Hours: 3 + 0
 Introduces legal processes in democratic society. Includes skills for conducting basic legal research.

PHILOSOPHY

PHIL

- PHIL A101 Introduction to Logic** **3 CR**
 Course Attributes: GER Humanities Requirement. Contact Hours: 3 + 0
 Analyzes argumentation and informal fallacies; introduces deductive logic, and examines inductive evidence in scientific and practical reasoning.
- PHIL A201 Introduction to Philosophy** **3 CR**
 Course Attributes: GER Humanities Requirement. Contact Hours: 3 + 0
 Introduces works of influential thinkers, both ancient and modern, in the Western philosophical tradition. Emphasizes central problems of knowledge, reality, and good and evil.

- PHIL A211 History of Philosophy I** 3 CR
 Course Attributes: GER Humanities Requirement. Contact Hours: 3 + 0
 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
 Course Attributes: GER Humanities Requirement. Contact Hours: 3 + 0
 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.
- PHIL A314 Western Religion** 3 CR
 Prerequisites: ENGL A111. Contact Hours: 3 + 0
 Course Attributes: GER Humanities Requirement.
 Survey and comparative study of the major religious traditions of the West: Judaism, Christianity, and Islam. Concepts of redemption and revelation, the life of worship, and religious transformation will be stressed.

PHYSICS

PHYS

- PHYS A123 Basic Physics I** 3 CR
 Prerequisites: MATH A105. Contact Hours: 3 + 0
 Registration Restrictions: High school trigonometry.
 Course Attributes: GER Natural Sciences Lec Req.
 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 A123L Basic Physics I Laboratory** 1 CR
 Prerequisites: MATH A105 and (PHYS A123 or concurrent enrollment). Contact Hours: 0 + 3
 Registration Restrictions: High school trigonometry.
 Course Attributes: GER Natural Sciences Lab Req.
 Special Fees.
 Introductory physics laboratory, with experiments in mechanics, fluids, and thermodynamics.
- PHYS A124 Basic Physics II** 3 CR
 Prerequisites: PHYS A123 with minimum grade of C. Contact Hours: 3 + 0
 Course Attributes: GER Natural Sciences Lec Req.
 Non-calculus introduction to electricity and magnetism, waves, optics, light, some modern and nuclear physics. Limited emphasis on historical development of physics.
- PHYS A124L Basic Physics II Laboratory** 1 CR
 Prerequisites: PHYS A123 with minimum grade of C and PHYS A123L with minimum grade of C and (PHYS A124 or concurrent enrollment). Contact Hours: 0 + 3
 Course Attributes: GER Natural Sciences Lab Req.
 Special Fees.
 Introductory physics laboratory, with experiments in thermodynamics, electricity and magnetism, waves, and optics.

POLITICAL SCIENCE

PS

- PS A101 Introduction to American Government** 3 CR
 Course Attributes: GER Social Sciences Req. Contact Hours: 3 + 0
 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
 Course Attributes: GER Social Sciences Req. Contact Hours: 3 + 0
 An introduction to the discipline of political science focusing on the whole realm of political science concepts, political activities, and political processes, worldwide.

PREPARATORY ENGLISH

PRPE

Note: Underage Students may not enroll in zero-level developmental courses.

- PRPE A054 Classroom Success** 1 CR
 Grade Mode: Pass/No Pass. Contact Hours: 1 + 0
 Special Fees.
 Introduces basic study skills such as goal setting, time management, notetaking, textbook reading, memory techniques, stress management, and learning styles.
- PRPE A074 Vocabulary Skill Building** 1-3 CR
 Prerequisites: ASSET Reading Skills with score of 30. Contact Hours: 1-3 + 0
 Special Fees.
 Provides tools for vocabulary growth. Includes word recognition drills, practice exercises, writings, word roots, prefixes, and origins, use of the dictionary, and word searches on the computer.

