

# Matanuska~Susitna College

University of Alaska Anchorage

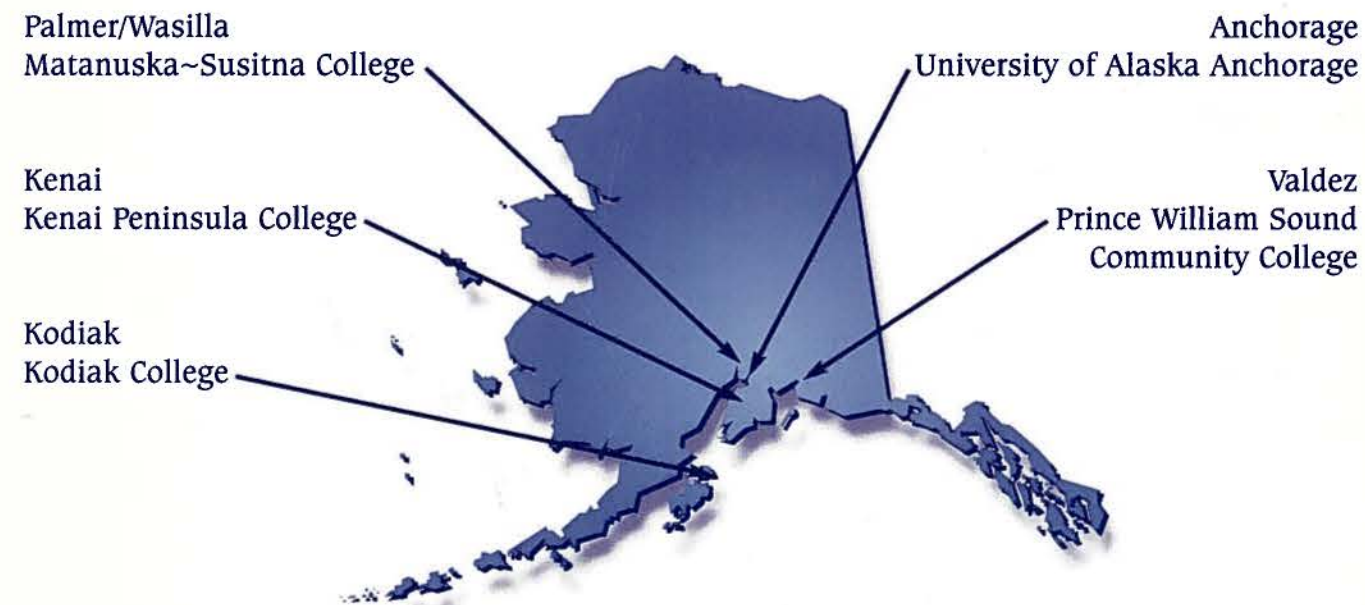
P.O. Box 2889 • Palmer, Alaska 99645

Student Services Center (907) 745-9774



Matanuska~Susitna College

*Come Grow With Us*



*Come Visit Us*

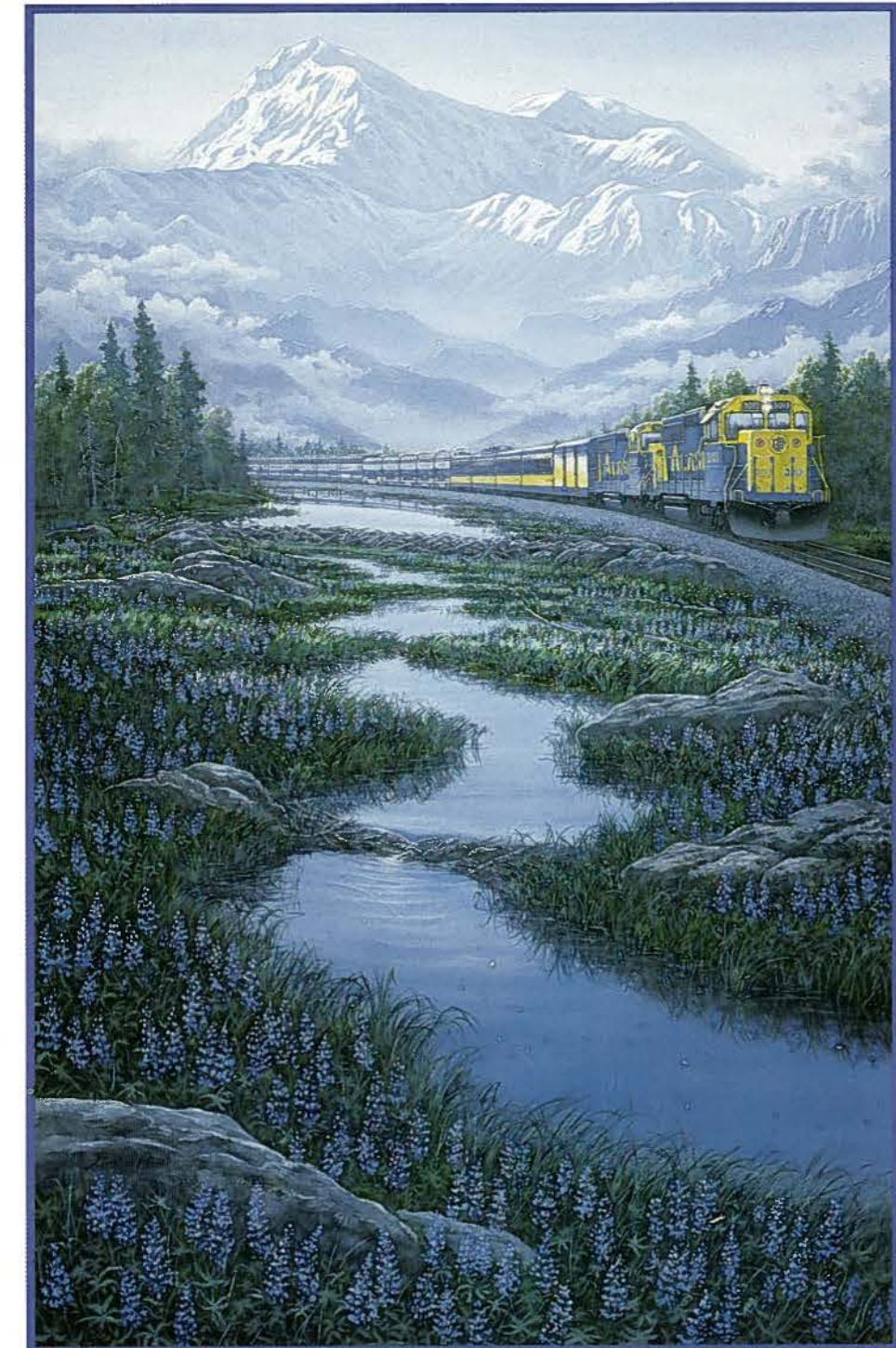
[www.uaa.alaska.edu/matsu](http://www.uaa.alaska.edu/matsu)

MATANUSKA~SUSITNA COLLEGE (MAT~SU)

2000~2001

# MATANUSKA~SUSITNA COLLEGE

University of Alaska Anchorage



"Great Land Passage" ©Shane Lamb, published by Shane Lamb Studios



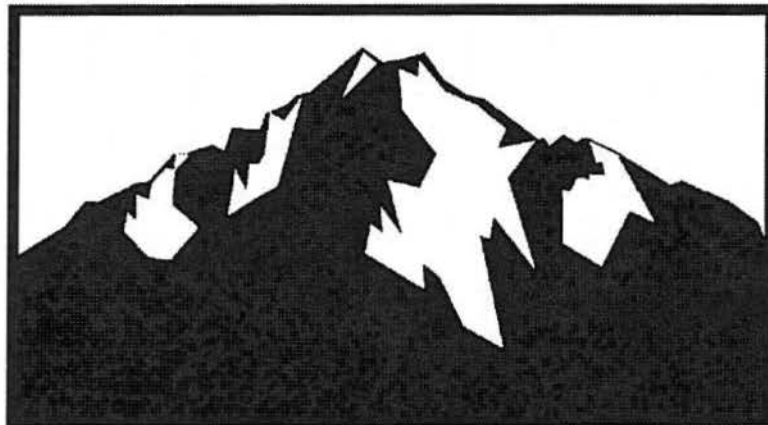
Matanuska~Susitna College

2000~2001  
BULLETIN



# MATANUSKA~SUSITNA COLLEGE

University of Alaska Anchorage



Matanuska-Susitna College  
“Come Grow With Us”

2000~2001 BULLETIN

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

## About the Artist ...

Shane Lamb began learning to capture the beauty of Alaska through the magic of oil paints at the age of 12. He continued his formal art training, receiving a BFA from Brigham Young University in 1990. Since then he has dedicated his professional life to painting the Alaska he knows, drawing inspiration from the land he feels is more beautiful than any other. Shane resides near Palmer, Alaska in the scenic Matanuska Valley.

Although he has been influenced and inspired by many artists, past and present, his recognizable style is uniquely his own. His works are the culmination of many hours spent in the field experiencing the subject of each painting. Integrating a love of color and strong sense of composition he creates work with a mood and realism that sets it apart. Lamb works primarily in oils, producing 10 - 15 originals a year. As a self-published artist, he is known best for his limited edition prints.

Lamb has contributed to many important causes through his art and has been chosen as the featured artist for many fund-raising events. He has created the artwork for the 1992 Palmer Chamber of Commerce official fund-raising poster. In 1995 he produced the 60<sup>th</sup> Anniversary Commemorative Print "Early Snows" celebrating 60 years of Colony settlement in the Matanuska Valley. He was the commissioned artist for the 1996 Alaska Railroad print and poster and also artist for the award winning Alaska State Fair 1996 commemorative poster and print. Shane Lamb's limited edition prints and original oil paintings can be found in galleries and collections in and out of Alaska.

## About this Bulletin ...

This bulletin 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 vii for a list of MSC offices and phone numbers.

Although this bulletin was prepared on the basis of the best information available at the time, all information (including academic calendar, admission and graduation requirements, course offerings and descriptions, and statements of tuition and fees) is subject to change without notice or obligation. This bulletin is for information purposes only.

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

It is the policy of MSC/UAA to provide equal education and employment opportunities and to provide service and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or veteran status. 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:	Shane Lamb
Proof Reading:	Mary Bixby, Connie Cannon, Gini Geary, Rodger Nichols, Ina Vleeshouwer,

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

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

# 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 2000 SEMESTER

WolfLine Registration  
March 27 - August 24  
Walk-In Registration  
April 5, 6 & 7  
Independence Day Holiday  
July 3 & 4 (campus closed)  
Assessment Testing \*  
July 11 & 13 (9am - 3pm)  
Walk-In Registration Reopens  
July 12 - August 25  
Assessment Testing \*  
August 22, 24, 25, 28, 29, 31 (9am - 3pm)  
Instruction Begins  
August 28  
Late Registration  
August 28 - September 13  
Payment Deadline  
September 1  
Labor Day Holiday  
September 4 (campus closed)  
September 5 (campus open/no classes)  
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline  
September 13  
Graduation Application Deadline/December Grads  
October 16  
Directed/Independent Study Deadline  
October 31  
WolfLine registration for Spring 2001  
November 6 - January 5  
Open-Entry Registration Deadline  
November 21  
Withdrawal, Credit-to-Audit Deadline  
November 21  
Thanksgiving Holiday  
November 22 (campus open/NO classes)  
November 23 - 26 (campus closed)  
Total Withdrawal Deadline  
December 8  
Last Day of Instruction  
December 16  
Grades Due in Registrar's Office  
December 20  
Grades Available on WolfLine  
December 21  
Campus Closed  
December 23 - January 2

## SPRING 2001 SEMESTER

WolfLine Registration  
November 6 - January 5  
Assessment Testing \*  
November 14, 16, 21, 28, 30 (9am-6pm)  
Walk-In Registration  
November 16 - December 22  
Walk-In Registration Reopens  
January 3 - 5  
Assessment Testing \*  
January 4, 9, 11 (9am-6pm)  
Instruction Begins  
January 8  
Late Registration  
January 8 - 22  
Payment Deadline  
January 12  
Alaska Civil Rights Day  
January 15 (campus open/no classes)  
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline  
January 23  
Graduation Application Deadline  
March 2  
Directed/Independent Study Deadline  
March 19  
Spring Break  
March 19 - 23  
March 23 (campus closed)  
WolfLine registration for Fall 2001 begins  
March 26  
Open-Entry Registration Deadline  
April 9  
Withdrawal, Credit-to-Audit Deadline  
April 9  
Total Withdrawal Deadline  
April 23  
Last Day of Instruction  
April 30  
Grades Due in Registrar's Office  
May 3  
Commencement  
TBA  
Grades Available on WolfLine  
May 9

\*Assessment Testing held each Wednesday at 9:00 a.m. throughout the semester.





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### ❖ Certificate of Completion ❖

Office Skills Program/Fast Track

### ❖ Certificates ❖

Electronics Technology  
One-Year Certificate of Training  
One and One-Half Year Certificate of Training  
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  
Substance Abuse Emphasis  
Family and Youth Emphasis  
Disabilities Emphasis

Associate of Applied Science, Office Management and Technology

Secretarial Emphasis  
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

# 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
BUSINESS OFFICE	Business Manager .....	(907) 745-9723
	Accounting .....	(907) 745-9725
	Payroll	
	Purchasing	
	Personnel .....	(907) 745-9767
	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
COMPUTER CENTER	Computing and Technology Services ....	(907) 745-9702 or 9738
	Computer Labs/Student Accounts	
	FAX .....	(907) 745-9711
LIBRARY	Circulation Desk .....	(907) 745-9740 or 9714
	FAX .....	(907) 745-9777
PHYSICAL PLANT	Building & Grounds Maintenance, Security .....	(907) 745-9750
	FAX .....	(907) 745-9711
STUDENT SERVICES	General Information .....	(907) 745-9774
	Admissions .....	(907) 745-9746
	Graduation	
	Registration	
	Student Records	
	Transcripts	
	Academic Advising .....	(907) 745-9762
	Financial Aid	
	Testing	
	Veterans Information	
	FAX .....	(907) 745-9747
ADDITIONAL NUMBERS	Art Department 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
	Title III Grant Office .....	(907) 745-9784
	TTY .....	(907) 745-9751



# DEFINITIONS



**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. received.

**ACADEMIC YEAR:** An academic year at MSC 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.

**ADJUNCT FACULTY:** A temporary, part-time faculty member hired to teach a class in his/her designated discipline.

**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 handling 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 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 Chapter 7, "Course Descriptions" 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.

**CROSS-LISTED:** Two or more courses that have identical names and content but different subject prefixes, e.g. Human Relations is cross-listed as HUMS A153 and PSY A153. Note: A student should make sure to register for the class(es) having the prefix needed to fulfill his/her degree requirements.

**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.

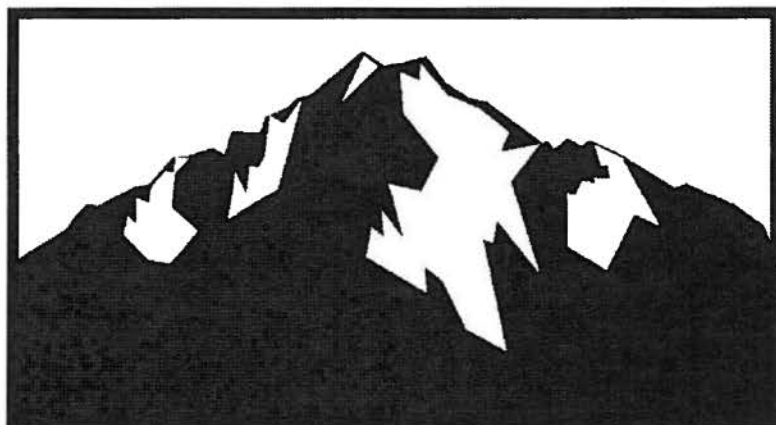
**WAIVER:** A waiver of an academic or degree requirement means that the student does not have to meet that requirement. When fees are waived, the student does not have to pay those fees.

**WITHDRAWAL:** 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.

# Chapter 1

## Welcome to Matanuska-Susitna College

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Matanuska-Susitna College



**ABOUT  
MAT-SU COLLEGE**

Matanuska-Susitna College (MSC) is an extended college 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 1,650 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. 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 strong foundation for the pursuit of a baccalaureate degree. In addition the College offers courses leading to Associate of Applied Science in Accounting, Electronics Technology, Fire Service Administration, Human Services, Office Management & Technology, Refrigeration & Heating Technology, Small Business Administration, and the Microcomputer Support Specialist Program through University of Alaska Fairbanks (UAF).

Vocational Programs are offered providing certificates in Electronics Technology, Office Technology, Refrigeration & Heating Technology, and the Microcomputer Support Specialist Program through UAF. Non-credit vocational and personal enrichment courses, continuing education courses, and selected upper division courses are also offered as demand warrants.

Mat-Su College offers professional development courses and provides selected college level classes to area high school students through Tech Prep, Academic Concurrent Enrollment, and District-wide course 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 Alaska State Approving Agency for veteran's educational benefits approves many programs of study at Mat-Su College. 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 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 OF  
MATANUSKA-  
SUSITNA COLLEGE**

Matanuska-Susitna College, an extended college of University of Alaska Anchorage, has two primary missions: first, the college serves the geographically and culturally diverse region of the Matanuska-Susitna Valley, and second, as a college within the largest university in Alaska, it serves the people of the state and the nation. The mission of the college reflects a desire to build on the strengths of the history of the state, its diverse languages and cultures, and the individual experiences of our students. It is our goal to reflect the past and to shape future directions of the cultural and academic life of the Valley and the state of Alaska through an informed and academically rigorous curriculum that requires well-developed general education components, allows students to pursue individual interests, and offers a meaningful variety of certificate, associate, and baccalaureate degree programs. The college is dedicated to providing an atmosphere conducive to the free exchange of ideas. We are committed to the tenets of academic freedom.

The college seeks to graduate students who welcome the challenges of living within a diversity of world views and creative expressions; who think critically and act responsibly within these environments; who are prepared for the world of work, who value the close relationships between the college, their local communities, the state of Alaska, and the nation.

Matanuska-Susitna College is dedicated to providing excellent, life-long learning opportunities for all adults. The college's open enrollment policy, instructional methods dedicated to a variety of learning styles, and a broad range of student services are essential to its dual mission.

The college strives to produce students who recognize the role of information technology in the modern world; the special role of technology in education and creativity, and its potential to enhance dialogues among diverse groups of people. To these ends, the college offers a wide range of information technology classes, integrates technology across the curriculum, and continually assesses and revises its opportunities for extended learning.

## 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 that was set aside by Congress for the support of a land-grant college. The Territorial Legislature accepted the land-grant on May 3, 1916, and created '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 Office of Campus Diversity and Compliance which monitors civil rights, federal and state laws, orders, and decisions to ensure access, inclusion, and equity are practiced at UAA/MSU.

At MSC, students and prospective students are afforded educational services such as admission decisions, financial aid, access to academic programs, and academic advising services without regard to race, color, religion, national origin, sex, age, physical or mental disability, or veteran status, except as necessary and permitted by law. A student or prospective student who feels that he/she is being discriminated against has the right to contact the appropriate supervisor for assistance. The student or prospective student may also contact the MSC Affirmative Action Officer in the MSC Business Office (907-745-9767), the UAA Office of Campus Diversity and Compliance (907-786-4680), the Human Resource Services Department (907-786-4608), the AHA/NA Student Programs Office, the Office of Student Affairs and Disability Support Services 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, Sections 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 of 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 Office of Campus Diversity and Compliance (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).

## INTELLECTUAL FREEDOM

Matanuska-Susitna College cherishes intellectual freedom -- free and open exchange of ideas in the pursuit of knowledge. Maintaining this freedom and openness requires safety and trust; it requires the absence of coercion, intimidation, and exploitation.

Harassment is neither condoned nor tolerated at Mat-Su College. 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. However, students share that responsibility. Anyone who believes he/she has been a victim of harassment should contact the Director's Office.



**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 745-9750 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, staff and faculty members.

**ACTIVITIES**

Activities occurring throughout the year include student and instructor art shows, various seminars and lectures, and receptions, banquets, and dances. Several times a year, students may attend theater productions, music programs, and operas. Several student clubs are active on campus:

Art Club

ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc.)

College Republicans Club

Human Services Club

Math Club

Photo Club

Model United Nations (proposed)

Stop by and check out the new Student Lounge located next to the Student Government Office in the cafeteria. The Lounge is scheduled to be completed during the Fall 2000 semester.

**TITLE III GRANT**

Mat-Su College was awarded a federal Title III grant in October 1999 to provide funds to strengthen the institution by developing and improving academic programs and by upgrading and expanding the Student Services Center.

**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 Advising and Testing Center 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, program planning, pre-admission advising, transfer credit interpretation, crisis intervention, stress reduction, or other concerns, visit the Advising and Testing Center. Academic advisors can usually be seen either by appointment or on a walk-in basis. For further information, phone 745-9762.

**BOOKSTORE/CASHIER**

The Mat-Su College Bookstore offers a variety of services for both students and the general public, including all cashiering, financial aid disbursements, receipt of tuition and fees payments, initiation of Tuition Management Services (TMS) payments, and refund processing. The MSC Bookstore inventory includes textbooks for current MSC course offerings and supplies and MSC apparel and mementos.

Students are expected to obtain their own books and supplies for their courses. The estimated cost of these items for an average full-time student is \$400 per semester. During the last week of the fall and spring semesters, the Bookstore sponsors a "book buy back" by an independent company. For current hours and additional information, call 745-9707 or 745-9739.

**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 Lab in JKB 115 for academic projects. IBM compatible and Macintosh computers with word processors, Internet browsers, and other applications are available in the lab. Laser printers in the lab 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 (internet access dial-up) account. Students paying a Computer Use Fee can access their CWOLF account from the general access lab in JKB 115. Handouts with more information are available in the lab or 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, staffed by faculty members, offers individual tutorials for all English and Spanish classes, and in writing for all other disciplines. The Math Center, staffed by faculty members, offers tutoring for all math and business classes. The MSC Math Club offers additional peer tutoring for students enrolled in lower division math and chemistry courses. A schedule of hours and individual tutors' schedules is posted in the LRC and on various campus bulletin boards during the 1st week of each semester.

The LRC also offers computer use and a variety of learning materials. Throughout the semester, the LRC offers noon workshops on various subjects to help students with specific math, writing or study skills topics. Notices of the workshops are posted 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. Each student should obtain a sticker for his/her ID card, which allows access to the LRC.

**LIBRARY**

The Alvin S. Okeson Library, located in the Okeson Library Building, contains more than 45,000 volumes, 225 periodicals, and 3,000 non-print items. Areas of specialization include electronics technology, agriculture, refrigeration and heating. The library has 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 other libraries throughout the world through the interlibrary loan program.

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

For current hours and additional information, call 745-9740.

**LOST AND FOUND**

The college has a centralized lost and found area in the Student Services Center.

**STUDENT  
ACCIDENT  
AND ILLNESS  
INSURANCE**

A group accident and illness plan is available for UAA/MSC students. The plan provides extensive benefits at a reasonable cost and 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 Admissions & Records Office.

**Supplemental Student Accident and Illness Insurance**

Students may purchase supplemental accident insurance for field trips, practicums, and other special MSC/UAA events. It is important to note that this insurance is in addition to other student insurance coverage. For information call UAA at (907) 786-1351.

**STUDENT  
EMPLOYMENT**

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

Students may not participate in cocurricular activities or student employment if their cumulative GPA falls below 2.0 (C). Students are advised to keep their participation in activities outside the classroom within limits that will allow them to achieve satisfactory academic performance.

**STUDENT  
GOVERNMENT**

Student Government promotes the educational and general welfare of students through direct student participation in the governance process at Mat-Su College. Student representatives provide input into college policies and procedures, act as student voices on campus and in the community, and broaden the educational experiences and opportunities within the campus environment. Students who pay the student activity fee and carry at least three credits per semester are eligible to serve on the Student Government Council. For information, please call 745-9759.



