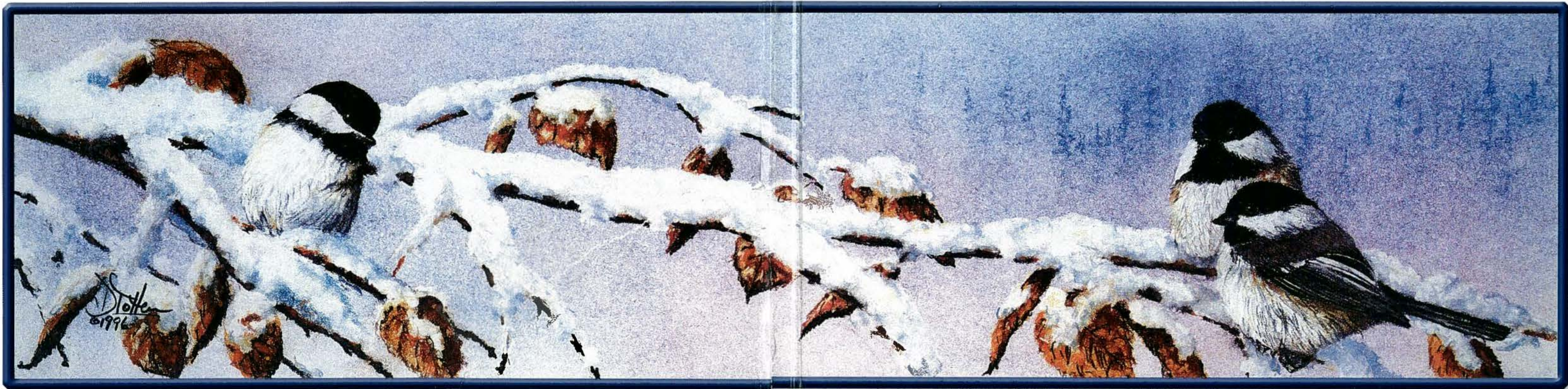


Matanuska-Susitna College

UNIVERSITY of ALASKA ANCHORAGE

2002—2003 BULLETIN



"Chickadees in Winter" By David Totten

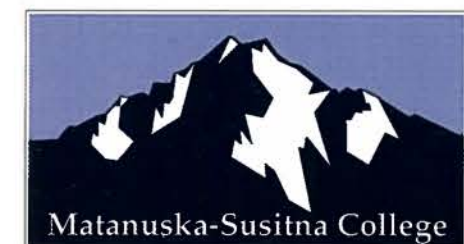


Matanuska-Susitna College
UNIVERSITY of ALASKA ANCHORAGE

P.O. Box 2889 • Palmer, Alaska 99645
(907) 745-9774

www.matsu.alaska.edu

2002-2003





Matanuska-Susitna College
UNIVERSITY *of* ALASKA ANCHORAGE

2002 ~ 2003 Bulletin

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

About the Artist ...

Wildlife Artist David Totten creates rich, eloquent portraits of Alaska's wild mammals and birds. David Totten doesn't visit Alaska; he lives it. Totten received a B. A. degree from California State University at Los Angeles, and an M.S. degree in Geosciences from the University of Arizona. He has been an engineer, consulting geologist, and a teacher but in 1991 returned to his life-long love of painting to become a full-time artist. His pastel paintings of wildlife have since received wide recognition for their unique detail, depth, and use of vivid colors. Totten often uses his own recreational team of sled dogs as models for his well-known "sled dog art." He has been awarded numerous placements in the prestigious "Art Show at the Dog Show" competitions, and in 1995, 1997 and 1999 was selected to paint the official prints of the Yukon Quest International Sled Dog Race. In 2000, he was honored to attend the "Reflections of Nature" wildlife art show in Fallbrook, California. Dave was chosen as the 2001-2002 Alaska Ducks Unlimited Artist of the Year. Totten's home studio/gallery, Wildlife North Art, is open to the public year-round on Main Street in Talkeetna, Alaska.

Chickadees in Winter shows cheery black-capped chickadees perched on a snowy limb on a winter day. They fluff up their feathers to keep out the cold. Chickadees are among the hardy birds which stay in Alaska all year, and are therefore a favorite of bird-feeding Alaskans. Original print is 17" by 5".

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 begins for the upcoming semester. If you need more information, refer to the directory on page vi 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 informational purposes only.

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

It is the policy of the University of Alaska to provide equal education and employment opportunities and to provide service and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam era or disabled veteran. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended, Title 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:	David Totten
Proof Reading:	Suzan Beaty-Slover, Judy Bronson, Cheryl Brummer, Robin Burdick, Connie Cannon, Debbie Dickey, Connie Fuess, Sandy Gravley, Amy Ohlinger, Judy Stahancyk

Matanuska-Susitna College

Address: P.O. Box 2889 ■ Palmer, Alaska 99645

Telephone: 907-745-9774

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

ACADEMIC CALENDAR

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

FALL 2002 SEMESTER

Telephone/Web Registration
April 8-August 30
Early Walk-In Registration
April 23-25
Walk-In Registration Reopens
July 10-August 24
Instruction Begins
August 26
Late Registration
August 26-September 10
Payment Deadline
August 30
Labor Day Holiday
September 2-3
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline
September 10
Graduation Application Deadline/December Grads
October 11
Directed/Independent Study Deadline
October 25
Telephone/Web Registration for Spring 2003
October 28
Open-Entry Registration Deadline
November 19
Withdrawal, Credit-to-Audit Deadline
November 19
Thanksgiving Holiday
November 27-December 1
Semester Ends
December 14
Grades Due in Admissions & Records Office
December 18
Campus Closed
December 21-January 1

SPRING 2003 SEMESTER

Telephone/Web Registration
November 4-January 17
Walk-In Registration
January 2-January 11
Instruction Begins
January 13
Late Registration
January 13-24
Payment Deadline
January 17
Alaska Civil Rights Day
January 20 (campus closed/no classes)
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline
January 27
Graduation Application Deadline/May Grads
March 7
Directed/Independent Study Deadline
March 17
Spring Break
March 24-28 (campus closed March 28)
Open-Entry Registration Deadline
April 14
Withdrawal, Credit-to-Audit Deadline
April 14
Semester Ends
May 3
Grades Due in Admissions & Records Office
May 7
Commencement
May 9

Computerized assessment testing (COMPASS) is available Monday - Friday from 8:30 a.m. to 3:00 p.m.
Call 745-9762 or stop by the Advising & Assessment Center in FSM 102 to make an appointment.

CONTENTS

Academic Calendar iii
Certificates and Degrees viii
Sources of Information vi
Definitions vii

CHAPTER 1 Welcome to Matanuska-Susitna College 1

About MSC 2
Accreditation 2
Mission 2
History of the University of Alaska 3
Affirmative Action 3
Intellectual Freedom 3
Safety 4
Children on Campus 4
Activities 4
Title III Grant 4
Workforce Development Grant 4
Photo & Videotape Policy 4
Campus Resources 4

CHAPTER 2 Student Services 7

Open Enrollment Policy 8
Registration and Records Services 10
Advising and Assessment Services 14
Registration Changes Chart 13

CHAPTER 3 Admission and Degree Programs 17

Admission To Undergraduate Programs 18
Certificates and Associate Degree Admission Requirements 20
General University Requirements Undergraduate Programs 20
Associate of Arts Degree 22
Associate of Arts Degree with Baccalaureate Link 23
Associate Degree Course Classifications 24
Requirements for UAA Baccalaureate Degrees 25
General Education Requirements for UAA Baccalaureate Degrees 25
Certificates
 Computer and Networking Technology 39
 Drafting (Architectural, Civil, Mechanical & Electrical, Structural) 30
 Office Technology 34
 Refrigeration and Heating Technology 36
 Telecommunications and Electronic Systems 39
Associate of Applied Science 28
 Accounting 29
 Architectural & Engineering Technology 30
 Fire Service Administration 32
 Human Services 33
 Office Management & Technology 34
 Refrigeration & Heating Technology 36
 Small Business Administration 38
 Telecommunications, Electronic & Computer Technology 39
UAF/MSU Partnership Degrees
 Microcomputer Support Specialist Program (Certificate & AAS) 41
 Natural Resources Management (BS) 43

CHAPTER 4 Tuition, Fees and Financial Aid 45

Tuition 46
Fees 47
Financial Obligations 48
Refund Policy 48
Petition for Exception to University Policy on Refund of Tuition & Fees 49
Financial Aid 50
Financial Aid Appeal Policy 50
Satisfactory Academic Progress for Financial Aid 52
Return of Federal Financial Aid Policy 54

Grants 55
Loans 56
Scholarships 57
Student Employment 53

CHAPTER 5 Academic Policies 59

Academic Dishonesty 56
Academic Dispute Resolution Procedure 60
Academic Petition 61
Academic Standing 61
Access to Student Records 62
Age Limit of Credits 63
Cheating 63
Class Attendance 63
Class Standing 63
Commencement 63
Corequisites 63
Credit 63
Faculty Initiated Withdrawals 65
Full-Time/Part-Time Status 65
GPA and Student Activities 65
Grading System 65
Graduation 67
Honors 68
Non-Traditional Credit 68
Prerequisites 75
Recommendations 75
Repeating Courses 75
Stacked Courses 75
Tech Prep Program 75

CHAPTER 6 Student Rights, Freedoms, and Responsibilities 77

Freedoms 78
Academic Rights of Students 78
Student Code of Conduct 79
Sex Offenses on Campus 81
Academic Dishonesty 76
Student Dispute/Complaint Resolution Process 82
Alcohol/Drug Policy 82
Animals on Campus 83
Tobacco Free Environment 83

CHAPTER 7 Course Descriptions 85

Learning Option Definitions 86
Contact Hours 86
Course Level Expectations 86
Course Numbering System 87
General Education Requirements 88
Course Designators 88
Course Descriptions 89

CHAPTER 8 Directory 135

UA Board of Regents 136
UA Statewide Administration 136
UAA Administrative Officers 136
UAA Extended Colleges 136
UAA Extension Centers 136
MSC Administrative & Support Staff 137
MSC Full-Time Faculty 137
MSC Adjunct Faculty 138

Index 139
Map 142

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
	Academic Affairs Office	(907) 745-9728 or 9754
	FAX	(907) 745-9769
BUSINESS OFFICE	Business Manager	(907) 745-9723
	Payroll	(907) 745-9718
	Purchasing	(907) 745-9723
	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 Adjunct Faculty Office	(907) 745-9742
	Electronics Technology Lab	(907) 745-9756
	Learning Resource Center	(907) 745-9706
	OMT Skill Center	(907) 745-9763
	Snodgrass Hall	(907) 745-9754
	Student Government Office	(907) 745-9759
	Title III Grant Office	(907) 745-9786
	Workforce Development Grant Office	(907) 746-9302
	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 CONTENT GUIDE: 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 the student is 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 content guide.

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

UPPER DIVISION: Upper division courses are numbered 300 to 499, and generally considered to be those courses taken during the junior and senior years of college.

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.

MATANUSKA-SUSITNA COLLEGE CERTIFICATES AND DEGREES

Certificates

**Architectural Drafting
Civil Drafting
Mechanical & Electrical Drafting
Structural Drafting**

Computer and Networking Technology

Office Technology

Refrigeration and Heating Technology

Telecommunications and Electronic Systems

Associate Degrees

Associate of Arts

Associate of Arts with Baccalaureate Link

Associate of Applied Science, Accounting

Associate of Applied Science, Architectural & Engineering 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

Associate of Applied Science, Telecommunications, Electronics & Computer Technology

**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**

Chapter 1

Welcome to Matanuska-Susitna College

About MSC	2
Accreditation	2
Mission	2
History of the University of Alaska	3
Affirmative Action	3
Intellectual Freedom	3
Safety	4
Children on Campus	4
Activities	4
Title III Grant	4
Workforce Development Grant	4
Photo and Videotape Policy	4
Campus Resources	4



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. 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 college now serves nearly 1,500 students per semester.

The Mat-Su College campus is located on a 950 acre site on Trunk Road about halfway between Palmer and Wasilla. A modern 102,676 square foot facility houses a library, computer labs, a student advising center, a learning resource center, science and vocational labs, modern classrooms, a bookstore, a student lounge, and a cafeteria/snack bar.

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, Architectural and Engineering Technology, Fire Service Administration, Human Services, Office Management & Technology, Refrigeration & Heating Technology, Small Business Administration, Telecommunications, Electronics and Computer Technology and the Microcomputer Support Specialist Program through University of Alaska Fairbanks (UAF).

Vocational Programs are offered providing certificates in Architectural and Engineering Technology, Computer and Networking Technology, Office Technology, Refrigeration & Heating Technology, Telecommunications and Electronic Systems 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. The college provides a variety of services to surrounding communities, including meeting facilities for organizations and for special events.

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, and 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 the Major Academic Units (MAUs) 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 MSU, students and prospective students are afforded educational services such as admission decisions, financial aid, access to academic programs, and academic advising services without regard to race, color, religion, national origin, sex, age, physical or mental disability, or veteran status, except as necessary and permitted by law. A student or prospective student who feels that he/she is being discriminated against has the right to contact the appropriate supervisor for assistance. The student or prospective student may also contact the MSU Affirmative Action Officer in the MSU 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 UAA 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. Therefore, harassment of any kind -- particularly sexual harassment -- has no place in the University. It subjects its victims to pressures that destroy the conditions necessary for true learning.

Harassment is neither condoned nor tolerated at Mat-Su College. Members of the college community who exercise the 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. Stop by the Student Lounge located next to the MSC Student Government Office in the cafeteria. Many student clubs are active on campus:

- Art Club
- Human Services Club
- Math Club
- Photo Club

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.

WORKFORCE DEVELOPMENT GRANT

Mat-Su College was awarded a grant through the Municipality of Anchorage/Mat-Su Borough Workforce Investment Board in August 2000. The grant funds development of new curricula and hands-on training in information technology and tuition assistance for students seeking IT certifications and degrees. This grant has facilitated alliances with worldwide leaders in networking, database design and systems administration. Training prepares students for Microsoft, Cisco, and CompTIA certifications.

PHOTO AND VIDEOTAPE POLICY

Matanuska-Susitna College takes photos and videotapes of students throughout the year. These photographs often include students in classrooms, study areas, library, lounge areas and at special events. MSC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at MSC do so with the understanding that these photographs might include them and might be used in College publications, both printed and electronic, and for publicity purposes.

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 Assessment 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 Assessment 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 cashing, 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.

COMPUTING & TECHNOLOGY SERVICES

Students paying a MSC Computer Use Fee may use the MSC General Access Computer Lab in JKB 115 for academic projects. Internet browsers, Microsoft Office, and other applications are available on IBM compatible and a limited number of Macintosh computers 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 webmail account and a kerberos (internet access dial-up) account. Students paying a Computer Use Fee can access their webmail account from the general access lab in JKB 115. Handouts with more information on kerberos and other topics are available in the lab or from:

www.matsu.alaska.edu/CTS/

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*.

www.uaa.alaska.edu/its/index.cfm?fuseAction=policies

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.

HANDICAP PARKING

Disabled students, faculty, staff, and visitors may be eligible for special parking spaces available on campus. These parking spaces display distinctive blue-and-white logos. They are reserved for persons with physical impairments who receive permission to park in these spaces from the Department of Motor Vehicles, State of Alaska. Motorists who park illegally in disabled spaces may be ticketed. Vehicles may also be impounded at owner expense.

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 MSC ID card, which allows access to the LRC.

www.matsu.alaska.edu/html/LRC.htm

LIBRARY

The Alvin S. Okeson Library, located in the Okeson Library Building, contains more than 50,000 volumes, 225 periodicals, and 3,000 non-print items. 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's media equipment 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.

www.matsu.alaska.edu/Library

LOST AND FOUND

The college has a centralized lost and found area in the Admissions & Records Office.

STUDENT ACCIDENT AND ILLNESS INSURANCE

A group accident and illness plan is available for currently registered 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. For more information, contact the Advising & Assessment Center in FSM 102.

Supplemental Student Accident and Illness Insurance

Students have available a form of supplemental accident insurance for field trips, practicums, and other special MSC/UAA events. The cost of this insurance is very reasonable and can be assumed by the student. It is important to note that this insurance is in excess of other insurance covering the student. For information call UAA at (907) 786-1351.

Other Insurance

Under Alaska state law, all owners and drivers of vehicles must maintain adequate insurance coverage. Students are responsible for arranging their own auto insurance. Student vehicles are not covered under UAA's auto insurance plan. personal property insurance is also the responsibility of each student.

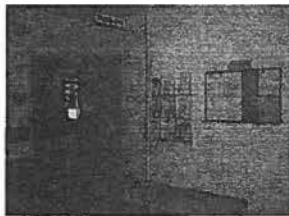
STUDENT EMPLOYMENT

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 co-curricular 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

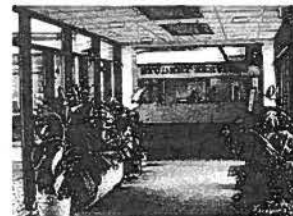
Student Government promotes the educational and general welfare of students through direct student participation in the governance process at Mat-Su College. Student representatives provide input into college policies and procedures, act as student voices on campus and in the community, and broaden the 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.



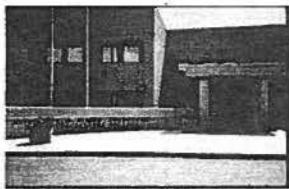
Check out the job postings at the Business Office JKB 106



Okeson Library in OLB



Hallway connecting OLB & FSM.



Entrance to the Fred & Sarah Machetanz Building (FSM).

Matanuska-Susitna College Buildings

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



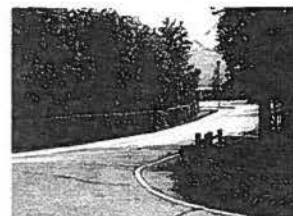
Okeson Library Building (OLB) on left and Jalmar Kerttula Building (JKB) on right side of photo.



Bridge connecting FSM & SNOD.



Snodgrass Hall view from SNOD front parking lot.



Road/walkway behind JKB connecting to SNOD.

Chapter 2

Student Services

Open Enrollment Policy	8
Registration and Records Services	10
Advising and Assessment Services	14
Registration Changes Chart	13



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 Registration form (see Underage Student below).

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 Assessment 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 the 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 do 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.

HIGH SCHOOL STUDENTS

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) is 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 his/her 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. 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 an 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.

UNDERAGE STUDENTS

An underage student is one who is under 18 years of age and does not have a high school diploma or GED. To register for MSC courses, underage students must adhere to the requirements described below.