- PRPE A076 Reading Strategies** 3 CR
 Prerequisites: ASSET Reading Skills with score of 34. Contact Hours: 3 + 0
 Special Fees.
 Provides basic strategies for reading comprehension, vocabulary development, and textbook skills necessary for success in freshman college classes.
- PRPE A082 Refresher Writing Lab** 1 CR
 Prerequisites: ASSET Writing Skills with score of 30. Contact Hours: .5 + 1
 Grade Mode: Pass/No Pass.
 Special Fees.
 Provides individualized instruction in basic writing skills for school, work, personal, or creative development.
- PRPE A084 Grammar and Sentence Skills** 1-3 CR
 Prerequisites: ASSET Writing Skills with score of 30. Contact Hours: 1-3 + 0
 Special Fees.
 Reviews the basics of effective sentences in Standard American English for college writing.
- PRPE A086 Basic Composition I** 3 CR
 Prerequisites: ASSET Writing Skills with score of 35 and PRPE A084 with minimum grade of C. Contact Hours: 3 + 0
 Special Fees.
 Teaches students to write sentences and paragraphs that conform to Standard American English for college writing. Introduces students to the use of writing resources, rhetorical modes, and style manuals.

PSYCHOLOGY

PSY

- PSY A111 General Psychology** 3 CR
 Course Attributes: GER Social Sciences Req. Contact Hours: 3 + 0
 Introduces psychology through presentation of outstanding research and theories. Includes physiological, developmental, abnormal perception, motivation, learning, and personality.
- PSY A120 Parenting: More than Discipline** 3 CR
 Crosslisted with: ED A120. Contact Hours: 3 + 0
 Introduces parenting and how it differs from discipline. Discusses three parenting styles. Emphasizes nurturing, communicating, setting limits, and making maturity demands.
- PSY A143 Death And Dying** 3 CR
 Special Fees. Contact Hours: 3 + 0
 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
 Course Attributes: GER Social Sciences Req. Contact Hours: 3 + 0
 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 A153 Human Relations** 3 CR
 Crosslisted with: HUMS A153. Contact Hours: 3 + 0
 Special Fees.
 A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.
- PSY A169 Human Sexuality** 3 CR
Contact Hours: 3 + 0
 Introduces topics of human sexual functioning including physiology, psychology, sociology, philosophy, and morality of human sexuality practices and love.
- PSY A170 Rational Living** 1 CR
 Special Fees. Contact Hours: 1 + 0
 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
 Crosslisted with: HUMS A223. Contact Hours: 3 + 0
 Special Fees.
 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
 Registration Restrictions: One social science course. Contact Hours: 3 + 0
 Special Fees.
 Study of physical, emotional, cognitive, and social aspects of a 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
Prerequisites: PSY A111 and MATH A105. Contact Hours: 3 + 0
Registration Restrictions: Recommended corequisite PSY A261.
Special Note: Does not satisfy the general education quantitative requirement.
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.
- PSY A261 Introduction to Experimental Psychology** 4 CR
Prerequisites: PSY A111. Contact Hours: 3 + 3
Registration Restrictions: Recommended corequisite PSY A260.
Special Fees.
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 A324 Introduction to Paraprofessional Counseling II** 3 CR
Prerequisites: PSY A223 or HUMS A223. Contact Hours: 3 + 0
Crosslisted with: HUMS A324.
Special Fees.
Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.
- PSY A345 Psychology of Abnormal Behavior** 3 CR
Prerequisites: PSY A111. Contact Hours: 3 + 0
Integrates current DSM taxonomy with current research and prevailing theoretical orientations of the biopsychosocial model with attention to multicultural, gender and developmental issues.
- PSY A350 Drugs and Drug-Taking Behavior** 3 CR
Prerequisites: PSY A111. Contact Hours: 3 + 0
Crosslisted with: HS A350.
Comprehensive overview of substance abuse-related disorders. Special emphasis is given to understanding the nature of alcohol and drugs, and their action and effects on the body. Theories of addictive disorders, treatment, and prevention are also addressed.
- PSY A368 Personality Theories** 3 CR
Prerequisites: PSY A111 or PSY A150. Contact Hours: 3 + 0
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
Prerequisites: PSY A111 or PSY A150. Contact Hours: 3 + 0
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 & HEATING

RH

Students must obey all laboratory rules!