Molly's Playhouse Playground  
Molly's is located in FSM 112



Check out the job postings at  
the Business Office JKB 106

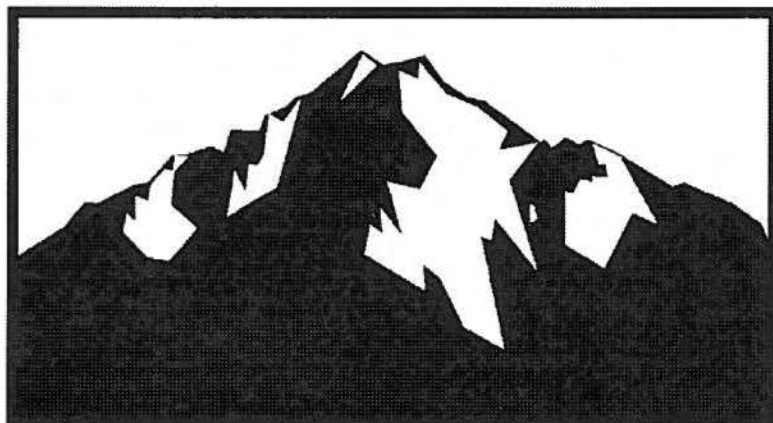


Alvin Okeson Library in OLB

# Chapter 2

## Student Services

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Matanuska-Susitna College



## OPEN ENROLLMENT POLICY

MSC's open enrollment policy allows a student to register for courses in which he/she has adequate background. To qualify for open enrollment, a student must:

1. Be 18 years of age or older, or;
2. Have earned a high school diploma or the equivalent (GED), or;
3. Complete and submit an Underage Student Enrollment form.

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 and Testing Center. An advisor reviews the individual's background, provides an opportunity for assessment, and determines the appropriate entry level of instruction. Call 745-9762 for an appointment.

### 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 Admissions & Records Office, or call 745-9746 for information. Also, see International Student Admission Policy in Chapter 3.

### 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 immigration status.

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 he/she has a high school diploma or a GED.
5. Must submit an underage enrollment form each semester the student wishes to attend.

The student applicant and his/her guardian need to understand and accept that college work is rigorous and often less guided than secondary coursework. Adult themes are endemic to college materials and discourse. Students who register for college are establishing a college transcript that will follow them throughout their college career. Underage students who register as college students are fully responsible for complying with all policies and procedures of the college. The college will not act in a parental role.

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 53. The Underage Student Enrollment form must be completed prior to registration and is available from the MSC Office of Admissions and Records and the local high schools.

## ADMISSION AND RECORDS SERVICES

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 iii). 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 a completed 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.

For Fall and Spring semesters, a two-week late registration period begins on the first day of the semester. Registration for semester-length classes is not allowed after the 2nd 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 his/her 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.

### ADDING CLASSES

Semester-length classes may be added up to the 2nd week of instruction. Faculty signatures are required for any add activity after the 1st week of class. Generally, short courses (any class less than 15 weeks) may not be added after the first class has met.

### AUDITING CLASSES

Students may enroll in a course for informational purposes only if there is space available. However, no credit is given for audited courses. Students who audit courses are required to meet prerequisites, register, and pay tuition and/or fees. Terms for auditing the course are determined by the faculty. Therefore faculty may request that a student be withdrawn if he/she 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. Auditors may be dropped from a class to make room for credit-seeking students.

- Audit-to-credit changes are not allowed after week 2 of the semester. During weeks 1 and 2 of the semester, audit-to-credit changes require faculty signature. 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.

- Credit-to-audit changes are not allowed after week 12 of the semester. During weeks 3 - 12 of the semester, credit-to-audit changes require faculty signature. Forms are available from Admissions & Records Office.

### 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 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.

### 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.

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

CHANGE OF NAME	A student's name on official records at MSC must be the student's full legal name. A Change of Name form may be processed through Admissions & 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(es) should notify Admissions & Records by completing the appropriate form. Official notification of change of address is necessary for accurate mailing of correspondence, transcripts, registration instructions, registration billing, and information about graduation requirements.
DROPPING CLASSES	To drop or withdraw from classes, a student must fill out an Add/Drop form in the Admissions & Records Office. Until official drop paperwork is completed, the student remains enrolled. A failing grade may be assigned if a student does not drop or withdraw from a class he/she has stopped attending. Deadlines for dropping and withdrawing are listed in the academic calendar. <u>No transactions will be accepted after the deadline date.</u> If a course is dropped within the refund period, that course will not appear on a student's transcript. For withdrawals after the refund period, a 'W' is recorded on the permanent record. Withdrawals do not figure into any grade point computations, nor do they have any impact on a student's academic standing in the class. Faculty members may also initiate withdrawals under certain circumstances. See Faculty Initiated Withdrawals in Chapter 5.
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 documents or other valid documentation.
FACULTY SIGNATURE	Some course descriptions include ' <u>Permission of Faculty</u> ' as a prerequisite. A student must obtain the signature of the faculty member instructing the course section or appropriate approval prior to registering.
REGISTRATION BY PROXY	Students unable to register in person may choose to have a proxy register for them if they provide the proxy with a signed Registration by Proxy Form. These forms are available in the Admissions & Records Office. The proxy must follow the policies and calendar governing registration. Proxy registrations are not accepted without written permission from the student. A proxy must present current identification.
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. A student is expected to register only for course sections which he/she plan to attend and to complete all courses for which he/she registers. 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.
SENIOR CITIZEN ENROLLMENT	Senior citizens (Alaskan residents 60 years of age or older) who intend to apply for Tuition Waivers may register <i>the first day of class</i> . Senior citizens applying for Tuition Waivers may not register during the normal registration period <i>unless</i> they pay the normal tuition and fees. 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: Senior Citizen Tuition Waivers are not granted for the summer semester.
SOCIAL SECURITY NUMBER	A student's social security number is used as an identification number for MSC/UAA records. A student who does not wish to use his/her social security numbers may request an assigned student number. Assigned student numbers are not acceptable for federal financial aid purposes or for a student who also has college employment records. Changes or corrections to social security numbers require documentation, i.e., social security card or driver's license.

**STUDY LOAD**

A student may register for a maximum of 19 credits during the Fall and Spring semesters, and a maximum of 6 credits per Summer session. A student who wants to enroll for additional credits must request overload approval at registration. An Academic Advisor must sign overload petitions.

A student should consider his/her graduation timeline when planning his/her 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. A student 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 his/her programs. When planning study loads, a student should also keep non-school demands on available time, such as employment and/or family responsibilities, firmly in mind.

**TRANSCRIPTS**

Official transcripts of all coursework 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 Admissions & Records Office. 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 Admissions & Records Office. Unofficial transcripts are for the student's use only and will not be accepted by MSC/UAA.

Request for transcripts are not processed for a student who has not signed a request or who has unpaid financial or other obligations to MSC/UAA.

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 Admissions & Records Office, at which time the student will be enrolled in the class. Unofficial 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. A student is not eligible for any refund when withdrawing. Withdrawals are recorded on transcripts with a 'W' and do not affect GPAs. Faculty members may also initiate a withdrawal under certain circumstances. See Faculty Initiated Withdrawals in Chapter 5.



The Student Services  
Center is located in  
FSM 101 & FSM 102



Advising and Testing  
Center -FSM 102



## REGISTRATION CHANGES

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

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

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

## ADVISING AND TESTING SERVICES

### ACADEMIC ADVISING

The College provides services which helps a student to make his/her 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 a student is considering transferring to a four-year college or other educational or training institution.

The Advising and Testing Center is staffed by professionals who understand the unique concerns of a student. 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 GUID A150A Survival Skills/College (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 Advising and Testing Center in FSM 102. Academic advisors can usually be seen either by appointment or on a walk-in basis. For further information, phone 745-9762.

### ASSESSMENT TESTING

A student registering for English and/or math for the first time must take an assessment test. Diagnostic assessment tests are also required prior to enrollment in certain 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. A \$10 fee is charged for the assessment testing. A picture ID must be presented at time of testing.

### 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 a MSC student who experiences disabilities. Services include, but are not limited to, American Sign Language interpreters, note-taking assistance, textbooks enlarged or on tape, testing accommodations, and access to adaptive computer technology. To access support services, a student must contact Student Services/DSS and provide current disability documentation which supports the requested services. The DSS office is located in FSM 102. For further information, call 745-9762 (voice) or 745-9751 (TTY).

### EXCHANGE PROGRAMS Western Undergraduate Exchange (WUE)

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, a student who is not Alaska resident may enroll in designated MSC/UAA programs. He/she pays resident tuition plus 50 percent of that amount (plus other fees that are paid by all students). A WUE student does 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

**VETERANS ASSISTANCE**

Matanuska-Susitna College is approved to provide education and 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. A qualified person who plans to use the Department of Veterans Affairs Educational benefits must contact the MSC Veterans Assistance, preferably 60 to 90 days before the term begins. This office can provide necessary forms and current benefit information.

A student 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 a student's enrollment, grades, and academic progress.

The MSC Veterans Assistance is located in the Student Services Center.

**Adds, Drops, and Other Changes**

A veteran student must inform the MSC Veterans Assistance whenever he/she adds or drops courses, withdraws from the College, changes and address or dependents, or makes other status changes. A student who drops or withdraws 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 Admissions & Records Office for information on requirements, (907) 745-9746.

**Satisfactory Academic Progress**

A veteran student must maintain satisfactory academic progress according to University policy while he/she is receiving benefits. Failure to do so is reported to the Department of Veterans Affairs and may end educational benefits.

**Transcripts**

A veteran student 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.

**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 please see Chapter 4.

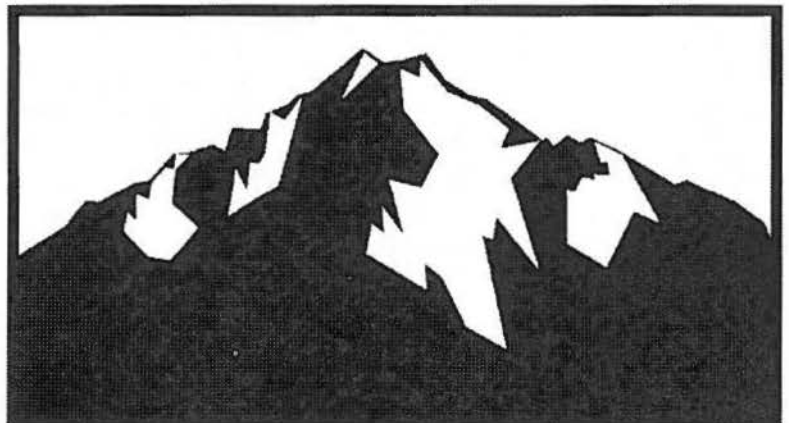
Other services and programs coordinated through Student Services include:

- Academic Petitions
- Admission Counseling
- Admission Processing
- Application for Graduation
- Audit-to-Credit & Credit-to-Audit
- Credit/No Credit
- Degree Check
- Directed Study
- Enrollment Advising
- Enrollment Certification
- Financial Aid
- General Information
- Grades
- High School Visitation Program
- Independent Study
- Military Education Evaluations
- Registration by Proxy
- Test Proctoring
- Underage Enrollment

# Chapter 3

## Admission and Degree Programs

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Matanuska-Susitna College



## 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. To be eligible for graduation, a student must be admitted a minimum of one semester prior to applying for graduation.

### Freshmen

First-time degree-seeking freshmen and those degree-seeking applicants without at least an associate degree 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 on page 17.

### High School Concurrent Enrollment/Dual Credit

The Academic Concurrent Enrollment Program is a cooperative educational program of Matanuska-Susitna College (MSC) and the Matanuska-Susitna Borough School district (MSBSD). The program allows a student to take entry level college courses while he/she is still enrolled in high school, earning dual credit (both high school and college credit for the same course). Concurrent enrollment is designed for a student who plans to attend college, and 1) recognizes his/her need for advanced courses or 2) are identified by faculty as needing advanced courses not offered by MSBSD. Concurrent enrollment has numerous benefits:

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

### Concurrent enrollment eligibility:

- A student may be recommended to the program by a teacher, principal or counselor, or may choose to enroll with approval from the teacher.
- A student should have a 3.0 grade point average. (Exceptions will be dealt with on an individual basis.)
- A student may enroll for 12 credits per semester (usually 3 or 4 courses), and may take 18 concurrent enrollment credits in total. (An underage student 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, a student must test into English A111 and must take an exit exam for credit in English A111 and Psychology A111.

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 MSBSD designed to blend "academic" education with "hands-on" technical training for all students. A student is not identified as "college-bound" or "non-college-bound"; he/she is identified as one desiring technical training in addition to academic courses.

Through Tech Prep, a student has the 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, a student can cut the costs of college while enhancing his/her career options and training choices beyond high school. A student is better prepared to:

- Go directly to work or a training program requiring an entry-level technical base.
- Continue to work toward 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**

A student may choose not to concurrently enroll in Tech Prep courses while in high school, but he/she still has the opportunity to transfer high school credits to college credits up to two years after high school graduation. After high school, an eligible student is one who has:

- 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**

A returning adult student who is 18 years of age or older and does 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. In addition, a returning adult student who has been out of high school for 10 years or more may elect not to submit high school transcripts if he/she wishes to attend as an associate or certificate seeking student. However, he/she must complete the Ability to Benefit process through MSC's assessment and advisement.

#### **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 coursework. MSC/UAA can determine the ability to benefit for a student without a high school diploma or its equivalent.

This student 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 admitted under Admit with Departmental Provisions is expected to successfully complete the required coursework with a grade of "C" or better in order to be moved to an Admit Clear admission status.

If department conditions are not met within the stated time, the admission status will be moved to non-degree-seeking. A non-degree-seeking student may enroll in courses but is not eligible for financial aid.

#### **Returning Students**

A student who has started college but has not finished may wish to update his/her admission status. 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 is still within the catalog year limitations of admittance (seven years-baccalaureate, five years-associate/certificate) may update his/her admission status. An Update of Admission Status form is available at the Admissions & Records Office. Admission will be brought forward to the current semester, but the previous catalog year will remain the same. Departments reserve the right to refuse a student readmittance into their programs.

An admitted, degree-seeking student who did not attend MSC during or following the semester of admittance and did not attend another institution (outside the UA system) and is still within the catalog year limitations of admittance, may update his/her admission status. An Update of Admission Status form is available at Admissions & Records Office. 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 has 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 by correspondence.
- 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, a transfer student must declare and submit official transcripts from all colleges and universities previously attended. If no formal degree has been awarded, student must submit high school transcript, GED or complete the Ability to Benefit process.

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 Admission & Records Office. A student 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. A student may consult the following websites for more information on obtaining transcripts.

High School Transcripts: [www.asd.com](http://www.asd.com)  
 GED Transcripts: [www.acenet.edu](http://www.acenet.edu)  
 College Transcripts: [www.collegenet.com](http://www.collegenet.com)

**International Students**

MSC welcomes students from other countries. An international student with a Permanent Resident or Immigrant Visa may enroll under the open enrollment option or through the formal admission policy. To be issued an International Student Form I-20A, an international student must be formally admitted to degree-seeking status. An individual with another visa type is advised to contact an academic advisor for information.

A student who wishes to transfer college level coursework from international institutions must submit official transcripts and English translations 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 Admissions & Records Office. Fees depend upon the type and complexity of the evaluation.

An international student (F-1) who wishes to apply for the United States Department of Justice, Immigration, and Naturalization Services Certificate of Eligibility for Non-Immigrant Students (Form I-20A) must do 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, an international student must be formally admitted, a full-time, degree-seeking student, even if his/her major is undeclared. These requirements apply only to a student who is requesting a Form I-20A Student Visa. Other international students may enroll under the open enrollment or formal admission policy.

Health insurance is mandatory for an international student on a student visa.

**CHANGING MAJORS AND DEGREE PROGRAMS**

Once formally admitted and in attendance, a student may request to change his/her major or degree program to another program through the Change of Major/Degree process. A student must meet the specific admission requirements of his/her new program and must be formally accepted to the program by signature of the Director, his/her designee, or Program Coordinator.

A student wishing to change from an associate program to a baccalaureate program (or vice versa) must formally apply for admission to the new level.

A student must follow established MSC/UAA procedures for declaring a major and, if necessary, for changing a major or degree. A student who changes his/her major or degree must satisfy the bulletin 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 Process.

**Application Form and Fee**

Applications may be obtained from 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. A student 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 bulletin, the following requirements must also be met in order to obtain a certificate:

1. When completing the last half of a certificate program, a student 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. A student must earn a cumulative GPA of at least 2.0 (C) at MSC/UAA. Some certificate programs require higher GPAs.
3. A student must earn a minimum of 30 credits for an official transcribed certificate.
4. A student 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.
6. A student 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 a student 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 a student may earn more than one AAS degree. The following requirements must be met for associate degrees:

1. A student must earn at least 60 credits for either an AA or an AAS degree.
2. A student must complete at least 15 credits in residence. Additional residency credit requirements, to meet program accreditation, may be established.
3. A student must earn a cumulative GPA of at least 2.0 (C) at MSC/UAA. He/she must also earn a cumulative GPA of at least 2.0 (C) in all courses required for each major. Some associate degree programs may require higher GPAs.
4. A student may elect to graduate under the requirements of the catalog in effect at the time of formal admission to an associate 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, that program will expire and the student must reapply for admission and meet the requirements in effect at the time of formal acceptance.
6. For an Associate of Arts degree, a student 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.** An Associate of Applied Science degree-seeking student 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). A student must apply and be accepted into each major program.

A student 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.



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

A student 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.** An Associate degree-seeking student may graduate (during the same semester) with two degrees provided he/she has 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.

A student must submit a separate application for admission for each degree they expect to receive. Admission forms are available from the Admissions & Records Office.

An associate degree-seeking student must complete the General University Requirements, the General Education Requirements for his/her 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.

A student 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.

**Second Associate Degree.** The Associate of Arts degree is intended to provide a student 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.** A student who has received an Associate of Applied Science degree from MSC/UAA and who wants 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 2.0 (C) at MSC/UAA in order to graduate. Some programs may require a higher GPA in the major.

**Transfer Students.** A student who has received an associate degree from another regionally accredited college or university and who wants 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 the student intends to complete the Associate of Arts degree and then continue on to a baccalaureate degree, consult the Associate of Arts with Baccalaureate Link listed on page 22.

1. Oral Communication Skills ..... 3
  - COMM A111 Fundamentals of Oral Communication
  - COMM A235 Small Group Communication
  - COMM A237 Interpersonal Communication
  - COMM A241 Public Speaking
2. Written Communication Skills ..... 6
  - ENGL A111 Methods of Written Communication
  - and one of the following:*
    - ENGL A211 Academic Writings About Literature
    - ENGL A212 Technical Writing
    - ENGL A213 Writing in Academic Disciplines
    - CIOS A262 Written Business Communications
3. Applied Studies\* ..... 9
4. Humanities\* ..... 9
5. Math and Natural Sciences\* ..... 9
6. Social Sciences\* ..... 9
7. Electives ..... 15
8. Total Minimum Credits ..... 60

\*Consult the Associate Degree Course Classifications list on page 23.



## ASSOCIATE OF ARTS (AA) with Baccalaureate Link

An associate degree student who plans to enroll in a baccalaureate degree program can maximize transferability and applicability of his/her 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 Skills ..... 3  
 COMM A111 Fundamentals of Oral Communication  
 COMM A235 Small Group Communication  
 COMM A237 Interpersonal Communication  
 COMM A241 Public Speaking
2. Written Communication Skills ..... 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 on page 24.

# AA Link

**ASSOCIATE DEGREE COURSE CLASSIFICATIONS** A student in Associate degree programs should use the following table to determine which courses meet his/her requirements.

Applied Studies

Accounting  
Agriculture  
Alaska Outdoor & Experiential Education  
Applied Technology  
Architectural and Engineering Technology  
Automotive and Diesel Technology  
Aviation Technology  
Business Administration  
Civil Engineering  
Community Education  
Computer Information and Office Systems  
Culinary Arts  
Dental Assisting  
Dental Hygiene  
Dietetics and Nutrition  
Early Childhood Development  
Education  
Electrical Engineering  
Electronics Technology  
Emergency Medical Technology  
Engineering Design and Drafting  
Engineering Science  
Engineering and Science Management  
English-As-A-Second Language  
Environmental Studies  
Family and Consumer Services  
Fire Service Administration  
Fisheries Technology  
Floral Design  
Geographic Information Systems  
Geomatics  
Health  
Health Education & Training  
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  
Occupational Safety and Health  
Paralegal Studies  
Paramedical Technology  
Petroleum Technology  
Physical Education  
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, a student must satisfy: General University Requirements, General Education Requirements, school/college requirements, if applicable, and Major Program Requirements. For further information, refer to the UAA catalog. General University Requirements for all baccalaureate degrees are as follows:

- 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 2.0 (C) or higher in order to graduate
- cumulative GPA must be at least 2.0 (C) or higher in all courses required for each major and minor
- some degree programs may require higher GPAs

## GENERAL EDUCATION REQUIREMENTS FOR UAA BACCALAUREATE DEGREES (GER)

All students who earn baccalaureate degrees from UAA must have completed the General Education Requirements (34 credits required). Courses may fulfill more than one requirement in a degree program. No course may be counted in more than one General Education category. Courses ending with numbers 93 or 94 will not satisfy a GER. UAA courses not on the approved GER list cannot be petitioned to meet a GER. Courses listed here as satisfying General Education Requirements are also identified in the course description area of this bulletin.

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
COMM	A235	Small Group Communication
COMM	A237	Interpersonal Communication
COMM	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
ENGL	A211	Academic Writing About Literature
ENGL	A212	Technical Writing
ENGL	A213	Writing in the Social and Natural Sciences
ENGL	A311	Advanced Composition
ENGL	A312	Advanced Technical Writing
ENGL	A414	Research Writing
3. **Quantitative Skills** ..... 3  
Courses that fulfill this requirement are those which emphasize the development and application of quantitative problem-solving skills as well as skills in the manipulation and/or evaluation of quantitative data. Courses completed at MSC/UAA must be selected from the following:  

AS	A252	Elementary Statistics
AS	A307	Probability and Statistics
MATH	A107	College Algebra
MATH	A108	Trigonometry
MATH	A109	Precalculus
MATH	A200	Calculus I
MATH	A201	Calculus II
MATH	A270	Applied Finite Mathematics for the Managerial Sciences
MATH	A272	Calculus for Managerial Sciences
4. **Humanities (outside the major)** ..... 6  
Courses that fulfill this requirement are those which introduce the student to the humanistic fields of language, arts, literature, history, and philosophy within the context of their traditions. (Note: History and Women's Studies may be applied to either the Humanities or the Social Sciences requirements but not to both. The student may not count one or more history course toward one requirement and an additional history course or courses toward the other.) Courses completed at MSC/UAA must be selected from the following:  

AKNS	A101	Alaska Native Languages I
AKNS	A102	Alaska Native Languages II
ART	A261	History of World Art I
ART	A262	History of World Art II
ART	A367	History of Photography
ASL	A101	Elementary American Sign Language I
ASL	A102	Elementary American Sign Language II
ASL	A201	Intermediate American Sign Language I
ASL	A202	Intermediate American Sign Language II
CHIN	A101	Elementary Chinese I
CHIN	A102	Elementary Chinese II
ENGL	A121	Introduction to Literature
ENGL	A201	Masterpieces of World Literature I
ENGL	A202	Masterpieces of World Literature II
ENGL	A301	Literature of Britain I
ENGL	A302	Literature of Britain II
ENGL	A305	Topics in National Literatures
ENGL	A306	Literature of the United States I
ENGL	A307	Literature of the United States II
ENGL	A310	Ancient Literature
ENGL	A383	Film Interpretation
ENGL	A445	Alaska Native Literatures
FREN	A101	Elementary French I
FREN	A102	Elementary French II
FREN	A201	Intermediate French I
FREN	A202	Intermediate French II
GER	A101	Elementary German I
GER	A102	Elementary German II
GER	A201	Intermediate German I
GER	A202	Intermediate German II
HIST	A101	Western Civilization I
HIST	A102	Western Civilization II
HIST	A121	East Asian Civilization I
HIST	A122	East Asian Civilization II
HIST	A131	History of United States I
HIST	A132	History of United States II
HIST	A341	History of Alaska
HUM	A211	Introduction to Humanities I
HUM	A212	Introduction to Humanities II
HUM	A250	Myths and Contemporary Culture
JPC	A215	History of Mass Communication
JPC	A367	History of Photography
JPN	A101	Elementary Japanese I
JPN	A102	Elementary Japanese II
JPN	A201	Intermediate Japanese I
JPN	A202	Intermediate Japanese II
KOR	A101	Elementary Korean I
LAT	A101	Elementary Latin I
LAT	A102	Elementary Latin II
LING	A101	The Nature of Language