1. Complete the MSC Underage Student Registration Form. This form is available from the MSC Admissions & Records Office or the local high schools and requires the signatures indicated below.
 - a. student
 - b. parent/guardian
 - c. school principal/counselor
 - d. course instructor
2. Limit registration to a maximum of seven (7) credits per semester (except for MSBSD/Tech Prep registration).
3. Register on the first day of class in any English and communications courses. Registration will be on a space available basis.
4. Complete all department prerequisites for the course.
5. Register in courses at or above the 100-level in all disciplines or at least A111 in English. The only exception to this is EAH A045D MSC Community Band.
6. Complete a writing sample in the Elizabeth Fallon Learning Resource Center (LRC) if requesting to register in English A111 or a communications course. The student will be given a choice of subjects and have one and one-half hours to complete an essay. The student may use a dictionary, grammar book, and an LRC computer to complete this writing sample. Only a student who is at least a junior or senior in high school is eligible to register.
7. Obtain the approval of the MSC director in addition to the signatures required if the student is less than 15 years of age. A parent or guardian must also be registered in and attend the class with the student (except for MSBSD/Tech prep registration).

The student applicant and his/her guardian need to understand and, accept that college work is much more rigorous and often less guided than secondary course work, and that adult themes are often endemic to college materials and discourse, and that these courses will establish a college transcript that will follow them throughout his/her college career, and that an underage student who registers as a college student is fully responsible for complying with all policies and procedures of the college. The college will not act in a parental role.

The Family Education Rights and Privacy Act (FERPA) and University policy prevent the college from giving out any information about a minor student to parents or guardians without the written consent of the student. Requests for exceptions to this policy need to be made in writing and submitted to the MSC Admissions & Records Coordinator.

REGISTRATION AND RECORDS SERVICES

REGISTRATION

Students are encouraged to meet with academic advisors prior to registration to discuss educational goals, placement scores, and course prerequisites for appropriate course selection. Appropriate course placement is an essential component of academic success.

Registration can be conducted in person, by telephone (WolfLine), or on-line (WolfLink) preceding the beginning of each semester. Registration is available to all students who attended the previous semester or who have submitted a completed Registration Access Form. Registration is available during the dates listed in the semester course schedule and the Academic Calendar on our website. The Registration Access Form allows a prospective student access to register 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/UAA. A prospective student needs to refer to Chapter 3 regarding formal admission procedures to the College.

For Fall and Spring semesters, a two-week late registration and add/drop period begins on the first day of the semester. A student may adjust his/her schedule and add/drop courses throughout the late add/drop period. Registration for semester-length classes is not allowed after the end of the second week of the semester. *Even if a student has been attending class from the beginning of the course, their registration will not be accepted after the late registration deadline.* A student is not officially registered until all forms are filed and all fees paid. The College/University holds a student academically and financially responsible for his/her registration. After registering, if a student changes plans or becomes unable to attend, the courses must be dropped or withdrawn within published deadlines in order to avoid a final grade of "F" for non-attendance. The course must be dropped within the 100% refund period to avoid tuition and fee assessment. Refer to the Academic Calendar published each semester in the Course Schedule for specific deadlines.

Non-credit and Continuing Education Unit courses have special registrations.

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

Not every course listed in this catalog is offered each semester. Each semester Course Schedule lists course and registration information specific to that semester. **The primary responsibility for meeting College/University requirements is the student's.**

ADDING CLASSES

To add a course a student must fill out an Add/Drop form in the Admissions & Records Office. 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

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

A student who audits classes is required to meet prerequisites, register and pay tuition and/or fees. During weeks 1 and 2 of the semester, audit-to-credit requires faculty signature. **Audit-to-credit** changes are not allowed after week 2 of the semester. During weeks 3 through 12 of the semester, credit-to-audit changes require faculty signature. **Credit-to-audit** changes are not allowed after week 12 of the semester. Forms are available in the Admissions & Records Office. Audited courses are not included in the computation of study load for full-time or part-time status. In addition, a student may not request local credit-by-exam for an audited course until the following academic year.

BIOGRAPHIC/ DEMOGRAPHIC INFORMATION

Matanuska-Susitna College must comply with state and federal reporting requirements and therefore requires a student to provide specific biographic or demographic information on registration or admission 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 the 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 the Admissions & Records Office 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.		
EXCHANGE PROGRAMS	<p>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, certain students who are not Alaskan residents 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 either of the following two addresses:</p> <table> <tr> <td> WICHE Student Exchange Program P.O. Drawer P Boulder, CO 80301-9752 (303) 497-0210 </td><td> Certifying Officer for Alaska Commission on Postsecondary Education 3030 Vintage Blvd. Juneau, AK 99811 (907) 465-2855 </td></tr> </table>	WICHE Student Exchange Program P.O. Drawer P Boulder, CO 80301-9752 (303) 497-0210	Certifying Officer for Alaska Commission on Postsecondary Education 3030 Vintage Blvd. Juneau, AK 99811 (907) 465-2855
WICHE Student Exchange Program P.O. Drawer P Boulder, CO 80301-9752 (303) 497-0210	Certifying Officer for Alaska Commission on Postsecondary Education 3030 Vintage Blvd. Juneau, AK 99811 (907) 465-2855		
FACSIMILE (FAX) TRANSMISSION	Because the original source of a document received through a FAX transmission cannot always be accurately determined, documents received by facsimile transmissions shall be considered only as working documents pending the receipt of official, authenticated documents or other valid documentation. Student Services will accept faxed signed requests for registration processing.		
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 semester Course Schedule and 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 plans 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
REGISTRATION**

Senior citizens (Alaskan residents 60 years of age or older) who intend to apply for Tuition Waivers may register *the first day of class*. Senior citizens applying for Tuition Waivers may not register during the normal registration period *unless* they pay the normal 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 lighter load is recommended for summer session although a student may register for a maximum of 15 credits. A student who wants to register 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 program. When planning a study load, 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 course work taken at MSC/UAA may be requested from the UAA Enrollment Services. Requests must be written and must bear the signature of the student whose records is requested. A fee is charged for each copy and must be paid in advance. Request forms for official transcripts are available from the MSC Admissions & Records Office.

A student may mail the request for official transcript with 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 and on the UA website at: <http://uaonline.alaska.edu/>. 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.

TOTAL WITHDRAWAL

A total withdrawal withdraws a student from all courses and is only allowed if the student has not completed any courses that semester.

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> <u>Please see Course Schedule for specific dates.</u>	<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> <u>Please see Course Schedule for specific dates.</u>	<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. Students are not permitted to drop or withdraw from a course after it has ended.	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> <u>Please see Course Schedule for specific dates.</u>	<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. Students are not permitted to drop or withdraw from a course after it has ended.	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 ASSESSMENT SERVICES

ACADEMIC ADVISING

The College provides services which helps a student to make his/her educational experience more profitable and meaningful. Regardless of a student's 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 Assessment 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. 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 for College Students (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 Assessment 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.

COURSE PLACEMENT

For English and Math course placement purposes, COMPASS, ACT, and SAT 1 scores are valid for two years from the date taken. A student may be required to provide proof of their placement scores on the first day of class. Refer to this bulletin and the course schedule for specific course prerequisites and placement score requirements.

COMPASS TESTS

COMPASS placement tests for English, Math and Reading are administered in the Advising and Assessment Center: FSM 102. Testing is available Monday through Friday 8:30 a.m. to 3:00 p.m. Call for a testing appointment at 745-9762.

ENGLISH ACT and SAT PLACEMENT

English (ENGL) and Preparatory English (PRPE) courses require appropriate placement scores for course registration. Test scores reflect national norms and are subject to change. Students who have not earned appropriate scores on the ACT English or SAT 1 Verbal tests are required to take the COMPASS English placement test prior to registering in an English or Preparatory English courses (see course description for requirements). A student who has earned an appropriate ACT English or SAT 1 Verbal score is eligible to enroll in the following English courses:

English Course	ACT (English) Score	SAT 1 Verbal Score
ENGL A111	22-29	530-619
ENGL A211 *	30+	620+
ENGL A212 *	30+	620+
ENGL A213 *	30+	620+
ENGL A214 *	30+	620+

* If a student has earned 30+ on the ACT English test or 620+ on the SAT 1 Verbal test, ENGL A111 is waived as a prerequisite to higher-level composition courses. With the appropriate score, a student may enroll directly in ENGL A211, A212, A213 or A214. A student choosing this option is required to choose an additional three credits from the General Education Requirements (GER) Written Communications Skills list, for a total of six credits.

MATH ACT and SAT PLACEMENT

A student who has completed the course prerequisites is eligible to enroll in Math courses. A student who has not completed the course prerequisites but has completed courses with similar content and has earned an appropriate ACT or SAT 1 score is eligible to enroll in the following Math courses:

Math Course	ACT (Math)	SAT 1 Math
MATH A055	---	400-479
MATH A105	18-21	480-519
MATH A107	22-25	520-589
MATH A200	26+ **	590+ **

** Must also take trigonometry or precalculus course.

Advanced Placement

Math A200	Score of 3 on Calculus AB test.
MATH A201	Score of 4 or 5 on Calculus AB test or 3 or 4 on Calculus BC test.

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 an MSC student who experiences disabilities. Services include, but are not limited to, American Sign Language interpreters, note-taking assistance, textbooks in alternate formats (e.g. tape, large print, electronic text, Braille), 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) or e-mail at: dss@matsu.alaska.edu.

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 (located in the Student Services Center), preferably 60 to 90 days before the term begins. They 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.

VA students may access a toll-free telephone number: 1-800-GI-BILL-1 (or 1-888-442-4551). This number gives education claimants access, 24-hours a day, 7 days a week, to an automated system that provides a wide range of information about education benefits and specific information about individual student benefits accounts.

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 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 the 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, registration 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.

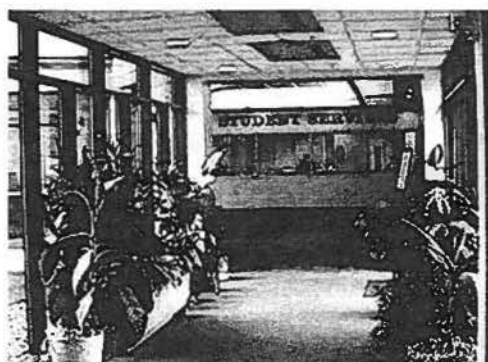
Other services and programs coordinated through Student Services include:

- Academic Petitions
- Admission Counseling
- Admission Processing
- Application for Graduation
- Audit-to-Credit & Credit-to-Audit
- Bulletin (catalog)
- Campus Tours
- Change of Student Name or Address
- Course Schedules
- Credit/No Credit
- Degree Check
- Directed Study
- Financial Aid
- General Information
- Grades
- High School Visitation Program
- Independent Study
- Military Education Evaluations
- Registration Advising
- Registration Procedures
- Registration by Proxy
- Registration Verification
- Test Proctoring
- Transcripts
- Underage Registration

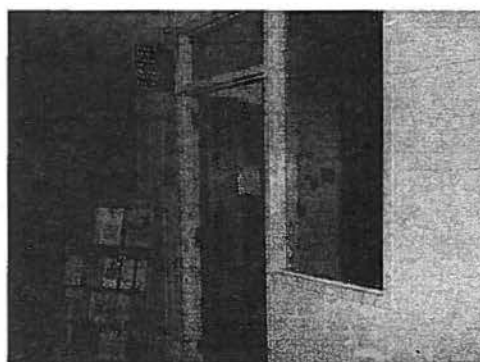
Helpful web pages:

http://www.matsu.alaska.edu/Students/admission_and_registration.htm

http://www.matsu.alaska.edu/Students/advis_and_assess.htm



**Admissions & Records Office
FSM 101**



**Advising and Assessment Center
FSM 102**

Chapter 3

Admission and Degree Programs

Admission to Undergraduate Programs	18
General University Requirements for Undergraduate Programs	20
Associate of Arts Degree	22
Associate of Arts Degree with Baccalaureate Link	23
Associate Degree Course Classifications	24
Requirements for UAA Baccalaureate Degrees	25
General Education Requirements for UAA Baccalaureate Degrees	25
Certificates:	
Architectural & Engineering Technology	30
Computer & Networking Technology	39
Office Technology	34
Refrigeration & Heating Technology	36
Telecommunications & Electronic Systems	39
Associate of Applied Science	28
Accounting	29
Architectural & Engineering Technology	30
Fire Service Administration	32
Human Services	33
Office Management & Technology	34
Refrigeration & Heating Technology	36
Small Business Administration	38
Telecommunications, Electronics & Computer Technology	39
UAF/MSC Partnership Degrees	
Microcomputer Support Specialist Program (Certificate & AAS) ..	41
Natural Resources Management (BS)	43



ADMISSION TO UNDERGRADUATE PROGRAMS

A student who wishes to earn a vocational certificate or associate degree must apply and be formally admitted to the degree program. Most certificate and associate degree programs operate under an open admissions 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.

Some certificate and associate programs may have additional requirements. Consult the individual program sections of this bulletin.

A first-time degree-seeking freshman or a transfer student without at least an associate degree must submit official high school transcripts (or GED scores). A transfer student who have earned credits at other regionally accredited colleges or universities must submit official transcripts from all institutions previously attended.

Private, Religious, or Home School Graduates

A student who graduated from a private, religious or home school must submit transcripts from a recognized transcripting institution or agency or take an approved assessment test and be admitted under the Ability to Benefit process.

Returning Adult 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.

A returning adult student who completed high school 10 or more years ago may elect not to submit high school transcripts if he/she wishes to attend as an associate or certificate seeking student and 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 course work. 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 provides assessment testing for this purpose. A student admitted under the Ability to Benefit process may be expected to successfully complete the required course work with a grade of "C" or better in order to remain admitted.

If required course work is 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.

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
GED Transcripts:	www.acenet.edu/calec/ged/gedadmin1-TT.cfm
College Transcripts:	www.collegenet.com

TRANSCRIPT EVALUATION

Transcripts from other institutions 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.

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 course work from international institutions must submit official transcripts and English translations (if necessary) as well as an official statement of educational equivalency from a recommended international credentials evaluation service. A list of such services may be obtained from Student Services. 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.

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 at the same level (i.e. associate to associate, baccalaureate to baccalaureate) 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.

UPDATING ADMISSION STATUS

An admitted, degree-seeking student who attended MSC in the past but has not been attendance for a semester or more, may need to update his/her admission status. If a student who had a break in attendance did not attend another institution outside of the UA system and is still within the catalog year limitations of admittance (five years for associate and certificate programs), he/she is eligible to update. An Update of Admission Status form is available at the Admission & 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 the Admissions & Records Office. A student will be re-admitted to the current catalog year. Departments reserve the right to refuse a student readmittance into their programs.

An admitted degree-seeking student who attended 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 in correspondence courses.
- 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.

APPLICATION FORM AND FEE

Applications may be obtained from the Admissions & Records Office. A non-refundable application fee of \$35 must be submitted with each application for admission.

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 a minimum of 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 standards, 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

Associate of Arts 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.

Associate of Applied Sciences Degree. 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)

Admission Requirements

Complete the Certificate and Associate Degree Admission Requirements located at the beginning of this chapter.

General University Requirements

Complete the Associate Degree General University Requirements located at the beginning of this chapter.

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. 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 23.

1. Oral Communication Skills	3
COMM A111 Fundamentals of Oral Communication (3)	
COMM A235 Small Group Communication (3)	
COMM A237 Interpersonal Communication (3)	
COMM A241 Public Speaking (3)	
2. Written Communication Skills	6
ENGL A111 Methods of Written Communication (3)	
and one of the following:	
ENGL A211 Academic Writings About Literature (3)	
ENGL A212 Technical Writing (3)	
ENGL A213 Writing in the Social/Natural Sciences (3)	
ENGL A214 Persuasive Writing (3)	
CIOA A262 Written Business Communications (3)	
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 24.



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 courses that satisfy the Baccalaureate Degree General Education Requirements 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 (3) | |
| COMM A235 Small Group Communication (3) | |
| COMM A237 Interpersonal Communication (3) | |
| COMM A241 Public Speaking (3) | |
| 2. Written Communication Skills | 6 |
| ENGL A111 Methods of Written Communication (3) | |
| and one of the following: | |
| ENGL A211 Academic Writings About Literature (3) | |
| ENGL A212 Technical Writing (3) | |
| ENGL A213 Writing in the Social/Natural Sciences (3) | |
| ENGL A214 Persuasive Writing (3) | |
| 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 |
| From the Social Sciences Baccalaureate General Education Requirements List, choose at least 6 credits from two different disciplines. | |
| 7. Electives | 15 |
| 8. Total Minimum Credits | 60 |

* Consult the Associate Degree Course Classifications list 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
Aerospace Science (ROTC)
Agriculture
Alaska Outdoor & Experiential Education
Applied Technology
Architectural & Engineering Technology
Automotive and Diesel Technology
Aviation Technology
Business Administration
Civil Engineering
Community Education
Computer Information and Office Sys.
Computer & Networking Technology
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 Care Assisting
Health Sciences
Human Services
Interior Design
Journalism & Public Communications
Justice
Library Science
Logistics Operations
Marine Technology
Mechanical Technology
Medical Assisting
Medical Laboratory Technology
Nursing
Nursing - Practical Nursing
Nursing Science
Occupational Safety and Health
Paralegal Studies
Paramedical Technology
Petroleum Technology
Physical Education
Process Technology
Refrigeration and Heating
Social Work
Technology

Vocational Education
Vocational Skills
Wastewater Treatment
Welding Technology

HUMANITIES

Alaska Native Studies
American Sign Language
Art
Chinese
Communication
Creative Writing and Literary Arts
Dance
English **
French
German
History *
Humanities
Italian
Japanese
Journalism & Public Communications
Korean
Languages
Latin
Liberal Studies Integrated Core
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
Liberal Studies Integrated Science
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
Justice (JUST A110 and A330 only)
Liberal Studies Social Science
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.

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

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 (GERs) FOR UAA BACCALAUREATE DEGREES

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. The General Education Requirement provides students with a common educational experience that will foster the development of habits and capabilities fundamental to personal growth and productive life.

To this end, UAA students take courses in six basic areas:

1. Courses in Written and Oral Communication develop the critical reading, thinking, and communication faculties (writing, speaking, and listening) necessary for personal and professional success.
2. Courses in Quantitative Skills foster the analytical and mathematical abilities necessary for success in undergraduate study and professional life.
3. Courses in the Humanities consider the cultural, historical, literary, aesthetic, ethical, and spiritual traditions shaping the contemporary world.
4. Courses in the Fine Arts examine the historical, aesthetic, critical, and creative aspects of art.
5. Courses in the Social Sciences explore insights about individuals, groups and cultures derived from empirical methodologies.
6. Courses in the Natural Sciences present theoretical and descriptive approaches to understanding the natural and physical worlds. Throughout these studies, where applicable, students are encouraged to master information technologies, appreciate the multicultural reality of contemporary life, practice critical thinking, and consider the ethical commitments informing responsible citizenship.