- RH A101 Refrigeration and Air Conditioning I** 4 CR
Offered only at Matanuska-Susitna College. Contact Hours: 5 + 1
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
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0
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
Offered only at Matanuska-Susitna College. Contact Hours: 3 + 1
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
Prerequisites: RH A103. Contact Hours: 3 + 0
Registration Restrictions: Faculty permission.
Offered only at Matanuska-Susitna College.
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**
Crosslisted with: AGRI A133 and ET A120. Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.
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.
- RH A122 Refrigeration and Air Conditioning II** **4 CR**
Prerequisites: RH A101 and RH A103 and RH A105 and RH A107. Contact Hours: 3 + 7
Offered only at Matanuska-Susitna College.
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**
Prerequisites: RH A101 and RH A103 and RH A105 and RH A107. Contact Hours: 2 + 5
Offered only at Matanuska-Susitna College.
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**
Prerequisites: RH A101 and RH A103 and RH A105 and RH A107. Contact Hours: 3 + 1
Offered only at Matanuska-Susitna College.
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**
Prerequisites: RH A101 and RH A103 and RH A105 and RH A107. Contact Hours: 3 + 4
Offered only at Matanuska-Susitna College.
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**
Prerequisites: RH A122. Contact Hours: 3 + 7
Offered only at Matanuska-Susitna College.
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**
Prerequisites: RH A101 and RH A107. Contact Hours: 3 + 4
Offered only at Matanuska-Susitna College.
Introduces practical aspects of psychometrics, 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**
Prerequisites: RH A126. Contact Hours: 3 + 4
Offered only at Matanuska-Susitna College.
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**
Prerequisites: RH A128. Contact Hours: 4 + 0
Offered only at Matanuska-Susitna College.
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, ductwork, and electrical trades.
- RH A225 Heating Plants I—Residential** **4 CR**
Prerequisites: RH A105 and RH A126. Contact Hours: 3 + 5
Offered only at Matanuska-Susitna College.
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**
Prerequisites: RH A105. Contact Hours: 3 + 5
Offered only at Matanuska-Susitna College.
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 oil burner systems. Emphasizes troubleshooting and hands-on experience.
- RH A229 Solid State Electronics for Refrigeration and Heating** **3 CR**
Prerequisites: RH A126. Contact Hours: 3 + 5
Offered only at Matanuska-Susitna College.
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**
 Corequisite: RH A225, RH A226 and RH A229. Contact Hours: 1 + 0
 Offered only at Matanuska-Susitna College.
 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

- RUSS A101 Elementary Russian I** **4 CR**
 Course Attributes: GER Humanities Requirement. Contact Hours: 4 + 0
 Special Fees.
 Special Note: Requires use of language lab outside of class time.
 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 the Russian-speaking countries. Emphasizes conversation.
- RUSS A102 Elementary Russian II** **4 CR**
 Prerequisites: RUSS A101. Contact Hours: 4 + 0
 Course Attributes: GER Humanities Requirement.
 Special Fees.
 Special Note: Requires use of language lab outside of class time.
 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**
 Prerequisites: RUSS A102. Contact Hours: 4 + 0
 Course Attributes: GER Humanities Requirement.
 Special Fees.
 Special Note: Requires use of language lab outside of class time.
 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**
 Prerequisites: RUSS A201. Contact Hours: 4 + 0
 Course Attributes: GER Humanities Requirement.
 Special Note: Requires use of language lab outside of class time.
 Introduces intermediate grammar concepts. Students read independently and discuss readings in class. Cultural material incorporated at all times.