- |      |       |  |      |      |                                       |
|------|-------|--|------|------|---------------------------------------|
| MUS  | A222  | History of Music II                          | PARL | A101 | Introduction to Law                   |
| PHIL | A101  | Introduction to Logic                        | PS   | A101 | Introduction to American Government   |
| PHIL | A201  | Introduction to Philosophy                   | PS   | A102 | Introduction to Political Science     |
| PHIL | A211  | History of Philosophy I                      | PS   | A311 | Comparative Politics                  |
| PHIL | A212  | History of Philosophy II                     | PS   | A351 | Political Sociology                   |
| PHIL | A301  | Ethics                                       | PSY  | A111 | General Psychology                    |
| PHIL | A313B | Eastern Philosophy and Religion              | PSY  | A150 | Human Development                     |
| PHIL | A314  | Western Religion                             | SOC  | A101 | Introduction to Sociology             |
| PS   | A331  | Political Philosophy                         | SOC  | A201 | Social Problems and Solutions         |
| PS   | A332  | History of Political Philosophy I: Classical | SOC  | A202 | The Social Organization of Society    |
| PS   | A333  | History of Political Philosophy II: Modern   | SOC  | A222 | Small and Rural Communities           |
| RUSS | A101  | Elementary Russian I                         | SOC  | A342 | Sexual, Marital and Family Lifestyles |
| RUSS | A102  | Elementary Russian II                        | SOC  | A351 | Political Sociology                   |
| RUSS | A201  | Intermediate Russian I                       | SWK  | A106 | Introduction to Social Welfare        |
| RUSS | A202  | Intermediate Russian II                      | WS   | A200 | Introduction to Women's Studies       |
| SPAN | A101  | Elementary Spanish I                         |      |      |                                       |
| SPAN | A102  | Elementary Spanish II                        |      |      |                                       |
| SPAN | A201  | Intermediate Spanish I                       |      |      |                                       |
| SPAN | A202  | Intermediate Spanish II                      |      |      |                                       |
| THR  | A311  | Representative Plays I                       |      |      |                                       |
| THR  | A312  | Representative Plays II                      |      |      |                                       |
| THR  | A411  | History of the Theatre I                     |      |      |                                       |
| THR  | A412  | History of the Theatre II                    |      |      |                                       |
| WS   | A200  | Introduction to Women's Studies              |      |      |                                       |
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. \*Music majors must select courses outside their major. Courses completed at MSC/UAA must be selected from the following:
- |      |      |                             |
|------|------|-----------------------------|
| ART  | A160 | Art Appreciation            |
| ART  | A261 | History of World Art I      |
| ART  | A262 | History of World Art II     |
| ART  | A367 | History of Photography      |
| DNCE | A170 | Dance Appreciation          |
| JPC  | A367 | History of Photography      |
| MUS  | A121 | Music Appreciation *        |
| MUS  | A221 | History of Music I *        |
| MUS  | A222 | History of Music II *       |
| THR  | A111 | Introduction to the Theatre |
| THR  | A311 | Representative Plays I      |
| THR  | A312 | Representative Plays II     |
| THR  | A411 | History of the Theatre I    |
| THR  | A412 | History of the Theatre II   |
6. **Social Sciences** (outside the major; from 2 different disciplines) ..... 6  
 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 and Women's Studies may be applied to either the Humanities or the Social Sciences requirement but not to both. The student may not count one or more history courses toward one requirement and an additional history course or courses toward the other.) Courses completed at MSC/UAA must be selected from the following:
- |      |      |                                       |
|------|------|---------------------------------------|
| ANTH | A101 | Introduction to Anthropology          |
| ANTH | A200 | Natives of Alaska                     |
| ANTH | A202 | Cultural Anthropology                 |
| ANTH | A250 | The Rise of Civilization              |
| BA   | A151 | Introduction to Business              |
| ECON | A201 | Principles of Macroeconomics          |
| ECON | A202 | Principles of Microeconomics          |
| ENVI | A201 | Living on Earth:                      |
|      |      | Introduction to Environmental Studies |
| GEOG | A101 | Introduction to Geography             |
| HIST | A101 | Western Civilization I                |
| HIST | A102 | Western Civilization II               |
| HIST | A121 | East Asian Civilization I             |
| HIST | A122 | East Asian Civilization II            |
| HIST | A131 | History of United States I            |
| HIST | A132 | History of United States II           |
| HIST | A341 | History of Alaska                     |
| HS   | A220 | Core Concepts in the Health Sciences  |
| HUMS | A106 | Introduction to Social Welfare        |
| INTL | A301 | Canada: Introductory Survey           |
| JPC  | A101 | Introduction to Mass Communication    |
| JUST | A110 | Introduction to Justice               |
| JUST | A330 | Justice and Society                   |
7. **Natural Sciences** (must include a laboratory course) ..... 7  
 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                                      |
| ASTR | A104  | Introductory Astronomy II                                     |
| BIOL | A102  | Introductory Biology  |
| BIOL | A103  | Introductory Biology Laboratory                               |
| BIOL | A105  | Fundamentals of Biology I                                     |
| BIOL | A106  | Fundamentals of Biology II                                    |
| BIOL | A111  | Human Anatomy and Physiology I                                |
| BIOL | A112  | Human Anatomy and Physiology II                               |
| CHEM | A103  | Survey of Chemistry   |
| CHEM | A103L | Survey of Chemistry Laboratory                                |
| CHEM | A104  | Introduction to Organic Chemistry and Biochemistry            |
| CHEM | A104L | Introduction to Organic Chemistry and Biochemistry Laboratory |
| CHEM | A105  | General Chemistry I   |
| CHEM | A105L | General Chemistry I Laboratory                                |
| CHEM | A106  | General Chemistry II  |
| CHEM | A106L | General Chemistry II Laboratory                               |
| ENVI | A202  | Earth as an Ecosystem:  |
|      |       | Introduction to Environmental Science                         |
| GEOG | A205  | Elements of Physical Geography                                |
| GEOG | A205L | Physical Geography Laboratory                                 |
| GEOL | A111  | Physical Geology  |
| GEOL | A112  | Historical Geology  |
| GEOL | A115  | Environmental Geology   |
| GEOL | A115L | Environmental Geology Laboratory                              |
| PHYS | A101  | Concepts of Physics   |
| PHYS | A123  | Basic Physics I   |
| PHYS | A123L | Basic Physics I Laboratory                                    |
| PHYS | A124  | Basic Physics II  |
| PHYS | A124L | Basic Physics II Laboratory                                   |
| PHYS | A211  | General Physics I   |
| PHYS | A211L | General Physics I Laboratory                                  |
| PHYS | A212  | General Physics II  |
| PHYS | 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 Skills ..... 3
  - COMM A111 Fundamentals of Oral Communication
  - COMM A235 Small Group Communication
  - COMM A237 Interpersonal Communication
  - COMM A241 Public Speaking
2. Written Communication Skills ..... 6
  - ENGL A111 Methods of Written Communication  
and one of the following:
  - CIOS A262 Written Business Communications
  - ENGL A211 Academic Writing About Literature
  - ENGL A212 Technical Writing
  - ENGL A213 Writing in Academic Disciplines
3. General Requirements ..... 6
 

Choose one or a combination of Humanities\*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 23.) 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 course used to satisfy the Humanities general requirement must be different from the written communications requirement and have a course number higher than ENGL A111.*

### MAJORS:

- Accounting
- Electronics Technology
- Fire Service Administration
- Human Services
- Office Management & Technology
- Refrigeration & Heating Technology
- Small Business Administration
- Microcomputer Support Specialist Program (UAF)

# AAS

## ACCOUNTING

Matanuska-Susitna College offers an Associate of Applied Science (AAS) in Accounting. The program is designed to prepare a student for a career in business, government, or other types of organizations. An AAS graduate 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. MSC is committed to enhancing the lifelong learning opportunities for responsible citizenship and personal satisfaction where accounting and business dimensions are critical ingredients.

### 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 26. To provide maximum transferability to the BBA in Accounting, it is recommended that a student consider the Bachelor of Business Administration general education and business core requirements (refer to the current UAA Catalog) 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.

#### FACULTY

Brad Bradshaw, Assistant Professor of Business Administration, Accounting



## ELECTRONICS TECHNOLOGY

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

The MSC Electronics Technology program offers a certificate of training for a student who only completes technical courses following the second, third, or fourth semesters. However, a student is encouraged to complete the Associate of Applied Science degree (which MSC offers) for further career advancement.

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 a graduate for an entry-level position in most phases of the industry in Alaska.

### Certificate Electronics Technology

#### General University Requirements

1. See Certificate and Associate Degree Programs Admission Requirements listed on page 19.
2. Complete the General University Requirements for Certificates listed on page 19.

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

#### 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 26.

#### 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.

#### FACULTY

John Rogers, Associate Professor of Electronics Technology

Most ET classes are available from 4:00pm - 9:00pm, Monday - Friday in JKB 122. ET students are encouraged to take the math assessment test to assist faculty in advising.

Upon completion of the ET program a student should have the competency to complete examinations for certifications in the following:

- FCC General Radiotelephone Operators License (GROL)
- Global Marine Distress and Safety Systems Radio maintainers license (GMDSS)
- Ships Radar endorsement
- National Association of Radio and Television Engineers (NARTE)

## FIRE SERVICE ADMINISTRATION

The Fire Service Administration program provides entry-level knowledge and skills for a student desiring a career 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. A student usually completes 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 at (907) 786-6928 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 26.

### 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 and Management .....	3
FSA A117	Rescue Practices .....	3
FSA A202	Fire Hydraulics .....	3
FSA A204	Hazardous Materials I .....	3
2. Complete 9 credits from the following courses; or other FSA courses as approved by program coordinator:
 

EMT A130	Emergency Medical Technician I .....	6
FSA A115	Fire Apparatus and Equipment .....	3
FSA A121	Introduction to Fire Chemistry .....	3
FSA A123	Fire Investigation I .....	3
FSA A151	Wild Land Fire Control I .....	3
FSA A206	Building Construction for Fire Protection .....	3
FSA A210	Hazardous Materials II .....	3
FSA A212	Related Codes and Ordinances .....	3
FSA A214	Fire Protection Equipment and Systems .....	3
FSA A217	Advanced Rescue Practices .....	3
3. Complete an additional 15 credits of electives.
4. A total of 60 credits is required for the degree.

## HUMAN SERVICES

The Human Services program leads to an Associate of Applied Science degree and prepares a student to work effectively in any paraprofessional counseling and human service practice. The MSC Associate of Applied Science in Human Services is articulated with the UAA Baccalaureate Degree in Human Services in two plus two sequence. Employing a multidisciplinary approach, the degree objective is to provide a student with a conceptual and skill foundation suitable for successful Human Service practice in both urban and rural settings. Human Service practice requires multicultural understanding and respect of clients through a collaborative relationship founded upon a developmental model. Specific skill courses combined with practica are strengthened through conceptual coursework in Human Service, Social Work and Psychology. The program also offers specialized areas in alcohol and substance abuse, disabilities, or family and youth. These are coordinated with practicum placements to give a student first-hand experience in his/her desired specialty. Note: Entrance into the Human Services Practicum requires the recommendation of the Human Services Department. A student must contact the Human Services Department at 745-9754 for an appointment with a faculty member.

### 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 26.

### Associate of Applied Science Human Services

#### Major Requirements

1. Complete the following required courses (29 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

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/PSY	A153	Human Relations .....	3
HUMS	A256	Groups and Organizations .....	3
HUMS	A350	Men and Masculinity .....	3
PSY	A245	Child Development .....	3
PSY	A261	Intro 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
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	A101	Elementary American Sign Language I ..	3
ASL	A102	Elementary American Sign Language II ..	3
ASL	A201	Intermediate American Sign Language I ..	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.

#### FACULTY

Will Miles, Assistant Professor of Behavioral and Social Sciences

## OFFICE MANAGEMENT and TECHNOLOGY

The Office Management and Technology (OMT) programs provide career education leading to a one-year certificate, or an Associate of Applied Science degree, as well as job enrichment courses.

The certificate offers concentrated study in Office Technology. The certificate and Associate of Applied Science degree provide the student with flexibility in selecting elective credits from the following subject areas: computer word/information processing, business communications, legal secretarial, and bookkeeping. A student may choose between two emphasis in the Associate of Applied Science OMT Degree: Secretarial and Legal Secretarial.

OMT programs prepare a student 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 a candidate for the Certified Professional Secretary (CPS) Examination.

In addition to structured classes, the OMT Skill Center provides an open entry/open exit enrollment for a student to learn a variety of skills on a self-paced basis. In these classes, a student begins at a level that is appropriate for him/her, works at his/her own pace, and receives the individual instruction needed to succeed.

### Certificate Office Technology

#### General University Requirements

1. See Certificate and Associate Degree Programs Admission Requirements listed on page 19.
2. Complete the General University Requirements for Certificates listed on page 19.

#### Certificate Requirements

1. Complete the following 13 credits:
 

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

CIO\$	A105	Introduction to PC Computers and Applications	3
CIO\$	A107	Macintosh Computer and Applications	3
CIO\$	A110	Computer Concepts in Business	3
  3. Complete 3-6 credits from the following:
 

CIO\$	A100*	Keyboarding I	3
		or	
CIO\$	A100A*	Keyboarding I: A	1
CIO\$	A100B*	Keyboarding I: B	1
CIO\$	A100C*	Keyboarding I: C	1
CIO\$	A102	Keyboarding Skill Building	1
CIO\$	A260	Keyboarding II	3
- \*Credit will not be counted for BOTH CIO\$ A100 and CIO\$ A100A, A100B, and A100C.*
4. Complete 1 credit from the following:
 

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

CIO\$	A166	Filing	1
CIO\$	A276	Records Management	3
  6. Complete elective credits approved by the CIO\$ department 4-9
  7. A total of 30 credits is required for the certificate.

### Associate of Applied Science Office Management and Technology

#### 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 26.

#### Major Requirements

##### ♦ Secretarial Emphasis

1. Complete 13 credits from the following:
 

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

CIO\$	A100*	Keyboarding I	3
		or	
CIO\$	A100A*	Keyboarding I: A	1
CIO\$	A100B*	Keyboarding I: B	1
CIO\$	A100C*	Keyboarding I: C	1
CIO\$	A102	Keyboarding Skill Building	1
CIO\$	A260	Keyboarding II	3
CIO\$	A261	Keyboarding III	3

*\*Credit will not be counted for BOTH CIO\$ A100 and CIO\$ A100A, A100B, and A100C.*

3. Complete 1-3 credits from the following:
 

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

CIO\$	A105	Introduction to PC Computers and Applications	3
CIO\$	A110	Computer Concepts in Business	3
5. Complete 1-2 credits from the following:
 

CIO\$	A115	Selected Introductory Word Processing Applications	1
CIO\$	A215	Selected Advanced Word Processing Applications	1



6. Complete the following:  
 CIOS A262\* Written Business Communications ..... 3

\*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 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 up to 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 1-2 credits from the following:  
 CIOS A115 Selected Introductory Word Processing  
 Applications ..... 1  
 CIOS A215 Selected Advanced Word Processing  
 Applications ..... 1

5. Complete the following:  
 CIOS A262\* Written Business Communications ..... 3

\*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 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 a minimum of 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.

#### FACULTY

Gloria Hensel, Assistant Professor of Office Management and Technology

Rebecca Evans, Assistant Professor of Office Management and Technology



#### OFFICE SKILLS PROGRAM/Fast Track

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 A11D  | 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

A two-year certificate program and an Associate of Applied Science degree in Refrigeration and Heating (R&H) are available. A student satisfactorily completing this program will possess a background in heating, air conditioning, refrigeration, applied physics, mathematics, blueprint reading, electricity, and the technical skills required to diagnose and repair the modern commercial and domestic heating, refrigeration, air conditioning, and ventilation systems.

All students enrolling in the R&H program must take a standardized placement test in reading, writing, and mathematics. The faculty place heavy emphasis on student preparation for job entry-level skills. Professional tests which are related to the industry are also part of the program. If possible, additional training may take place on the job to provide a student with work related experience. A degree-seeking students must enroll for the fall semester and must take the courses in sequence.

### Certificate Refrigeration and Heating Technology

#### General University Requirements

1. See Certificate and Associate Degree Programs Admission Requirements listed on page 19.
2. Complete the General University Requirements for Certificates listed on page 19.
3. Earn a cumulative GPA of 2.0 (C) or higher in required R&H courses to receive the certificate.

#### Certificate Requirements

1. Complete the following:

##### First Year, First Semester:

RH A101	Refrigeration & Air Conditioning Fundamentals .....	4
RH A103	Technical Math for Industrial Trades .....	3
RH A105	Electrical Circuits for R & H I .....	3
RH A109	Principles of Thermodynamics .....	3

##### First Year, Second Semester

RH A122	Refrigeration & Air Conditioning .....	4
RH A126	Electrical Circuits for R & H II .....	3
RH A130	Blueprint Reading for HVAC/R Systems .....	3
RH A132	Troubleshooting HVAC/R Systems .....	3

##### Second Year, First Semester

RH A201	Commercial and Ammonia Refrigeration ....	4
RH A203	HVAC/R Basic Controls .....	3
RH A209	Codes for HVAC/R .....	2
RH A211	Customer Relations and Job Etiquette .....	1
RH A225	Heating Fundamentals and Forced Air Heat .....	4

##### Second Year, Second Semester

RH A226	Heating Plants II - Commercial .....	4
RH A228	Advanced Hydronic Heat Systems .....	4
RH A229	HVAC/R Control Systems .....	3
RH A232	HVAC/R Sheet Metal .....	3

2. A total of 54 credits is required for the certificate.

### Associate of Applied Science Refrigeration and Heating Technology

#### 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 general degree requirements (15 credits) listed on page 26.
4. Earn a cumulative GPA of 2.0 (C) or higher in required R&H courses to receive the degree.

#### Major Requirements

1. Complete the following:

##### First Year, First Semester:

RH A101	Refrigeration & Air Conditioning Fundamentals .....	4
RH A103	Technical Math for Industrial Trades .....	3
RH A105	Electrical Circuits for R & H I .....	3
RH A109	Principles of Thermodynamics .....	3

##### First Year, Second Semester

RH A122	Refrigeration & Air Conditioning .....	4
RH A126	Electrical Circuits for R & H II .....	3
RH A130	Blueprint Reading for HVAC/R Systems .....	3
RH A132	Troubleshooting HVAC/R Systems .....	3

##### Second Year, First Semester

RH A201	Commercial and Ammonia Refrigeration ....	4
RH A203	HVAC/R Basic Controls .....	3
RH A209	Codes for HVAC/R .....	2
RH A211	Customer Relations and Job Etiquette .....	1
RH A225	Heating Fundamentals and Forced Air Heat .....	4

##### Second Year, Second Semester

RH A226	Heating Plants II - Commercial .....	4
RH A228	Advanced Hydronic Heat Systems .....	4
RH A229	HVAC/R Control Systems .....	3
RH A232	HVAC/R Sheet Metal .....	3

2. A total of 69 credits is required for the degree.

#### FACULTY

Dan Mielke, Assistant Professor of Refrigeration and Heating Technology

Jack Cypher, Instructor of Refrigeration and Heating Technology

## SMALL BUSINESS ADMINISTRATION

Matanuska-Susitna College offers an Associate of Applied Science degree in Small Business Administration. This is a professional program designed to meet the challenges of a dynamic and changing business environment.

### 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 26. To provide maximum transferability, it is recommended that students consider the Bachelor of Business Administration general education and business core requirements (refer to the current UAA Catalog) 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
C10S	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	Fund. 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	A131	Personal Finance .....	3
BA	A232	Fundamentals of Organizational Management .....	3
BA/JUST	A242	Business Law II .....	3
BA	A261	Advertising & Sales Promotion .....	3
BA	A263	Practices in Consumer Behavior .....	3

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

### FACULTY

Brad Bradshaw, Assist. Professor of Business Administration, Accounting

UAF degree available statewide.

## MICROCOMPUTER SUPPORT SPECIALIST PROGRAM (MSSP)

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

A student who earns 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.

A student may pursue a Certificate or AAS degree, which is awarded through the University of Alaska Fairbanks. One of the highlights of this program is that a student may register and take courses at MSC. Contact the Advising and Testing 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 2.0 (C) in all work and major.
4. AAS seeking students must earn a cumulative GPA of at least 2.0 (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	A107 or above or CIOS 161		2-3
CIOS	A264	Interpersonal Skills in Organizations	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	3
		(must be taken in last semester)	
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.

Please see next page for Associate of Applied Science in Microcomputer Support Specialist Program.

## 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
CIOA	A264	Interpersonal Skills in Organizations ...	3
Math 107 or above or Natural Science at A100 level or above			
Math 107 or above, Humanities, Natural Science or			
Social Science elective .....			
HUMS/PSY	A153	Human Relations .....	3
2. Basic MSSP Competencies (6 credits):
 

CIOA	A115G	Intro to MS Word in Windows .....	1
or			
CIOA	A115H	Intro to WordPerfect in Windows .....	1
CIOA	A111D	Intro to Excel in Windows .....	1
CIOA	A112F	Intro to MS Access in Windows .....	1
CIOA	A119	Exploring the Internet .....	1
CIOA	A194##	Microcomputer Graphics .....	1
CIOA	A186#	Basic Networking .....	1
or			
ET	A218*	PC Networking .....	1
3. MSSP Applications (6 credits):
 

CIOA	A215G	Advanced MS Word in Windows .....	1
or			
CIOA	A215H	Advanced WordPerfect in Windows .....	1
CIOA	A211D	Advanced Excel in Windows .....	1
CIOA	###	Advanced Databases .....	1
CIOA	A110	Computer Concepts in Business .....	3
CIOA	A116B	Intro to Desktop Publishing on IBM .....	1
or			
CIOA	A216B#	Advanced Desktop Publishing on IBM ...	1
or			
CIOA	A338	Desktop Publishing & Design .....	3
CIOA	A194##	Microcomputer Graphics .....	1-3
4. Networking (6 credits):
 

ET	A218*	PC Networking .....	2-3
CIOA	A186A#	Networking .....	1-2
or			
CIOA	A186B#	Networking .....	1-2
CIOA	A390#	Advanced Internet .....	1-3
CIOA	A185#	Microcomputer Programming .....	1
CIOA	A201#	Microcomputer Programming .....	4
5. Core Requirement (12 credits \*\*):
 

CIOA	A113B	Intro to Windows .....	1
CIOA	##	Microcomputer Operating Systems .....	2
ET	A216	PC Servicing .....	3
CIOA	A420#	Technical Support for End Users .....	3
CIOA	A280**	Independent Project .....	3
6. CIOA 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
CIOA	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 & 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, CIOA A420, and CIOA 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

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. A student 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 a student 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 a student desiring a career in resources management or in other fields requiring knowledge of resources management, a student planning advanced study, as well as one wishing to be a better informed citizen.

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 a student must have graduated from high school with an overall grade point average (GPA) of 2.0 or higher. Associate degree or certificate-seeking students in good standing with a high school diploma or its equivalent who later wish to enter a baccalaureate degree program may be admitted after earning, with a "C" grade (2.0) average or higher, 14 credits at the 100 level or above, of which nine credits must satisfy general baccalaureate degree requirements. For further information refer to page 10 of the 2000-2001 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 2000-2001 UAF Catalog.
3. Complete the B.S. degree requirements. See page 25 of the 2000-2001 UAF Catalog.
4. For Natural Resources Management degree requirements see page 139 - 141 of the 2000-2001 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](mailto:aneal@uaa.alaska.edu)

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

**Degree requirements on next page.**

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 (with Advisor's approval - MSC course)	3
NRM	106	Orientation to Natural Resource Management .....	1
NRM	304O	Perspectives in Natural Resources Management .....	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.

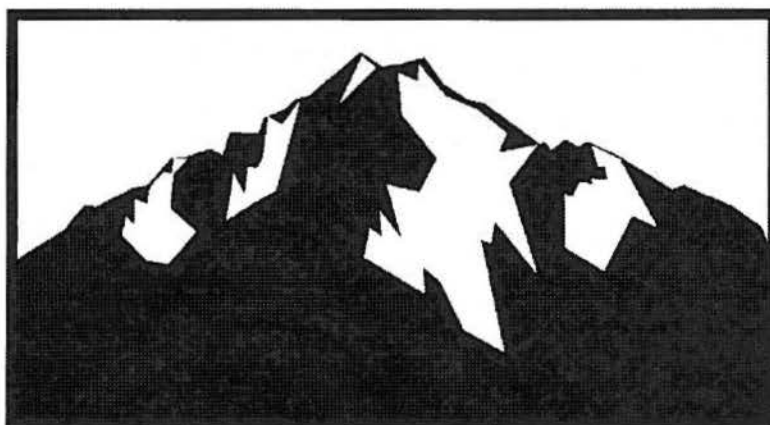
\*\*\* Satisfies B.S. degree natural science requirement.

\*\*\*\* Or approved alternative.