After completing the General Education Requirements, UAA students shall be able to:

1. Communicate effectively in a variety of contexts and formats.
2. Reason mathematically, and analyze quantitative and qualitative data competently to reach sound conclusions.
3. Relate knowledge to the historical context in which it developed and the human problems it addresses.
4. Interpret different systems of aesthetic representation and understand their historical and cultural contexts.
5. Investigate the complexity of human institutions and behavior to better understand interpersonal, group, and cultural dynamics.
6. Identify ways in which science has advanced the understanding of important natural processes.
7. Locate and use relevant information to make appropriate personal and professional decisions.
8. Comprehend the concepts and perspectives needed to function in a multicultural society.
9. Integrate creative and critical thinking and personal experience in a meaningful and coherent manner.

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 A214 Persuasive Writing
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 Math/Mngl 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
AKNS A201 Native Perspectives
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
ITAL A101 Elementary Italian I
ITAL A102 Elementary Italian II
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
KOR A102 Elementary Korean II
LAT A101 Elementary Latin I
LAT A102 Elementary Latin II
LING A101 The Nature of Language
MUS A221 History of Music I
MUS A222 History of Music II
PHIL A101 Introduction to Logic
PHIL A201 Introduction to Philosophy
PHIL A211 History of Philosophy I
PHIL A212 History of Philosophy II
PHIL A301 Ethics
PHIL A313B Eastern Philosophy and Religion
PHIL A314 Western Religion
PS A331 Political Philosophy
PS A332 History of Political Philosophy I: Classical
PS A333 History of Political Philosophy II: Modern
RUSS A101 Elementary Russian I
RUSS A102 Elementary Russian II
RUSS A201 Intermediate Russian I
RUSS A202 Intermediate Russian II
SPAN A101 Elementary Spanish I
SPAN A102 Elementary Spanish II
SPAN A201 Intermediate Spanish I
SPAN A202 Intermediate Spanish II
THR A311 Representative Plays I
THR A312 Representative Plays II
THR A411 History of the 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
PARL A101	Introduction to Law
PS A101	Introduction to American Government
PS A102	Introduction to Political Science
PS A311	Comparative Politics
PS A351	Political Sociology
PSY A111	General Psychology
PSY A150	Life Span Development
SOC A101	Introduction to Sociology
SOC A201	Social Problems and Solutions
SOC A202	The Social Organization of Society
SOC A222	Small and Rural Communities
SOC A342	Sexual, Marital and Family Lifestyles
SOC A351	Political Sociology
SWK A106	Introduction to Social Welfare
SWK A243	Cultural Diversity & Community Services
WS A200	Introduction to Women's Studies

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 A111	Human Anatomy and Physiology I
BIOL A112	Human Anatomy and Physiology II
BIOL A115	Fundamentals of Biology I
BIOL A116	Fundamentals of Biology II
CHEM A103	Survey of Chemistry
CHEM A103L	Survey of Chemistry Laboratory
CHEM A104	Intro to Organic Chemistry & Biochemistry
CHEM A104L	Intro to Organic Chem & Biochem Lab
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	Elements of Physical Geography Laboratory
GEOL A111	Physical Geology
GEOL A112	Historical Geology
GEOL A115	Environmental Geology
GEOL A115L	Environmental Geology Laboratory
LSIS A101	Discoveries in Science
LSIS A102	Earth-Solar Systems-Life
LSIS A201	Life on Earth
LSIS A202	Concepts and Processes: Natural Sciences
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)

Degree Requirements

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

- | | | |
|----|--|--------|
| 1. | Oral Communication Skills | 3 |
| | COMM A111 Fundamentals of Oral Communication (3) | |
| | COMM A235 Small Group Communication (3) | |
| | COMM A237 Interpersonal Communication (3) | |
| | COMM A241 Public Speaking (3) | |
| 2. | Written Communication Skills | 6 |
| | ENGL A111 Methods of Written Communication (3) | |
| | <i>and one of the following:</i> | |
| | CIOA A262 Written Business Communications (3) | |
| | ENGL A211 Academic Writing About Literature (3) | |
| | ENGL A212 Technical Writing (3) | |
| | ENGL A213 Writing in the Social/Natural Sciences (3) | |
| | ENGL A214 Persuasive Writing (3) | |
| 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 24.) 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
- Architectural & Engineering Technology
- Fire Service Administration
- Human Services
- Office Management & Technology
- Refrigeration & Heating Technology
- Small Business Administration
- Telecommunications, Electronics & Computer Technology
- 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.

Associate of Applied Science, Accounting

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 20.
2. Complete the Associate of Applied Science requirements (15 credits). 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. For example CIOS A262 does not satisfy the general education requirement for a baccalaureate degree.

AAS DEGREE REQUIREMENTS	15
Oral Communication Skills	3
COMM A111 Fundamentals of Oral Communication (3)	
COMM A235 Small Group Communication (3)	
COMM A237 Interpersonal Communication (3)	
COMM A241 Public Speaking (3)	
Written Communication Skills	6
ENGL A111 Methods of Written Communication (3)	
and one of the following:	
CIOS A262 Written Business Communications (3)	
ENGL A211 Academic Writing About Literature (3)	
ENGL A212 Technical Writing (3)	
ENGL A213 Writing in the Social and Natural Sciences (3)	
ENGL A214 Persuasive Writing (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 24.) Courses chosen must be at the 100-level or above.	

* 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.

MAJOR REQUIREMENTS

Complete the following required courses	33
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 & Acctg (3)	
ACCT A225 Accounting for Payroll, Recv & Pay (3)	
ACCT A230 Financial Stmt Prep & 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)	
Complete 12 credits of electives.	12
Students may choose any course at the 100-level or above in ACCT, BA, CIOS, or ECON, or LOG but may not use more than 6 credits from one discipline.	
A total of 60 credits is required for the degree.	60

FACULTY

Brad Bradshaw, Assistant Professor (pfb@mat.su.alaska.edu)

ARCHITECTURAL & ENGINEERING TECHNOLOGY

The Architectural and Engineering Technology program provides entry-level skills and continuing education, and advanced technical skills in several specialized fields, including Computer-Aided Design and Drafting (CADD), 3-D modeling, and rendering. MSC offers four certificates in the specialized areas of Architectural Drafting, Civil Drafting, Mechanical and Electrical Drafting, Structural Drafting, and an Associate of Applied Science (AAS) degree in Architectural and Engineering Technology which encompasses all of these fields.

Students are trained to become skilled workers on architectural and engineering design teams. AET certificate and degree graduates are employed as drafters or technicians and work in private industry as well as municipal, state, or federal agencies. Drafters and technicians work in support of professional architects and engineers to produce the technical drawings used by construction workers to build everything from roads and bridges, to homes and office buildings, to oil and gas pipelines. Their drawings provide the visual guidelines that show the technical details of the products and structures to be constructed. These drawings specify dimensions, materials to be used, and procedures to be followed. Drafters and technicians fill in technical details by using drawings, rough sketches, specifications, codes, and calculations previously made by engineers, surveyors, or architects. They use technical handbooks, tables, calculators, and computers to do this. Because many drafters and technicians may assist in design work, creativity is desirable. Good communication skills and the ability to work well with others is also important as they are part of a team of architects, engineers, and other technicians.

The AET Associate of Applied Science (AAS) degree requires 4 to 5 semesters to complete. AET Certificates require 2 to 3 semester to complete.

Although courses taken may apply to the first 2 years of the 4 year degree program (i.e., BS in Technology), the AET AAS degree should not be considered preparatory or a substitute for professional degree programs in architecture or engineering. Students pursuing a 4 year degree in engineering should contact the Engineering Department at UAA. Those students pursuing a degree in architecture should contact the AET department for academic counseling prior to registration.

Students should expect to spend at least one hour on outside work for each hour in class. Lab facilities are available for students use.

In addition to tuition and fees, students should expect to purchase books and equipment required for each course. However, supplies should not be purchased before the first class.

Certificates

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

COURSE REQUIREMENTS

Certain courses require prerequisites or faculty permission.

GRADUATION REQUIREMENTS

In order to receive a certificate offered by the Mat-Su College, students must achieve a grade of "C" or better in all courses required for the certificate.

● ARCHITECTURAL DRAFTING CERTIFICATE

Certificate Requirements

Complete the following required courses:

AET A101	Fund of CADD for Bldg Constr (4)	4
AET A102	Methods of Building Constr (3)	3
AET A121	Architectural Drafting (3)	3
AET A123	Codes and Standards (3)	3
AET A181	Intermediate CADD for Bldg Constr (4)	4
AET A282	Advanced CADD Techniques (4)	4
COMM A111	Fund of Oral Communication (3)	3
	or COMM A235 Small Group Communication (3)	
	or COMM A237 Interpersonal Communication (3)	
	or COMM A241 Public Speaking (3)	
ENGL A111	Methods of Written Communication (3)	3

General Requirements

Choose Humanities*, Math, Natural Sciences, or Social Sciences. See Associate Degree Course Classification List on page 24. MATH A105 is recommended.

* 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.

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

● CIVIL DRAFTING CERTIFICATE

Certificate Requirements

Complete the following required courses:

AET A101	Fund of CADD for Bldg Constr (4)	4
AET A102	Methods of Building Constr (3)	3
AET A111	Civil Drafting (3)	3
AET A181	Intermediate CADD for Bldg Constr (4)	4
AET A213	Civil Technology (4)	4
AET A282	Advanced CADD Techniques (4)	4
COMM A111	Fund of Oral Communication (3)	3
	or COMM A235 Small Group Communication (3)	
	or COMM A237 Interpersonal Communication (3)	
	or COMM A241 Public Speaking (3)	
ENGL A111	Methods of Written Communication (3)	3

General Requirements

Choose Humanities*, Math, Natural Sciences, or Social Sciences. See Associate Degree Course Classification List on page 24. MATH A105 is recommended.

* 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.

A total of 31 credits is required for the certificate. 31

● MECHANICAL AND ELECTRICAL DRAFTING

Certificate Requirements	28
Complete the following required courses:	
AET A101 Fund of CADD for Bldg Constr (4)	4
AET A102 Methods of Building Construction (3)	3
AET A142 Mechanical and Electrical Tech (4)	4
AET A143 Mechanical and Electrical Drafting (3)	3
AET A181 Intermediate CADD for Bldg Constr (4)	4
AET A282 Advanced CADD Techniques (4)	4
COMM A111 Fundamentals of Oral Comm (3)	3
or COMM A235 Small Group Communication (3)	
or COMM A237 Interpersonal Communication (3)	
or COMM A241 Public Speaking (3)	
ENGL A111 Methods of Written Comm (3)	3
General Requirement	3
Choose Humanities*, Math, Natural Sciences, or Social Sciences. (See Associate Degree Course Classification List on page 24. MATH A105 is recommended).	
* 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.	
A total of 31 credits is required for the certificate.	31

● STRUCTURAL DRAFTING CERTIFICATE

Certificate Requirements	28
Complete the following required courses:	
AET A101 Fund of CADD for Bldg Constr (4)	4
AET A102 Methods of Building Constr (3)	3
AET A181 Intermediate CADD for Bldg Constr (4)	4
AET A131 Structural Drafting (3)	3
AET A231 Structural Technology (4)	4
AET A282 Advanced CADD Techniques (4)	4
COMM A111 Fundamentals of Oral Comm (3)	3
or COMM A235 Small Group Communication (3)	
or COMM A237 Interpersonal Communication (3)	
or COMM A241 Public Speaking (3)	
ENGL A111 Methods of Written Comm (3)	3
General Requirement	3
Choose Humanities*, Math, Natural Sciences, or Social Sciences. See Associate Degree Course Classification List on page 24. MATH A105 is recommended).	
Note: * 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.	
A total of 31 credits is required for the certificate.	31

Associate of Applied Science, Architectural and Engineering Technology

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

COURSE REQUIREMENTS

Certain courses require prerequisites or faculty permission.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees on page 20.
2. Complete the Associate of Applied Science requirements (15 credits).

AAS DEGREE REQUIREMENTS 15

Oral Communication Skills	3
COMM A111 Fundamentals of Oral Communication (3)	
COMM A235 Small Group Communication (3)	
COMM A237 Interpersonal Communication (3)	
COMM A241 Public Speaking (3)	
Written Communication Skills	6
ENGL A111 Methods of Written Communication (3)	
and one of the following:	
CIOA A262 Written Business Communications (3)	
ENGL A211 Academic Writing About Literature (3)	
ENGL A212 Technical Writing (3)	
ENGL A213 Writing in the Social and Natural Sciences (3)	
ENGL A214 Persuasive Writing (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 24.) GEOL A111 and MATH A105 are recommended.

* 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.

MAJOR REQUIREMENTS

Complete the following required courses:	42
AET A101 Fund of CADD for Bldg Constr (4)	
AET A102 Methods of Building Constr (3)	
AET A111 Civil Drafting (3)	
AET A121 Architectural Drafting (3)	
AET A123 Codes and Standards (3)	
AET A131 Structural Drafting (3)	
AET A142 Mechanical and Electrical Tech (4)	
AET A143 Mechanical and Electrical Drafting (3)	
AET A181 Intermediate CADD for Bldg Constr (4)	
AET A213 Civil Technology (4)	
AET A231 Structural Technology (4)	
AET A282 Advanced CADD Techniques (4)	

Electives	6
AET A201 and AET A295 are recommended.	

A total of 63 credits is required for the degree. 63

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 Tom Wells at (907) 267-5066.

Associate of Applied Science, Fire Service Administration

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 20.
2. Complete the Associate of Applied Science requirements (15 credits).

AAS DEGREE REQUIREMENTS		15	Complete 9 credits from the following courses; or other FSA courses as approved by program coordinator:	9
Oral Communication Skills		3	EMT A130 Emergency Medical Technician I (6)	
COMM A111	Fundamentals of Oral Communication (3)		FSA A115 Fire Apparatus and Equipment (3)	
COMM A235	Small Group Communication (3)		FSA A121 Introduction to Fire Chemistry (3)	
COMM A237	Interpersonal Communication (3)		FSA A123 Fire Investigation I (3)	
COMM A241	Public Speaking (3)		FSA A151 Wildland Fire Control I (3)	
Written Communication Skills		6	FSA A206 Building Constr for Fire Protec (3)	
ENGL A111	Methods of Written Communication (3)		FSA A210 Hazardous Materials II (3)	
<i>and one of the following:</i>			FSA A212 Related Codes and Ordinances (3)	
CLOS A262	Written Business Communications (3)		FSA A214 Fire Protection Equip & Systems (3)	
ENGL A211	Academic Writing About Literature (3)		FSA A217 Advanced Rescue Practices (3)	
ENGL A212	Technical Writing (3)			
ENGL A213	Writing in the Social and Natural Sciences (3)			
ENGL A214	Persuasive Writing (3)			
General Requirements		6	Complete an additional 15 credits of electives.	15
Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 24.) Courses chosen must be at the 100-level or above.			A total of 60 credits is required for the degree.	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.

MAJOR REQUIREMENTS

Complete the following required courses:		21
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 Org & Mgt (3)	
FSA A117	Rescue Practices (3)	
FSA A202	Fire Hydraulics (3)	
FSA A204	Hazardous Materials I (3)	

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 course work 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.

Associate of Applied Science, Human Services

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for the Associate Degrees listed on page 20.
2. Complete the Associate of Applied Science requirements (15 credits).

AAS DEGREE REQUIREMENTS

15

Oral Communication Skills

3

- COMM A111 Fundamentals of Oral Communication (3)
 COMM A235 Small Group Communication (3)
 COMM A237 Interpersonal Communication (3)
 COMM A241 Public Speaking (3)

Written Communication Skills

6

- ENGL A111 Methods of Written Communication (3)
and one of the following:
 CLOS A262 Written Business Communications (3)
 ENGL A211 Academic Writing About Literature (3)
 ENGL A212 Technical Writing (3)
 ENGL A213 Writing in the Social and
 Natural Sciences (3)
 ENGL A214 Persuasive Writing (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 24.) Courses chosen must be at the 100-level or above.

* 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.

MAJOR REQUIREMENTS

Complete the following required courses:

29

- ANTH A200 Natives of Alaska (3) 3
 or ANTH A202 Cultural Anthropology (3)
 HUMS A101 Introduction to Human Services (3) 3
 HUMS/SWK A106 Introduction to Social Welfare (3) 3
 HUMS A223 Intro to Paraprofessional Couns I (3) 3
 HUMS A262 Human Services Practicum I (4) 4
 HUMS A263 Human Services Practicum II (4) 4
 HUMS A324 Intro to Paraprofessional Couns II (3) 3
 PSY A111 General Psychology (3) 3
 PSY A150 Life Span Development (3) 3

Complete 6 credits from one of the emphasis areas.

Note: Each Human Services degree requires a 6 credit emphasis area. Selected courses may only be used in one emphasis area.

● GENERAL HUMAN SERVICES EMPHASIS

Complete 6 credits from the following:

6

- 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 Research Methods in Psy (4)
 PSY A345 Abnormal Psychology (3)
 SOC A202 Social Organization of Society (3)
 SOC A242 Intro to Marriage, Family & Intmt Rel (3)
 SOC A246 Adolescence (3)
 SOC/PSY A453 Appl of Statistics to Soc Sciences (3)

● SUBSTANCE ABUSE EMPHASIS

Complete 6 credits from the following:

6

- HUMS A122 Substance Abuse/Contemp Prblm (3)
 HUMS A123 Public Ed & Prev in Sbstnc Abuse (3)
 HS A350 Drugs and Drug-Taking Behavior (3)
 HS A381 Substance Abuse Treatment (3)
 SWK A471 Addictions and Social Work (3)

● FAMILY AND YOUTH EMPHASIS

Complete 6 credits from the following:

6

- 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 Intro Marriage, Family & Intmt Rel (3)
 SOC A246 Adolescence (3)

● DISABILITIES EMPHASIS

Complete 6 credits from the following:

6

- ASL A101 Elem American Sign Language I (3)
 ASL A102 Elem American Sign Language II (3)
 ASL A201 Int 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 Best Practices-Mental Health (3)

Choose 10-16 credits of electives in consultation with faculty advisor or academic advisor. 10-16

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

FACULTY

Ann Yaros, Assistant Professor (pfamy@matsu.alaska.edu)

OFFICE MANAGEMENT and TECHNOLOGY

The Office Management and Technology (OMT) programs provide career education leading to a certificate, or an Associate of Applied Science degree, 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 emphases 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 skills preparation for personal use. Courses meet the needs of beginning, experienced, or re-entry office workers. 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

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

GENERAL UNIVERSITY REQUIREMENTS

Complete the General University Requirements for Certificates listed on page 20.