SOCIAL WORK

SWK

- SWK A106 Introduction to Social Welfare** **3 CR**
 Prerequisites: SOC A101. Contact Hours: 3 + 0
 Crosslisted with: HUMS A106.
 Course Attributes: GER Social Sciences Req.
 Analyzes social inequality and American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas—ethical, political, social, and economic—explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and their solutions.
- SWK A121 Advocating for Victims of Domestic Violence or Sexual Assault** **3 CR**
 Crosslisted with: HUMS A121. Contact Hours: 3 + 0
 Offered only at Matanuska-Susitna College.
 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** **2 CR**
 Registration Restrictions: Hospital homecare program staff or volunteer. Contact Hours: 2 + 0
 Grade Mode: Pass/No Pass.
 Offered only at Matanuska-Susitna College.
 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**
 Prerequisites: [SWK A106 or HUMS A106] and HIST A101 and HIST A102. Contact Hours: 3 + 0
 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 A342 Human Behavior in the Social Environment** **3 CR**
 Prerequisites: PSY A150. Contact Hours: 3 + 0
 Registration Restrictions: Human biology course content equivalent to one 3-credit course.
 Identification and analysis of various theoretical frameworks for understanding human behavior with emphasis on interactions between the individual and the environment. A social systems model serves as the organizing framework for addressing the behavior and development of individuals, groups, families, organizations, and communities with emphasis on the reciprocal influences between individuals, societal institutions, and diverse economic, political, and psychological variables which impact and influence behavior, growth, development and change.
- SWK A343 Human Behavior: Diversity and Discrimination** **3 CR**
 Prerequisites: SWK A342. Contact Hours: 3 + 0
 Examination of human diversity in relation to ethnic, racial, cultural and other minority group affiliation and membership. Discrimination against various groups will be addressed with focus on individual and group development, opportunity, aspirations and self-concept.
- SWK A360 Introduction to Generalist Social Work Practice** **3 CR**
 Prerequisites: [SWK A106 or HUMS A106] and SWK A306. Contact Hours: 1 + 6
 Special Fees.
 Overview, identification, understanding, and skill development for communication, problem solving, and planned change efforts in generalist social work practice with individuals. Emphasis on client strengths, person in environment context, professional values, self awareness, diversity, and the development of a professional framework for interviewing, intervention, and change. A planned volunteer experience in a community agency is included in the laboratory experience.
- SWK A490 Selected Topics in Social Work** **1 CR**
 Special Fees. Contact Hours: 1 + 0
 Focus on current topics related to social work services, diverse client groups and field of practice.

SOCIOLOGY

SOC

- SOC A101 Introduction to Sociology** **3 CR**
 Course Attributes: GER Social Sciences Req. Contact Hours: 3 + 0
 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 A201 Social Problems and Solutions** **3 CR**
 Course Attributes: GER Social Sciences Req. Contact Hours: 3 + 0
 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**
 Course Attributes: GER Social Sciences Req. Contact Hours: 3 + 0
 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 A203 Juvenile Delinquency** **3 CR**
 Prerequisites: SOC A101. Contact Hours: 3 + 0
 Crosslisted with: JUST A203.
 Conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture. Emphasis on juvenile code and treatment procedure.
- SOC A242 An Introduction to Marriage, Family and Intimate Relationships** **3 CR**
 Registration Restrictions: A social science course recommended. Contact Hours: 3 + 0
 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**
 Prerequisites: SOC A101 or PSY A111. Contact Hours: 3 + 0
 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**
 Prerequisites: SOC A101 or PSY A111. Contact Hours: 3 + 0
 Examination of the 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**
 Prerequisites: SOC A101. Contact Hours: 3 + 0
 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.

SPANISH**SPAN****SPAN A101 Elementary Spanish I****4 CR**

Course Attributes: GER Humanities Requirement.

Contact Hours: 4 + 0

Special Fees.

Special Note: Use of language lab is required outside of class time.

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**

Prerequisites: SPAN A101.

Contact Hours: 4 + 0

Course Attributes: GER Humanities Requirement.

Special Fees.

Special Note: Use of language lab is required outside of class time.

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**

Prerequisites: SPAN A102.

Contact Hours: 4 + 0

Course Attributes: GER Humanities Requirement.