# Chapter 4

## Tuition, Fees and Financial Aid

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Matanuska-Susitna College

## TUITION

### 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. A student who has been physically present in Alaska for 12 consecutive months and who meet other residency requirements must notify the Admissions & Records Office in order to change his/her 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.

A member of the U.S. military on active duty and his/her dependents, a member of the Alaska National Guard and his/her dependents, is considered a resident for tuition purposes.

An international student in F-1 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 they meet 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	\$77.00 per credit hour
*Non-resident	\$241.00 per credit hour

#### Upper-Division -- (course numbers 300 - 499)

Resident	\$87.00 per credit hour
*Non-Resident	\$251.00 per credit hour

#### Graduate

Resident	\$172.00 per credit hour
*Non-resident	\$336.00 per credit hour

\*A non-resident student who restricts his/her enrollment to no more than three credits each semester is charged resident tuition. Any credits beyond the 3-credit limit will cause all credits to be assessed at the non-resident tuition rate.

\* A non-resident student is assessed non-resident fees on all academic credits including self-support classes.

See most recent semester course schedule for tuition updates.

## 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. All resident and non-resident tuition rates and student activity fees are approved by the Board of Regents of the University of Alaska. The University of Alaska reserves the right to change its fees at any time.

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 test 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	A student auditing courses pays the same tuition and fees as a student registering for credit.
Computer Lab	A \$35 fee is charged each semester for a student (registered in any discipline) who wishes to use the MSC computer lab. A student is required to pay a computer lab and supply fee to cover supplies and staffing. A student will be required to display his/her 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 varies depending on the course.
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.
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 purposes: lab fee, special fee, or material fee. Fee amounts vary and may be added at any time.
Language Credit by Placement Fee	\$20 per course.
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 \$5 processing fee charged for proctoring any test from an institution outside of Mat-Su College or UAA.
Student Activity	An activity fee of \$10 is assessed to a student enrolling for 6 or more credits and \$5 for 3-5 credits each semester to support student-related activities. The fee is waived for senior citizens.
Student I.D.	The first ID is free. A \$5 fee is charged for student ID card replacement.
Transcript	An unofficial transcript, at no charge, is available at MSC. Official transcripts are issued through UAA and are \$4.00 (regular processing) and \$10.00 (rush processing) for each request 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

At the beginning of each semester, a student who has a financial obligation to the College, for any reason, or who has books or materials outstanding from the library will be denied all services, including the issuance of transcripts and permission to register. The College reserves the right to withhold final transcripts, diplomas, and/or permission to register for a new semester from a student who has not fulfilled all his/her financial obligations to the institution. A student is held financially responsible for all courses for which he/she registers. 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. A student with verifiable financial aid may inquire at the Financial Aid Office for possible deferment. A student 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. A student is 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. A senior citizen must pay all additional course fees. To waive tuition, senior citizens must register and present a completed Tuition Waiver form together with proof of age. Tuition Waiver forms are available at the Admissions & Records Office and the Bookstore/Cashier. *Note: The student activity fee is waived for senior citizens.*
2. Registration using a senior citizen tuition waiver for payment is permitted only during the late registration period.
3. A senior citizen may elect to register before the late registration period. However, he/she must pay full tuition and fees (use of senior citizen tuition waiver will not be accepted). A senior citizen electing to register and pay full tuition is subject to all payment deadlines. A student who does not either pay or drop before the published deadline will be subject to drop for non-payment. Refunds will not be available to a senior citizen who drops classes and then re-enrolls 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 a student who officially drops course(s) or withdraws from the College before the refund deadlines published in the current Course Schedule. A student is responsible for thoroughly reading the Course Schedule and being aware of the published refund deadlines. The date of official drop or withdrawal activity determines eligibility for a refund.

A student who is forced by extenuating circumstances to withdraw after the refund deadline may petition for a refund. 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 a student registered. A student who must withdraw as a result of MSC/UAA disciplinary action forfeits all rights to any refund.

Refunds are not issued after one academic year. A refund check will be mailed to a student's address of record. Refunds will not be issued for amounts less than \$1. A \$15 fee is charged for all checks reissued due to a stop payment request by the student. A student with an outstanding balance will have his/her refund applied towards his/her account balance first (this includes the TMS payment plan). All refunds are processed by the Accounting Supervisor according to the following policies. This process takes from 4 to 6 weeks.

### Canceled Classes

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

If a student has a complaint concerning a refund that cannot be resolved informally, he/she may obtain a Petition for Refund form from Student Services and return the completed form to the Accounting Supervisor in the Bookstore.

**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, 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.

**Eligibility**

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

1. Have a high school diploma, GED, or Ability to Benefit (see page 17).
2. Apply for admission and be accepted into a certificate or degree program, with no conditions.
3. Demonstrate financial need for federal assistance as determined by the federal Student Aid Report (SAR).
4. Maintain satisfactory academic progress as defined by the statewide University of Alaska Satisfactory Academic Progress statement.

Policy available on the UAA website at: [www.uaa.alaska.edu/finaid](http://www.uaa.alaska.edu/finaid)

**Application Procedures**

1. Submit a completed Application for Admission to the MSC Admissions & Records Office.
2. Complete a Free Application for Federal Student Aid (FAFSA) and submit the application to the Federal Processor (MSC/UAA's school code is 011462).
3. A student who wishes to apply for other assistance, such as an Alaska Student Loan or a specific scholarship, may complete special applications available at the MSC Financial Aid Office.
4. A student who wishes to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or a Native regional corporation for applications.
5. A student applying for federal assistance who has attended other postsecondary institutions may be required to submit a Financial Aid Transcript (FAT) from each institution previously attended.

Acquiring financial aid sometimes involves verifying paperwork and additional processing. Since follow-up processing can take several weeks, a student is encouraged to apply early and respond as soon as possible to requests from the Financial Aid Office for additional information. For example, a student needing financial aid for the Fall semester should submit his/her applications by February and submit any required additional forms by June 1. Applications processed after June 1 will still be considered, but funding may be limited. *A student must reapply for financial aid each academic year.*

**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. Copies of Military Leave/Earning Statements for previous tax year (all 12 months).

A student selected for verification must submit the requested documents before federal financial aid can be awarded.

**Financial Aid  
Concurrent  
Enrollment**

If a student plans 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:

1. Obtain written approval from the Financial Aid Office by completing a consortium agreement,
2. Enroll in a minimum of six semester hours at MSC/UAA,
3. Have a majority of semester credit at MSC/UAA, and
4. Provide Financial Aid transcripts as determined by the Financial Aid Office.

A Mat-Su College student receiving financial aid must maintain satisfactory academic progress as defined by the statewide University of Alaska Satisfactory Academic Progress Statement listed below. Before withdrawing from a class or applying for an Incomplete grade, a financial aid recipient should meet with a financial aid or academic advisor to make sure aid will not be adversely affected.

**SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**

In order to receive financial aid from the Federal aid programs, the State of Alaska programs, or from institutional funds, a student must be fully admitted to a degree or certificate program. In addition, the student must maintain satisfactory academic progress toward his/her educational goal as defined below:

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. A full-time undergraduate student enrolling for 12 or more credits must successfully complete at least 12 credits each term with a minimum cumulative GPA of 2.0.
  - b. A three-quarter time undergraduate student enrolling for 9, 10 or 11 credits must successfully complete at least 9 credits each term with a minimum cumulative GPA of 2.0.
  - c. A half-time undergraduate student enrolling for 6, 7 or 8 credits must successfully complete at least 6 credits each term with a minimum cumulative GPA of 2.0.
  - d. A full-time graduate student enrolling in 9 or more graduate credits must successfully complete at least 9 graduate credits each term with a minimum cumulative GPA of 3.0.
  - e. A half-time graduate student enrolling in 6, 7 or 8 graduate credits must successfully complete at least 6 graduate credits each term with a minimum cumulative GPA of 3.0.
  - f. A student attending less than half-time during any term must successfully complete the number of credits attempted that term with a minimum cumulative GPA of 2.0.
2. Academic progress will be reviewed at the end of each term to ensure the student has maintained the minimum cumulative GPA and to ensure the student has completed the required minimum number of credits.
3. Probation: A student in section A who completes at least 9 credits in a term with a minimum cumulative GPA of 2.0 will be placed on probation for his/her next term and will be eligible to receive financial aid during the term of probation. The student will receive a letter notifying him/her of the probationary status. A student in section B who completes at least 6 credits in a term with a minimum cumulative GPA of 2.0 and a student in section D who completes at least 6 graduate credits in a term with a minimum cumulative GPA of 3.0 will be placed on probation for his/her next term and will be eligible to receive financial aid during the term of probation. The student will receive a letter notifying him/her of the probationary status. There is no probation for a half-time student taking 6, 7, or 8 credits or for a student attending less than half time (students in sections C, E and F). Failure to regain good standing status within the one semester of probation will result in the suspension of financial aid.
4. Grades of AU, DF, F, I, W, NC, 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.
5. A first-time freshman or a transfer student with no prior academic history within the University of Alaska system is considered to be making satisfactory academic progress for the first semester of enrollment.
6. 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 bachelor's degree and 90 credits for an associate's degree comprises 150% of the basic graduation requirements. The clock starts from the very first credit attempted, regardless of whether or not the student received financial aid. Transfer credits are included in this calculation.
7. Satisfactory academic progress must be maintained even during terms in which aid is not received.

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

**Repeated Courses:** Repeated courses that are required for a student's degree program count toward minimum credit hour load required for aid during a given semester. Repeated courses count toward the cumulative maximum number of credits (150% of degree requirements) for which a student can receive aid (see #6).

**Remedial Coursework:** A student who enrolls in remedial coursework (less than 100 level) may receive financial aid. *Note: Some remedial coursework is not considered to be at least secondary level and is not fundable by any of the federal aid programs. Consult the Financial Aid Office for specific information.*

**Telecourses and Distance Delivered Courses:** These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student's degree program. *Note: A student is still required to complete these classes within the semester (i.e. year-long correspondence courses are not eligible for financial aid).*

**Withdrawals:** A student who totally withdraws from the University after receiving financial aid will be suspended from receiving future financial aid and could be liable for refunds and/or return of Title IV funds.

**Institutional Funds:** A students receiving scholarships, grants or tuition waivers from MSC/UAA is expected to meet the satisfactory academic progress requirements listed in this document. 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:** A student 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 requirements for these specific funds.

**Financial Aid Suspension:** Financial aid suspension will result from failure to:

1. Complete the minimum number of credits required during the term.
2. Maintain a cumulative GPA of at least 2.0 for undergraduates.
3. Graduate prior to exceeding the maximum number of credits allowed for the student's program (see #6 above).
4. Meet the requirements of an appeal approval.

**Reinstatement:**

1. **Appeals:** A student whose financial aid has been suspended may appeal that decision. Appeals should be directed to the Financial Aid Office. Appeal forms are available under the "Forms" section of the UAA website: [www.uaa.alaska.edu/finaid](http://www.uaa.alaska.edu/finaid) or from the Financial Aid Office. A student may only submit one appeal for every three completed semesters. 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 the student must meet the condition(s) of the appeal. Failure to regain good standing status within the semester of probation will result in suspension of financial aid.
2. **Makeup:** A student who does not wish to appeal or whose appeal has been denied may attend course(s) during a subsequent term, at the student's expense, to make up credits and/or improve his/her 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 had failed to maintain satisfactory academic progress. Approval of appeals is for the semester of the appeal and not a preceding term.



## REFUND OF FEDERAL FINANCIAL AID

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student withdraws from all classes. A student who withdraws from all classes prior to completing more than 60% of an enrollment term will have his/her eligibility for aid recalculated based on the percentage of the term completed. For example, a student who withdraws after completing only 30% of the term will have 'earned' only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%.

1. This policy applies to a student who withdraws, drops out, is expelled from the MSC/UAA, or otherwise fails to complete the period of enrollment for which he/she was charged, and who receive financial aid from Title IV funds:
  - a. The term 'Title IV Funds' refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Stafford loans, Subsidized Stafford loans, Federal PLUS loans, Federal Perkins loans, Federal Pell Grants, Federal SEOG grants.
  - b. A student's withdrawal date is:
    - i. the date the student completed the course withdrawal form, or the date the student officially notified the Admissions & Records Office (this notification may take place via email, letter, phone or personal contact); or
    - ii. the midpoint of the period for a student who leaves without notifying the institution; or
    - iii. the student's last date of attendance at a documented academically related activity.
  - c. The term 'period of enrollment' includes every day, including weekends, that the student is enrolled, excluding breaks of at least five consecutive days (the length of the break is determined by counting the first day of the break through the last day before classes resume).
2. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.
  - a. The percentage of Title IV aid earned shall be calculated as follows:

$$\frac{\text{Number of days completed by student}}{\text{Total number of days in term}} = \frac{\text{Percent of term completed}}{\text{Percent of term completed}}$$

The percent of term completed shall be the percentage of Title IV aid earned by the student.

\*The total number of days in term excludes any scheduled breaks of more than five days.

- b. The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% minus the percent earned.
- c. Unearned aid shall be returned first by MSC/UAA from the student's account calculated as follows:

$$(\text{Total institutional charges} * \text{percent of unearned aid}) = \text{amount returned to program(s)}$$

Unearned Title IV aid shall be returned to the following programs in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loans, Parent Loans to Undergraduate Students (PLUS), Federal Pell Grant, Federal SEOG, other Title IV grant programs. Exception: no program can receive a refund if the student did not receive aid from that program.

- d. When the total amount of unearned aid is greater than the amount returned by UAA from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows: Unsubsidized Stafford Loan\*, Subsidized Stafford Loan\*, Parent Loans to Undergraduate Students (PLUS)\*, Federal Pell Grant\*\*, Federal SEOG\*\*, other Title IV grant programs\*\*.

\* Loan amounts are returned according to the terms of the promissory note.

\*\* Amounts to be returned by the student to federal grant programs will receive a 50% discount.

- e. If a withdrawing student is determined to have earned more aid than was actually disbursed by the official withdrawal date, UAA may apply 'post-withdrawal disbursements' to current year charges and to minor prior year charges that the student owes without specific permission of the withdrawing student, providing the student would have otherwise been fully eligible for the disbursement on the date of withdrawal.



- f. If earned but not disbursed amounts remain after a post-withdrawal disbursement is applied to outstanding eligible institutional charges, a withdrawing student (or his/her respective PLUS borrower) will be offered, in writing, post-withdrawal disbursements of the remaining amounts within 30 days of the date of MSC/UAA's determination that the student withdrew. The withdrawing student or his/her parent must accept the balance of the 'post-withdrawal disbursement' within 14 days of being notified. If the student or parent accepts the offer of a post-withdrawal disbursement within 14 days, MSC/UAA must provide the funds within 90 days of the date on which MSC/UAA became aware of the withdrawal. If the student or parent does not respond within the 14-day window, MSC/UAA is not required to make the disbursement, but may do so at its discretion.
- g. Written offers of post-withdrawal disbursements, refunds and adjusted bills will be sent to the student's home address on file in the Admissions & Records Office following withdrawal. A student is responsible for any portion of his/her institutional charges that are left outstanding after Title IV funds are returned.
3. A student may rescind his/her official notification of withdrawal by filing a written statement with the Admissions & Records Office that he/she is continuing to participate in academically related activities and intends to complete the period of enrollment.
  - a. If the student subsequently ceases to attend MSC/UAA prior to the end of the period of enrollment, the student's rescission is negated and the withdrawal date is the student's original date, unless a later date is determined.
4. Institutional and student responsibilities concerning the return of Title IV funds.
  - a. MSC/UAA's responsibilities concerning the return of Title IV funds include:
    - i. providing each student with the information given in this policy;
    - ii. identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
    - iii. returning any Title IV funds that are due the Title IV programs.
  - b. The student's responsibilities in regard to the return of Title IV funds include:
    - i. becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid;
    - ii. returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
5. The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.
6. Refunds of institutional charges for a student who does not totally withdraw will be calculated using the refund policy published in the Course Schedule and Academic Bulletin.

The Financial Aid Office can provide an individual review of this policy for a student contemplating a complete withdrawal from classes.

## 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. The BIA Regional Office, 1675 "C" Street, Anchorage, AK 99501, telephone (907)271-4115 or a participating Native regional corporation can provide information and application procedures.

### Federal Pell Grant

The Federal Pell Grant makes funds available to eligible students with financial need. A student must complete a Free Application for Federal Student Aid (FAFSA). School code is 011462. An undergraduate with a previous baccalaureate degree is not eligible for a Pell Grant.

### 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 a student with financial need, who receives a Pell and has not already earned a baccalaureate degree. 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 the student finishes his/her studies or ceases being a full-time student.

### Alaska Student Loan Program (ASSL)

To be eligible for an Alaska Student Loan (ASL), a student must be a one-year resident 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. Applications 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 a student whose financial aid has not been received or to students whose financial need is modest and temporary. A student may borrow a maximum of \$250 for up to 60 days. A \$5 administrative fee is charged. A student may receive one EBL per semester, subject to Financial Aid Disbursement approval.

### Federal Family Education Loan Program (FFELP)

#### 1. Federal Stafford Loan Program

The Stafford Student Loan program enables a student to borrow directly from lending institutions after qualifying 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. The Financial Aid Office has application forms and information.

##### a. Federal Subsidized Stafford Loan

Dependent and independent students who have qualified using the FAFSA and 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 in a baccalaureate degree

\$8,500 as a graduate student.

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

Subsidized means that the Federal government pays the interest while the student is attending postsecondary 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.

##### b. Federal Unsubsidized Stafford Loan

This loan is considered a non-need based loan. Interest accrues on this loan from the date the promissory note is signed. An independent freshman or sophomore undergraduate student can borrow up to \$4,000 annually in addition to the amount borrowed through the subsidized Stafford. An independent junior or senior can borrow up to \$5,000 annually in addition to the amount borrowed through the subsidized loan. A graduate student can borrow up to \$10,000 annually in addition to the amount borrowed on the subsidized loan. An undergraduate student can borrow up to a maximum loan limit of \$23,000 on unsubsidized loan. A graduate student can borrow up to a maximum of \$73,000 on the unsubsidized loan program, including the amount borrowed as an undergraduate student. Repayment begins six months after graduation or after the student is no longer enrolled at least half-time.

#### 2. Federal Parents Loans for Undergraduate Student (PLUS)

A parent(s) can borrow for his/her dependent student's educational costs. A parent can borrow up to the cost of education attendance minus any other financial aid for which the student is eligible. A student is required to submit the FAFSA to determine eligibility for a PLUS loan. The interest on the PLUS loan begins to accrue when the promissory note is signed. Payments usually begin 60 days after the loan is fully disbursed.

## SCHOLARSHIPS

A Mat-Su College student has access to a variety of scholarship opportunities including UA Foundation Scholarships, UAA Scholarships, the UA Scholars Program, and scholarships offered through private organizations, civic groups and native corporations. Awards are typically based on academic merit, talent, community services involvement, and/or financial need. Applications are available in the Financial Aid Office located in the Advising and Testing Center. Since specific requirements, application procedures, and deadlines vary; a student should begin locating scholarships in January preceding fall registration and continue taking advantage of opportunities throughout the year. The Advising and Testing Center provides computers for conducting online searches for scholarships and assistance in developing a strong application portfolio.

Some regional and village corporations provide scholarships to shareholders. A student should contact his/her local corporation for details on eligibility and application procedures.

The Snodgrass Scholarship is a UA Foundation award set up specifically for Mat-Su College students pursuing Associate of Applied Science degrees. Qualifications include formal admittance to any Mat-Su College A.A.S. degree program, a minimum of earned 20 credits by the time the award is received, and a class rank in the top third of his/her class (usually a 3.0 GPA). Applications are available every January in the Financial Aid Office.

UAA web site: [www.uaa.alaska.edu/finaid/](http://www.uaa.alaska.edu/finaid/)

UA Scholars Program web site: [www.alaska.edu/scholars/](http://www.alaska.edu/scholars/)

## STUDENT EMPLOYMENT

### Federal Work Study Program

A student who has completed a federal application (FAFSA) and has financial need may qualify for the Federal Work Student Program (FWSP). An eligible student may apply for an on-campus job and earn money to help cover educational expenses. A student must be enrolled in at least six credits and may work up to twenty (20) hours per week during the semester. Wages depend on the job responsibilities and the student's qualifications. An undergraduate with a previous baccalaureate degree is not eligible for the Federal Work Study Program. A student may contact the Financial Aid Office for a referral.

### Part-time Employment

A student who is not eligible for the Federal Work Study Program may still find part-time employment on or off campus.

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

A student may not participate in cocurricular activities or student employment if this/her cumulative GPA falls below 2.0 (C). A student is advised to keep his/her participation in activities outside the classroom within limits that will allow him/her to achieve satisfactory academic performance.

## TAX CREDIT INFORMATION

### Hope Scholarship

Although IRS Education Credits are not considered financial aid, these federal tax credits can make college affordable for many taxpayers. The Hope "Scholarship" Credit is a credit against tax liability that may be claimed for amounts spent on qualified tuition and expenses at an eligible institution that are not covered by other assistance. It is available to a student or parents of a dependent student for the first two years of postsecondary education, if the student is enrolled at least half-time in a program leading to a degree or certificate, and if the taxpayer's adjusted gross income is below a specified amount.

### Lifetime Learning Tax Credit

The Lifetime Learning Credit is also a credit against tax liability that may be claimed for amounts spent on qualified tuition and expenses at an eligible institution that are not covered by other assistance. This tax credit is targeted to adults who want to go back to school, change careers, or take a course or two to upgrade their skills and to college students who have already completed their first two years of postsecondary education. For specific information, consult your tax advisor, IRS publications, or the IRS web site at [www.irs.ustreas.gov/](http://www.irs.ustreas.gov/)

**VETERANS ASSISTANCE** - please refer to Advising and Testing Services/Chapter 2.

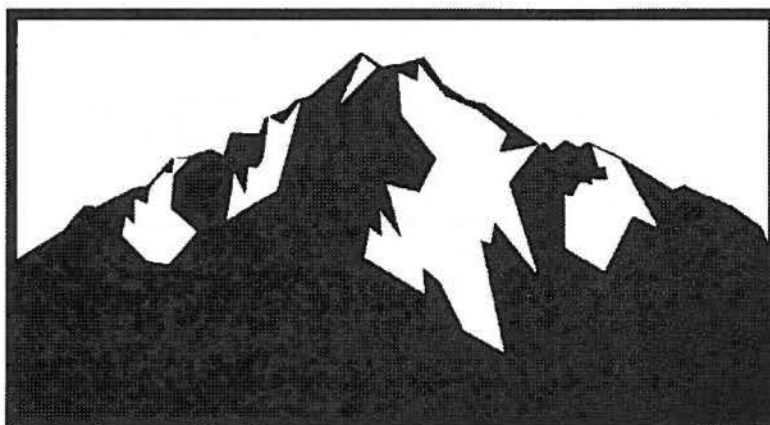




# Chapter 5

## Academic Policies

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Matanuska-Susitna College

## ACADEMIC DISPUTE RESOLUTION PROCEDURE

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to the following procedure that implements the UA Board of Regents Policy 09.03.02 and its University Regulation on Resolution of Disputes Regarding Academic Decisions or Actions.

### Final Grade Assignment

A student may challenge a final grade assignment on the basis of alleged grading error or arbitrary and capricious grading. Arbitrary and capricious means the assignment of a final course grade on a basis other than performance in the course, or the use of standards different from those applied to other students in the same course, or substantial, unreasonable and/or unannounced departure from the course instructor's previously articulated standards or criteria. A grading error is a mathematical miscalculation of a final grade or an inaccurate recording of the final grade.

Because grades can affect such things as a student's eligibility for continued financial aid, a student must ascertain his/her final grades and initiate a review, where desired, *as soon as possible*. The time schedule outlined in this procedure stipulates maximum time periods for completing each stage of the review. However, the campus director or designee may grant permission for extensions of time in writing.

### Informal Procedure

A student will be expected to first request an informal resolution of the final grade assignment with the course instructor or college director by the 15<sup>th</sup> class day of the next regular semester at Matanuska-Susitna College. The instructor or college director must respond to the request within 5 class days of receipt. As used in the schedule for review of academic decisions, a class day is any day of scheduled instruction, excluding Saturday and Sunday, included on the academic calendar in effect at the time of review. Final examination periods are counted as class days. The next regular semester is the fall or spring semester following the semester in which the disputed academic decision was made. (It would be the fall semester for a final grade issued for a course completed during the previous spring semester or summer session; or, it would be the spring semester for a course completed during the fall semester.)

If the instructor's decision is to change the final grade, the instructor must promptly initiate the process. If the instructor does not change the grade and the student's concern remains unresolved, the student may notify the college director. Within 5 class days of such notification, the college director must either effect resolution of the issue with the instructor or inform the student of the process for formally appealing the final grade assignment.