CERTIFICATE REQUIREMENTS

Complete the following:	13
CIOA A160 Business English (3)	
CIOA A165 Office Procedures (3)	
CIOA A167 Proofreading (1)	
CIOA A262 Written Business Communications (3)	
CIOA A264 Interpersonal Skills in Organizations (3)	

Complete 3 credits from the following:	3
CIOA A105 Intro to PC Computers & Appl (3)	
CIOA A107 Macintosh Comp & Applications (3)	
CIOA A110 Computer Concepts in Business (3)	

Complete 3-6 credits from the following:	3-6
CIOA A100* Keyboarding I (3)	
or CIOA A100A* Keyboarding I: A (1)	
CIOA A100B* Keyboarding I: B (1)	
CIOA A100C* Keyboarding I: C (1)	
CIOA A102 Keyboarding Skill Building (1)	
CIOA A260 Keyboarding II (3)	
* Credit will not be counted for BOTH CIOA A100 and CIOA A100A, A100B, and A100C.	

Complete 1 credit from the following:	1
CIOA A115 Selected Intro Word Proc Appl (1)	
CIOA A215 Selected Adv Word Proc Appl (1)	

Complete 1-3 credits from the following:	1-3
CIOA A166 Filing (1)	
CIOA A276 Records Management (3)	

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

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

Associate of Applied Science, Office Management and Technology

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 20.
2. Complete the Associate of Applied Science requirements (15 credits). CIOA A262 is recommended.

AAS DEGREE REQUIREMENTS 15

Oral Communication Skills	3
COMM A111 Fundamentals of Oral Communication (3)	
COMM A235 Small Group Communication (3)	
COMM A237 Interpersonal Communication (3)	
COMM A241 Public Speaking (3)	

Written Communication Skills	6
ENGL A111 Methods of Written Communication (3)	
and one of the following:	
CIOA A262 Written Business Communications (3)	
ENGL A211 Academic Writing About Literature (3)	
ENGL A212 Technical Writing (3)	
ENGL A213 Writing in the Social and Natural Sciences (3)	
ENGL A214 Persuasive Writing (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 24.) Courses chosen must be at the 100-level or above.	

* 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.

MAJOR REQUIREMENTS 45

● SECRETARIAL EMPHASIS	
Complete 13 credits from the following:	13
CIOA A160 Business English (3)	
CIOA A161 Business Math (3)	
CIOA A165 Office Procedures (3)	
CIOA A167 Proofreading (1)	
CIOA A264 Interpersonal Skills in Organizations (3)	

Complete 6 credits from the following:	6
CIOS A100* Keyboarding I (3)	
or CIOS A100A* Keyboarding I: A (1)	
CIOS A100B* Keyboarding I: B (1)	
CIOS A100C* Keyboarding I: C (1)	
CIOS A102 Keyboarding Skill Building (1)	
CIOS A260 Keyboarding II (3)	
CIOS A261 Keyboarding III (3)	
* Credit will not be counted for BOTH CIOS A100 and CIOS A100A, A100B, and A100C.	
Complete 1-3 credits from the following:	1-3
CIOS A250A Machine Transcription A (1)	
CIOS A250B Machine Transcription B (1)	
CIOS A251 Medical Transcription (3)	
CIOS A252 Legal Transcription (1-3)	
Complete 3 credits from the following:	3
CIOS A105 Intro to PC Computers & Appl (3)	
CIOS A110 Computer Concepts in Business (3)	
Complete 1-3 credits from the following:	1-3
CIOS A115 Selected Intro Word Proc Appl (1)	
CIOS A215 Selected Adv Word Proc Appl (1)	
Complete the following:	3
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.	
Complete 3 credits from the following:	3
ACCT A101 Principles of Financial Accounting I (3)	
ACCT A120 Bookkeeping for Business I (3)	
ACCT A201 Principles of Financial Accounting (3)	
Complete 3 credits from the following:	3
CIOS A107 Macintosh Computer & Applications (3)	
CIOS A107A Intro to Macintosh Computers (1)	
CIOS A116B Intro to Desktop Publishing/IBM (1)	
or CIOS A338 Desktop Publishing and Design (3)	
Complete 7-9 credits from the following:	1-3
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)	
Complete up to 5 elective credits to total 60 credits.	0-5
CIOS A168 Shorthand (3)	
CIOS A170 Calculators (1)	
CIOS A192 Seminars in Office Mgt & Tech (1)	
A minimum of 60 credits is required for the degree.	60

● LEGAL SECRETARIAL EMPHASIS	45
Complete 13 credits from the following:	13
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)	
Complete 1-3 credits from the following:	1-3
CIOS A250A Machine Transcription A (1)	
CIOS A251 Medical Transcription (3)	
CIOS A252 Legal Transcription (1-3)	
Complete 3 credits from the following:	3
CIOS A105 Intro to PC Computers & Appl (3)	
CIOS A110 Computer Concepts in Business (3)	
Complete 1-3 credits from the following:	1-3
CIOS A115 Selected Intro Word Proc Appl (1)	
CIOS A215 Selected Adv Word Proc Appl (1)	
Complete the following:	3
CIOS A262* Written Business Communications	
* If CIOS A262 was taken to meet the Written Communication General Education Requirement, then complete 3 elective CIOS credits of your choice.	
Complete 3 credits from the following:	3
ACCT A101 Principles of Financial Accounting I (3)	
ACCT A120 Bookkeeping for Business I (3)	
ACCT A201 Principles of Financial Accounting (3)	
Complete 18 credits from the following:	
CIOS A261 Keyboarding III (3)	3
CIOS A272* Law Office Procedures: Litigation Docs (3)	3
CIOS A273* Law Office Procedures: Client Docs (3)	3
CIOS A274* Alaska Rules of Civil Procedures (3)	3
CIOS A263 Professional Secretarial Procedures (3)	3
or BA A151 Introduction to Business (3)	
or BA A231 Fundamentals of Supervision (3)	
PARL A101* Introduction to Law (3)	3
or JUST A110 Introduction to Justice (3)	
or BA/JUST A241 Business Law I (3)	
Complete the following 3 credits:	3
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.	
A minimum of 60 credits is required for the degree.	60
* 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 (pfgjh@matsu.alaska.edu)
 Rebecca Evans, Assistant Professor (pfrme@matsu.alaska.edu)

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 student must enroll for the fall semester and must take the courses in sequence.

Certificate, Refrigeration and Heating Technology

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

ACADEMIC PROGRESS

Earn a cumulative GPA of 2.0 (C) or higher in required R&H courses to receive the certificate.

GENERAL UNIVERSITY REQUIREMENTS

Complete the General University Requirements for Certificates listed on page 20.

CERTIFICATE REQUIREMENTS

Complete the following:

First Year, First Semester: 13

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 13

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 14

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 Fund & Forced Air Heat (4)

Second Year, Second Semester 14

RH A226	Commercial HVAC/R Systems (4)
RH A228	Advanced Hydronic Heat Systems (4)
RH A229	HVAC/R Control Systems (3)
RH A232	HVAC/R Sheet Metal (3)

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

Associate of Applied Science, Refrigeration and Heating Technology

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

ACADEMIC PROGRESS

Earn a cumulative GPA of 2.0 (C) or higher in required R&H courses to receive the AAS.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 20.
2. Complete the Associate of Applied Science general degree requirements (15 credits).

AAS DEGREE REQUIREMENTS 15

Oral Communication Skills 3

COMM A111	Fundamentals of Oral Communication (3)
COMM A235	Small Group Communication (3)
COMM A237	Interpersonal Communication (3)
COMM A241	Public Speaking (3)

Written Communication Skills 6

ENGL A111	Methods of Written Communication (3)
<i>and one of the following:</i>	
CLOS A262	Written Business Communications (3)
ENGL A211	Academic Writing About Literature (3)
ENGL A212	Technical Writing (3)
ENGL A213	Writing in the Social and Natural Sciences (3)
ENGL A214	Persuasive Writing (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 24.) Courses chosen must be at the 100-level or above.

* 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.

FACULTY

Dan Mielke, Assistant Professor (pfdmm@matsu.alaska.edu)

Jack Cypher, Instructor (pfjlc@matsu.alaska.edu)

MAJOR REQUIREMENTS

Complete the following:

First Year, First Semester: 13

RH A101 Refrigeration & Air Conditioning Fund (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 13

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 14

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 Fund & Forced Air Heat (4)

Second Year, Second Semester 14

RH A226 Commercial HVAC/R Systems (4)

RH A228 Advanced Hydronic Heat Systems (4)

RH A229 HVAC/R Control Systems (3)

RH A232 HVAC/R Sheet Metal (3)

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

SMALL BUSINESS ADMINISTRATION

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

Associate of Applied Science, Small Business Administration

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 20.
2. Complete the Associate of Applied Science requirements (15 credits). 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.

AAS DEGREE REQUIREMENTS

15

Oral Communication Skills

3

- COMM A111 Fundamentals of Oral Communication (3)
 COMM A235 Small Group Communication (3)
 COMM A237 Interpersonal Communication (3)
 COMM A241 Public Speaking (3)

Written Communication Skills

6

- ENGL A111 Methods of Written Communication (3)

and one of the following:

- CIOA A262 Written Business Communications (3)
 ENGL A211 Academic Writing About Lit (3)
 ENGL A212 Technical Writing (3)
 ENGL A213 Writing in the Social and Natural Sciences (3)
 ENGL A214 Persuasive Writing (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 24.) Courses chosen must be at the 100-level or above.

* 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.

MAJOR REQUIREMENTS

45

Complete the required support courses:

- ACCT A101 Principles of Financial Accounting I (3) 3-6
 and ACCT A102 Principles of Financial Acctg II (3)
 or ACCT A201 Principles of Financial Acctg (3)
 ACCT A202 Principles of Managerial Accounting (3) 3
 CIOA A110 Computer Concepts in Business (3) 3
 MATH A105 Intermediate Algebra (3) 3-4
 or MATH A107 College Algebra (4)
 or MATH A270 Appld Finite Math for Mngl Sci (3)

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

Complete the required BA core courses:

21

- 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)

Complete 9-12 credits of electives from the following:

9-12

- BA A131 Personal Finance (3)
 BA A232 Fundamentals of Organizational Mgmt (3)
 BA/JUST A242 Business Law II (3)
 BA A261 Advertising & Sales Promotion (3)
 BA A263 Practices in Consumer Behavior (3)

A total of 60 credits is required for the degree.

60

FACULTY

Brad Bradshaw, Assist. Professor (pfb@mat.su.alaska.edu)

TELECOMMUNICATIONS, ELECTRONICS and COMPUTER TECHNOLOGY

The Telecommunications, Electronics and Computer Technology Department (TECT) provides entry-level skills and career education to meet the demand for well-trained technicians in the computer electronics, telecommunications and electronics industries. The TECT Department offers two certificates in the specialized areas of Telecommunications and Electronics Systems (TES), and Computer and Networking Technology (CNT). Both certificates require more than 2 semesters to complete. An Associate of Applied Science degree in Telecommunications, Electronics and Computer Technology can be earned by completing additional required technical and general education courses.

Graduates from the TECT program can be employed as skilled technical support workers in fields including communications, microchip manufacturing, and computer support and repair in private industry as well as municipal, state and federal agencies. The industry and UAA's program welcome both men and women.

Both the Anchorage campus and the Mat-Su campus offer the program. Both locations are also collaborative sites for the Fairbanks-based, statewide Microcomputer Support Specialist Program (MSSP), which offers a certificate and an associate degree. Students should consult the TECT faculty for assistance with curriculum planning toward certifications such as A+, Net+, CCNA, and other industry-recognized standards.

CERTIFICATES

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

COURSE REQUIREMENTS

Certain courses require prerequisites or faculty permission.

● COMPUTER & NETWORKING TECHNOLOGY

Complete the following requirements:

CNT A160	PC Operating Systems (3)	33
CNT A161	PC Architecture (1)	
CNT A162	PC Building, Upgrading, Configuring & Troubleshooting (2)	
CNT A165	Customer Service Fundamentals (1)	
CNT A170	CISCO Academy Network Fundamentals (3)	
CNT A180	PC Interfacing (3)	
CNT A181	PC Auxiliary Storage (1)	
CNT A182	PC Peripheral Devices (1)	
CNT A183	Local Area Networks (2)	
CNT A184	Intro to TCP / IP (1)	
CNT A261	CISCO Router Fund (3)	
CNT A262	Computer Technical Support (2)	
CNT A270	CISCO Academy LAN Management (3)	
CNT A271	CISCO Academy WAN Management (3)	
ET A165	Intro to Digital Devices (1)	
ET A166	Technical Calc & Appl (2)	
ET A183	Data Comm (1)	

Complete 3 credits from the following courses:

BA A101	Intro to Management (3)	3
BA A231	Fund of Supervision (3)	

Complete 3 credits from the following courses:

PRPE A108	Basic Composition II (3)	3
ENGL A109	Practical Writing (3)	
ENGL A111	Meth of Written Comm (3)	

(Note: ENGL A111 is required for the AAS degree.)

Complete 3 credits from the following courses:

CIOA A105	Intro to PC Comp & Appl (3)	3
CIOA A111D	Intro to Excel in Windows (1)	
CIOA A111F	Intro to Quickbooks for Windows (1)	
CIOA A112F	Intro to MS Access in Windows (1)	
CIOA A113B	Intro to Windows (1)	
CIOA A114A	Intro to MS PowerPoint (1)	
CIOA A115G	Intro to MS Word in Windows (1)	
CIOA A115H	Intro to WordPerfect in Windows (1)	
CIOA A119	Exploring the Internet (1)	
CNT A101	MS Office 2000 Fundamentals (2)	
CNT A190	Sel. Topics in MOUS Certif. (1)	

Complete 3 credits from the following courses:

CS A100	Intro to Computers (3)	3
CS A106	Basic Programming (3)	
CS A109	Sel. Computer Languages (3)	

A total of 45 credits is required for the certificate. 45

● TELECOMMUNICATIONS & ELECTRONICS SYSTEMS

Complete the following requirements:

ET A160	DC Electrical Systems (3)	36
ET A161	DC Lab (1)	
ET A162	AC Electrical Systems (3)	
ET A163	AC Lab (1)	
ET A164	Intro to Semiconductors (1)	
ET A165	Intro to Digital Devices (1)	
ET A166	Technical Calc & Appl (2)	
ET A180	Advanced Semiconductors (3)	
ET A181	Advanced Digital Devices (2)	
ET A182	Applied ICs (2)	
ET A183	Data Communications (1)	
ET A184	Telecommunications (2)	
ET A185	Transmitters and Receivers (3)	
ET A260	Instrumentation & Control Processes (3)	
ET A261	Electronic System Troubleshooting (2)	
ET A262	Advanced Communications (3)	
CNT A163	Intro to Networking (1)	
CNT A164	Network Cabling (1)	
CNT A165	Customer Service Fundamentals (1)	

Complete 3 credits from the following courses:

PRPE A108	Basic Composition II (3)	3
ENGL A109	Practical Writing (3)	
ENGL A111	Methods of Written Comm (3)	

(Note: ENGL A111 is required for the AAS degree.)

Complete 3 credits from the following courses:

CIOA A105	Intro to PC Comp & Appl (3)	3
CIOA A111D	Intro to Excel in Windows (1)	
CIOA A111F	Intro to Quickbooks for Windows (1)	
CIOA A112F	Intro to Access in Windows (1)	
CIOA A113B	Intro to Windows (1)	
CIOA A114A	Intro to PowerPoint (1)	
CIOA A115G	Intro to Word in Windows (1)	
CIOA A115H	Intro to WordPerfect in Windows (1)	
CIOA A119	Exploring the Internet (1)	
CNT A101	MS Office 2000 Fundamentals (2)	
CNT A190	Sel. Topics in MOUS Certif (1)	

A total of 42 credits is required for the certificate. 42

NONTRANSCRIPTED DEPARTMENTAL CERTIFICATE OF COMPLETION, CISCO LOCAL ACADEMY NETWORKING

Complete the following courses:

CNT A170	CISCO Academy Network Fundamentals (3)
CNT A261	CISCO Router Fundamentals (3)
CNT A270	CISCO Academy LAN Management (3)
CNT A271	CISCO Academy WAN Management (3)

A total of 12 credits is required for the nontranscripted departmental certificate of completion. 12

Associate of Applied Science, Telecommunications, Electronics and Computer Technology

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 18.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 20.
2. Complete the Associate of Applied Science Requirements (15 credits).

AAS DEGREE REQUIREMENTS 15

Oral Communication Skills 3

- COMM A111 Fundamentals of Oral Communication (3)
COMM A235 Small Group Communication (3)
COMM A237 Interpersonal Communication (3)
COMM A241 Public Speaking (3)

Written Communication Skills 6

- ENGL A111 Methods of Written Communication (3)
and one of the following:
CIOS A262 Written Business Communications (3)
ENGL A211 Academic Writing About Literature (3)
ENGL A212 Technical Writing (3)
ENGL A213 Writing in the Social and Natural Sciences (3)
ENGL A214 Persuasive Writing (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 24.) Courses chosen must be at the 100-level or above.

* 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.

MAJOR REQUIREMENTS

(Complete one of the following tracks.)