Special Fees.

Special Note: Use of language lab is required outside of class time.

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**

Prerequisites: SPAN A201.

Contact Hours: 4 + 0

Course Attributes: GER Humanities Requirement.

Special Note: Use of language lab is required outside of class time.

Continuation of SPAN 201. Includes review of grammar and study of new vocabulary and expressions. Emphasizes reading and writing of short compositions or essays. Articles from magazines and newspapers on issues of current interest will be analyzed and discussed to expand ability of students to read, write and speak fluently.

THEATRE**THR****THR A111 Introduction to the Theatre****3 CR**

Course Attributes: GER Fine Arts Requirement.

Contact Hours: 3 + 0

Survey of theatre with focus on artists who contribute to theatrical production viewed within the context of historical styles and development.

THR A121 Acting I**3 CR**

Contact Hours: 2 + 3

An introduction to basic acting techniques with stress on creativity, concentration, relaxation, physical and vocal awareness, and the Stanislavsky method of acting.

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

Contact Hours: 3 + 0

Familiarizes students 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.

VS A152 Machine Woodworking**3 CR**

Grade Mode: Pass/No Pass.

Contact Hours: 2 + 2

Offered only at Matanuska-Susitna College.

Special Note: Each student will design and construct a project that is approved by the instructor.

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.

WOMEN'S STUDIES**WS****WS A200 Introduction to Women's Studies****3 CR**

Contact Hours: 3 + 0

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.

Each course listed in this catalog is not offered each semester.

The semester Course Schedule lists course and registration information specific to the semester.



DIRECTORY

University of Alaska Board of Regents

Statewide Administration

Principal UAA Administrative Officers

MSC Administrative & Support Staff

MSC Full-Time Faculty

MSC Adjunct Faculty

**UNIVERSITY OF ALASKA
BOARD OF REGENTS**

Office of Regents' Affairs
Jeannie D. Phillips, Board of Regents Officer
University of Alaska
P.O. Box 755300
Fairbanks, Alaska 99775

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

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STATEWIDE ADMINISTRATION

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Jim Johnsen, *Chief of Staff*
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James Lynch, *Vice President for Finance & Planning (interim)*
James (Jamo) Parrish, *General Counsel*
Patty Kastelic, *Executive Director for Human Resources*
Steve Smith, *Chief Information Officer (interim)*

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3211 Providence Drive
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Daniel Johnson, *Provost for Academic Affairs*
William Rose, *Vice Chancellor for Administrative Services*
Timothy J. Dillon, *Vice Chancellor for Univ. Advancement*
Linda Lazell, *Dean of Students for Student Affairs*

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ADMINISTRATIVE AND SUPPORT STAFF**

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Bette Belanger, *Assistant to the Director*
Bonnie Carrington, *Computer Lab Assistant*
Gretchen Germer, *Administrative Clerk, Snodgrass Hall*
Carl Hereford, *Network Administrator*
Joe Pelletier, *Administrative Assistant*

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Scott Ward, *Business Manager*
Mary Bixby, *Administrative Clerk*
Debbie Dickey, *Accounting Supervisor*
Tracy Edwards, *Bookstore Clerk*
Kathleen Krug, *Personnel/Payroll Technician*
Andrea Laughlin-Gaiser, *Accounts Technician*

..... **LIBRARY**
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Judy Carlson, *Library Assistant, Technical Services*
Korry Dunham, *Library Assistant, Media Services*
Virginia Geary, *Library Technician, Public Services*
Jo Gower, *Library Assistant, Circulation Services*

..... **PHYSICAL PLANT**
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Joseph Garcia, *Maintenance Service Worker*
Mike Huget, *Maintenance Service Worker*
Joe Muth, *Maintenance Service Worker*
Ken Pysz, *Maintenance Service Worker*