If the course instructor is no longer an employee of the College or is otherwise unavailable, the student must notify the college director by the 15<sup>th</sup> class day of the next regular semester. Within 5 class days of notification by the student, the college director must either effect resolution of the issue through contact with the course instructor or inform the student of the process for formally appealing the final grade assignment.

### Other Academic Decisions

Review procedures for all academic decisions may be obtained from the college director. Disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodation for students with disabilities will be reviewed according to procedures set forth in University Regulation 09.06.00 Services for Students with Disabilities.

### Eligibility For Services Pending Final Decision In The Review Process

During the review of an academic action or decision by the College, the action or decision being contested will remain in effect until the dispute is resolved. Should an academic action or decision affect the student's eligibility for financial aid or other College service, the student will be informed of the steps to be taken that may maintain or reinstate the affected service. The student will be responsible for initiating any necessary actions or procedures.

Complete copies of the MSC Academic Resolution Procedure are available at the MSC Director's or Admissions & Records Office.

## ACADEMIC PETITION

Deviations from academic policies or requirements must be approved by academic petition. Petition forms may be obtained from the 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 university requirements must be processed through the College 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. UAA courses not on the approved baccalaureate General Education Requirements (GERs) list may not be petitioned to meet a GER.

## ACADEMIC STANDING

<b>Good Standing</b>	An undergraduate student is in good standing when he/she has a cumulative GPA of 2.0 or higher and a semester GPA of 2.0 or higher for the most recently completed semester. Individual departments may establish additional criteria for good standing. A student is presumed to be in satisfactory academic standing during his/her first semester at MSC/UAA. The GPA is computed on credits earned at MSC/UAA only. A student in good standing is academically eligible to re-enroll at MSC/UAA.
<b>Academic Action</b>	An admitted certificate, associate, or baccalaureate degree-seeking student who fails to earn a MSC/UAA semester and/or cumulative GPA of 2.0 will be subject to academic action. Academic action may result in warning, probation, continuing probation, or loss of certificate or undergraduate degree-seeking status. Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program.
<b>Warning</b>	Academic Warning is the status assigned to a student whose semester GPA falls below 2.0 but whose cumulative GPA is 2.0 or higher.
<b>Probation</b>	Academic Probation is the status assigned to a student whose semester and cumulative GPA falls below 2.0.
<b>Continuing Probation</b>	Continuing Probation is the status assigned to a student who begins a semester on probation and during that semester earns a semester GPA of 2.0 or higher without raising his/her cumulative GPA to 2.0. This status may be continued until a student raises his/her cumulative GPA to 2.0 or loses his/her certificate or undergraduate degree-seeking status.
<b>Loss of Certificate or Undergraduate Degree-Seeking Status</b>	Removed from Degree Program is the status assigned to a student who begins a semester on probation or continuing probation and fails to earn a semester GPA of 2.0. That student's admission status will be changed to Non-Degree-Seeking. A student who has lost Certificate or Undergraduate Degree-Seeking status may continue to attend MSC/UAA as a Non-Degree-Seeking student. However, that student may not qualify for financial aid and will lose his/her immigration status. A student must apply for reinstatement to MSC/UAA (see reinstatement policy).
<b>Reinstatement</b>	A student who has lost Certificate or Undergraduate Degree-Seeking status may continue to register as a non-degree-seeking student. 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 2.0 or higher, a student may apply for reinstatement to MSC/UAA. If approved, a reinstated student must then reapply for admission to a certificate or undergraduate degree program. A reinstated student whose MSC/UAA cumulative GPA is less than 2.0 (C) will begin the semester on probation. Application for Reinstatement forms are available from 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 education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Department of Education, Family Policy Compliance Office about alleged failures by the institution to comply with the Act.

MSC/UAA 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/UAA Dean's List and Chancellor's List are released to the media; also, names and addresses of the above honored students are provided to the National Dean's List Publication unless a written request not to do so has been received by Admissions & 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 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 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 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 in the MSC 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 departments 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. A student is responsible for classwork even if there are legitimate reasons for his/her 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.

A student participating in official intercollegiate activities on behalf of MSC/UAA is responsible for making advance arrangements with faculty members to enable him/her to meet course requirements. Faculty members are encouraged to make reasonable accommodations for such a student. In some cases accommodation may not be possible.

A faculty member may initiate a drop/withdrawal for a student who fails to meet individual course attendance requirements; however, the faculty member is under no obligation to do so. An instructor withdrawal may be initiated for a student who enrolls 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. A student is classified as follows:

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

A transfer student will be assigned class standing based on the number of credits accepted in transfer by the College/University. A non-degree-seeking student is not assigned a class standing.

## COMMENCEMENT

A student who completes certificate or degree requirements and who meets the application for graduation deadline during an academic year (Fall, Spring and Summer Semesters) is invited to participate in the annual commencement ceremonies held in May.

## COREQUISITES

A student is responsible for making sure that he/she enrolls and attends 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 a student who does not enroll for the appropriate corequisites.



## CREDIT

### Resident

Resident credit is defined as credit earned in formal classroom instruction, directed study, independent study, research, and thesis offered by MSC/UAA. Other resident credit includes University of Alaska correspondence study and all forms of UA distance delivered curriculum. In general, credit earned at UAF and UAS is not considered resident credit. However, if a program is delivered collaboratively with UAF and/or UAS, credit from each participating institution will be counted toward fulfillment of residency requirements. Credit from international institutions for which there is an approved affiliation agreement is also considered resident credit. All other courses are defined as non-resident credit, including out of state correspondence courses, transfer courses, non-traditional courses, and courses completed for credit-by-examination.

### Transfer

Where possible, transfer credit is 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 coursework that 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 is 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" (2.0) or higher are considered for transfer.
3. A student who plans to transfer credits from international institutions must provide an official statement of educational equivalency from a recommended credentials evaluation service. Addresses are available from the Advising and Testing Center. The fee depends upon the type and complexity of the evaluation.
4. Transfer credits are not included in the student's MSC/UAA 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. A student's entire transcript from UAF and/or UAS will be transferred to MSC/UAA subject to applicability toward degree requirements.

### Unaccredited Institutions

Mat-Su College/UAA accepts as transfer credit only those credits earned by a student 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 coursework totaling a minimum of 34 credits. These include:

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

Credit for coursework successfully completed at one University of Alaska campus towards fulfillment of the general education requirements at that institution shall transfer towards fulfillment of the same categories at all other University of Alaska campuses. This applies even if there is no directly matching coursework at the institution to which the student transfers. It should be noted that the 34 credit common core is a minimum requirement for general education. An institution may require more than 34 general education credits for its baccalaureate degrees, and a transfer student must meet the total requirement at the receiving institution. Transfer of general education beyond the 34 credits described above will be determined on the basis of individual requirements specified by university catalogs and bulletins.

In its catalog and bulletins, each University of Alaska institution specifies the courses which meet the general education categories at that institution and which can thus be guaranteed to transfer as described above. A student who has received a baccalaureate degree from University of Alaska Southeast or University of Alaska Fairbanks will be considered having met the University of Alaska Anchorage's General Education Requirements.

## FACULTY INITIATED WITHDRAWALS

A faculty member may initiate a drop/withdrawal for a student who fails to meet individual course attendance requirements. However, the faculty member is under no obligation to do so.

At the beginning of each semester, a faculty member may begin to drop students who fail to attend class by the seventh 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 a student who enrolls without either prerequisites or instructor permission.

Add/Drop forms are available from the Admissions & Records Office.

## 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.

## GPA AND STUDENT ACTIVITIES

A student with satisfactory academic performance is eligible for participation in intercollegiate competition or extracurricular activities. A student may not participate in intercollegiate competition or cocurricular activities or student employment if their cumulative GPA falls below 2.0 ("C"). Additional and higher academic standards may be required by certain specific activities. A student is advised to keep his/her participation in activities outside the classroom within limits that will allow him/her to achieve satisfactory academic performance.

## 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	Indicates failure.

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

Non-Academic Grades	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. See definitions below.
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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  
CR/NC**

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 a student later changes his/her 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 a student using the grading basis approved for the course (A-F or P/NP). A student is awarded credit for the course if his/her 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, a student may request the CR/NC grading option by submitting the necessary paperwork to the 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  
DF**

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 coursework 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 grading error, such as a mathematical miscalculation or inaccurate recording has been made on the part of the faculty member. Corrections of grading errors must be made by the 15<sup>th</sup> class day of the next regular semester following the one in which the grade was originally assigned. A Change of Grade form must be submitted to the Admissions & Records Office by the appropriate faculty member or staff designee. Change of Grade forms will not be accepted if submitted to the Admissions & Records Office by the student.

**Grade Point Average  
Computation**

MSC/UAA 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/UAA by the total quality hours attempted.

Credits accepted in transfer are not used to calculate the student's MSC/UAA 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:

$$A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0$$

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  
I**

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. An Incomplete Grade Contract (a contract between the student and the faculty member that stipulates the requirement for completion of the course) is required and must be submitted for each 'I' grade. Coursework must be completed by a date specified in the contract, not to exceed the last day of instruction for the next regular semester. Upon completion of the required coursework, the faculty member must submit a change of grade form to the Admissions & Records Office. If the coursework is not completed according to the date and terms specified in the Incomplete Contract are, the faculty member may assign a failing grade ("F" or "NP", depending on the grading basis of the course). If the faculty member does not submit a change of grade at that 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.

No Grade NG	Indicates no grade such as a lab where grade is calculated with lecture.
Pass/No Pass P/NP	<p>In some courses students are graded 'P/NP' (Pass/No Pass). This grading option 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.</p> <p>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.</p> <p>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.</p>
How to Acquire Your Grades	<p>A student may use a touch tone telephone (WolfLine) to access his/her academic record for the semester. 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.</p> <p>A student may also request a printed copy of semester grades. This form is available in Admission &amp; Records Office, FSM 101.</p>

**WolfLine: 745-5803**

## GRADUATION

Graduation Application	<p>MSC issues diplomas three times a year: in January following the Fall semester, in June following the Spring semester, and in September following the Summer session. To be eligible for graduation a student must:</p> <ol style="list-style-type: none"> <li>1. Be formally admitted a minimum of one semester prior to applying for graduation.</li> <li>2. Submit an Application for Graduation and pay a \$20 fee by the deadline published in the Course Schedule. Students must obtain an Academic Advisor's signature on the Application for Graduation form, which is available from Student Services.</li> </ol> <p>Upon receipt of the student's Application for Graduation, a review is completed. If the student has met all requirements, the certificate or degree is awarded at the end of the semester. The student is held responsible for meeting all academic regulations and degree/certificate requirements.</p> <p>Names of students receiving degrees/certificates appear in the commencement program and are released to the media. A student who does not want his/her name to be released may so indicate on the Application for Graduation form.</p> <p>Applications for graduation received after the deadline are processed for graduation the following semester. A student who applies for graduation and who does not complete his/her degree or certificate requirements by the end of the semester must re-apply for graduation and pay the \$20 fee again.</p>
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, a student must earn at least 15 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 2.0 (C) is required in all work to graduate. For a certificate, a minimum GPA of 2.0 (C) is required in the specialty field. All grades - originals and any retakes - will be reflected on his/her transcript, but only the most recent grade earned for a repeated course will be computed in the GPA for graduation certification.

## HONORS

Graduation with Honors	<p>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.</p> <p>A transfer student 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.</p>
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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	An admitted undergraduate degree/certificate-seeking student maintaining exceptional academic achievement is recognized after the Fall and Spring semesters on the Chancellor's List and the Dean's List. Names of students appearing on these MSC/UAA lists are released to the media; also, names and addresses of honor students are provided to the National Dean's List Publication unless a written request not to do so has been received by Admissions & 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 4.0 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 coursework 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 coursework 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 3.0 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.

## NON-TRADITIONAL CREDIT

Non-traditional credit evaluations are available for accepted degree-seeking MSC students. These allow a student who has 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, pay the administrative fee, and submit them to the Admissions & Records Office.
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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. <ol style="list-style-type: none"> <li>1. National/State/Local Certificates: A person who has 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.</li> <li>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.</li> </ol>
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**Credit for Prior Learning**

For some courses, a student may receive non-traditional credit on a case-by-case basis by documenting his/her 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**

An accepted degree-seeking student 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 the Admissions & Records Office or the Advising and Testing Center. 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 exists, CLEP, DANTES, ACT-PEP, or other national examinations may be administered instead of a local credit by examination.
4. Determination of courses that may be taken through local credit by exam and construction of the examinations is at the discretion of the appropriate faculty member(s).
5. Local credit by exam is not awarded for a course that duplicates one for which credit has already been granted.
6. A student 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. A student has one year from the date of application to take the local examination.
10. A student may not request local credit by exam for an audited course until the following academic year.

**Military Credit**

Eight elective credits may be awarded to a student who has completed at least one 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 a student enrolled in the SOCAD or SOCNV programs.

The Service Members Opportunity Colleges (SOCAD and SOCNV) 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 three semester credits to be completed in residence at MSC for the associate program and six 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 three semester credits for the two-year programs and 24 semester credits for the four-year program.

Please contact 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 Admissions & Records Office. Credit may be received for more than one national examination.

**Advanced Placement Program**

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/A105L
COMPUTER SCIENCE .....	CS A201/A202
ECONOMICS	
Macroeconomics .....	ECON A201
Microeconomics .....	ECON A202
ENGLISH	
Language & Composition .....	ENGL A111
Literature & Composition .....	ENGL A121
ENVIRONMENTAL SCIENCE .....	ENVI A202 + 1 credit GER-Natural Science Lab
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
World History .....	HIST A101
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
PHYSICS	
Physics B .....	PHYS A123
Physics C .....	PHYS A211
PSYCHOLOGY .....	PSY A111
SPANISH	
Level 3: Spanish Language .....	SPAN A101/A102
Level 3: Spanish Literature .....	SPAN A201/A202
STATISTICS .....	AS A252

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

An Official CLEP Transcript must be submitted to the Admissions & Records Office.

**1. General Exams**

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

English .....	0 Credits
No credit awarded	
English Composition with essay .....	3 Credits
ENGL A111 - GER	
Mathematics .....	3 Credits
Lower Division Elective, non-GER	
Natural Science .....	6 Credits
BIOL 102 - GER and	
Lower Division Elective, non-GER	

Humanities .....	6 Credits
Humanities and/or Fine Arts - GER	
Social Sciences/History .....	6 Credits
Humanities - GER or	
Social Sciences - GER	

A student must request that an official report of exam scores be sent to the Admissions & Records Office. Examinations may not be repeated for a minimum of 6 months.

## 2. Subject Exams

Credit awarded for subject exams will be elective credit or, through agreements with departments, equated to MSC/UAA courses. A student must request that an official report of exam scores be sent to the Admissions & Records Office. Examinations may not be repeated for a minimum of 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, will be equated to MSC/UAA courses. An official copy of the DANTES/USAFI transcript must be submitted to the 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 the Admissions & Records Office.

### ACT (English Component) or SAT (Verbal Component)

A student 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 the 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 Advising and Testing Center 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 a student to enter a specified course at any time during the semester prior to the Open Entry Deadline. A student generally works at his/her own pace to complete the required course content. If the course is not completed by the end of the semester for which the student has enrolled, he/she may request an "I" (Incomplete) grade. An Incomplete Grade Contract (a contract between the student and the faculty member that stipulates the requirements for completion of the course) is required and must be submitted for each "I" grade. Coursework must be completed by a date specified in the contract, not to exceed the last day of instruction for the next regular semester. Upon completion of the required coursework, the faculty member must submit a change of grade form to the Admissions & Records Office. If the coursework is not completed according to the date and terms specified in the Incomplete Grade Contract, the faculty member may assign a failing grade ("F" or "NP", depending on the grading basis of the course). If the faculty member does not submit a change of grade at that 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.
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 University of Alaska Fairbanks P.O. Box 756700 Fairbanks, AK 99775-6700	Phone: (907) 474-5353 Fax: (907)-474-5402 email: <a href="mailto:racde@uaf.edu">racde@uaf.edu</a> website: <a href="http://uafcdc.lrb.uaf.edu">http://uafcdc.lrb.uaf.edu</a>
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**Telecourses**

**Teleconferences** - allow participation in live interactive meetings or seminars conducted among people at different locations. UAA has joined with the National University Teleconference Network, PBS Adult Learning Satellite Service, and other training agencies to offer coverage of a wide range of topics presented by internationally recognized leaders.

**Live Teleclasses** - allow students at locations throughout Alaska to actively participate in classes originating on the UAA campus. Satellite-delivered one-way video and two-way audio connect students. Live teleclasses are carried on Alascom's Aurora II satellite for rural students and on GCI Cable Channel 42 within the Anchorage Bowl.

**Telecourses** - College-level credit courses may be offered in a televised format. Courses may be viewed on Channel 7/KAKM, GCI Cable Channel 42, or at videotape checkout sites.

All courses are approved by appropriate academic departments and faculty groups and meet standards of accreditation. No distinction is made between the various delivery modes in terms of a course's acceptability for meeting degree program requirements. It is the student's responsibility to obtain advice regarding the applicability of any particular course to meet a specific degree requirement.

**Center for Distributed Learning**

The Center for Distributed Learning offers courses using videotape, live televised classes, CD-ROM, and the Internet. The Center for Distributed Learning can be reached at (907) 786-4488 or at [www.dist-ed.alaska.edu](http://www.dist-ed.alaska.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 9th 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 members 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 member is available to fulfill that function. The responsibilities of the Instructor of Record are to:
  - d. See that the grades are turned into the 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 members involved.
  - e. Agree to assume responsibility if problems arise.
7. Faculty members 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 members 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 a faculty member, 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 a student who has completed most of the required courses in his/her 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 9<sup>th</sup> week of the fall and spring semesters.
6. Only permanent or term faculty members 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 members are available to fulfill that function. The responsibilities of the Instructor of Record are to:
  - a. See that the grades are turned in to the 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 members in the discipline.

## PREREQUISITES

A student is responsible for meeting course prerequisites. 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 coursework, he/she 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.

## 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. A student may not repeat a course by credit-by-exam, correspondence, or through work at another college or university for the purpose of raising his/her grade point average at MSC/UAA.

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

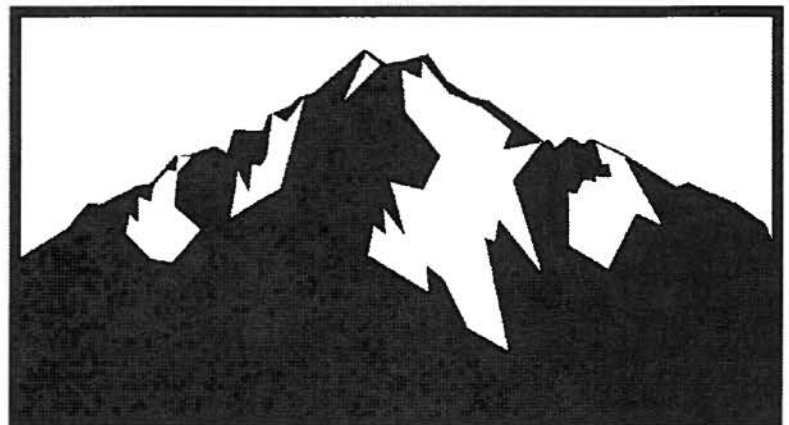
## STACKED COURSES

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.

# Chapter 6

## Student Rights, Freedoms, and Responsibilities

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Matanuska-Susitna College

## STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

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.

## FREEDOMS

Freedom of Expression	<p>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.</p> <p>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.</p>
Freedom of Access	<p>Within the limits of its resources, Matanuska-Susitna College shall be open to all applicants who are qualified according to current enrollment and admission requirements. The College does not discriminate on the basis of race, color, religion, national origin, sex, age, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood in any of its policies, practices, or procedures. This includes admissions, employment, financial aid, and educational services, programs, and activities.</p>
Freedom of Association	<p>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 registered campus organizations of their choice, within the membership requirements of those organizations.</p>
Freedom from Unreasonable Search/Seizure	<p>Students shall be free from unreasonable search and/or seizure regarding their persons and their personal property.</p>
Student Participation in Institutional Government	<p>Students shall be free, individually and collectively, to express their views 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.</p>

## 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 arbitrary 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.

## 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 rights 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 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.
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.

Complete copies of the University Judicial Review Procedures are available at the MSC Director's or Admissions & Records Office.

## 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/MSU, 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 Advising and Testing Center 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 UAA '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 Dispute Resolution Procedure contained in this bulletin.

## STUDENT DISPUTE/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. The process used will depend on the nature of the complaint. Refer to specific sections in this bulletin that address the issues in question.

For disputes about grades and other academic actions, refer to the Academic Dispute Resolution Procedure; for complaints about the conduct of another student or disputes regarding University judicial decisions or resulting disciplinary sanctions, refer to the Student Code of Conduct and the Student Judicial Review Procedures; for complaints of sexual harassment and sexual misconduct, refer to the Student Code of Conduct and the Sexual Offenses Policy; for challenges to the content of your student record, refer to the Access to Student Records Procedure. All of these topics may be found in this bulletin.

For disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodations for students with disabilities refer to the University Regulation 09.06.00 on students with disabilities. Contact Disability Support Services at (907) 745-9732 or (907) 745-9751 (TTY) or the UAA Campus Diversity and Compliance 504/ADA coordinator at (907) 786-4680 (voice or TTY) for additional information and a copy of the UAA procedures.

For complaints 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 UAA Diversity & Compliance Office.

The College/University strongly encourages students to make their complaints known to the appropriate departments and individuals within the University. Students may also contact the Department of Education, Office of Civil Rights for Title IX (gender equity) and 504/ADA (disability) complaints.

For disputes related to student employment, refer to the grievance procedure specified in UA Regents' policies and University regulations on human resources, except where specifically modified by Regents' Policy 09.05.00 and its corresponding University Regulation on employment of students.

For complaints about employee misconduct not covered in this section, 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.

## 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 Chancellor 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 Chancellor. 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 Chancellor.

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. There is no charge for this service; just call for help 24 hours a day at the AA Hotline 376-4777. One of the Alcoholics Anonymous meeting halls is located in the Alano Club at 901 Snohomish, Wasilla or call 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.

Additional University information and policies, health risks, counseling resources, and State of Alaska laws and penalties pertaining to alcohol and other drugs can be found in the Drug Free Schools statement which is available at the UAA web site [www.uaa.alaska.edu/dos/safety](http://www.uaa.alaska.edu/dos/safety) or in hard copy from the UAA Office of Student Affairs, Campus Center 233, 3211 Providence Drive, Anchorage, Alaska, 99508.

## 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 a potentially dangerous animal 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 buildings 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.

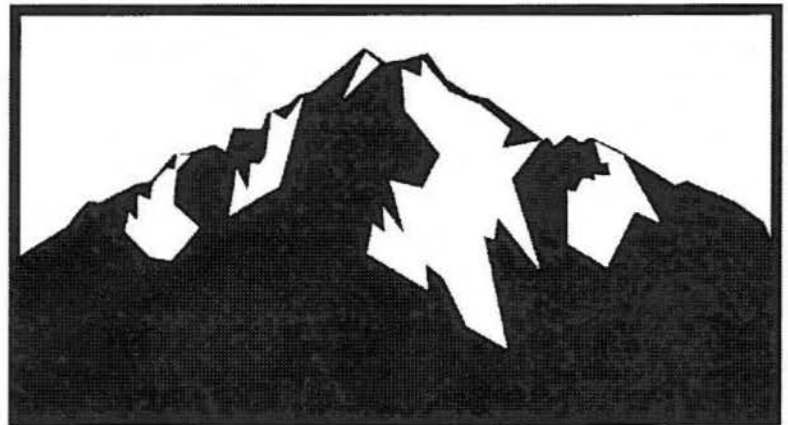
All MSC/UAA facilities are covered by this policy. Coverage includes facilities owned, leased, or rented by the University or under control of the University, as well as all College/University vehicles.

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.

# Chapter 7

## Course Descriptions

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Matanuska-Susitna College

## 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

A student is expected to demonstrate learning skills commensurate with the appropriate course level.

A student is 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 coursework, the student may request permission from the instructor of the course to enroll in the class. A faculty withdrawal may be initiated for a student who enrolls 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 is a general guide for course expectations.

**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 coursework 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.