● Computer and Networking Track 50

Complete the following: 38

- CNT A160 PC Operating Systems (3)
CNT A161 PC Architecture (1)
CNT A162 PC Building, Upgrading, Configuring & Troubleshooting (2)
CNT A165 Customer Service Fundamentals (1)
CNT A170 CISCO Academy Network Fundamentals (3)
CNT A180 PC Interfacing (3)
CNT A181 PC Auxiliary Storage (1)
CNT A182 PC Peripheral Devices (1)
CNT A183 Local Area Networks (2)
CNT A184 Intro to TCP / IP (1)
CNT A261 CISCO Router Fund (3)
CNT A262 Computer Technical Support (2)
CNT A270 CISCO Academy LAN Management (3)
CNT A271 CISCO Academy WAN Management (3)
CNT A280 Server Operating Systems (3)
CNT A281 Certification Preparation (2)
ET A165 Intro to Digital Devices (1)
ET A166 Technical Calc & Appl (2)
ET A183 Data Communications (1)

Complete 3 credits from the following courses: 3

- CNT/ET A276 Individual Technical Project (3)
CNT/ET A282 Industry Workplace Experience (3)

Complete 3 credits from the following courses: 3

- BA A101 Intro to Management (3)
BA A231 Fundamentals of Supervision (3)

Complete 3 credits from the following courses: 3

- CIOS A105 Intro to PC Comp&Appl (3)
CIOS A111D Intro to Excel in Windows (1)
CIOS A111F Intro to Quickbooks for Windows (1)
CIOS A112F Intro to MS Access in Windows (1)
CIOS A113B Intro to Windows (1)
CIOS A114A Intro to MS PowerPoint (1)
CIOS A115G Intro to MS Word in Windows (1)
CIOS A115H Intro to WordPerfect in Windows (1)
CIOS A119 Exploring the Internet (1)
CNT A101 MS Office 2000 Fundamentals (2)
CNT A190 Sel. Topics in MOUS Certif. (1)

Complete 3 credits from the following courses: 3

- CS A100 Intro to Computers (3)
CS A106 Basic Programming (3)
CS A109 Sel. Computer Languages (3)

A total of 65 credits is required for the degree with the CNT Track. 65

● Telecommunications and Electronics Systems Track 45

Complete the following requirements: 39

- ET A160 DC Electrical Systems (3)
ET A161 DC Lab (1)
ET A162 AC Electrical Systems (3)
ET A163 AC Lab (1)
ET A164 Intro to Semiconductors (1)
ET A165 Intro to Digital Devices (1)
ET A166 Technical Calc & Appl (2)
ET A180 Advanced Semiconductors (3)
ET A181 Advanced Digital Devices (2)
ET A182 Applied ICs (2)
ET A183 Data Communications (1)
ET A184 Telecommunications (2)
ET A185 Transmitters and Receivers (3)
ET A260 Instrumentation & Control Processes (3)
ET A261 Electronic System Troubleshooting (2)
ET A262 Advanced Communications (3)
ET A280 Programmable Logic Controllers (3)
CNT A163 Intro to Networking (1)
CNT A164 Network Cabling (1)
CNT A165 Customer Service Fundamentals (1)

Complete 3 credits from the following courses: 3

- ET A276 Individual Project (3)
ET A282 Work Study (3)

Complete 3 credits from the following courses: 3

- CIOS A105 Intro to PC Comp & Appl (3)
CIOS A111D Intro to Excel in Windows (1)
CIOS A111F Intro to Quickbooks for Windows (1)
CIOS A112F Intro to MS Access in Windows (1)
CIOS A113B Intro to Windows (1)
CIOS A114A Intro to MS PowerPoint (1)
CIOS A115G Intro to MS Word in Windows (1)
CIOS A115H Intro to WordPerfect in Windows (1)
CIOS A119 Exploring the Internet (1)
CNT A101 MS Office 2000 Fundamentals (2)
CNT A190 Sel. Topics in MOUS Certif. (1)

A total of 60 credits is required for the degree with the TES Track. 60-65

FACULTY

John Rogers, Associate Professor (pfjir@matsu.alaska.edu)

MICROCOMPUTER SUPPORT SPECIALIST PROGRAM (MSSP) UAF degree available statewide.

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 Assessment Center at FSM 102 or 745-9762 for information about enrolling in the program.

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

MSSP is expanding the technology courses for the competencies and core requirements. Please check with an academic advisor.

General University Requirements

3. See a Mat-Su College Academic Advisor for Admission Requirements (FSM 102 or call 745-9762).
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

General University Requirements		9-10
ENGL A111	Methods of Written Comm (3)	3
CIOS A161	Business Math (3)	3-4
	or Math A107 or above (3-4)	
CIOS A264	Interpersonal Skills in Organizations (3)	3
	or HUMS/PSY A153 Human Relations (3)	

Complete the following Core Requirements:		15
CNT A163	Intro to Networking ** (1)	3
	and CNT A183 Local Area Networks ** (2)	
CIOS A120	Microcomputer Op Sys ** (3)	3
CNT A161	PC Architecture *** (1)	3
	and CNT A162 PC Bldg, Upgrd, Config & Trblshtg *** (2)	
	or ET A216 PC Servicing *** (3)	
CIOS F211#	Consulting & Training End Users *** (3)	3
	or CNT A165 Customer Serv Fundamentals *** (1)	
	and CNT A262 Computer Technical Support *** (2)	
CIOS A280	Independent Project *** (3)	3
	or CIOS A295C Office Systems Internship *** (3-6)	
	or CNT A276 Individual Technical Project *** (3)	

Basic MSSP Competencies (choose 9 credits from the following or Credit by Exam)		9
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 A215G	Advanced MS Word in Windows (1)	
	or CIOS A215H Advanced WordPerfect in Win (1)	
CIOS A211D	Advanced Excel in Windows (1)	
CIOS A116B	Intro to Desktop Publishing on IBM (1)	
	and CIOS A216B# Advanced Desktop Publ/IBM (1)	
	or CIOS A338 Desktop Publishing & Design (3)	
CIOS F246#	Advanced Internet (1-3)	
CS A106	BASIC Programming (3)	
CS A109	Select Languages: Java Script (3)	

Pass a certification review of the following skill areas:

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

A total of 33 - 34 credits is required for the certificate. 33-34

** May be satisfied through credit by exam.

*** May not be satisfied through credit by exam.

Offered only through UALC Distance Education

Note Deadline: The UAF deadline for applying for admission is August 1 for the fall semester and December 1 for the spring semester. Admitted students receive a standard letter that includes information not relevant to students who do not attend classes at UAF.

Note Financial Aid: UAF services the students admitted to the MSSP Certificate or Degree. Check with a Financial Aid Advisor for UAF's federal financial aid code.

Please see next page for Associate of Applied Science in MSSP.

The AAS degree program builds on the certificate program to provide additional general education and skill development in microcomputer support, qualifying students for more advanced positions like the state of Alaska's Microcomputer/Network Specialist I and II.

Associate of Applied Science, Microcomputer Support Specialist Program

MAJOR REQUIREMENTS 18

Complete the following requirements:

ENGL A111	Methods of Written Comm (3)	3
ENGL A211	Academic Writing About Literature (3)	3
	or ENGL A212 Technical Writing (3)	
	or ENGL A213 Writing in the Social/Natl Sciences (3)	
COMM A111	Fundamentals of Oral Comm (3)	3
	or COMM A235 Small Group Communication (3)	
	or COMM A237 Interpersonal Communication (3)	
	or COMM A241 Public Speaking (3)	
CIOS A264	Interpersonal Skills in Organizations (3)	3
	or HUMS/PSY A153 Human Relations (3)	
MATH A107 or above	or Natural Science at 100-level or above (3)	3
MATH A107 or above,	Humanities, Natural Science or Social Science elective (3)	3

Complete the following Core Requirements: 15

CNT A163	Intro to Networking ** (1)	3
	and CNT A183 Local Area Networks ** (2)	
CIOS A120	Microcomputer Op Sys ** (3)	3
CNT A161	PC Architecture *** (1)	3
	and CNT A162 PC Bldg, Updgd, Cnfg & Trblshtg *** (2)	
	or ET A216 PC Servicing *** (3)	
CIOS F211#	Consulting & Training End Users *** (3)	3
	or CNT A165 Customer Serv Fundamentals *** (1)	
	and CNT A262 Computer Technical Support *** (2)	
CIOS A280	Independent Project *** (3)	3
	or CIOS A295C Office Systems Internship *** (3-6)	
	or CNT A276 Individual Technical Project *** (3)	

Basic MSSP Competencies (choose 15 credits from the following or Credit by Exam): 15

CIOS A115G	Intro to MS Word in Windows (1)	
	or CIOS A115H Intro to WordPerfect in Windows (1)	
CIOS A111D	Intro to Excel in Windows (1)	
CIOS A112F	Intro to MS Access in Windows (1)	
CIOS A119	Exploring the Internet (1)	
CIOS A215G	Advanced MS Word in Windows (1)	
	or CIOS A215H Adv WordPerfect in Windows (1)	
CIOS A211D	Advanced Excel in Windows (1)	
CNT A101MS	Office 2000 Fundamentals (2)	
	and CNT A190 Sel. Topics MOUS Cert (1)	
CIOS A116B	Intro to Desktop Publishing on IBM (1)	
	and CIOS A216B# Adv. Desktop Publishing on IBM (1)	
	or CIOS A338 Desktop Publishing & Design (3)	
CIOS F246#	Advanced Internet (1-3)	
CS A106	Basic Programming (3)	
CS A109	Selected Languages: Java Script (3)	

Complete CIOS electives * 6

Complete general electives 6

Pass an MSSP certification review of the following skill areas:

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

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

Note Deadline: The UAF deadline for applying for admission is August 1 for the fall semester and December 1 for the spring semester. Admitted students receive a standard letter that includes information not relevant to students who do not attend classes at UAF.

Note Financial Aid: UAF services the students admitted to the MSSP Certificate or Degree. Check with a Financial Aid Advisor for UAF's federal financial aid code.

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

** May be satisfied through Credit by Exam.

*** May not be satisfied through Credit by Exam.

Offered only through UALC Distance Education

NATURAL RESOURCES MANAGEMENT

UAF degree - Palmer Research Center in cooperation with Mat-Su College.

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.

UAF-College of Natural Resources Management
School of Agriculture and Land Resources Management
Agriculture and Forestry Experiment Station
Palmer Research Center
(907) 746-9450
e-mail: aneal@uaa.alaska.edu
web site: <http://nrm.salrm.uaf.edu/~salrm/>

Note Deadline: The UAF deadline for applying for admission is August 1 for the fall semester and December 1 for the spring semester. Admitted students receive a standard letter that includes information not relevant to students who do not attend classes at UAF.

Degree requirements on next page.

Bachelor of Science, Natural Resources Management continued

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 11 of the 2002-2003 UAF Catalog.
2. Complete the General University Requirements. As part of the core curriculum requirements, complete a MATH - Calculus course. See the 2002-2003 UAF Catalog.
3. Complete the B.S. degree requirements. See the 2002-2003 UAF Catalog.
4. For Natural Resources Management degree requirements see the 2002-2003 UAF Catalog.

Major Requirements

Concentration: Plant, Animal and Soil Sciences

Complete the following (major) requirements: *

AS A252***	Elementary Probability and Statistics (3)
BIOL A115**	Fundamentals of Biology I (4)
BIOL A116**	Fundamentals of Biology II (4)
BIOL 271	Principles of Ecology (4)
CHEM A105***	General Chemistry I (3)
CHEM A105L***	General Chemistry Lab I (1)
CHEM A106***	General Chemistry II (3)
CHEM A106L***	General Chemistry Lab II (1)
ECON 235	Introduction to Natl Resource Econ (3)
NRM 101****	Natural Resources Conserv & Policy (3)
NRM 106	Orientation to Natl Resource Mgt (1)
NRM 304O	Perspectives in Natl Resources Mgt (3)
NRM 380W	Soils and the Environment (3)
NRM 405W	Senior Thesis in Natl Resources Mgt I (2)
NRM 406W	Senior Thesis in Natl Resources Mgt II (2)

Complete the following option requirements: *

Plant, Animal & Soil Sciences Concentration Requirements	18
BIOL 331	Systematic Botany (4)
NRM 211	Introduction to Applied Plant Science (3)
NRM 290	Resource Mgt Issues at High Latitudes (2)
NRM 310O	Agricultural Concepts (3)
NRM 320	Introduction to Animal Science (3)
NRM 480	Soil Management for Qlty & Conserv (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. 8

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

NRM 102	Practicum in Natl Resources Mgt (1-2)
and/or	
NRM 300	Internship in Natl Resources Mgt (1-3)
NRM 204	Natl Resources Legislation & 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	Intro to Geographic Information Sys (3)
NRM 340	Natl Res Measurement & Inventory (3)
NRM 341	GIS Analysis (4)
NRM 370	Intro to Watershed Management (3)
NRM 404	Processes of Natl Res Decsn Making (3)
NRM 412	Field Crop Production (3)
NRM 420	Animal Nutrition & Metabolism (3)
NRM 425	Ungulate Mgt & Production Systems (3)
NRM 485	Soil Biology (3)

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. 12

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

* 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

Tuition	46
Fees	47
Financial Obligations	48
Refund Policy	48
Petition for Exception to University Policy on Refund of Tuition & Fees	49
Financial Aid	50
Financial Aid Appeal Policy	50
Satisfactory Academic Progress for Financial Aid	52
Refund of Federal Financial Aid	54
Grants	55
Loans	56
Scholarships	57
Student Employment	57



TUITION

RESIDENCY FOR TUITION PURPOSES

Any person who, at the time of registration, has been physically present in Alaska for one year (excepting only vacations or other absence for periods not exceeding an aggregate of 120 days with intent to return) and who declares intention to remain in Alaska indefinitely shall be deemed a resident for purposes of tuition charges. However, any person who, within one year of registration has declared residency in another state, voted in another state, or done any act inconsistent with Alaska residence shall be deemed a nonresident for purposes of tuition charges. An unemancipated person under the age of 18 who has a parent or guardian who qualifies as an Alaskan resident, as defined above, shall be deemed a resident for purpose of tuition charges. Members of the U.S. military on active duty and their dependents, members of the Alaska National Guard and their dependents are considered residents for tuition purposes.

An international student in F-1 status or in any other non-immigrant visa status cannot be considered a resident for tuition purposes. Non-immigrant visa status is inconsistent with Alaska 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 of residency.

For purposes of tuition charges, the following shall be deemed a resident:

- All active duty United States military personnel and their dependents, regardless of their state residency status.
- All members of the Alaska National Guard and their dependents, regardless of whether they yet qualify as residents of the state under any other requirements.
- All students who are children of a person who graduated and holds a degree from the University of Alaska.
- All students in WICHE, WRGP, WUE (Western Interstate Commission on Higher Education, Western Regional Graduate Program, Western Undergraduate Exchange Plan). [Note: Special rates apply to these programs].
- All students enrolled in four or fewer credit hours during a semester.
- All residents of the Yukon and Northwest Territories.
- All Students from states whose public universities waive nonresident tuition surcharges for Alaska residents based upon a reciprocal agreement.
- All students from foreign cities and provinces which establish sister city or sister province relationships with the state of Alaska or Alaskan municipalities and which have been approved by the president.

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	\$82.00 per credit hour
*Non-resident	\$256.00 per credit hour

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

Resident	\$93.00 per credit hour
*Non-Resident	\$267.00 per credit hour

Graduate

Resident	\$184.00 per credit hour
*Non-resident	\$358.00 per credit hour

* A non-resident student who restricts his/her enrollment to no more than four credits each semester is charged resident tuition. Any credits beyond the 4-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 current 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 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.
Career Exploration Test	A \$10 testing fee will be charged for each testing session for non-students.
Computer Lab	A \$25 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 may be other fees assessed for the course such as lab or material fees in addition to the administrative fee. 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 the University of Alaska.
Self Support	A fee charged for a course that is funded entirely through the revenues collected when students register for that specific course. Separate refund policy applies.
Special Course and Laboratory Fees	Special fees are assessed to pay for travel, equipment, or facilities out of the ordinary. The typical fees listed normally cover College charges for course registration. Some courses, however, have extraordinary expenses associated with them, and in such cases the College may charge additional fees in amounts that approximate the added instructional or laboratory costs. If other costs are required for the course, they will be listed in the semester course schedule.
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.
Technology Fee	Mandatory fee to provide up-to-date equipment, software, maintenance, training, and support for student use. \$5 per credit hour to a maximum of \$60.
Tech Prep Course Fee	A non-refundable per credit fee is charged for Tech prep courses approved through articulation. \$15 per credit.
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.

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

FINANCIAL OBLIGATIONS

Mat-Su College/UAA reserves the right to withhold final grades, transcripts, or diplomas from a student who has not fulfilled all financial obligations to the institution. Permission to register or add/drop will be denied and a student's current registration may be cancelled. A student is held financially responsible for all registered courses. Interest, late fee, 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 \$5 or less. MSC reserves the right to change its tuition or fees at any time.

SENIOR CITIZEN TUITION WAIVER

Alaska residents 60 years of age or older may register in most MSC credit classes and have tuition waived. Registration is on a 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 courses 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 for their particular classes. The date of official drop or withdrawal activity determines eligibility for a refund.

A student who drops or withdraws or is administratively dropped or withdrawn from courses as a result of College/University disciplinary action forfeit all rights to any refund.

If there is a refund due to the student and the tuition was paid by credit card, the credit card account will be credited. If tuition was paid by cash or check, a refund check will be mailed to the student's address of record. Refunds will not be issued for amounts of less than \$5. 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 tuition charged is refunded if the student officially drops at least two business days 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.

Petition for Exception To University Policy on Refund of Tuition & Fees

A student, or person with legal authority to act on behalf of a student, may petition for an exception to University policy on refunds of tuition and fees. Petitions are not automatically granted but will be considered in light of the criteria set out below and individual circumstances as demonstrated in the documentation provided

1. The petitioner must submit to the Exception to University Policy Committee a signed petition and consent to release of information form, which is provided for this purpose. The form must be submitted to an advisor in the Advising and Assessment Center, P.O. Box 2889, Palmer, Alaska 99645.
2. A petition for exception must be received no later than the last day of the semester following the semester or session in which the course was offered. Petitions that are not received timely may not be considered. For example:
 Fall course - no later than the end of the following Spring semester
 Spring course - no later than the end of the following Fall semester
 Summer course - no later than the end of the following Fall semester
3. At the time the petition is filed the student must already have dropped or withdrawn from the course(s) involved. Refunds will not be considered for courses in which a student is still registered, or for which a grade exists, i.e., "F", "I", "DF", "AU."
4. Written documentation from instructors, physicians, or other appropriate persons verifying and supporting the request must accompany the petition. It is the responsibility of the student or a person authorized to act on behalf of the student to submit supporting documentation along with the petition. Petitions submitted without documentation may be returned and not considered.
5. A petition will only be approved if the petitioner can demonstrate unanticipated and unavoidable circumstances beyond the student's control that arose after the withdrawal deadlines in MSC's published schedule and that caused the student to drop the course(s).
6. Work related issues, financial hardship, and failure to read MSC's published documents generally do not present justifiable reasons to support a refund request.
7. Petitions for refunds for self-support classes are generally not allowed and must have approval of the director.
8. Mandatory Student Fees are not refundable, unless a student drops all courses during the 100% refund period.
9. If the petition for refund is approved, refunds will be issued to the original funding source, e.g., credit card, financial aid, granting agency, lending agency, etc.
10. Petitions will be reviewed periodically and the number of petitions being reviewed will determine the time for response. A minimum of 6-8 weeks should be allowed for review.
11. Appeals of an adverse decision of the Committee must be in writing, must state the basis for the appeal, and must be received by the College Director within ten working days of the day the decision is mailed or otherwise distributed to the student. Appeals will be reviewed by MSC College Director, whose decision is final within the College. Appeals may be faxed, delivered in person or mailed to: College Director, P.O. Box 2889, Palmer, Alaska 99645. FAX (907) 745-9769.
12. If a petitioner wishes to seek judicial review of the College Director's final decision, the appeal must be filed with the superior court of the State of Alaska within 30 days of the date the final decision is mailed or otherwise distributed to the petitioner, in accordance with Alaska Appellate Rule 602(a)(2).