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Cheryl Brummer, *Administrative Clerk*
Sandra Gravley, *Financial Aid Officer*
Mary G. Howard, *Admissions & Records Coordinator*
Al Okeson, *Academic Advisor*
Francesca Russell, *Administrative Clerk*
Ina Vleeshouwer, *Administrative Clerk*
Bonnie Wendt, *Data Specialist*

MATANUSKA-SUSITNA COLLEGE FULL-TIME FACULTY

**Donald "Brad" Bradshaw, Assistant Professor
Business Administration, Accounting**

A.A.S., Wayland Baptist University, 1993

B.S., Wayland Baptist University, 1993

M.S., University of La Verne, 1997

**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, Assistant Professor
Office Management Technology, Accounting**

B.A., Western State College of Colorado, 1966

M.A., University of Alaska Anchorage, 1976

**Jack Cypher, Instructor
Refrigeration and Heating**

A.A.S., Matanuska-Susitna College, 1989

**Elizabeth J. Fallon, Professor Emeritus
English**

B.A., State University of New York, 1961

M.A., University of Alaska, 1966

**Dr. Viola Harrison, Associate Professor
English**

M.A.T., University of Alaska, 1975

Ph.D., Fielding Institute, 1992

**Gloria Hensel, Assistant Professor
Office Management Technology**

B.S., Columbia Union College, 1969

M.S., University of Alaska Anchorage, 1996

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B.A., Berea College, 1968

M.A., University of New Mexico, 1991

Ph.D., University of New Mexico, 1998

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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 Miles, Assistant Professor
Behavioral and Social Sciences**

B.A., Hardin-Simmons University, 1969

M.A., Golden Gate 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, Associate Professor
Electronics Technology**