Course numbers are preceded by an "A" for all UAA campuses and extended sites. 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.
- 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 Communication Skills
- Written Communication Skills
- 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
ECD	Early Childhood Development
ECON	Economics
ED	Education
EDPE	Education - Physical Education
EDSE	Education - Special Education
EMT	Emergency Medical Technology
ENGL	English
ESL	English-As-A-Second Language
ET	Electronics Technology
FD	Floral Design
FREN	French
FSA	Fire Service Administration
GEOG	Geography
GEOL	Geology
GER	German
GUID	Guidance
HCA	Health Education & Training
HIST	History
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 they provide 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 CIOS 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 CIOS 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 CIOS 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.

## Agriculture

## AGRI

**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 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 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**  
 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.                      Contact Hours: 3 + 0

**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 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 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.

## American Sign Language

## ASL

**ASL A101 Elementary American Sign Language I 3 CR**

Course Attributes: UAA Humanities Requirement.

Contact Hours: 3 + 0

Special Note (MSC): Beginning Spring 2001

Introduction to American Sign Language for beginners with no such prior knowledge. This course emphasizes receptive comprehension, sign production, and everyday vocabulary. Students are also introduced to basic grammatical and sentence structures, and to the Deaf community and culture.

**ASL A102 Elementary American Sign language II 3 CR**

Prerequisites: ASL A101.

Contact Hours: 3 + 0

Course Attributes: UAA Humanities Requirement.

Special Note (MSC): Beginning Spring 2001

Continuation of ASL A101, designed for students able to comprehend and initiate very basic conversations on everyday topics. Students gain confidence in asking and answering questions, learn to sustain modest conversations, increase their vocabulary and knowledge of grammatical and sentence structures, and deepen their understanding of Deaf community and culture.

**ASL A121 American Sign Language I 3 CR**

Special Note (MSC): Last offering Fall 2000

Contact Hours: 3 + 0

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

**ASL A131 American Sign Language II 3 CR**

Prerequisites: ASL A121.

Contact Hours: 3 + 0

Special Note (MSC): Last offering Fall 2000

Develops receptive and expressive skills in American sign language. Explanations and examples of 20 or more basic features of American Sign Language. Extensive student practice in class. Diligent students can learn 1,000 or more signs and idioms.

**ASL A201 Intermediate American Sign Language I 3 CR**

Prerequisites: ASL A102.

Contact Hours: 3 + 0

Course Attributes: UAA Humanities Requirement.

Special Note (MSC): Beginning Spring 2001

Development of receptive and expressive proficiency, with continued emphasis on purposeful communication. Students gain greater confidence in producing signed discourse, become more adept at creating with the language, and begin to sustain extended conversation. Grammatical structures are examined more in-depth, and a wider range of current topics is introduced.

**ASL A202 Intermediate American Sign Language II 3 CR**

Prerequisites: ASL A201.

Contact Hours: 3 + 0

Course Attributes: UAA Humanities Requirement.

Special Note (MSC): Beginning Spring 2001

For students able to communicate in American Sign Language on a variety of everyday topics. Continued learning of vocabulary-building techniques, and strengthening and developing facility with grammatical structures. Cultural understanding will be explored through examination of societal perceptions of deafness.

**ASL A221 American Sign Language III 3 CR**  
 Prerequisites: ASL A131. Contact Hours: 3 + 0  
 Special Note (MSC): Last offering Fall 2000  
 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.

**ASL A231 American Sign Language IV 3 CR**  
 Prerequisites: ASL A221. Contact Hours: 3 + 0  
 Special Note (MSC): Last offering Fall 2000  
 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.

## Anthropology

## ANTH

**ANTH A101 Introduction to Anthropology 3 CR**  
 Course Attributes: UAA Social Sciences Requirement. Contact Hours: 3 + 0  
 Special Note: Recommended for majors and non-majors.  
 Introduction to fundamentals of the four subfields of anthropology: archaeology, cultural anthropology, biological anthropology and anthropological linguistics. The course introduces basic ideas, methods and findings of anthropology.

**ANTH A200 Natives of Alaska 3 CR**  
 Course Attributes: UAA Social Sciences Requirement. Contact Hours: 3 + 0  
 Introduction to culture and history of Alaska Natives. Includes environmental settings, linguistic subdivisions, traditional sociocultural organization and subsistence patterns, contact with non-Native groups, and contemporary issues.

**ANTH A202 Cultural Anthropology 3 CR**  
 Course Attributes: UAA Social Sciences Requirement. Contact Hours: 3 + 0  
 Introduction to the methods, theories, and fundamental concepts for the study of cultural systems. Includes social relationships, economic organization, political systems, symbols and beliefs. Serves as foundation for more specialized courses in cultural anthropology.

**ANTH A211 Fundamentals of Archaeology 3 CR**  
 Contact Hours: 3 + 0  
 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.

**ANTH A250 The Rise of Civilization 3 CR**  
 Course Attributes: UAA Social Sciences Requirement. Contact Hours: 3 + 0  
 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.

**ANTH A431 Field Methods in Archaeology 1-8 CR**  
 Registration Restrictions: Faculty permission and ANTH A211 recommended. Contact Hours: 0 + 3-24  
 Stacked with: ANTH A631.  
 Special Fees.  
 Special Note: May be repeated once for credit.  
 Introduction to basic techniques of archaeological data recovery and recording, laboratory processing, and preliminary analysis of archaeological materials.

## Applied Statistics

AS

### AS A252 Elementary Statistics

3 CR

Prerequisites: MATH A105 with minimum grade of C.

Contact Hours: 3 + 0

Registration Restrictions: If prerequisite is not satisfied, two years of high school algebra with grade of C or higher or Math Placement Test is required.

Course Attributes: UAA Quantitative Skills Requirement.

Special Fees.

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.

### 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: UAA Quantitative Skills Requirement.

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 A101 Fundamentals of Drafting for Building Construction

3 CR

Special Fees.

Contact Hours: 1 + 2

Basic drafting skills necessary in survey and civil engineering, architectural, mechanical, structural, and electrical drafting within the building construction fields. Introduction to building construction industry, including relationships between architects, engineers, drafters, and technicians.

### AET A102 Specifications and Materials for Building Construction

4 CR

Special Fees.

Contact Hours: 4 + 0

Investigation of building specification types, language style, writing formats, and information sources, including the CSI Masterformat. Analysis of building materials, structural components, code requirements, construction processes, and assemblies. Community field project involving team research of current Alaskan building types.

### AET A161 Blueprint Reading for the Construction Industry

1 CR

Registration Restrictions: High school reading and writing skills and math including addition and subtraction of fractions and decimals.

Contact Hours: 1 + 2

Special Fees.

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

Introduction to skills and techniques needed to correctly interpret working drawings used in construction field.

### 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.

### AET A281 Basic 2-D CADD

4 CR

Prerequisites: AET A101 and AET A102.

Contact Hours: 1 + 1

Registration Restrictions: High school completion and freshman level reading, writing, and math skills. Three additional AET credits; or previous drafting experience with faculty permission.

Special Fees.

Introductory 2-Dimensional computer-aided drafting/design (CADD) course covering system organization, vocabulary/terminology, and creation/manipulation of 2-D drawings through hands-on experience with minicomputer-based drafting/design software. Projects taken from building construction fields of architecture, civil engineering, surveying, structural engineering, mechanical engineering, and electrical engineering.



# 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 A103 Multi Process Activities (Select Printmaking, Papermaking, or Photography 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 printmaking, papermaking, or photography 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 + 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 multi-media art processes may be offered to introduce possible areas for future concentrated study.  
 Recommended for students 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.

<b>ART A160</b>	<b>Art Appreciation</b>	<b>3 CR</b>
Course Attributes: UAA 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.		
<b>ART A180A</b>	<b>Beginning Stained Glass</b>	<b>3 CR</b>
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.		
<b>ART A180B</b>	<b>Intermediate Stained Glass</b>	<b>1 CR</b>
Prerequisites: ART A180A.		Contact Hours: 1 + 0
Special Fees.		
Special Note: Does not satisfy BA in Art or BFA degree requirements.		
Continuation of ART 180A emphasizing advanced use of lead came and copper foil.		
<b>ART A205</b>	<b>Intermediate Drawing</b>	<b>3 CR</b>
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.		
<b>ART A209</b>	<b>Beginning Metalsmithing and Jewelry</b>	<b>3 CR</b>
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.		
<b>ART A211</b>	<b>Beginning Sculpture</b>	<b>3 CR</b>
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.		
<b>ART A212</b>	<b>Beginning Watercolor Painting</b>	<b>3 CR</b>
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.		
<b>ART A213</b>	<b>Beginning Painting</b>	<b>3 CR</b>
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**  
 Contact Hours: 0 + 6  
 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262.  
 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**  
 Contact Hours: 0 + 6  
 Crosslisted with: JPC A224.  
 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**  
 Contact Hours: 3 + 0  
 Prerequisites: ENGL A111.  
 Course Attributes: UAA Fine Arts Requirement UAA 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**  
 Contact Hours: 3 + 0  
 Prerequisites: ENGL A111.  
 Course Attributes: UAA Fine Arts Requirement UAA 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**  
 Contact Hours: 0 + 6  
 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262.  
 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**  
 Contact Hours: 0 + 6  
 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262.  
 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**  
 Contact Hours: 0 + 6  
 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262.  
 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**  
 Contact Hours: 0 + 6  
 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262.  
 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 A307      Life Drawing and Composition      3 CR**  
 Contact Hours: 0 + 6  
 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262.  
 Stacked with: ART A356.  
 Special Fees.  
 Special Note: May be repeated for credit.  
 Drawing from live models to explore possibilities in design composition. Emphasizes form and space using charcoal, pen, brush, and other media.

- ART A309 Intermediate Metalsmithing and Jewelry 3 CR**  
 Prerequisites: ART A209.  
 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.  
 Contact Hours: 0 + 6
- ART A312 Intermediate Watercolor Painting 3 CR**  
 Prerequisites: ART A212.  
 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.  
 Contact Hours: 0 + 6
- ART A313 Intermediate Painting 3 CR**  
 Prerequisites: ART A213.  
 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.  
 Contact Hours: 0 + 6
- ART A324 Intermediate Photography 3 CR**  
 Prerequisites: ART A224 or JPC A224.  
 Crosslisted with: JPC A324.  
 Special Fees.  
 Further development of photographic skills. Includes photographic perception of awareness, ideas and concepts, and the 'fine print'.  
 Contact Hours: 0 + 6
- ART A364 Italian Renaissance Art 3 CR**  
 Prerequisites: ART A261.  
 Special Fees.  
 Renaissance art from early Florentine beginnings to the high Renaissance of Venice.  
 Contact Hours: 3 + 0
- ART A372 Intermediate Fiber Structure 3 CR**  
 Prerequisites: ART A272.  
 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.  
 Contact Hours: 0 + 6
- ART A373 Intermediate Woven Forms 3 CR**  
 Prerequisites: ART A273.  
 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.  
 Contact Hours: 0 + 6
- 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.  
 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.  
 Contact Hours: 1-6 + 0
- 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 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 A053**      **Preventive Maintenance for Pilots and Owners**      **1-4 CR**  
 Grade Mode: Pass/No Pass.  
 Special Fees.  
 For pilots/owners to gain knowledge and experience in items of aircraft and engine maintenance that they may legally perform. Beneficial to people who intend to buy airplanes.  
 Contact Hours: .5-2 + 2-8
- AT A100**      **Private Pilot Ground School**      **3 CR**  
 Special Fees.  
 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: Contact Hours: 3 + 0  
 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.

## Biological Sciences

Students must obey all laboratory rules!

## BIOL

**BIOL A102 Introductory Biology 3 CR**  
 Course Attributes: UAA Natural Sciences Requirement. 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: UAA 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: UAA 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: UAA 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: UAA 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: UAA 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**  
 Contact Hours: 3 + 0  
 Registration Restrictions: Current Alaska registered nurse license and permission of both the associate dean of nursing and the course instructor.  
 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 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**  
 Grade Mode: Pass/No Pass.                      Contact Hours: 1 + 0  
 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**  
 Course Attributes: UAA Social Sciences Requirement.                      Contact Hours: 3 + 0  
 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**  
 Prerequisites: BA A231.                      Contact Hours: 3 + 0  
 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**

Prerequisites: [ACCT A101 or ACCT A201] and MATH A105.

Contact Hours: 3 + 0

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**

Crosslisted with: JUST 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.

**BA A242 Business Law II****3 CR**

Prerequisites: BA A241 or JUST A241.

Contact Hours: 3 + 0

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**

Prerequisites: BA A151.

Contact Hours: 3 + 0

Designed to give students a real-world view of basic marketing principles and practices. Emphasizes planning strategy and application of marketing concepts. Examines nature of marketing and its environment, selecting target markets, and developing a market mix: product, price, promotion, and distribution.

**BA A261 Advertising and Sales Promotion****3 CR**

Prerequisites: BA A260.

Contact Hours: 3 + 0

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

**BA 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: CIOA 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 &amp; 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 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 &amp; 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.



## 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. Contact Hours: 3 + 0  
 Registration Restrictions: CHEM A055 with minimum grade of C or high school chemistry.  
 Course Attributes: UAA Natural Sciences Requirement.  
 Covers units of measurement, periodic table, chemical equations, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction reactions, solutions, acids, bases, and buffers. Introduction to organic chemistry including units covering alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, and halides.
- CHEM A103L Survey of Chemistry Laboratory** 1 CR  
 Prerequisites: (CHEM A103 or concurrent enrollment). Contact Hours: 0 + 3  
 Course Attributes: UAA 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: UAA Natural Sciences Requirement.  
 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: UAA Natural Sciences w/ Lab.  
 Special Fees.  
 Laboratory sequence based on the concepts presented in CHEM 104.
- CHEM A105 General Chemistry I** 3 CR  
 Prerequisites: MATH A105 with minimum grade of C. Contact Hours: 3 + 0  
 Registration Restrictions: CHEM A055 with minimum grade of C or high school chemistry.  
 Course Attributes: UAA Natural Sciences Requirement.  
 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: UAA 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 MATH A107 with minimum grade of C]. Contact Hours: 3 + 0  
 Course Attributes: UAA Natural Sciences Requirement.  
 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: UAA 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.

Special Fees.

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: UAA Oral Communications Requirement.

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: UAA Oral Communications Requirement.

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: UAA Oral Communications Requirement.

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: UAA Oral Communications Requirement.

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.

**COMM A340      Nonverbal Communication****3 CR**

Prerequisites: COMM A101 or COMM A111 or COMM A235 or COMM A237 or COMM A241.

Contact Hours: 3 + 0

Covers theoretical and research literature pertinent to nonverbal communication behavior. Focuses on the persuasive role that movement plays in the formal and informal communication process.

## 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: 1 + 1-6  
Applies techniques and skills of log cabin construction. Covers planning and organization, estimating cost, and major phases of log building construction including foundation, floor, walls, roof, windows, doors and trim.

CED A231      Grant Proposal Writing      1 CR

Grade Mode: Pass/No Pass. Contact Hours: 1 + 0  
Presents an overview of funding sources and references, and provides an in-depth description of the components of a grant proposal.

CED A232      Professional/Business Development Conference for Women      1 CR

Grade Mode: Pass/No Pass. Contact Hours: 1 + 0  
A series of workshops exploring a wide variety of contemporary business and professional development topics such as career and leadership development, management, personal effectiveness and workplace skills.

## 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.

<b>CiOS A105</b>	<b>Introduction to PC Computers and Applications</b>	<b>3 CR</b>
Registration Restrictions: Keyboarding skill of at least 30 WPM. A non-technical computer literacy course. Overview of computers and current popular software packages for small business and personal use. Six to twelve hours of introduction to each of several applications including word processing, electronic spreadsheets, database and graphics software.		Contact Hours: 3 + 0
<b>CiOS A107</b>	<b>Macintosh Computer and Applications</b>	<b>3 CR</b>
Prerequisites: CIOS A100. Registration Restrictions: Keyboarding skill of at least 30 WPM. Introduction to Macintosh computer hardware and software, including word processing, spreadsheets, data management, communications, and graphics.		Contact Hours: 3 + 0
<b>CiOS A110</b>	<b>Computer Concepts in Business</b>	<b>3 CR</b>
Registration Restrictions: The following are recommended: MATH A105, CIOS A105 or ability 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.		Contact Hours: 3 + 0
<b>CiOS A111D</b>	<b>Introduction to Excel in Windows</b>	<b>1 CR</b>
Prerequisites: CIOS A113B. Registration Restrictions: Keyboarding skill of at least 30 WPM recommended. Introduction to design and use of electronic spreadsheets in a Windows environment. Covers the basic Excel for Windows commands and functions needed to create, manipulate, and print spreadsheets.		Contact Hours: 1 + 0
<b>CiOS A112F</b>	<b>Introduction to Microsoft Access in Windows</b>	<b>1 CR</b>
Registration Restrictions: Keyboarding skills of at least 30 WPM. CIOS A113B or 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.		Contact Hours: 1+0 or 0+2
<b>CiOS A113B</b>	<b>Introduction to Windows</b>	<b>1 CR</b>
Introduction to the Windows environment. Includes file and disk management, the control panel, print manager, Windows setup and maintenance.		Contact Hours: 1 + 0
<b>CiOS A114A</b>	<b>Introduction to Microsoft PowerPoint</b>	<b>1 CR</b>
Prerequisites: CIOS A113B. Registration Restrictions: Keyboarding skill of at least 30 WPM. Special Note: May be offered as either schedules or open entry, individualized course. Includes software applications covering techniques for design and development of presentation graphics slides. Slides are created with embedded graphs, tables, and visuals. Emphasis in design techniques.		Contact Hours: 1 + 0
<b>CiOS A115G</b>	<b>Introduction to Microsoft Word in Windows</b>	<b>1 CR</b>
Prerequisites: CIOS A113B. Registration Restrictions: Keyboarding skill of at least 30 WPM. Special Note: May be offered as either classroom or open-entry, individualized course. Explores some of the characteristics of a Windows-based application covering basic Windows operations focusing on Microsoft Word for Windows.		Contact Hours: 1 + 0
<b>CiOS A115H</b>	<b>Introduction to WordPerfect in Windows</b>	<b>1 CR</b>
Prerequisites: CIOS A113B. Registration Restrictions: Keyboarding skill of at least 30 WPM. 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.		Contact Hours: 1 + 0
<b>CiOS A116B</b>	<b>Introduction to Desktop Publishing On IBM</b>	<b>1 CR</b>
Prerequisites: CIOS A100. Introduction to using a desktop publishing package on the IBM. Students will produce publications placing text and graphics created with other applications. Design elements will also be discussed.		Contact Hours: 1 + 0



<b>CiOS A119</b>	<b>Exploring the Internet</b>	<b>1 CR</b>
Registration Restrictions: Keyboarding of at least 30 WPM and basic computer skills. 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.		Contact Hours: 1 + 0
<b>CiOS A160</b>	<b>Business English</b>	<b>3 CR</b>
Develops skills in English fundamentals with emphasis on language usage. Intensive study of grammar, punctuation, capitalization, spelling, word usage, and sentence structure.		Contact Hours: 3 + 0
<b>CiOS A161</b>	<b>Business Math</b>	<b>3 CR</b>
Registration Restrictions: Qualifying exam and faculty signature for open-entry class only. 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.		Contact Hours: 3+0 or 0+6
<b>CiOS A165</b>	<b>Office Procedures</b>	<b>3 CR</b>
Prerequisites: CIOS A100. Duties and responsibilities of general office employees. Includes filing, effective mail processing, telephone communication, meeting the public, office supplies, banking, employment procedures, and grooming.		Contact Hours: 3 + 0
<b>CiOS A166</b>	<b>Filing</b>	<b>1 CR</b>
Special Note: Open-entry, individualized course. Study of filing procedures and basic records management principles. Practice in alphabetic filing rules and introduction to subject, numeric, and geographic filing systems.		Contact Hours: 0 + 2
<b>CiOS A167</b>	<b>Proofreading</b>	<b>1 CR</b>
Prerequisites: CIOS A100 and CIOS A160. 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.		Contact Hours: 1+0 or 0+2
<b>CiOS A168</b>	<b>Shorthand</b>	<b>3 CR</b>
Special Note: May be offered as either classroom or open-entry, individualized course. Theory, reading and writing practice for rapid writing of office dictation or abbreviated notetaking.		Contact Hours: 3+0 or 0+6
<b>CiOS A170</b>	<b>Calculators</b>	<b>1 CR</b>
Special Note: Open-entry, individualized course. Basic operation of electronic calculators with application in solving business problems.		Contact Hours: 0 + 2
<b>CiOS A211D</b>	<b>Advanced Excel in Windows</b>	<b>1 CR</b>
Prerequisites: CIOS A111D. 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.		Contact Hours: 1+0 or 0+2
<b>CiOS A215G</b>	<b>Advanced Microsoft Word for Windows</b>	<b>1 CR</b>
Prerequisites: CIOS A115G. Continuation of CIOS A115G. Includes software application in advanced areas.		Contact Hours: 1 + 0
<b>CiOS A215H</b>	<b>Advanced WordPerfect in Windows</b>	<b>1 CR</b>
Prerequisites: CIOS A115H. 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.		Contact Hours: 1 + 0

- CIOS A216B      Advanced Desktop Publishing on IBM      1 CR**  
 Prerequisites: CIOS A116B.      Contact Hours: 1 + 0  
 Continuation of desktop publishing fundamentals, features, and operations on a personal computer. All aspects of the publishing field are touched upon. Students will generate various graphics, charts and documents incorporating advanced drawing and graphing programs.
- CIOS 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      Contact Hours: 0 + 2  
 CIOS A160 or 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  
 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 A280 Individual Microcomputer Project 3 CR**  
 Registration Restrictions: Twelve credits hours of OMT courses and faculty permission. Contact Hours: 0 + 6  
 Project will include learning a new microcomputer application, applying the application to significant problems, and demonstrating the results to other computer users.
- 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  
 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 AI01 Introduction to Computer Science 3 CR**

Prerequisites: MATH AI05 with minimum grade of C.

Contact Hours: 3 + 0

Registration Restrictions: If prerequisite is not satisfied, two years of high school algebra with a grade of C or higher is required.

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 AI06 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 the BASIC language.

## Counseling

## COUN

**COUN AI01 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 AI07 Managing Stress 1 CR**

Examines general causes of stress and effective methods to eliminate or manage stress in your own life.

Contact Hours: 1 + 0

**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.

Contact Hours: 3 + 0

Introduction to two or more types of creative writing, with close analysis of each student's work.

**CWLA A260B Introduction to Creative Writing: Poetry 3 CR**

Special Note: This course may be taken twice for credit.

Contact Hours: 3 + 0

Introduction to techniques of writing poetry, with close analysis of each student's work.

**CWLA A260C Introduction to Creative Writing: Fiction 3 CR**

Special Note: May be taken twice for credit.

Contact Hours: 3 + 0

Introduction to techniques of writing fiction, with close analysis of each student's work.

**CWLA A260E Introduction to Creative Writing: Nonfiction 3 CR**

Special Note: This course may be taken twice for credit.

Contact Hours: 3 + 0

Introduction to techniques of writing nonfiction, with close analysis of each student's work.

**CWLA A260G Introduction to Creative Writing: Women's Writing Workshop 3 CR**

Special Note: May be taken twice for credit.

Contact Hours: 3 + 0

Practice in two or more types of creative writing, with close analysis of each student's work. Participants examine the roles and challenges of women writers in society and explore narrative possibilities unique to writing by women.

# 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

Contact Hours: 3 + 0

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

Study of nutrition in the life cycle including food sources and requirements of nutrients; physiological and metabolic aspects of nutrient function; food choices, selection and contemporary issues of concern to health professionals and consumers.

## DN A245 Nutrition for the Second Fifty Years

3 CR

Contact Hours: 3 + 0

Focuses on the nutritional needs of the older person, based on physiological changes in aging, with nutritionally related diseases, procuring and preparing food, and assistive care. Designed for those preparing for careers in elderly care and for those interested in learning how to care for themselves in later years.

# Early Childhood Development

# ECD

## ECD A105 Introduction to the Field of Early Childhood

3 CR

Contact Hours: 3 + 0

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.

## ECD A111 Safe Learning Environments

1 CR

Contact Hours: 1 + 0

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

## ECD A112 Healthy Learning Environments

1 CR

Contact Hours: 1 + 0

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

## ECD A113 Learning Environments

1 CR

Contact Hours: 1 + 0

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.

## ECD A121 Physical Activities for Young Children

1 CR

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 A122 Cognitive Activities for Young Children

1 CR

Contact Hours: 1 + 0

Activities and experiences which encourage questioning, probing, and problem solving skills appropriate for different developmental levels and various learning styles of young children.

## ECD A123 Communication

1 CR

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 A124 Creative Activities for Young Children

1 CR

Contact Hours: 1 + 0

Experiences, activities, and media that stimulate children to explore and express their creative abilities.