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, debts, 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 considered for financial aid, a student must:

1. Have a high school diploma, GED, or Ability to Benefit (see page 18).
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 Student Aid regulations (policy available on the UAA website at: www.uaa.alaska.edu/finaid).

APPLICATION PROCEDURES

Interested students should contact the Financial Aid Office for information and applications. Students should submit applications at least 6 months before the beginning of the semester for which they are applying. For the upcoming fall semester, the Financial Aid Office should have received completed applications and required additional forms by June 1 at the latest. Applications received after this date will be considered if funds are available. Specific procedures are as follows:

1. New students must first apply for admission to MSC/UAA through the Admissions & Records Office.
2. All interested students must complete a Free Application for Federal Student Aid (FAFSA) and submit the application to the Department of Education. List MSC/UAA's Title IV code on the FAFSA – 011462. Apply online at: www.fafsa.ed.gov
3. Students who wish to apply for a specific scholarship, may complete special applications available at the Financial Aid Office or at: www.matsu.alaska.edu/financialaid/scholarships.htm
4. Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their Native Regional Corporation for applications.

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

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

FINANCIAL AID APPEAL POLICY

Students who wish to appeal for reinstatement of their financial aid must provide sufficient evidence to support their assertion that unusual circumstances prevented them from maintaining satisfactory academic progress. Students who request an appeal for reinstatement of financial aid must provide the following minimum documentation:

1. A letter of explanation from you, the student, explaining the reason(s) for failure to maintain satisfactory academic progress and your plan for successfully completing the next term. Your letter must state what semester you are requesting that your aid be reinstated for and how many credits you plan to enroll in. This letter does not need to be typed, but it must be legible. Be sure to include your full name, social security number, phone number, email address, and your mailing address on any correspondence provided to our office. If you received all failing grades for the preceding semester, then you will be required to provide proof of last day of attendance before a decision can be rendered. This documentation may be a statement from your professor or graded tests.

In addition to your letter of explanation, you will need to include additional documentation. This documentation must be either a letter from your academic advisor (see #2) or one of the items listed in #3.

2. Failure to maintain satisfactory academic progress (i.e. withdrawal to maintain GPA, withdrawal due to overload, non-medical change in family or work status, receipt of non-passing grade or receipt of a grade that drops GPA below minimum, etc.) requires a letter of support from your academic advisor. This letter must be on department letterhead, dated, signed and contain the printed name of the advisor who wrote the letter. The Advising and Assessment Center is located in room 102 in the Fred and Sara Machetanz Building (FSM), 745-9762.
3. Supporting documentation from a professional which will be dependent upon the reason for the appeal as follows:
 - a. **Medical Condition.** Students requesting this type of appeal must provide a statement from their doctor or their staff. This statement must be on letterhead or office stationery, must be dated, signed and contain the printed name of the doctor or staff member who wrote the letter. This letter should also indicate when and under what circumstances, if any, the student would be able to return to classes. Except for Military and military dependents, medical records are neither acceptable nor required.
Psychological Duress. Students requesting this type of appeal must provide a statement from a psychological professional or counseling authority. This statement must be on letterhead or office stationery, must be dated, signed and contain the printed name of the doctor or staff member who wrote the letter. This letter should also indicate when and under what circumstances, if any, the student would be able to return to classes. Medical records are neither required nor acceptable.
 - I. Appeals for reinstatement due to the medical condition may be considered for a condition affecting an immediate family member if the student is required to care for that family member. Any letter of explanation should indicate this need.
 - II. Military members and their dependents, who do not have the option to see only one doctor, may provide a signed and dated copy of their medical records covering the time of illness or injury. Medical records should also contain an indication of the doctor's recommendation concerning length of recovery and when the student can return to school. Medical records for the medical condition of a family member may be considered under the same conditions as above.
 - b. **Death in the Family.** This type of appeal requires documentation of the death of an immediate family member. An immediate family member includes a spouse or significant other, child, sibling, parent or grandparent or a relative under the student's care. Either a copy of the death certificate or obituary is required for this type of appeal.
 - c. **Administrative Error.** Include all documentation from the appropriate individuals who can confirm that an administrative error has occurred. Administrative errors often generate a great deal of correspondence. Any such correspondence should be included in a request for appeal based on an administrative error.

All supporting documentation and your letter of explanation must be turned into the MSC Financial Aid Office at the same time or you run the risk of receiving written notification that no action was taken due to insufficient or missing information. **Appeals will be reviewed and the student will receive written notification of the reviewer's decision within 30 days of receipt of all required documentation.**

All appeal documentation is strictly confidential and is subject to the Privacy Act and the Federal Educational Rights and Privacy Act (FERPA). A description of the FERPA policy is listed as "Access to student records" in the Regulation section of the UAA Student Handbook. The Financial Aid Officer reviewing an appeal may request additional documentation or information.

SATISFACTORY ACADEMIC PROGRESS

To remain in good standing for federal assistance, students must complete the number of credits upon which the semester's aid was based. In addition, they must maintain a minimum grade point average (GPA) of 2.0 for undergraduates and 3.0 for graduates.

SATISFACTORY ACADEMIC POLICY 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), University certificate program, or graduate program, without any conditions (missing transcripts, missing test scores, etc.).
 - a. A full-time undergraduate student (a student registering in 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 (a student registering in 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 (a student registering in 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 (a student registering 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 (a student registering 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 (3.0 for graduate students).
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 that 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, NB, 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. Any course for which a student receives credit, including transferred courses, repeated courses, and challenged courses, 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, and all repeated course work will be counted toward the cumulative maximum number of credits (150% of degree requirements) for which a student can receive aid (see #6).

Remedial Course Work: A student who registers in remedial course work (less than 100 level) may receive financial aid. Note: Some remedial course work 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 term (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 student receiving scholarships, grants or tuition waivers from UA 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 UA unless the agency or group instructs the Financial Aid Office, in writing, to waive our requirements for these specific funds.

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

1. Complete the minimum number of credits required during the term.
2. Maintain a cumulative GPA of at least 2.0 for undergraduates and 3.0 for graduates.
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 or from the MSC 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 their appeal. Failure to regain good standing status within the semester of probation will result in suspension of financial aid. See Financial Aid Appeal Policy.
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 has failed to maintain satisfactory academic progress. Approval of appeals is for the semester of the appeal and not a preceding term.

**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.

RETURN OF FEDERAL FINANCIAL AID POLICY

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 percent 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%. The Financial Aid Office encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid.

1. This policy applies to a student who withdraws, drops out, is expelled from MSC/UAA, or otherwise fails to complete the period of enrollment for which he/she was charged, and who receives 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.

If a student would like examples of the Refund Policy or the Return of Title IV Funds Policy, contact the Financial Aid Office.

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. To be eligible for a Pell Grant, a student must be working toward their first baccalaureate degree. A student must complete a Free Application for Federal Student Aid (FAFSA). School code is 011462.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The Federal Supplemental Educational Opportunity Grant program is similar to the Pell Grant program and can provide additional assistance to students with financial need and who received a PELL. Only undergraduates working towards their first baccalaureate degree are eligible.

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 (ASL) Current information is available at: <http://www.state.ak.us/acpe/>

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

a. Federal Subsidized Stafford Student Loan

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

\$2,625 as a first year undergraduate student

\$3,500 as a second year undergraduate student and for students in a baccalaureate degree.

\$5,500 as a third, fourth and fifth year undergraduate student.

\$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. The subsidized Stafford Loan means 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 has left their postsecondary educational experience.

b. Federal Unsubsidized Stafford Student Loan

This loan is considered a non-need based loan. Students are responsible for paying the interest on this loan immediately upon the inception of the signing of the promissory note. 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 the limits of the subsidized loan and up to \$5,000 annually in addition to the amount borrowed on the subsidized loan. A graduate student can borrow up to \$10,000 annually in addition to the amount they are eligible for on the subsidized loan. An undergraduate student can borrow up to a maximum loan limit of \$23,000 on unsubsidized loan borrowing. 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.

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 of their parents' PLUS loan. The interest on the PLUS loan begins to incur with the parental signature on the promissory note. 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 Student Services/Advising and Assessment Center (FSM 102). 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. Computers for conducting online searches for scholarships and assistance in developing a strong application portfolio are located in FSM 102. Appointments to use the computers are encouraged, call 745-9762.

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 20 credits earned 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.
- The Dr. Betty J. Boyd-Beu and Edwind G. Beu, Jr. Scholarship is a UAA award for Mat-Su College students. The purpose of the scholarship is to offer financial assistance for tuition and other educational expenses to non-traditional students who are seeking degree completion or retraining at Mat-Su College. Applications are available in the Financial Aid Office.

■ UAA website: www.uaa.alaska.edu/finaid/

■ UA Scholars Program website: 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 Study 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

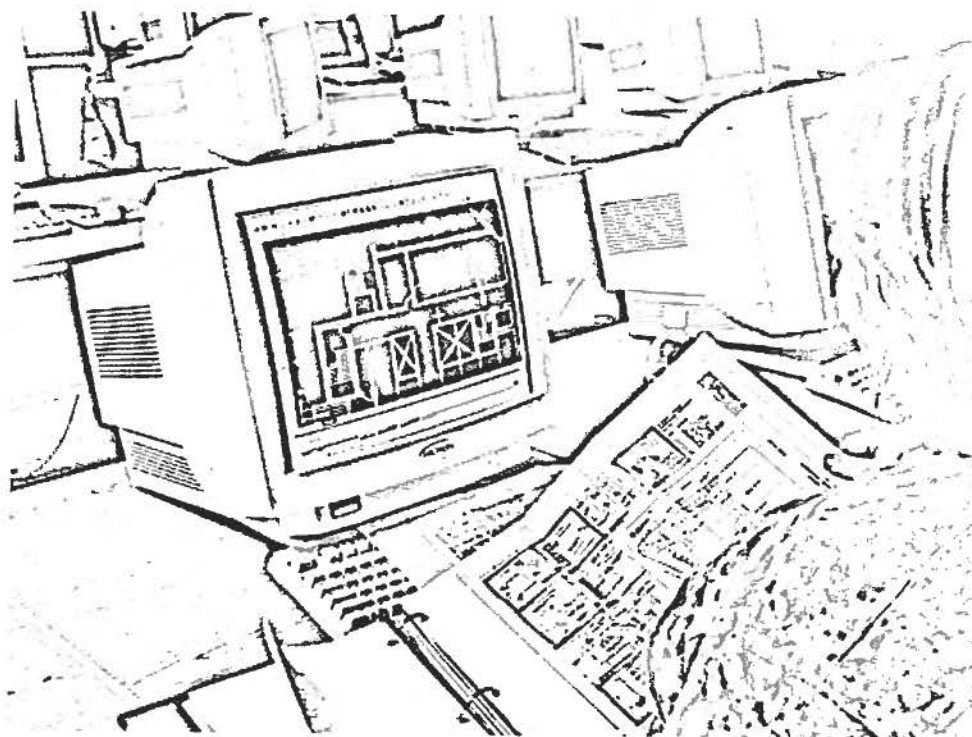
A student who is not eligible for the Federal Work Study Program may still find part-time employment on or off campus.

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 co-curricular activities or student employment if his/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.

VETERANS ASSISTANCE - please refer to Advising and Assessment Services in Chapter 2.

Financial Aid web page: <http://www.matsu.alaska.edu/financialaid/>



Chapter 5

Academic Policies

Academic Dishonesty	60, 81
Academic Dispute Resolution Procedure	60
Academic Petition	61
Academic Standing	61
Access to Student Records	62
Age Limit of Credits	63
Cheating	63
Class Attendance	63
Class Standing	63
Commencement	63
Corequisites	63
Credit	63
Faculty Initiated Withdrawals	65
Full-Time/Part-Time Status	65
GPA and Student Activities	65
Grading System	65
Graduation	67
Honors	68
Non-Traditional Credit	68
Prerequisites	75
Recommendations	75
Repeating Courses	75
Stacked Courses	75
Tech Prep Program	75



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 are 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 in Chapter 6 of this bulletin.

ACADEMIC DISPUTE RESOLUTION PROCEDURE

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to this 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. Only the course instructor or an academic decision review committee may authorize a change in the assignment of a 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 15th 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 15th 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 the Admissions & Records Office.

ACADEMIC PETITION

Deviations from academic policies or requirements must be approved by academic petition. Petition forms may be obtained from Student Services.

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

GOOD STANDING

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 good standing during his/her first semester at MSC/UAA. A student in good standing is academically eligible to re-enroll at MSC/UAA.

ACADEMIC ACTION

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.

Warning

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.

Probation

Academic Probation is the status assigned to a student whose semester and cumulative GPA falls below 2.0.

Continuing Probation

Continued on 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.

Loss of Certificate or Undergraduate Degree-Seeking Status

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 students' 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 the following reinstatement policy).

REINSTATEMENT

A student who has lost Certificate or Undergraduate Degree-Seeking status may continue to attend 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 the 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. FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit a written (letter or FAX) request to Student Services that identifies the record(s) they wish to inspect. Student Services will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by Student Services, Student Services designated staff refer the student to the appropriate personnel or office to access the record.
2. The right to request the amendment of a record that the student believes is inaccurate or misleading. A student may ask the University to amend the student's education records if he/she believes they are inaccurate or misleading.
If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the University denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

MSC/UAA may release, without consent, certain directory information. No one outside the University shall have access to, nor will the University disclose any other information from a student's educational record, without the written consent of the student, except to University officials with legitimate educational interests, 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 FERPA.

A University official with legitimate educational interests is a person employed by the University as an administrator, supervisor, instructor, or administrative staff member; a person or company with whom the institution has contracted to perform a special task (such as an auditor or attorney); a member of the Board of Regents; or a student serving on an official committee (such as a judicial or academic review committee or scholarship committee), or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

The following information is designated as directory information by MSC/UAA:

- Names of students
- Dates of attendance at MSC
- Program of study
- Degrees and certificates received including dates
- Participation in officially recognized University activities
- Academic and co-curricular awards, honors, and scholarships received
- Campus housing telephone numbers for students living on campus
- Student electronic mail addresses

Students may inform Student Services that he/she does not give permission for the University to release his/her directory information. A written and signed request made by the student to not release his/her directory information must be given to Student Services within two weeks of the start of the academic term. The requests for non-disclosure are valid until a subsequent written request to release directory information is received.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

A complete copy of the UAA procedures on the application of FERPA, including procedures for challenging the content of one's records, is available in Enrollment Services. Links to the University of Alaska Board of Regents' Policy and University Regulation (09.04.00) regarding education records is on the web site: <http://www.alaska.edu/bor/contents/pt9.html>.

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 administrative 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 and Spring Semesters) is invited to participate in the annual commencement ceremonies held in May. A student who completes certificate or degree requirements and meets the application for graduation deadline during the summer session is invited to participate in the commencement ceremonies the following May.

COREQUISITES

A student is responsible for making sure that he/she registers 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 register for the appropriate corequisites.

CREDIT

RESIDENT CREDIT

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 CREDIT

Where possible, transfer credit is equated with UAA courses. When this is not possible, evaluators may grant specifically designated elective credit to meet a General Education Requirement (GER). The principle that governs approval of substituting transferred credits for General Education or College Wide degree requirements is that only course work that clearly and demonstrably satisfies the intent of the requirements can be accepted as a substitute. 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 (100-level or above) 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 Student Services. 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

As a practice, Mat-Su College/UAA accepts as transfer credit only those credits earned by a student at institutions accredited by regional accrediting associations. Accreditation by such associations, recognized by the U.S. Department of Education, demonstrates that the institution operates within commonly accepted standards of instruction. Credits from unaccredited institutions are not normally accepted.

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

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

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

Credit for course work successfully completed at one University of Alaska institution towards fulfillment of the general education requirements at that institution shall transfer towards fulfillment of the same categories at all other University of Alaska institutions. This applies even if there is no directly matching course work 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 as 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 faculty 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 or on the college website.

FULL-TIME/PART-TIME STATUS

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

Audited courses, credit-by-exam courses, 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 co-curricular 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.
----------------------------	--

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

GRADE CHANGES

Grades submitted by the faculty, other than incomplete "I" or deferred "DF", are assumed to be final grades. A grade may not be changed unless a 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 15th 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. 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" and letter grades assigned to 500-level courses. 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 signed 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. Course work 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 course work, the faculty member must submit a change of grade form to the Admissions & Records Office. If the course work is not completed according to the date and terms specified in the Incomplete 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.

**NO GRADE
NG**

Indicates no grade such as a lab where grade is calculated with lecture.

**PASS/NO PASS
P/NP**

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.

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

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

**HOW TO ACQUIRE
YOUR GRADES**

A student may use a touch tone telephone (WolfLine) or the web (WolfLink) 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 or WolfLink. Individual grade reports will not be mailed.

A student may also request a printed copy of semester grades. This is available in the Admission & Records Office, FSM 101.

WolfLine: 745-5803

WolfLink: www.uaonline.alaska.edu

GRADUATION**GRADUATION
APPLICATION**

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:

1. Be formally admitted a minimum of one semester prior to applying for graduation.
2. Submit an Application for Graduation and pay the \$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. 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.

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.

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.

**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**

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.

A transfer student must have a cumulative GPA of 3.50 or higher in all college work attempted both at MSC/UAA and at all other institutions attended in order to graduate with honors.

At MSC/UAA, graduation with honors represents your entire academic history. All grades and credits earned will be included in determining eligibility to graduate with honors (D's, F's, repeated courses, courses lost in academic bankruptcy, courses from non-accredited institutions, etc).

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, Spring and Summer 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 the Admissions & Records Office.
CHANCELLOR'S LIST	To be eligible for the Chancellor's List, a student must be an admitted undergraduate degree/certificate seeking student registered 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 course work has been completed and the "I" or "DF" is replaced by a final grade.
DEAN'S LIST	To be eligible for the Dean's List, a student must be an admitted undergraduate degree/certificate seeking student enrolled in at least 12 MSC/UAA credits graded with academic letter grades and must have earned a GPA of at least 3.50 for the semester. Regardless of the number of credits a student is enrolled in, temporary grades of "I" (incomplete) or "DF" (deferred) will prevent a student from being eligible for the Dean's List until course work has been completed and the "I" or "DF" is replaced by a final grade.
LEADERSHIP HONORS	Individual leadership is publicly recognized at MSC/UAA with Leadership Honors awarded to eligible graduates. Academic excellence is demonstrated by maintaining a minimum cumulative 3.0 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. Documenting military or occupational training, taking local or national examinations 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, if any, up to a total 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 the form to the Admissions & Records Office.
CERTIFIED EXPERIENCE CREDIT	<p>This program allows crediting of certified but not accredited institution-sponsored learning. With documentation the College may award elective credit or specific course credit.</p> <ol style="list-style-type: none"> 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, 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, and National Council Licensure Exam (NCLEX). 2. Business or Industry Credit: Recommendations for business or industry credit equivalents are found in the American Council on Education's National Guide. They cover courses or formal instruction offered by businesses, government agencies, labor unions, and professional or voluntary associations.