B.A., University of Washington, 1973

MATANUSKA-SUSITNA COLLEGE ADJUNCT FACULTY

Anderson, Wendy	AGRI	Keenan, Michael	FSA	Stotts, Robert	ART
Ashby, Kathy	PS	Kitchen, Stephanie	PSY	Swedo, Theresa	PSY/SOC
Atrops, Lorene	ENGL/PRPE	Lammot, Ted	BA	Terry, Gregg	AGRI
Aube, William	SWK	Lammot, Rita	PRPE	Trotter, Jeff	AET
Benson, Richard	ART	Lance, Bill	AGRI	Urroz, Karen	ART
Bishko, Markus	MUS	Leiner, Roseann	BIOL	Vande Visse, Ellen	AGRI
Bissey, Robin	ED	Lenoir, Linda	PSY	VanLoon, Weston	CIO
Bloomstrom, Kimber	COMM/ENGL/PRPE	Lindenfelser, Judith	PSY	Vostry, Mel	EMT
Borega, Jeanne	CIO/S/MATH	Littleton, Dorothea	HUMS	Walton, Will	JUST
Boyd-Beu, Betty	ED/PRPE	Long, Carolyn	ART	Ward, Gordon	EDSE
Boyer, Clyde	ACCT	Long, Katie	AGRI	Weber, Mickey	EDPE/HCD
Bradshaw, Brad	ACCT/BA	Longenecker, Jill	CIO	Wendt, Ron	HIST
Brod, Anna	EAH	Lorusso, Diane	HUMS/SWK	Wilbur, Linda	EDPE/HCD
Bronson, Judy	ENGL/PHIL/PRPE	Lowery, Howard	R&H	Williams, Sheryl	ART
Brown, Laura	DN	Lupo, Robert	ET	Williams, Robert	RH
Brown, Nancy	EDSE	Lutz, Connie	ART/ED	Yaros, Ann	HUMS/PSY
Bruns, Randol	ENGL	Lyon, Don	ECON	Zellar, Debra	CIO
Burton, Marie	ED	Mackreth, Bill	EMT	Zercher, D. Lowell	ART
Buzek, Eileen	HUMS/SWK	Massay, Glenn	HIST	ZumBrunnen, David	MATH
Candler, Rudy	CHEM	Mastroianis, George	ED	Zwink, David	BA/JUST
Carney, Katrina	ACCT	Mayschak, David	LAT		
Carrington, Bonnie	CIO	McGimpsey, Bonnie	PSY		
Carson, Michael	ECD	McKenzie, Dennis	ART		
Caswell, Dawn	MATH	Michaelson, Gary	CHEM		
Chmielewski, Mike	COUN	Milligan, E. Dean	BIOL		
Colberg, Talis	HIST	Mimoto, Sayoko	JPN		
Cole, Barbara	HIST/PS	Miranda, Sharon	ASL		
Cole, Helen	ED	Mosher, Marla	COUN		
Cole, Vickie	ANTH/ART	Munger, Phil	EAH/MUS		
Collins, Mardene	ED	Murdock, Johnny	FSA		
Covel, Dennis	AT	Noller, Larry	ART		
Covington, Bob	MATH	Norton, Lawrence	PSY		
Craig, Judy	ED	Oliver, Helen	EDSE		
Dane, Graham	ART	Olson, Arthur	THR		
Dearborn, Mary Ann	SWK	Ortner, Walt	AGRI/ET		
DePriest Jr., Ray	ED	Ovens, Geraldine	ASL		
Dissler, Kathleen	ANTH/JUST/SOC	Parrish, Gregory	BA		
Eaddy, Katherine	EAH/MUS	Pearson, Donna	CIO		
Eblen, Jill	HUMS	Peck, Galina	RUSS		
Endell, Roger	JUST/SOC	Pendergrass, Jerry	ET		
Ferguson, Deanna	BIOL	Perry-Crawford, Gwen	SWK		
Finlay, Vivian	ED	Peters, Donna	ET		
Fisk, Robert	CHEM	Phillips, John	VS		
Fosselman, Katie	ACCT	Phipps, Dean	THR		
Frei, Jim	ART/JPC	Pifer, Tracy	ASL		
Gavlak, Andrea	HUMS/PSY	Ransom, Linda	HUMS		
Geary, Gini	JPC/LS	Rathert, Daniel	GEOG		
Goodyear, Joy	MATH	Reeder, John	GEOL		
Green, Laurie	COMM	Reimer, Andy	BA		
Greene, Therese	AS	Reynolds, Charles	ED/MUS		
Hall, Yvonne	HLTH	Riggs III, Joe	BFIN		
Healy, Kieran	ACCT	Robinson, Myrna	SWK		
Heinz, Susan	ED	Roth, Kim	PHYS		
Hessinger, Casey	BIOL	Sadoski, David	GER		
Hitchcock, Jim	AWS	Schmidt, Sandra	SPAN		
Holt, Frank	CED	Schramski, Shawn	ASL		
Hughes, Carolyn	SWK	Seager-Boss, Fran	ANTH		
Hulbert, Barbara	MATH	Shaginoff, Ingrid	DN		
Hunter, Paulette	FREN	Slayton, Linda	HUMS		
Jensen, Ray	RH	Smith, Cathy	SWK		
Johnson, Larry	ED/PSY	Smith, Leslie	ED		
Johnston, Gail	MATH	Stephenson, Delia	MATH		



GLOSSARY OF TERMS

ACADEMIC RECORD and TRANSCRIPT: The official, permanently maintained records of credits and grades earned from courses, exams, etc., as well as awards, certificates, degrees, etc.

ACADEMIC YEAR: An academic year at MSC begins in the fall and includes the fall semester (late August through mid-December), the spring semester (early January through mid-May), and summer semester (mid-May through mid-August).

ADMISSION: At MSC, the formal application process in which the student states his/her intention to work toward a specific degree or certificate.

ADVISOR: A college faculty or staff member whose responsibility is to help the student choose and follow a particular course of study. Advisors may also act as a sounding board for dealing with school-related problems.

APPLIED STUDIES: Area of study designed to teach the student how to perform specific skills. Examples: behavioral science, fisheries, office management and technology.

ASSESSMENT: Assessment testing is offered to new students for general advising and to place them in appropriate English and math classes.