ECD A131	Guidance and Discipline	1 CR
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 A132	Social Development	1 CR
Contact Hours: 1 + 0 Emphasis on social development of young children by the encouragement of empathy and mutual respect among children and adults. Also discussed is the development of cooperation among children and between children and adults.		
ECD A211	Development of a Sense of Self	1 CR
Contact Hours: 1 + 0 Presents information and activities to help young children know, accept, and take pride in themselves, and to develop independence. Includes fostering children's self-knowledge and sense of pride, experiences of success, acceptance by others, and realization of their own effectiveness.		
ECD A221	Families	1 CR
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 A222	Program Management	1 CR
Contact Hours: 1 + 0 Information and activities teaching students to use available resources to ensure effective operation of children's programs. Emphasis on competent organization, planning, and record keeping.		
ECD A223	Exploring and Developing Personal Capabilities in Teaching	1 CR
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
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
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
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
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.		
ECD A295A	Practicum I	3 CR
Contact Hours: 1 + 2 Prerequisites: ECD A105 and ECD A223 and ECD A224 and DN A145 and PSY A245 and ECD A231 and ECD A232 and ECD A233. Registration Restrictions: Ten credits of the following: ECD A111, A112, A113, A121, A122, A123, A124, A131, A132, A211, A221, A222. Special Note: Faculty permission required. Must have faculty permission to take concurrently with ECD A295B. Supervised field experience in an instructor approved early childhood setting. Emphasis is on planning and conducting children's activities in various program areas and on assisting a lead teacher. Experience includes an initial assessment in all areas of professional competencies. An individual plan for the semester will be developed.		



- 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 Teacher Education Program.  
 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 Teacher Education Program.  
 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 with minimum grade of C. Contact Hours: 3 + 0  
 Registration Restrictions: All General Education Requirements and admission to the Teacher Education Program.  
 Math topics and their relationship to the methods used in teaching elementary children. Includes: sets; patterning; place value; operations with whole numbers and errors made 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 Teacher Education Program.  
 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 Teacher Education Program.  
 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 Teacher Education Program.  
 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: ED A201. Contact Hours: 3 + 0  
 Registration Restrictions: Admission to a Teacher Education program and completion of the General Education Requirements.  
 Philosophical assumptions underlying the American concept of schooling, including an overview of the historical antecedents of modern educational philosophy. Explores how philosophy guides choices about schooling and emphasizes the importance of developing 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 Teacher Education Program.  
 Crosslisted with: MUS A471.  
 Principles, procedures, and materials for teaching music to children at the elementary level.

## Education-Physical Education

## EDPE

EDPE A432 Classroom Teaching of Health Enhancement

3 CR

Contact Hours: 2 + 3

Registration Restrictions: General Education degree requirements and admission to the Teacher Education Program.

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

Contact Hours: 3 + 0

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

Registration Restrictions: Admission to the Teacher Education Program.

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

Contact Hours: 3 + 0

Registration Restrictions: Admission to the Teacher Education Program.

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 A460 Exceptional Learner

3 CR

Contact Hours: 3 + 0

Prerequisites: EDSE A312.

Registration Restrictions: Admission to the Teacher Education Program.

Introduction to the field of special education. Covers the nature and characteristics of various physical and mental exceptionalities included in the special education population.

EDSE A480 Culture, Schools, and Society

3 CR

Contact Hours: 3 + 0

Prerequisites: ED A321.

Interdisciplinary study of cultural issues in contemporary schools and society. Considers the psychological and social factors in the educational process. Specific attention given to curricular improvement and teaching strategies appropriate for diverse populations.

## Electronics Technology

## ET

Students must obey all laboratory rules!

ET A104 DC Circuits

4 CR

Contact Hours: 4 + 0

Corequisite: ET A106.

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

Contact Hours: 2 + 4

Corequisite: ET A104.

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: 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**  
 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.

## 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**  
 Contact Hours: 4 + 4  
 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.  
 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**  
 Contact Hours: 2 + 2  
 Registration Restrictions: Must meet all qualifications for EMT I and have 6 months experience. 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.  
 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 A110                      Approaches to Academic Study                      3 CR

Registration Restrictions: Score on Reading Asset Test of 43 or above.                      Contact Hours: 3 + 0  
 Special Fees.  
 Instruction in academic skills and critical thinking demanded in college work. Includes library and on-line research, time management, academic vocabulary development, note taking, text comprehension, and test taking.

ENGL A111                      Methods of Written Communication                      3 CR

Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C.                      Contact Hours: 3 + 0  
 Registration Restrictions: Appropriate score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite.  
 Course Attributes: UAA Written Communication Requirement.  
 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: UAA 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 A207                      American Prizewinners                      3 CR

Interpretation and discussion of selections by American writers who have been honored nationally or internationally.                      Contact Hours: 3 + 0

- ENGL A211 Academic Writing About Literature 3 CR**  
 Prerequisites: ENGL A111 with minimum grade of C. Contact Hours: 3 + 0  
 Course Attributes: UAA Written Communication Requirement.  
 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: UAA Written Communication Requirement.  
 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 Social and Natural Sciences 3 CR**  
 Prerequisites: ENGL A111 with minimum grade of C. Contact Hours: 3 + 0  
 Course Attributes: UAA Written Communication Requirement.  
 Special Fees.  
 Instruction in academic writing based on close analysis of readings in various disciplines, primarily the social and natural sciences. Develops a broad range of expository writing skills, including composition of the empirical report. Research paper required.
- ENGL A306 Literature of the United States I 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. Contact Hours: 3 + 0  
 Course Attributes: UAA Humanities Requirement.  
 Special Fees.  
 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 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  
 Course Attributes: UAA Humanities Requirement.  
 Special Fees.  
 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 Composition 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. Contact Hours: 3 + 0  
 Course Attributes: UAA Written Communication Requirement.  
 Special Fees.  
 Advanced instruction in composing and reviewing written texts, with focus on multiple rhetorical situations.
- ENGL A312 Advanced Technical 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. Contact Hours: 3 + 0  
 Registration Restrictions: ENGL A212 recommended.  
 Course Attributes: UAA Written Communication Requirement.  
 Special Fees.  
 Instruction in principles of textual and visual design in order to understand, analyze, evaluate, and design effective technical communication. Practice in standard editing for both print and online documents.
- 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.

**ENGLA414      Research Writing      3 CR**

Contact Hours: 3 + 0

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.

Course Attributes: UAA Written Communication Requirement.

Special Fees.

Technical, specialized exposition, documentation, and research. Concentration on language, style, and audience in scholarly articles. Papers in students' discipline prepared for presentation.

**ENGLA424      Shakespeare      3 CR**

Contact Hours: 3 + 0

Prerequisites: ENGL A201 and ENGL A202.

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.

**ENGLA435      History of Criticism      3 CR**

Contact Hours: 3 + 0

Prerequisites: ENGL A201 and ENGL A202.

Special Fees.

Critical theory from its classical origins to the present.

## English-As-A-Second Language ESL

**ESL A103      Oral Fluency I      3 CR**

Contact Hours: 3 + 0

Registration Restrictions: Appropriate score on TOEFL/TSE or interview with ESL director.

Special Fees.

Special Note: Required language lab work.

For intermediate to advanced students. Instruction in pronunciation, listening comprehension, and speaking strategies for academic and career settings. Emphasis on self-monitoring. Includes special practice in group discussion techniques.

## Fire Service Administration FSA

**FSA A101      Introduction to Fire Science      3 CR**

Contact Hours: 3 + 0

Special Fees.

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**

Contact Hours: 3 + 0

Special Fees.

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**

Contact Hours: 3 + 0

Principles of fire control through utilization of personnel, equipment, and extinguishing agents of groundfire.

**FSA A111      Fire Company Organization and Management      3 CR**

Contact Hours: 3 + 0

Special Fees.

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**

Contact Hours: 3 + 0

Special Fees.

Fire apparatus designs, specifications, and performance capabilities. Effective utilization of apparatus in fire service emergencies.

**FSA A117      Rescue Practices      3 CR**

Contact Hours: 3 + 0

Special Fees.

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 A123	Fire Investigation I	3 CR
Determining types and causes of fires. Introduction to arson and incendiarism, including recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedures. Court procedures, giving court testimony, and related laws.		Contact Hours: 3 + 0
FSA A202	Fire Hydraulics	3 CR
Special Fees. Review of mathematical hydraulic laws as applied to fire science. Application of formulas and calculations to hydraulics and water supply problems.		Contact Hours: 3 + 0
FSA A204	Hazardous Materials I	3 CR
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.		Contact Hours: 3 + 0
FSA A206	Building Construction for Fire Protection	3 CR
Special Fees. 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.		Contact Hours: 3 + 0
FSA A210	Hazardous Materials II	3 CR
Special Fees. Second semester course in hazardous materials. Covers handling, identification, and firefighting practices for explosive, toxic, and radioactive materials in transit and storage.		Contact Hours: 3 + 0
FSA A212	Related Codes and Ordinances	3 CR
Special Fees. Background and interpretation of national, state, and local codes, ordinances, and laws which influence fire prevention field.		Contact Hours: 3 + 0
FSA A214	Fire Protection Equipment and Systems	3 CR
Special Fees. Study of portable fire extinguishing equipment, protection devices, and systems for special hazards. Sprinkler, fire detection, and alarm systems.		Contact Hours: 3 + 0
FSA A216	Methods of Instruction for Fire Service	3 CR
Registration Restrictions: Faculty permission. 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.		Contact Hours: 3 + 0
FSA A217	Advanced Rescue Practices	3 CR
Registration Restrictions: Basic background in fire science. 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.		Contact Hours: 3 + 0

## Floral Design

## FD

FD A161	Floral Design I	3 CR
Special Fees. Special Note: Appropriate for persons with personal and professional interests. Covers basic principles, techniques, and mechanics of floral design, flower identification and selection, and the use and care of equipment and supplies.		Contact Hours: 2 + 2
FD A162	Floral Design II	3 CR
Special Fees. Covers basic principles, techniques, and mechanics of floral design and specialty corsages using fresh plant materials. Includes pricing and cost control.		Contact Hours: 2 + 2



## French

## FREN

### FREN A101 Elementary French I

4 CR

Course Attributes: UAA Humanities Requirement.

Contact Hours: 4 + 0

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: UAA Humanities Requirement.

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: UAA 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.

### FREN A202 Intermediate French II

4 CR

Prerequisites: FREN A201.

Contact Hours: 3 + 2

Course Attributes: UAA Humanities Requirement.

Completion of the grammar review. The four skills: reading, listening, speaking and writing will be intensified in order to achieve normal speech fluency for understanding and being able to engage in an ordinary conversation. The students will also endeavor to write short prose compositions or poetry to perfect their expression. Conducted in French.

## Geography

## GEOG

### GEOG A101 Introduction to Geography

3 CR

Course Attributes: UAA Social Sciences Requirement.

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 A205 Elements of Physical Geography

3 CR

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

Contact Hours: 3 + 0

Course Attributes: UAA Natural Sciences Requirement.

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: UAA Natural Sciences w/ Lab.

Contact Hours: 0 + 3

Special Fees.

Optional laboratory of one additional credit.

## Geology

## GEOL

### GEOL A103 Landscapes and Resources of Alaska

3 CR

Contact Hours: 3 + 0

Geologic origins of mountains and glaciers which make up Alaska's scenery. Designed for people who would like to know more about Alaska, including where and how some of its natural resources (gold, copper, coal, oil, etc.) occur.

## GEOL A111      Physical Geology      4 CR

Prerequisites: MATH A055.

Contact Hours: 3 + 3

Course Attributes: UAA Natural Sciences w/ Lab.

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: UAA 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: UAA 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: UAA 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: UAA Humanities Requirement.

Contact Hours: 4 + 0

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: UAA Humanities Requirement.

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.

## Guidance

## GUID

### GUID A150A      Survival Skills/College      1 CR

Grade Mode: Pass/No Pass.

Contact Hours: 1 + 0

Participation in a variety of activities including, reading, notetaking and follow-up, large and small group discussions and activities, short written assignments and/or quizzes.

## Health Education and Training

## HCA

### HCA A176      First Aid and CPR for Professionals      1 CR

Grade Mode: Pass/No Pass.

Contact Hours: .5 + 1

Special Fees.

Provides CPR (infant, child, and adult) 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: UAA Humanities Requirement UAA Social Sciences Requirement. 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: UAA Humanities Requirement UAA Social Sciences Requirement. 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: UAA Humanities Requirement UAA Social Sciences Requirement. 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: UAA Humanities Requirement UAA Social Sciences Requirement. 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: UAA Humanities Requirement UAA Social Sciences Requirement. 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: UAA Humanities Requirement UAA Social Sciences Requirement. 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 A341 History of Alaska 3 CR**  
 Registration Restrictions: Junior standing. Contact Hours: 3 + 0  
 Stacked with: HIST A641.  
 Course Attributes: UAA Humanities Requirement UAA Social Sciences Requirement.  
 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 A401 The History of Warfare 3 CR**  
 Prerequisites: HIST A101 and HIST A102. Contact Hours: 3 + 0  
 A study of the history of warfare from the classical age to the present. The following topics are examined: the relationship between war and social, political and economic organization; the evolution of weapons systems; the growth of modern professional and mass armies; the 'Laws' of war; the development of modern strategic and tactical thought; and the impact of the atomic age.
- HIST A440 The American West Since 1850 3 CR**  
 Prerequisites: HIST A131 and HIST A132. Contact Hours: 3 + 0  
 Study of major themes in Western American history, including economic, social and ideological change, and the historiography of the American West.

**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: UAA Social Sciences Requirement.

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 and 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 A140 Family Mediation****3 CR**

Contact Hours: 3 + 0

Trains students in basic mediation skills for resolving family conflict in domestic relations, family business situations and crisis situations within the community. Mediation skills are presented, evaluated and practiced.

**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**  
 Special Fees. Contact Hours: 3 + 0  
 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.  
 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.  
 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: HUMS A223. Contact Hours: 3 + 0  
 Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.
- HUMS A333 Alternative Dispute Resolution 3 CR**  
 Prerequisites: [HUMS A223 or PSY A223] and [HUMS A324 or PSY A324]. Contact Hours: 3 + 0  
 A conceptual framework in Alternative Dispute Resolution (ADR) with particular emphasis on history, communication skills, and ethics. Uses simulation exercises including negotiation strategy and tactics; mediation process and techniques; and development of arbitration case theory presentation. A comparison of the adversarial and collaborative dispute resolution systems as a theoretical backdrop.
- HUMS A350 Men and Masculinity 3 CR**  
 Prerequisites: SOC A101 or PSY A111. Contact Hours: 3 + 0  
 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  
 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 A414 Rural Treatment Strategies for Human Service Professionals 3 CR**  
 Prerequisites: HUMS A101. Contact Hours: 3 + 0  
 Focuses upon human service work in rural settings. Development of relevant knowledge and skills in the following areas: cultural issues, the addiction process and their impact on the individual, the family, and the community. Prevention and treatment of substance abuse strategies are presented focusing upon the human service worker as a change agent.
- HUMS A417 Substance Abuse Counseling for Human Service Professionals 3 CR**  
 Contact Hours: 3 + 0  
 Prerequisites: HUMS A122 and HUMS A123 and HUMS A223.  
 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  
 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  
 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  
 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  
 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: UAA 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: UAA 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.

# Journalism & Public Communications

JPC

JPC A101 Introduction to Mass Communication 3 CR

Course Attributes: UAA Social Sciences Requirement.

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 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 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: UAA Social Sciences Requirement.

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 A221 Justice Organization and Management 3 CR

Prerequisites: JUST A110.

Contact Hours: 3 + 0

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

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  
 Contact 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.

## Latin

## LAT

- LAT A101 Elementary Latin I** 3 CR  
 Course Attributes: UAA Humanities Requirement. Contact Hours: 3 + 0  
 Introduction to language covering grammar, syntax, vocabulary and pronunciation.
- LAT A102 Elementary Latin II** 3 CR  
 Prerequisites: LAT A101. Contact Hours: 3 + 0  
 Course Attributes: UAA Humanities Requirement.  
 Continued development of grammar, syntax, and vocabulary; increasing emphasis on reading selected texts.

## 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.

## Mathematics

## MATH

- MATH A050A Basic Mathematics** 1 CR  
 Special Fees. Contact Hours: 1 + 0  
 Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.  
 Includes addition, subtraction, multiplication, and division (the four basic operations) on whole numbers, fractions and decimals, and a discussion of order of operations. Computation involving ratios, proportion, and percent is also included. The topic of math anxiety is dealt with throughout the course.
- MATH A050B Review of Mathematical Concepts** 1 CR  
 Registration Restrictions: MATH A050A or Placement Test. Contact Hours: 1 + 0  
 Special Fees.  
 Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.  
 Includes a review of elementary geometry (area, perimeter, and volume calculations), the Pythagorean Theorem, similar and congruent triangles, order of operations, and an introduction to mathematical expressions using variables.

<b>MATH A050C</b>	<b>Introduction to Equations</b>	<b>1 CR</b>
Registration Restrictions: MATH A050B or Placement Test.		Contact Hours: 1 + 0
Special Fees.		
Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.		
Explores mathematical expressions using real numbers, exponents, and radicals. Also included is an overview of properties of equalities, solving equations, inequalities, elementary word problems, and the four operations on polynomials.		
<b>MATH A054</b>	<b>Pre-Algebra</b>	<b>3 CR</b>
Special Fees.		Contact Hours: 3 + 0
Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.		
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.		
<b>MATH A055</b>	<b>Elementary Algebra</b>	<b>3 CR</b>
Prerequisites: MATH A054 with minimum grade of C.		Contact Hours: 3 + 0
Registration Restrictions: If prerequisite is not satisfied, Math Placement Test is required.		
Special Fees.		
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.		
<b>MATH A105</b>	<b>Intermediate Algebra</b>	<b>3 CR</b>
Prerequisites: MATH A055 with minimum grade of C or MATH A060 with minimum grade of C.		Contact Hours: 3 + 0
Registration Restrictions: If prerequisite is not satisfied, Math Placement Test is required.		
Special Fees.		
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.		
<b>MATH A107</b>	<b>College Algebra</b>	<b>4 CR</b>
Prerequisites: MATH A105 with minimum grade of C.		Contact Hours: 4 + 0
Registration Restrictions: If prerequisite is not satisfied, two years of high school algebra with grade of C or higher or Math Placement Test is required.		
Course Attributes: UAA Quantitative Skills Requirement.		
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 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.		
<b>MATH A108</b>	<b>Trigonometry</b>	<b>3 CR</b>
Prerequisites: MATH A107 with minimum grade of C.		Contact Hours: 3 + 0
Registration Restrictions: If prerequisite is not satisfied, two years of high school algebra with grade of C or higher or Math Placement Test is required.		
Course Attributes: UAA Quantitative Skills Requirement.		
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.		
<b>MATH A200</b>	<b>Calculus I</b>	<b>4 CR</b>
Prerequisites: MATH A107 with minimum grade of C and MATH A108 with minimum grade of C or MATH A109 with minimum grade of C.		Contact Hours: 4 + 0
Registration Restrictions: If prerequisite is not satisfied, Math Placement Test is required.		
Course Attributes: UAA Quantitative Skills Requirement.		
Special Fees.		
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**  
 Prerequisites: MATH A200 with minimum grade of C.      **Contact Hours: 4 + 0**  
 Course Attributes: UAA Quantitative Skills Requirement.  
 Special Fees.  
 Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar co-ordinates, techniques of integration, and infinite series.
- MATH A202**      **Calculus III**      **4 CR**  
 Prerequisites: MATH A201 with minimum grade of C.      **Contact Hours: 4 + 0**  
 Special Fees.  
 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 Fees.  
 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 A231**      **Introduction to Discrete Mathematics**      **3 CR**  
 Prerequisites: MATH A107.      **Contact Hours: 3 + 0**  
 Registration Restrictions: If prerequisite is not satisfied, two years of high school algebra or Math Placement Test is required.  
 Logic in its connections with mathematical proof, set theory, Boolean algebra, and combinatorial circuits; techniques of counting; elements of graph theory. Additional topics related to the mathematics of computing, may include graph and tree traversal, finite automata, and the basics of complexity and formal languages.
- MATH A270**      **Applied Finite Mathematics for the Managerial Sciences**      **3 CR**  
 Prerequisites: MATH A107.      **Contact Hours: 3 + 0**  
 Registration Restrictions: If prerequisite is not satisfied, two years of high school algebra or Math Placement Test is required.  
 Course Attributes: UAA Quantitative Skills Requirement.  
 Special Fees.  
 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: UAA Quantitative Skills Requirement.  
 Special Fees.  
 Functions and graphs, differentiation, exponential and logarithmic functions, antidifferentiation and integration, functions of several variables. Applications of these mathematical concepts.

## Music

## MUS

- MUS A102**      **Concert Chorus I**      **2 CR**  
 Registration Restrictions: Admission by audition only.      **Contact Hours: 2 + 0**  
 Special Note (MSC): Audition not required.  
 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: UAA Fine Arts Requirement. Contact Hours: 3 + 0  
 Special Note: 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 A140 Fingerstyle Guitar I 2 CR**  
 Special Note: Student must furnish own 6-string acoustic guitar. Contact Hours: 2 + 0  
 Beginning course for those who do not read music or have limited experience with the guitar. Students develop repertoire of traditional, folk, and contemporary music using 13 basic chord shapes, alternating bass technique, simple notereading skills, and six basic fingerstyle guitar patterns.

**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 A202 Concert Chorus II 2 CR**  
 Registration Restrictions: Admission by audition only. Contact Hours: 2 + 0  
 Special Note (MSC): Audition not required.  
 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 A221 History of Music I 3 CR**  
 Prerequisites: MUS A121 or MUS A131. Contact Hours: 3 + 0  
 Course Attributes: UAA Fine Arts Requirement UAA Humanities Requirement.  
 Special Note: BA music majors may not use this course towards their GER-Fine Arts or CAS Humanities sequence requirements.  
 Music before 1750. Explores stylistic developments and structure through Medieval, Renaissance, and Baroque eras within their historical context.

**MUS A222 History of Music II 3 CR**  
 Prerequisites: MUS A121 or MUS A131. Contact Hours: 3 + 0  
 Course Attributes: UAA Fine Arts Requirement UAA Humanities Requirement.  
 Special Note: BA music majors may not use this course towards their GER-Fine Arts or CAS Humanities sequence requirements.  
 Western Art music since 1750. Stylistic developments and structure through Classical, Romantic, and 20th Century eras and Non-Western music within their historical context.

**MUS A471 Elementary Music Methods 3 CR**  
 Prerequisites: EDSE A336. Contact Hours: 3 + 0  
 Registration Restrictions: All General Education Requirements and admission to the Teacher Education Program.  
 Crosslisted with: ED A471.  
 Principles, procedures, and materials for teaching music to children at the elementary level.

## Paralegal Studies

## PARL

**PARL A101 Introduction to Law 3 CR**  
 Course Attributes: GER Social Sciences Requirements 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: UAA Humanities Requirement. Contact Hours: 3 + 0  
 Analyzes argumentation and informal fallacies; introduces deductive logic, and examines inductive evidence in scientific and practical reasoning.

## 3 CR

Contact Hours: 3 + 0

3 CR

Contact Hours: 3 + 0

3 CR

Contact Hours: 3 + 0

## Physics

## PHYS

## 3 CR

Contact Hours: 3 + 0

1 CR

Contact Hours: 0 + 3

3 CR

Contact Hours: 3 + 0

1 CR

Contact Hours: 0 + 3

## Political Science

## PS

## 3 CR

**Contact Hours: 3 + 0**

3 CR

**Contact Hours: 3 + 0**

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## Preparatory English

## PRPE

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

**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 1-3 CR**

Prerequisites: ASSET Writing Skills with score of 30.

Contact Hours: .5-1.5 + 1-3

Grade Mode: Pass/No Pass.

Special Fees.

Special Note: May be repeated for a maximum of 6 credits.

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.

Special Note: May be repeated for a maximum of 6 credits.

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 or 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: UAA Social Sciences Requirement.

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 A150 Human Development 3 CR**

Course Attributes: UAA Social Sciences Requirement.

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.



# Refrigeration and Heating

RH

Students must obey all laboratory rules!