CREDIT FOR PRIOR LEARNING

For some courses, 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.

Note: Currently credit for prior learning (non-traditional experience and training) is in suspension.

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 Assessment 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, these may be administered instead of a local credit by examination.
4. Determination of which 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 SOCNAV programs.

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

Eligibility for entrance to these programs requires 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 the 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 credit 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/HIST A102

LATIN

Virgil 4 credits lower-division Latin elective

Catullus-Horace 4 credits lower-division Latin elective

MATHEMATICS

Calculus AB MATH A107/A108/A200

Calculus BC MATH A107/A108/A200/A201

MUSIC

Music Theory MUS A111

Music Listening & Literature MUS A121

PHYSICS

Physics B PHYS A123/A123L

Physics C PHYS A211/A211L

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 a student who earns a score 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	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 is 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.

TECH PREP PROGRAM CREDIT

For information on Tech Prep Program Credit see the Tech Prep section at the end of this chapter.

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. Course work 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 course work, the faculty member must submit a change of grade form to the Admissions & Records Office. If the course work 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: distance@uaf.edu
website: www.distance.uaf.edu/

DISTANCE EDUCATION
SERVICES

Many UAA departments, schools and colleges offer technology-enhanced courses. While technology in the classroom can be used to accomplish many things, one of the primary reasons technology is employed in education is to provide "distance education." The simplest definition of a distance course is a course in which the student is not required to physically visit the campus from which the course originates. Additionally, many distance courses are run in an "asynchronous" mode. This means that the student may engage in the course work at any time during the assigned time period. As a result, distance courses often provide increased flexibility and access for students who live in geographically remote areas, or for students who have schedules that preclude regular on-campus attendance. Distance Education at UAA currently encompasses three delivery systems: broadcast television, web-based, and tapes-at-home. The per-credit cost of these courses is the same as for on-campus classes. An additional fee of \$38 is charged for audio-conferencing, exam proctoring, faculty/student training in Blackboard™, mailing/tape copying charges and copyright fees. In conjunction with CAFf (Center for Advancing Faculty Excellence) and the UAA Complex Systems Lecture Series, Distance Education also supports web-streaming for special topic presentations and will add streaming video capability in support of distance courses soon.

Distance education courses can be applied toward UAA degree programs (no distinction is made on the transcript between distance-delivered and on-campus credit). For more information about how to register for distance-delivered courses, hardware and software requirements, and the unique student-faculty interactions, please visit our website: <http://uaaonline.alaska.edu>.

Distance education courses are offered throughout the year during fall, spring, and summer sessions. An experienced and helpful staff at the Academic Technology Services Department, located in Building K, Room 134, provides a variety of support services to both faculty and students. For more information, call (907) 786-4646, (toll-free 1-877-633-3888), or e-mail your inquiry to ayats@uaa.alaska.edu.

Key points about distance courses:

- Distance courses can be applied toward MSC/UAA degree programs in the same way as on-campus courses. No distinction is made on a student's transcripts between distance and on-campus courses.
- Distance courses are not "easier" than on-campus courses. In fact, most studies suggest that students must have increased motivation and self-discipline in order to successfully complete distance courses.
- UAA distance education courses use common technologies, but not all technologies are used for all courses. Each course uses its own combination of the technologies available, so it is important to check the requirements of a distance course before enrolling. For example, some courses require a computer with Internet access, while others require a television with a VHS player. These requirements should be listed in the course schedule. Students may also call ITS Call Center (see below) to inquire about course requirements.
- All students enrolled in distance education courses have access to UAA's ITS Call Center for technical and course-related support questions. Dial 907-786-4646 or toll-free at 877-633-3888 for assistance.
- Visit uaaonline.alaska.edu for detailed information on registering in distance education courses. There are many different technologies used to deliver distance education. Most courses use a combination of the following:

Web-Based Instruction:

Course materials and activities are performed on-line using standard Internet access tools (i.e., Internet Explorer or Netscape Navigator).

Audio Conferencing:

Students and instructors conduct meetings via the telephone. Students dial a toll-free access number to enter the audio conference.

Instructional TV:

Course materials are distributed via GCI Cable Channel 42 (Anchorage) and KAKM Channel 7.

Video/Audio Tapes:

Course materials are distributed via VHS video tapes or audio cassettes.

Streaming Media:

Instructional video or audio is broadcast via the Internet.

CD-ROM Instruction:

Course materials and activities are distributed on PC and Mac compatible CD-ROM.

Correspondence:

Course materials are mailed to and from the student.

Proctoring Services:

Student quizzes, tests, and exams are administered at remote testing sites such as public schools, libraries, or community centers.

UNIVERSITY OF ALASKA LEARNING COOPERATIVE (UALC)

The UALC is an organization of representatives from throughout the University system which is responsible for coordinating UA's distance education programs towards the accomplishment of common goals. The UALC supports efforts to make more courses and programs available to students away from Alaska's urban centers through the use of instructional technology and by encouraging collaborative delivery of these programs among UA units. The UALC also supports the use of alternative methods of instruction to meet the needs of students for whom regular campus-based programs are impossible, due to the demands of employment, family or community commitments. The UALC Bulletin contains information about programs which are available to students throughout the state, regardless of where the students live, and about additional courses and sections available to students through non-traditional means.

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:
 - a. 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 9th 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 checking to make sure that prerequisites have been met. Prerequisites are listed in individual course descriptions in this bulletin. If a student has not taken and passed the necessary prerequisites but feels confident of performing the course work, 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.

RECOMMENDATIONS

A student who has successfully completed the courses listed as recommended in a catalog course description will be better prepared to take the course. However, it is possible for a student to successfully complete the course without having taken the recommended courses.

REPEATING COURSES

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

TECH PREP PROGRAM

The Tech Prep Program is a partnership between MSC, secondary school districts, Alaska Vocational Technical Center, Job Corps, and other partnership institutions. It is a program that recognizes technical and related academic preparation and, where possible, work-based learning in a specific career field. It partners secondary education, post-secondary education, labor and business in a sequential course of study without duplication of course work that will lead a student to a certificate, credential, apprenticeship, associate degree or baccalaureate degree.

The purpose of the Tech Prep Program is to offer secondary-school students and other individuals in a technical field of study an opportunity to receive lower-division college credit toward a MSC certificate or undergraduate degree. Students may receive MSC credit by successfully completing specific courses that have been approved for articulation by MSC. Tech Prep Program articulation agreements use the university's curriculum standards and measures for articulating course work from secondary school districts and other partnerships into MSC credit. Motivated, able learners will greatly benefit from this outcomes based program.

TECH PREP CREDITS

There is no limit on the total number of MSC credits a student may receive through the Tech Prep Program.

MSC credit received through the Tech Prep Program will be considered resident credit. Credit will not be awarded for a course that duplicates one for which MSC credit was already received.

Credit through the MSC Tech Prep Program is generally not included in the computation of study load for MSC full-time or part-time status.

If the Tech Prep Program is delivered collaboratively with UAF and/or UAS, credit from each participating institution will be counted toward fulfillment of residency requirements.

Credit for partnership courses articulated as MSC elective credit will be awarded through the non-traditional transfer credit process.

Students may take advantage of the Tech Prep Program while attending the partnership institution or they may request non-concurrent credit from MSC, through the non-traditional transfer credit process, up to two years after completing the partnership course, providing the courses were articulated and approved at the time of completion.

TECH PREP GRADES

Recommended criteria for acceptance in the MSC Tech Prep Program is a 2.00 or higher GPA at the partnership institution, and a 2.00 or higher cumulative GPA for any courses taken at MSC.

Some MSC courses are graded pass/no pass (P/NP) rather than academic letter grades (A-F). Grades received in the partnership course will be converted to the appropriate grading basis of the MSC course. For performance comparison only, a grade of "P" (Pass) is considered equivalent to a grade of "C" or higher.

The final grade received in the partnership course, taken through the Tech Prep Program, will be posted on the student's MSC transcript as the final grade in the concurrently registered course.

Academic letter grades (A-F) will be included in the student's MSC grade point average computation (GPA).

**ARTICULATION OF
TECH PREP COURSES**

Articulation is governed by the following guidelines: Tech Prep courses are those specifically identified and approved through the articulation process to be in alignment with MSC courses. However, some partnership courses may be articulated to MSC lower division elective credit.

There must be a clearly defined articulation agreement for each articulated course, based on a set of competencies that will be determined by relevant MSC and partnership faculty. Although teaching and testing methods may differ, each course will be subject to the instructional objectives and outcomes of comparable, traditionally taught courses.

Each articulation agreement is unique and will be subject to reconsideration or change each academic year. A comprehensive review will be conducted each year or at the request of either party, to be sure industry and performance standards are being met and that any curriculum changes are incorporated into the articulation agreement.

Some MSC departments may require students to meet specific standards such as an entrance GPA, course prerequisites, a particular final grade, or completion of a qualification test. Other criteria such as an interview, or a letter of recommendation may be required. Specific standards and/or criteria will be reflected in the course articulation agreement.

Tech Prep is designed to recognize quality technical training. Both MSC and the partnership institution will continuously maintain high course standards.

Where possible, partnership courses articulated through the Tech Prep Program will be equated to specific MSC lower division courses (100 or 200 level). However, some courses may be articulated to MSC lower division elective credit.

The Partnership Institution must provide current course syllabi and course content guides that clearly identify what objectives the instructor intends to accomplish in the course, what the student should know and/or be able to do as a result of completing the course, and what evaluation methods are appropriate for determining how well the goals and outcomes have been met.

NOTE: Not all MSC courses are available for articulation through the Tech Prep Program.

TECH PREP REGISTRATION

Registration is governed by the following guidelines: Students will not be officially registered in the Tech Prep Program or at MSC until all forms are received and fees paid. Students are held academically and financially responsible for their MSC registration. A non-refundable administrative fee of \$15 per credit will be charged. The University reserves the right to cancel courses or change its fees at any time.

If, after registering at MSC, a student changes plans or is unable to complete the partnership course, the student must officially withdraw from the concurrent MSC course(s) prior to the end of the course. A student who does not complete the partnership course and does not withdraw from the concurrent MSC course will receive a final grade of "F" or "NP," depending on the grading basis of the MSC course.

Students registered through the Tech Prep program, in one (1) or more MSC credits may elect to pay the non-refundable Student Activities Fee for access to available activities and facilities. Students registered in six (6) or more MSC credits may elect to pay the non-refundable Student Health Center Fee for access to campus health services and programs.

Students under the age of 18 must complete an Under-Age Student Enrollment Form and obtain the signature of the student's parent or guardian, school principal and/or counselor, and instructor of the partnership course(s).

Students must provide the partnership institution and MSC with a signed Authorization to Discuss/Release Educational Information form in order for them to discuss/release information and supply official transcripts reflecting the Tech Prep registration and course completion.

Students need to be aware of and comply with both the partnership institution and MSC academic policies, regulations, procedures and deadlines associated with the Tech Prep Program as well as those reflected in the current MSC catalog (www.matsu.alaska.edu), pertaining to open enrollment, formal admission, registration, academic action and certificate or degree completion.

NOTE: Registration in the Tech Prep Program does not guarantee subsequent formal admission to a MSC certificate or degree program.

Chapter 6

Student Rights, Freedoms, and Responsibilities

Freedoms	78
Academic Rights of Students	78
Student Code of Conduct	79
Sex Offenses on Campus	81
Academic Dishonesty	76
Student Dispute/Complaint Resolution Process	82
Alcohol/Drug Policy	82
Animals on Campus	83
Tobacco-Free Environment	83



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 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 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 MSCUAA policies, procedures and deadlines. These policies and regulations may be found in the College Bulletin and in the Admissions and Records Office. Students may also obtain a copy of University of Alaska Board of Regents Policies and University Regulations on-line at: www.alaska.edu/bor

FREEDOMS

Freedom of Expression

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

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

Freedom of Access

Within the limits of its resources, Matanuska-Susitna College shall be open to all applicants who are qualified according to current 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, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

Freedom of Association

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

Freedom from Unreasonable Search/Seizure

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

Student Participation in Institutional Government

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.

ACADEMIC RIGHTS OF STUDENTS

Matanuska-Susitna College has the responsibility of providing a program of high quality education in keeping with its financial resources; students have protection through campus-specific 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.

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designed 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. Refer to Access to Student records in Chapter 5 of this Bulletin.

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 proceedings. 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 or who fails to complete disciplinary sanctions as assigned by the University may be prohibited from re-enrolling in the College/University until the charges or disciplinary sanctions 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 an 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 UAA 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.

University Judicial Review Procedures are printed in the UAA Catalog. A student may request a copy of the procedures from Student Services.

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 campus security 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.

Those who report a sexual assault will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. Sexual assault is a serious crime and victims frequently experience emotional trauma and medical consequences. Contacting resources enables victims to receive the professional help they may require. It does not commit the victim to further legal action.

Reported complaints of sexual assault will be investigated and to the extent possible, the identity of the individuals will be kept confidential. Whether or not criminal charges are initiated, the victim's right to file a complaint through the student judicial system or employee grievance process remains.

Should the alleged misconduct of a student be subject to review through formal hearing procedures, the accused and accuser will be afforded the opportunity to present relevant information, be accompanied by a support person, and be apprised of the results of the disciplinary review. Upon request, as reasonably available, assistance will be provided in changing academic schedules and living arrangements.

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 Assessment 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*" in this chapter.

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 PROCESS

MSC students have a variety of procedures available to them to process complaints or disputes 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 challenges to the content of your student record, refer to the Access to Student Records in Chapter 5 of 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) 745-9762 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 AT (907) 786-4680.

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 is not permissible and 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. Students may refer to the "Student Code of Conduct" section in this chapter.

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/Studentaffairs/safety or in hard copy from the UAA Office of Student Affairs, Campus Center 233, 3211 Providence Drive, Anchorage, Alaska, 99508. 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.

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 the University Student Code of Conduct and the 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.

TOBACCO-FREE ENVIRONMENT

Mat-Su College is committed to providing faculty, staff and students with a safe and healthy environment for working and learning. Smoke, secondhand smoke and smokeless tobacco have been found to pose definite health hazards. As a result, use of tobacco in any form is not permitted in the College facilities.

Furthermore, in order to eliminate hazards and discomfort to employees, students, and visitors, smoking and use of smokeless tobacco is prohibited in buildings owned, leased, or rented by the College or under the control of the College, including College vehicles. Smoking is defined as "the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device." Smokeless tobacco is defined as "snuff, chewing tobacco, smokeless pouches, or any other form of smokeless tobacco."

"Tobacco-free Environment" sign will be posted throughout the campus. As with any policy or regulation, violation of the tobacco-free environment policy by staff, faculty, students, or visitors may result in disciplinary action.

When using tobacco outdoors on MSC property, remember to use it only in designated areas and to keep the campus clean



Chapter 7

Course Descriptions

Learning Option Definitions	86
Contact Hours	86
Course Level Expectations	86
Course Numbering System	87
General Education Requirements	88
Course Designators	88
Course Descriptions	89



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.

Contact hours are expressed in the course descriptions of individual courses by the expression " $x + y$ " where x equals the course's lecture contact hours per week and y equals the course's lab contact hours per week. Contact hours are calculated based on a fifteen week semester. All courses must meet for $15x + 15y$ regardless of the amount of weeks in which the course is offered.

- 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 course work, the student may request permission from the instructor of the course to register in the class. A faculty withdrawal may be initiated for a student who registers without either prerequisites or instructor permission.

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

In general, advances in course level (lower, upper, graduate) correlate with sophistication of academic work. It should be noted that some students find introductory courses more demanding than advanced, specialized courses. In such courses, a more comprehensive approach and the first exposure to new ways of thinking may be harder for some individuals than covering a smaller, more familiar areas in much greater detail.

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

Preparatory Courses

050-099 Provide supplemental preparation for introductory college courses.

Lower Division Courses

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

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

Upper Division Courses

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

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

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

COURSE NUMBERING SYSTEM

Each course offered by MSC is identified by the department designator and a three-digit course number. The designator commonly abbreviates the name of the discipline or department (for example, ENGL for English). In general, the first numeral of the three-digit course number indicates the year in which the course is ordinarily taken. For example, ENGL 111 is ordinarily taken by first-year students, and ENGL 313 is taken by third-year students. 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 associate or associate of applied science degrees, baccalaureate degrees, master's degrees, or professional certificates.

100-199

Freshman-level, lower-division courses.

Applicable to certificates, associate, and baccalaureate degrees.

200-299

Sophomore-level, lower-division courses.

Applicable to certificates, associate, and baccalaureate degrees.

300-399

Junior-level, upper-division courses.

Applicable to associate and baccalaureate degrees.

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 master's degrees with approval of the student's Graduate Study Committee. With prior approval, may also be used to meet graduation requirements for some baccalaureate degrees by petition. May not be applied to both a baccalaureate and a master's degree. 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*
- 94 trial (experimental) courses intended to become permanent*
(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 and internships
- 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 Requirements (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

PREREQUISITES

Prerequisites, as they are listed in the course description area may be a) courses, b) registration restrictions, c) class standing restrictions, or d) level restrictions. Any prerequisite can be waived with faculty permission. A signature must be obtained on the proper registration form prior to registration

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
CIOS Computer Information & Office Systems
CNT Computer and Networking Technology
COMM Communication
COUN Counseling
CS Computer Science
CWLA Creative Writing & Literary Arts
DN Dietetics & Nutrition
ECD Early Childhood Development
ECON Economics

EMT Emergency Medical Technology
ENGL English
ET Electronics Technology
FREN French
FSA Fire Service Administration
GEOG Geography
GEOL Geology
GER German
GUID Guidance
HCA Health Care Assisting
HCD Health Career Development
HIST History
HLTH Health
HS Health Sciences
HUM Humanities
HUMS Human Services
JPC Journalism & Public Communications
JPN Japanese
JUST Justice
LAT Latin
LS Library Science

LSIC Liberal Studies Integrated Core
LSIS Liberal Studies Integrated Studies
LSSS Liberal Studies Social Science
MATH Math
MUS Music
PARL Paralegal
PE Physical Education
PHIL Philosophy
PHYS Physics
PRPE Preparatory English
PRT Process Technology
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 A101 Principles of Financial Accounting I 3 CR

Contact Hours: 3 + 0

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

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

Contact Hours: 3 + 0

Prerequisites: ACCT A101.