ASSOCIATE DEGREE: Associate of Arts (AA) and Associate of Applied Science (AAS) degrees are commonly referred to as two-year degrees, since it would take two years to earn an associate degree if one completed 15 credits for each of four consecutive semesters.

CERTIFICATE: The certificate is an award of accomplishment representing the completion of 15 or more credits (depending on the field of study) in a specific area. A certificate can be earned in as little as one or two semesters.

CONTACT HOUR: An instructional measure of time representing 50 minutes. A one-credit lecture class which requires 750 contact minutes.

COURSE OUTLINE: The official course plan kept on file by administration.

CREDIT HOUR: A unit of measure representing a specific number of contact hours of instruction and/or clock hours of outside study. A breakdown of the different lecture and lab hour combinations which equal one credit hour is provided in the "Course Classifications and Numbering" section of this bulletin.

CREDIT COURSES: Courses for which you receive college credit. The number of credits for a course is predetermined based on the number of contact and/or clock hours of instruction for the course. All credit courses will be shown on transcripts.

CURRICULUM: An organized program of study; the whole body of courses required for a program or degree.

DROP: Except for those shorter than one week, all courses have a brief period during which the student may drop and receive a refund. This is sort of a trial period, during which time one may decide, with little financial penalty, whether or not to take a particular course.

ELECTIVES: Courses that the student may "elect" (choose freely) to take for credit towards an intended degree - as distinguished from courses required to take, or those which one may choose to take but which do not count toward a degree.

ENROLLMENT: (1) The act of registering; (2) the total number of different students enrolled.

GRADE POINT AVERAGE (GPA): The average of all the course grades earned. Each course is worth a certain number of credits, and each grade is worth a certain number of points.

LECTURE and LAB: These terms refer to the type of instruction received. Lecture is classroom instruction in which the teacher orally delivers course content to the class. A lab is a setting for the application of theory, under the supervision and guidance of the teacher.

LOWER DIVISION: Lower division courses are numbered 100 to 299, generally considered to be those courses taken during the freshman and sophomore years of college.

PETITION: A written request to change or waive any regulation as it applies to the student.

PRACTICUM or FIELD WORK: A class which involves the application of learned skills in real situations.

PREREQUISITE: One or more requirements that must be met by the student before one is eligible to enroll in a specific class. For example: before a student can take English A211, he/she must successfully complete English A111.

REGISTRATION: The procedure by which students are registered in a class. Registration includes assessment and collection of fees. The terms, registration and enrollment are generally interchangeable.

SEMESTER-LENGTH COURSES and SHORT COURSES: Normal semester length for each fall and spring semester is approximately 15 weeks. "Semester-length courses" refers to those classes that start at the beginning of the semester and finish at the end of the semester. Courses which begin later in the semester and/or end earlier in the semester are referred to as "short courses."

SYLLABUS: A course summary designed for distribution to students; it may not include some technical information which is in the course outline.

UNDERGRADUATE: Pertaining to the programs of study in a college or university which lead to certificates and/or associate or bachelor's degrees.

WAIVER: A waiver of an academic or degree requirement means that the student does not have to meet that requirement. When fees are waived, the student does not have to pay those fees.

WITHDRAW: When the student drops after the refund period, it is considered to be a withdrawal. Students are not eligible for any refund when withdrawing. Withdrawals will be recorded on transcripts with a "W" but will not affect the GPA. Faculty members may also initiate a withdrawal under certain circumstances.

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Mining clipart courtesy of
Alaskan author Ron Wendt



Entrance to Fred & Sara Machetanz Building (FSM).



Hallway connecting OLB and FSM.



Okeson Library Building (OLB) on left and Jalmar Kerttula Building (JKB) on right side of photo.



View from inside the library.

Matanuska-Susitna College Buildings

FSM	Fred & Sara Machetanz Building
JKB	Jalmar Kerttula Building
OLB	Okeson Library Building
SNOD	Snodgrass Hall



Bridge connecting FSM and SNOD.



Snodgrass Hall view from SNOD front parking lot.



Road/walkway behind JKB connecting to SNOD.