- RH A101 Refrigeration and Air Conditioning Fundamentals 4 CR**  
 Offered only at Matanuska-Susitna College. Contact Hours: 3 + 2  
 Special Fees.  
 Explores compressors, condensers, evaporators, metering devices, and related components. Offers instruction in the proper use of tools and testing devices applicable to the HVAC/R trades, and experimentation with refrigeration system training devices. Provides instruction and experience on piping layout and assembly. Provides students with practice at swaging, flaring, bending, soldering, and brazing. Includes design, construction, service, and repair of household refrigerators and freezers.
- RH A103 Technical Math for Industrial Trades 3 CR**  
 Offered only at Matanuska-Susitna College. Contact Hours: 3 + 0  
 Special Fees.  
 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. 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: 2 + 2  
 Special Fees.  
 Explores the fundamentals of energy, sources of electricity, conductors and semiconductors, insulators, inductance, capacitance, resistance, and AC-DC motors. Provides students with the opportunity to apply principles and develop skills by using test instruments and training devices.
- RH A109 Principles of Thermodynamics 3 CR**  
 Corequisite: RH A103. Contact Hours: 3 + 0  
 Offered only at Matanuska-Susitna College.  
 Special Fees.  
 Focuses on physical laws applied to refrigeration and heating. Introduces practical aspects of psychrometrics, load calculations, heat quantities, heat transfer, insulation factors and coefficients, gas laws, and heat and water vapor flow through structures.
- RH A120 Motors and Controls 3 CR**  
 Crosslisted with: ET A120. Contact Hours: 3 + 0  
 Offered only at Matanuska-Susitna College.  
 Special Fees.  
 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 4 CR**  
 Prerequisites: RH A101 and RH A103 and RH A105 and RH A107. Contact Hours: 3 + 2  
 Offered only at Matanuska-Susitna College.  
 Special Fees.  
 Introduces and analyzes the chemical composition and properties of various refrigerants. Applies this analysis to 'Shop-job' situations, using 'live' equipment and refrigeration training devices by diagnosing and correcting various malfunctions. Instruction in the safe handling of refrigerants and non-compression refrigeration systems. Introduces the basics of air conditioning.
- 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: 2 + 2  
 Offered only at Matanuska-Susitna College.  
 Special Fees.  
 Explores schematic wiring diagrams and electrical circuits, alternating current, electric meters, single-phase motors, motor protection, and three-phase motors. Provides exercises using air conditioning circuits to test the student's ability to troubleshoot malfunctioning equipment.
- RH A130 Blueprint Reading for HVAC/R Systems 3 CR**  
 Offered only at Matanuska-Susitna College. Contact Hours: 2 + 2  
 Special Fees.  
 Introduces skills and methods for reading and analyzing building plans and blueprints. Correlates architectural, structural and electrical plans with those that are required for mechanical and heating, ventilation, and air conditioning work. Includes Section 15 building specification topics and requirements related to the development of As-Built drawings.



- RH A132                    Troubleshooting for HVAC/R Systems                    3 CR**  
Prerequisites: RH A101 and RH A105 and RH A109.                    Contact Hours: 2 + 2  
Offered only at Matanuska-Susitna College.  
Special Fees.  
Emphasis on systematically analyzing and troubleshooting HVAC/R systems to include mechanical, electrical, piping, and control systems. Heavy emphasis on lab activities and training devices. Actual equipment with component faults is used to strengthen and test troubleshooting skills.
- RH A201                    Commercial and Ammonia Refrigeration                    4 CR**  
Prerequisites: RH A122, RH A126                    Contact Hours: 3 + 2  
Offered only at Matanuska-Susitna College.  
Special Fees.  
Expands on existing knowledge of refrigeration systems to provide an understanding of commercial 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 A203                    HVAC/R Basic Controls                    3 CR**  
Prerequisites: RH A126 and RH A132                    Contact Hours: 2 + 2  
Offered only at Matanuska-Susitna College.  
Special Fees.  
Introduces concepts and components of basic residential and commercial heating and cooling control application. Associated lab exercises are designed to provide an understanding of the operation, troubleshooting, and repair of basic system components. Explores primary burner controls for forced air and hydronic control systems.
- RH A209                    Codes for HVAC/R                    2 CR**  
Offered only at Matanuska-Susitna College.                    Contact Hours: 2 + 0  
Special Fees.  
Introduces current mechanical codes as adopted by the State of Alaska and covers sections of the Uniform Mechanical Code and the National Fuel Gas Code related to general heating, ventilation, and air conditioning work.
- RH A211                    Customer Relations and Job Etiquette                    1 CR**  
Offered only at Matanuska-Susitna College.                    Contact Hours: 1 + 0  
Special Fees.  
Explores methods, protocols, and techniques to build and maintain positive relationships with customers. Identifies a variety of characteristics and related behaviors required of a successful, productive, heating, ventilation, and air conditioning technician.
- RH A225                    Heating Fundamentals and Forced Air Heat                    4 CR**  
Prerequisites: RH A109                    Contact Hours: 2 + 4  
Offered only at Matanuska-Susitna College.  
Special Fees.  
Assumes no previous knowledge of heating plants. Introduces knowledge and skills needed for the installation and service of forced air heating systems. Instruction ranges from beginning maintenance and installation to advanced troubleshooting of heating systems.
- RH A226                    Commercial HVAC/R Systems                    4 CR**  
Prerequisites: RH A225                    Contact Hours: 2 + 4  
Offered only at Matanuska-Susitna College.  
Special Fees.  
Introduces commercial heating, ventilation, and air conditioning systems by category and application types. Includes both air-side and water-side systems along with humidification, ventilation, and air filtration requirements.
- RH A228                    Advanced Hydronic Heat Systems                    4 CR**  
Prerequisites: RH A225.                    Contact Hours: 2 + 4  
Offered only at Matanuska-Susitna College.  
Special Fees.  
Explores hydronic heating sources and emitters. Covers residential and light commercial boilers and hydronic heating systems. Includes radiant panel heating with a strong emphasis on wiring and troubleshooting of hydronic controls.

**RH A229 HVAC/R Control Systems****3 CR**

Prerequisites: RH A203

Contact Hours: 2 + 2

Offered only at Matanuska-Susitna College.

Special Fees.

Provides a survey of heating, ventilation, and air conditioning control systems and control theory. Topics will include pneumatic, electronic, and direct digital control systems. Lab exercises will be performed on training equipment for each of these system types.

**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.

Special Fees.

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.

**RH A232 HVAC/R Sheet Metal****3 CR**

Offered only at Matanuska-Susitna College.

Contact Hours: 2 + 2

Special Fees.

Introduces the fundamentals of layout, cutting, forming, and fabricating of sheet metal and air conditioning. Blends basic principles with contemporary tools and Sheet Metal and Air Conditioning Contractors National Association (SMACNA) Duct Construction Standards.

**Russian****RUSS****RUSS A101 Elementary Russian I****4 CR**

Course Attributes: UAA Humanities Requirement.

Contact Hours: 4 + 0

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: UAA Humanities Requirement.

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.

**Social Work****SWK****SWK A106 Introduction to Social Welfare****3 CR**

Prerequisites: SOC A101.

Contact Hours: 3 + 0

Crosslisted with: HUMS A106.

Course Attributes: UAA Social Sciences Requirement.

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 Domestic Violence and 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 A481 Case Management in Social Work Practice 3 CR**

Contact Hours: 3 + 0

Identification of issues, procedures, responsibilities, skills and processes for effective case management. Client identification and outreach, assessment, service planning, coordination, monitoring, advocacy and evaluation along with written communications skills crucial for coordinated service delivery. Issues relevant to various client populations are identified and analyzed.

**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: UAA Social Sciences Requirement.

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: UAA Social Sciences Requirement.

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: UAA Social Sciences Requirement.

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 A310 Sociology of Aging 3 CR**  
 Prerequisites: SOC A101. Contact Hours: 3 + 0  
 A comparative analysis of the social status and role of the aging in various societies with emphasis on problems of aging in contemporary U.S.
- 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: UAA Humanities Requirement. Contact Hours: 4 + 0  
 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: UAA Humanities Requirement.  
 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: UAA Humanities Requirement.  
 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: UAA Humanities Requirement.  
 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: UAA 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

Contact Hours: 2 + 2

Grade Mode: Pass/No Pass.

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 Studies

## WS

### WS A200 Introduction to Women's Studies

3 CR

Course Attributes: UAA Humanities Requirement UAA Social Sciences Requirement.

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.

Not all courses listed in this bulletin are offered each semester. The semester Course Schedule lists course and registration information specific to the semester.

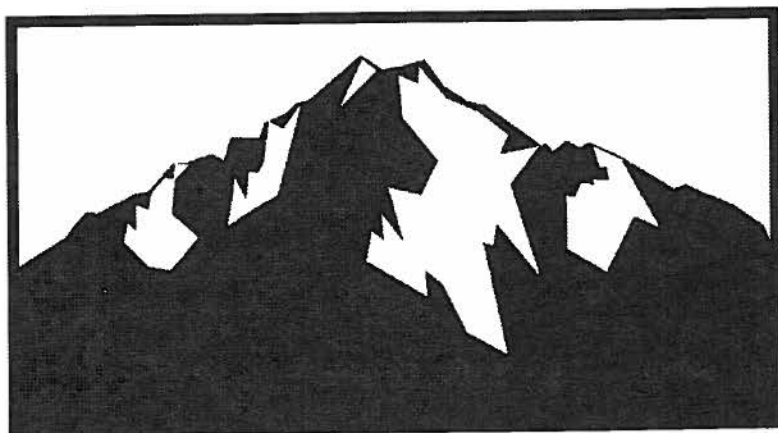




# Chapter 8

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Matanuska-Susitna College

UNIVERSITY OF ALASKA  
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University of Alaska  
P.O. Box 755300  
Fairbanks, Alaska 99775  
sybor@alaska.edu

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STATEWIDE ADMINISTRATION

University of Alaska Statewide  
John Butrovich Building  
202 BUTRO, Box 755000  
Fairbanks, Alaska 99775

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Jim Johnsen, *Chief of Staff*  
Wendy Redman, *Vice President for University Relations*  
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Steve Smith, *Chief Technology Officer*

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3211 Providence Drive  
Anchorage, Alaska 99508

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Renee Carter-Chapman, *Vice Provost (interim)*  
Cynthia Matson, *Vice Chancellor for Administrative Services*  
Sylvia C. Broady, *Vice Chancellor for Univ. Advancement (interim)*  
Linda Lazell, *Dean of Students for Student Affairs*

UNIVERSITY OF ALASKA ANCHORAGE  
EXTENDED COLLEGES

Kenai Peninsula College  
Ginger Steffy, College Director  
34820 College Dr.  
Soldotna, AK 99669  
www.uaa.alaska.edu/kenai/  
Kachemak Bay Branch  
Carol Swartz, Director  
533 E. Pioneer Ave.  
Homer, AK 99603-7624

Kodiak College  
Douglas Hammer, College Director  
117 Benny Benson Dr.  
Kodiak, AK 99615  
www.koc.alaska.edu

Matanuska-Susitna College  
Stephen Sylvester, College Director  
P.O. Box 2889  
Palmer, AK 99645  
www.uaa.alaska.edu/matsu/

Prince William Sound Community College  
JoAnn McDowell, President  
P.O. Box 97  
Valdez, AK 99686  
www.uaa.alaska.edu/pwscc/  
Copper Basin Extension Center  
Suzanne McCarthy, Coordinator  
PO Drawer 730  
Glennallen, AK 99588

Cordova Extension Center  
Dorothy Shepard, Coordinator  
P.O. Box 1248  
Cordova, AK 99574

UNIVERSITY OF ALASKA ANCHORAGE  
EXTENSION CENTERS

Chugiak/Eagle River Campus  
Dennis Clark, Director  
10928 Eagle River Rd. #228  
Eagle River, AK 99577  
www.uaa.alaska.edu/eagle/

Eielson AFB Military Ed. Svcs.  
Ramona McAfee, Director  
3124 Wabash Ave., Rm #105  
Eielson AFB, AK 99702

Elmendorf AFB Military Ed. Svcs.  
Fort Richardson Military Ed. Svcs.  
Dean Terencio, Director  
Kiska Hall, Bldg. 658, Rm #131  
Fort Richardson, AK 99505

Fort Wainwright Military Ed. Svcs.  
Ramona McAfee, Director  
P.O. Box 35449  
Ft. Wainwright, AK 99703

Statewide Office of Military Ed.  
Eleanor Schaff, Director  
3MSS/DPE 4109 Bulland Ave., Ste. 21  
Elmendorf AFB, AK 99506

MATANUSKA-SUSITNA COLLEGE  
ADVISORY COUNCIL

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Greg Berberich	Al Okeson
Ray DePriest Jr.	Alice Snodgrass
John Duffy	Diane Swanson
Gary Feaster	MSBSD Designee

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Bette Belanger	Assistant to the Director
Connie Cannon	Administrative Assistant
Gretchen Germer	Administrative Clerk, Snodgrass Hall
Glenn Massay	Director Emeritus

BOOKSTORE/CASHIERING

Debbie Dickey	Accounting Supervisor
Tracy Edwards	Bookstore Clerk

BUSINESS OFFICE

Scott Ward	Business Manager
Mary Bixby	Administrative Clerk
Kathleen Krug	Personnel/Payroll Technician
Andrea Laughlin-Gaiser	Accounts Technician

COMPUTER & TECHNOLOGY SERVICES

Eric Frame	Network Administrator
Joel Kondas	Computer Lab Assistant

LIBRARY

Elizabeth Madsen	Librarian
Judy Carlson	Library Assistant, Technical Services
Korry Dunham	Library Assistant, Media Services
Virginia Geary	Library Technician, Public Services
Jo Gower	Library Assistant, Circulation Services
Betsy Korzeniewski	Library Clerk

PHYSICAL PLANT

Eric Blomskog	Physical Plant Supervisor
Ken Fennell	Maintenance Service Worker
Scott Klein	Maintenance Service Worker
Ken Pysz	Maintenance Service Worker
Pat Smith	Maintenance Service Worker

STUDENT SERVICES

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

MATANUSKA-SUSITNA COLLEGE  
FULL-TIME FACULTY

Donald "Brad" Bradshaw, Assistant Professor  
General Business  
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

Jack Cypher, Instructor  
Refrigeration and Heating Technology  
A.A.S., Matanuska-Susitna College, 1989

Rebecca Evans, Assistant Professor  
Office Management and Technology  
B.S., Southern Connecticut State University, 1996  
M.S., Southern Connecticut State University, 1997

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 and Technology  
B.S., Columbia Union College, 1969  
M.S., University of Alaska Anchorage, 1996

Dr. Carolyn D. Holbert, Assistant Professor  
English  
B.A., Berea College, 1968  
M.A., University of New Mexico, 1991  
Ph.D., University of New Mexico, 1998

Elizabeth K. Madsen, Professor  
Library Science  
B.A., Western Washington State University, 1966  
M.L.S., University of Hawaii, 1972  
M.A., Stanford University, 1985

Dan Mielke, Assistant Professor  
Refrigeration and Heating Technology  
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  
Communication and 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  
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John Angell	JUST	Jennifer Mayschak	BIOL
Joseph Anzivino	BA	Liza McCafferty	HUMS
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Lorene Atrops	ENGL	Garry Mealor	ART
William Baker	HIST	Gary Michaelson	CHEM
Linda Bath	ART	E. Milligan	BIOL
Edward Bennett	CS	Susan Moore	ART
Richard Benson	ART	Marla Mosher	COUN
Sarah Birdsall	ENGL	Philip Munger	MUS/EAH
Mark Bishko	MUS	Johnny Murdock	FSA
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Larry Bottjen	ART	Lawrence Norton	PSY
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Judith Bronson	PHIL/ENGL	Donald Parks	MATH
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Katrina Carney	ACCT	Steven Pettis	CHEM
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Michael Chmielewski	COUN	Dean Phipps	THR
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Victoria Cole	ANTH/ART	Sandra Porter	ENGL/PRPE
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Joy Goodyear	MATH	Jeffrey Trotter	AET
Laurie Green	COMM	Karen Urroz	ART
Therese Greene	AS	Ellen Vande Visse	AGRI
Kieran Healy	BA	Dawn Vogt	EMT
Casey Hessinger	BIOL	Mickey Weber	HCA/HCD
James Hitchcock	CED	John Welgoss	BA
Sally Hitchcock	MUS	Ronald Wendt	HIST
Sharon Hoffbeck	FD	Linda Wilbur	HCA/HCD
Frank Holt	CED	Ronna Williams	MATH
Carolyn Hughes	SWK	Sheryl Williams	ART
Barbara Hulbert	MATH	Martha Wynn	ED
Paulette Hunter	FREN	Debra Yarbrough-Moore	CIO
Larry Johnson	PSY	Ann Yaros	HUMS/PSY
Gail Johnston	MATH	Sandra Yocom	CIO
Jennie Johnston	HUMS	David ZumBrunnen	MATH
John Krill	FSA	David Zwink	BA/JUST
Karen Lackey	HIST		
William Lance	AGRI/ART		
Micheal Lewis	CIO		
Carolyn Long	ART		
Katherine Long	AGRI		
William Long	GEOG		
Jill Longenecker	CIO		
Larry Longenecker	AET		
Diane Lorusso	SWK/HUMS		
Donald Lyon	ECON		



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Entrance to Fred & Sara Machetanz Building (FSM).



Hallway connecting OLB & 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



*Matanuska-Susitna College*



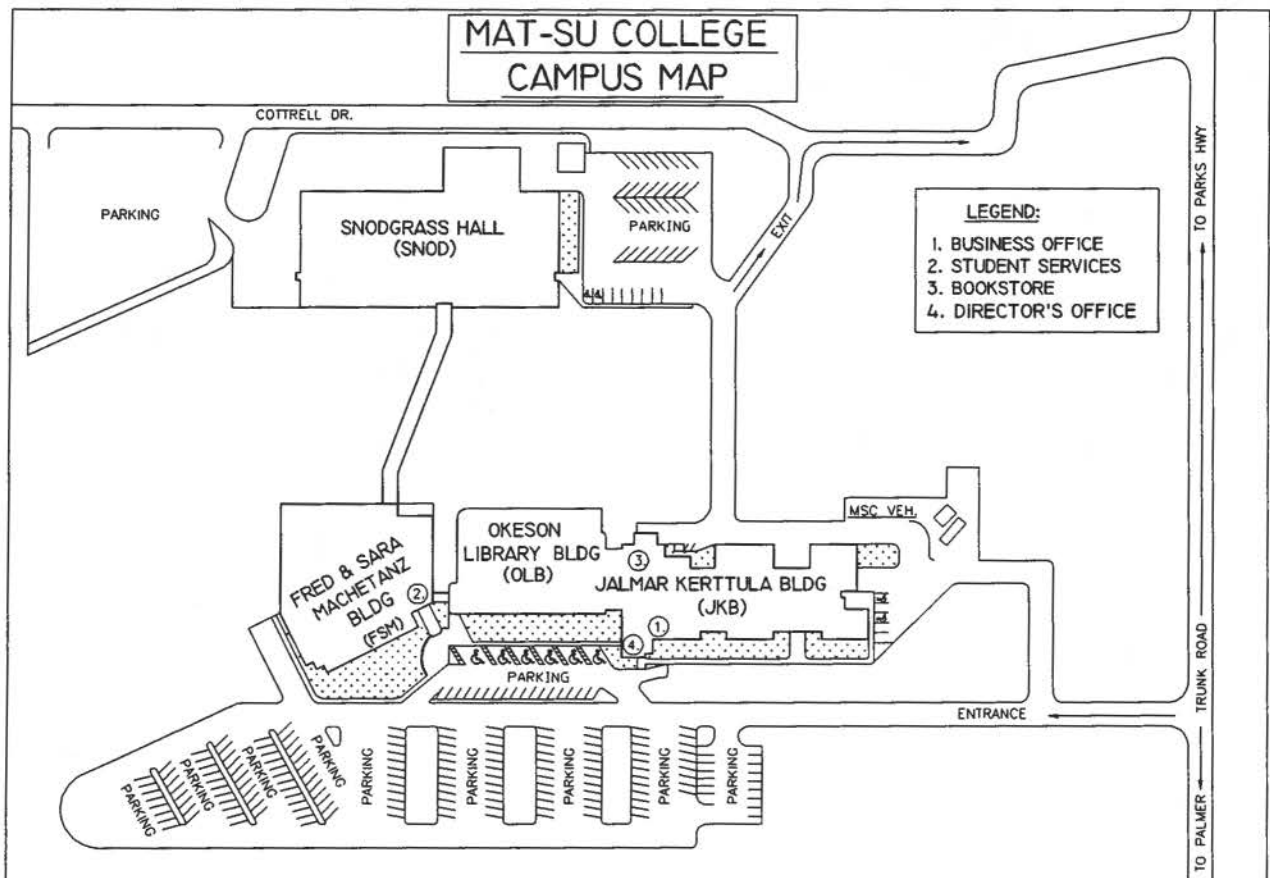
Bridge connecting FSM & SNOD.



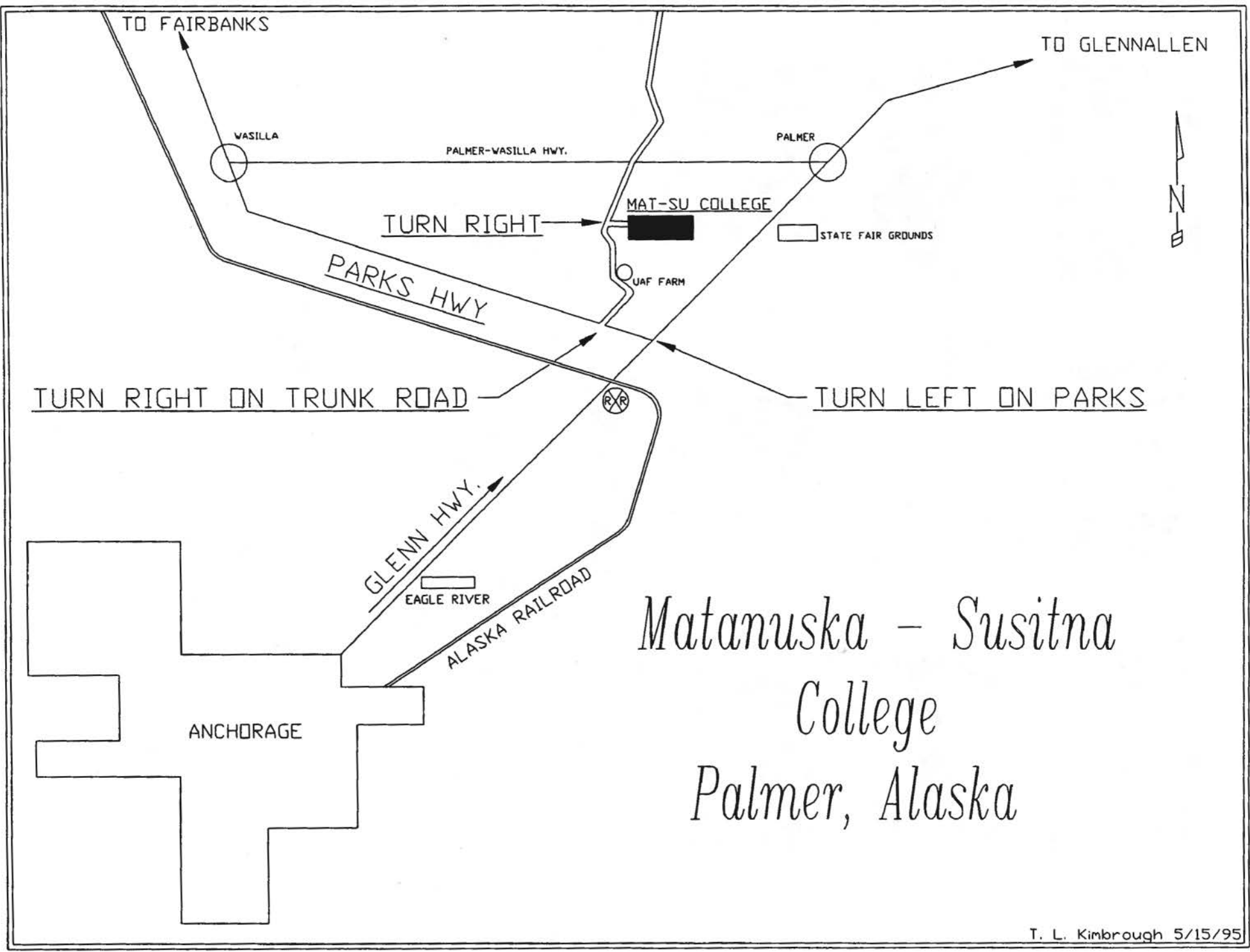
Snodgrass Hall view from SNOD front parking lot.



Road/walkway behind JKB connecting to SNOD.



Tim Kimbrough 1994  
Revised 7/01/97



Matanuska - Susitna  
College  
Palmer, Alaska