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

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

Contact Hours: 3 + 0

Prerequisites: ACCT A120.

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

Contact Hours: 3 + 0

Registration Restrictions: MATH A105 or equivalent Math Placement Test.

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

Contact Hours: 3 + 0

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 CLOS A110.

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

ACCT A210 Income Tax Preparation 3 CR

Contact Hours: 3 + 0

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

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 & Accounting 3 CR

Contact Hours: 3 + 0

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

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

Contact Hours: 3 + 0

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

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

Contact Hours: 3 + 0

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

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

Agriculture

AGRI

AGRI A113 Practical Horsemanship I 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

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

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

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 A133 Motors and Controls 3 CR

Contact Hours: 3 + 0

Crosslisted with: ET A120 and RH A120.

Offered only at Matanuska-Susitna College.

Provides understanding of principles of operation of motors, generators, transformers and motor control apparatus. Study of definitions, symbols, diagrams and illustrations gives a sound background in the language and basic principles associated with electricity, electrical equipment, electrical apparatus and electrical code principles.

AGRI A136 Introduction to Horticulture 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

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

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

Introduces organic methods and materials for ecological agriculture covering soil management, crop rotations, weed control, pest management, garden planning, planting, harvesting, storage, French intensive methods, and compost.

AGRI A139 Modern Home Gardening 3 CR

Contact Hours: 3 + 0

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

AGRI A213 Practical Horsemanship II 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

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

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

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

Contact Hours: 1 + 0

Registration Restrictions: AGRI A136 or AGRI A139 recommended.

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

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

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

AGRI A245 Master Gardener 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Experienced gardeners in Alaska, plus a commitment to volunteer 40 hours to CES in gardening subject areas.

Course will teach volunteers (master gardeners) to extend the gardening information and resources of cooperative extension service to area gardeners.

American Sign Language

ASL

ASL A101 Elementary American Sign Language I 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA Humanities Requirement.

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

Contact Hours: 3 + 0

Prerequisites: ASL A101.

Course Attributes: UAA Humanities Requirement.

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 A201 Intermediate American Sign Language I 3 CR
 Contact Hours: 3 + 0
 Prerequisites: ASL A102.
 Course Attributes: UAA Humanities Requirement.

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
 Contact Hours: 3 + 0
 Prerequisites: ASL A201.
 Course Attributes: UAA Humanities Requirement.

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.

Anthropology ANTH

ANTH A101 Introduction to Anthropology 3 CR
 Contact Hours: 3 + 0
 Course Attributes: UAA Social Sciences Requirement.
 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
 Contact Hours: 3 + 0
 Course Attributes: UAA Social Sciences Requirement.

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
 Contact Hours: 3 + 0
 Course Attributes: UAA Social Sciences Requirement.

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
 Contact Hours: 3 + 0
 Course Attributes: UAA Social Sciences Requirement.

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
 Contact Hours: 0 + 3-24
 Registration Restrictions: Faculty permission and ANTH A211 recommended.

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.

ANTH A631 Field Methods in Archaeology 1-8 CR
 Contact Hours: 0 + 3-24
 Registration Restrictions: Written permission of the instructor.
 Stacked with: ANTH A431.

Special Fees.

Special Note: May be repeated once for credit. Graduate students will supervise the work of less experienced undergraduates under the overall supervision of the project directory. They will be responsible for the quality of the excavation and recording of their undergraduate crew. They will be critically evaluated as potential professionals.

Advanced methods of archaeological field research, including site survey, site excavation, data recovery and recording, laboratory processing, and preliminary analysis of archaeological materials.

Applied Statistics AS

AS A252 Elementary Statistics 3 CR
 Contact Hours: 3 + 0
 Prerequisites: MATH A105 with minimum grade of C.

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
 Contact Hours: 3 + 0
 Registration Restrictions: MATH A200 or MATH A272 with a grade of C or higher.
 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
 Contact Hours: 1 + 2
 Offered only at Matanuska-Susitna College.
 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 CADD for Building Construction 4 CR
 Contact Hours: 2 + 4
 Special Fees.

Introduces basic CADD (computer aided drafting and design) and manual drafting skills necessary in civil, architectural, structural, mechanical, and electrical drafting within the construction industry. Defines the working relationship between registered professional designers and drafters/technicians.

AET A102 Methods of Building Construction 3 CR
 Contact Hours: 3 + 0
 Special Fees.

Introduces basic knowledge of building materials, technical specifications, techniques, and systems. Outlines structural systems, construction processes, and assemblies. Includes a field project involving student team research of current Alaskan building types.

AET A111 Civil Drafting 3 CR
 Contact Hours: 2 + 3
 Prerequisites: AET A181.
 Special Fees.

Introduces technical skills needed by drafters and technicians to work with civil engineers and surveyors. Includes office practices, staff relationships, and civil drawing production. Develops computer-aided drafting skills for mapping used in site development.

AET A121 Architectural Drafting 3 CR
 Contact Hours: 2 + 3
 Prerequisites: AET A181.
 Special Fees.

Introduces technical skills needed by architectural drafters and technicians to work with architects. Includes office practices, staff relationships, and architectural drawing production. Develops computer-aided drafting skills in architectural drawing symbols, conventions, dimensioning systems, reference systems, sheet organization, code requirements, and research methods for detailing light commercial buildings.

AET A123 Codes and Standards 3 CR
 Contact Hours: 3 + 0
 Prerequisites: AET A101 and AET A102.

Provides an introduction and overview of the fundamental provisions of the building codes used for plan review, life-safety evaluation of the buildings, and community development.

AET A131 Structural Drafting 3 CR
 Contact Hours: 2 + 3
 Prerequisites: AET A181.
 Special Fees.

Introduces technical skills needed by structural drafters and technicians to work with structural engineers. Includes office practices, staff relationships, and structural drawing production. Develops computer-aided drafting skills in symbols, conventions, dimensioning systems, sheet organizations, code analysis and research methods for steel, wood, and reinforced concrete buildings.

AET A142 Mechanical and Electrical Technology 4 CR
 Contact Hours: 3 + 2
 Special Fees.

Introduces the basic mechanical and electrical systems required in all buildings for the safety, health, comfort, and convenience of occupants. Emphasizes code requirements and interpreting construction documents.

AET A143 Mechanical and Electrical Drafting 3 CR
 Contact Hours: 2 + 3
 Prerequisites: AET A101 and AET A102.
 Special Fees.

Introduces technical analysis, theory, code requirements, and CADD techniques to produce construction drawings for mechanical and electrical building systems. Includes drafting conventions, drawing symbols, terminology, and research methods for residential and commercial building systems and equipment.

AET A171 Building Your Own Home 3 CR
 Contact Hours: 1 + 1
 Registration Restrictions: Basic high school English and math skills recommended.
 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 A181 Intermediate CADD for Building Construction 4 CR
 Contact Hours: 2 + 4
 Prerequisites: AET A101 and AET A102.
 Special Fees.

Develops intermediate level CADD (computer-aided design and drafting) skills for architectural, civil, structural, mechanical, and electrical drawings used in building construction.

AET A201 Specifications Practice and Development 4 CR
 Contact Hours: 4 + 0
 Prerequisites: AET A101 and AET A102.
 Special Fees.

Investigates the building Project Manual. Examines project delivery systems, contract agreements, standard contract general and supplementary conditions, and written technical specifications. Includes fundamentals of specification development, Construction Specifications Institute Masterformat, SectionFormat, and contract administration concepts.

AET A213 Civil Technology 4 CR
 Contact Hours: 2 + 4
 Prerequisites: AET A111 and AET A181.

Outlines elements of civil design, including subdivisions, roads, and utilities using local, state, and federal regulations. Covers CADD (computer-aided design and drafting), geographic information systems, and use of programmable calculators.

AET A231 Structural Technology 4 CR
 Contact Hours: 2 + 4
 Prerequisites: AET A131 and AET A181.
 Special Fees.

Examines structural theory and the physical principles that underlie structural behavior. Includes the use of materials in a manner to maintain structural stability against the natural forces of gravity, wind, snow, and earthquakes. Covers connection detailing and code requirements for wood, steel, and reinforced concrete.

AET A282 Advanced CADD Techniques 4 CR
 Contact Hours: 2 + 4
 Prerequisites: AET A181.
 Special Fees.

Continues skill development in CADD (computer-aided design and drafting) at an advanced level for the production of architectural, civil, structural, mechanical, and electrical drawings used in building construction. Includes 3-D, surface modeling, solid modeling, shading, rendering, and animation techniques.

AET A295 Architectural and Engineering Technology Internship 1-3 CR
 Contact Hours: 0 + 15
 Registration Restrictions: Sophomore standing and faculty permission.
 Grade Mode: Pass/No Pass.
 Special Fees.

Places students in generalized and specialized architectural, engineering or building construction offices related to student educational program and occupational objectives. Direct supervision by architect, engineer, or contractor professional, program faculty, and Cooperative Education Director.

Art ART

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

Contact Hours: 0-3 + 0-9
 Grade Mode: Pass/No Pass.
 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: 1-3 CR
 Select Metals, Sculpture, or Ceramics Topics

Contact Hours: 0-3 + 0-9
 Grade Mode: Pass/No Pass.
 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: 1-3 CR
 Select Fiber, Basketmaking, or Weaving Topics

Contact Hours: 0-3 + 0-9
 Grade Mode: Pass/No Pass.
 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: 1-3 CR
 Select Printmaking, Papermaking, or Photography Topics

Contact Hours: 0-3 + 0-9
 Grade Mode: Pass/No Pass.
 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

Contact Hours: 0-3 + 0-9
 Grade Mode: Pass/No Pass.
 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

Contact Hours: 0 + 6
 Stacked with: ART A205, ART A305, and ART A405.
 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

Contact Hours: 0 + 6
 Special Fees.

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
Contact Hours: 0 + 6
Special Fees.

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
Contact Hours: 0 + 6
Special Fees.

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

ART A160 Art Appreciation 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA Fine Arts Requirement.
Special Fees.
Special Note: Course meets General Education Requirement except for Art majors.

Development of an appreciation of all the visual arts. Course emphasis is on the theories, practice, materials, and techniques of the visual arts.

ART A180A Beginning Stained Glass 3 CR
Contact Hours: 3 + 0
Special Fees.
Special Note: Does not satisfy BA in Art or BFA degree requirements.

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

ART A180B Intermediate Stained Glass 1 CR
Contact Hours: 1 + 0
Prerequisites: ART A180A.
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.

ART A205 Intermediate Drawing 3 CR
Contact Hours: 0 + 6
Prerequisites: ART A105.
Stacked with: ART A105, ART A305, and ART A405.
Special Fees.
Special Note: May be repeated once for credit.
Drawing in class from live models. Emphasizes expanding visual awareness through drawing.

ART A209 Beginning Metalsmithing and Jewelry 3 CR
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 A309 and ART A409.
Special Fees.
Special Note: May be repeated once for credit.
Introduces basic techniques of metalsmithing and jewelry.

ART A211 Beginning Sculpture 3 CR
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 A311 and ART A411.
Special Fees.

Special Note: May be repeated once for credit.

Exploration of fundamental elements of form, mass, volume, scale, material and surface. Introduction to aesthetics and history of modern sculpture. Acquaints student with the tools, techniques and materials available to the sculptor.

ART A212 Beginning Watercolor Painting 3 CR
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 A312 and ART A412.
Special Fees.

Special Note: May be repeated once for credit.

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

ART A213 Beginning Painting 3 CR
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 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 A252 Beginning Graphic Design and Illustration 3 CR
Contact Hours: 0 + 6
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262.
Special Fees.
Special Note: May be repeated for credit.

Idea development and problem solving skills for the commercial market. Introduction to client identity, printing, and production process. Survey of industry history.

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

Contact Hours: 0 + 6

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.

ART A311 Intermediate Sculpture 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A211.

Stacked with: ART A211 and ART A411.

Special Fees.

Special Note: May be repeated for credit.

Further exploration of sculptural concepts and processes with emphasis given to the aesthetics and history of modern sculpture. Continued development of construction skills with access to more advanced machine tools and processes.

ART A312 Intermediate Watercolor Painting 3 CR

Contact Hours: 0 + 6

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.

ART A313 Intermediate Painting 3 CR

Contact Hours: 0 + 6

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.

ART A324 Intermediate Photography 3 CR

Contact Hours: 0 + 6

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.'

ART A363 History of Contemporary Art 3 CR
 Contact Hours: 3 + 0
 Prerequisites: ART A262.
 Special Fees.

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

ART A364 Italian Renaissance Art 3 CR
 Contact Hours: 3 + 0
 Prerequisites: ART A261.
 Special Fees.

Renaissance art from early Florentine beginnings to the high Renaissance of Venice.

ART A372 Intermediate Fiber Structure 3 CR
 Contact Hours: 0 + 6
 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.

ART A373 Intermediate Woven Forms 3 CR
 Contact Hours: 0 + 6
 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.

ART A392 Seminars and Selected Topics in Art 1-6 CR
 Contact Hours: 1-6 + 0
 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.

ART A409 Advanced Metalsmithing and Jewelry 3 CR
 Contact Hours: 0 + 6
 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.

ART A412 Advanced Watercolor Painting 3 CR
 Contact Hours: 0 + 6
 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.

ART A413 Advanced Painting 3 CR
 Contact Hours: 0 + 6
 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.

ART A424 Advanced Photography 3 CR
 Contact Hours: 0 + 6
 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.

ART A472 Advanced Fiber Structures 3 CR
 Contact Hours: 0 + 6
 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.

ART A473 Advanced Woven Forms 3 CR
 Contact Hours: 0 + 6
 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.

Aviation Technology AT

AT A100 Private Pilot Ground School 3 CR
 Contact Hours: 3 + 0
 Special Note MSC: Does not meet the UAA Aviation Technology degree requirement.

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.

AT A116 Instrument Ground School 3 CR
 Contact Hours: 3 + 0
 Registration Restrictions: Private Pilot Certificate or AT A100.
 Special Note MSC: Does not meet the UAA Aviation Technology degree requirement.

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

BIOL

BIOL A102 **Introductory Biology** 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA Natural Sciences Requirement.
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

Contact Hours: 0 + 3

Prerequisites: (BIOL A102 or concurrent enrollment).

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

Contact Hours: 3 + 3

Corequisite: BIOL A111L.

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

Contact Hours: 3 + 3

Prerequisites: BIOL A111.

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

Contact Hours: 3 + 0

Prerequisites: BIOL A111 or BIOL A113.

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 A115 **Fundamentals of Biology I** 4 CR

Contact Hours: 3 + 3

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

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

Corequisite: BIOL A115L.

Course Attributes: UAA Natural Sciences w/ Lab.

Special Note: One 3-hour lab per week. BIOL A115 and 116 are core courses in biology and are prerequisites to further course in biological sciences.

A survey of molecular biology, genetics, and homeostasis in the context of evolution.

BIOL A116 **Fundamentals of Biology II** 4 CR

Contact Hours: 3 + 3

Prerequisites: BIOL A115 and (CHEM A105 or concurrent enrollment) and (CHEM A105L or concurrent enrollment) and (CHEM A106 or concurrent enrollment) and (CHEM A106L or concurrent enrollment).

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

Corequisite: BIOL A116L.

Course Attributes: UAA Natural Sciences w/ Lab.

Special Note: One 3-hour lab per week. BIOL A115 and 116 are core courses in biology and are prerequisites to further course in biological sciences.

Continuation of topics addressed in BIOL A115, with emphasis on biodiversity, ecology, origin of life, cells structures and function in the context of evolution.

BIOL A124 **Biota of Alaska: Selected Topics** 1-4 CR

Contact Hours: 1-4 + 0

Special Fees.

Special Note: Community service course.

Explores special features of birds, mammals, insects or plants. Can include life history, habitat, ecology and behavior.

BIOL A240 **Introductory Microbiology for Health Sciences** 4 CR

Contact Hours: 3 + 3

Registration Restrictions: Concurrent enrollment in BIOL A112 or 8 hours in biology or chemistry.

Corequisite: BIOL A240L.

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.

BIOL A242 **Fundamentals of Cell Biology** 4 CR

Contact Hours: 3 + 3

Prerequisites: BIOL A116 and CHEM A106 and CHEM A106L.

Corequisite: BIOL A242L.

Special Note: Core course for Biology majors. One 3 hour lab per week.

Examination of the structure, including ultrastructure, and function of cells. Isolation, composition, and biochemical properties of cell components.

BIOL A252 Principles of Genetics 4 CR
 Contact Hours: 3 + 3
 Prerequisites: BIOL A242 and [CHEM A106 and CHEM A106L] and MATH A107.
 Corequisite: BIOL A252L.
 Special Note: Core course for biology majors. One 3-hour lab per week.
 Principles of inheritance in prokaryotes and eukaryotes and physicochemical properties of genetic systems.

Business Administration BA

BA A101 Introduction to Management 3 CR
 Contact Hours: 3 + 0
 Entry level survey of development of management theory. Techniques associated with core managerial functions such as planning, organizing, actuating, and controlling. Selected management concepts and models viewed within organizational settings.

BA A131 Personal Finance 3 CR
 Contact Hours: 3 + 0
 Introduces consumer financial issues. Surveys variety of topics, including personal income, home mortgages, credit laws, income tax, family budgeting, insurance, estate planning, investments in stocks, bonds, insurance, and mutual funds, transportation, leisure and recreation costs, consumer fraud and laws protecting consumer.

BA A151 Introduction to Business 3 CR
 Contact Hours: 3 + 0
 Course Attributes: UAA Social Sciences Requirement.
 Students understand profit in business, issues of social responsibility, and forms of business ownership. Roles of management in specialized fields of human resources, finance, production and marketing. Students explore opportunities and requirements in several business positions as well as assess personal interests and capabilities.

BA A155 Personal Investments 3 CR
 Contact Hours: 3 + 0
 An in-depth course on investment of personal income with emphasis on investments, including stocks, bonds, mutual funds, banking, annuities, insurance, real estate, estate planning, and taxes.

BA A166 Small Business Management 3 CR
 Contact Hours: 3 + 0
 Business planning as key to successful small business management. Examines practical aspects of management for starting/operating small businesses. Assists students in understanding personal finance, business regulations, marketing, production, and business finance.

BA A231 Fundamentals of Supervision 3 CR
 Contact Hours: 3 + 0
 For students with or without supervisory experience. Introduction to effective supervisor's role. Emphasizes development of insights and skills necessary to get things done through others by planning, organizing, motivating, and controlling. Practical experience in decision making approach to condemnatory situations facing supervisors.

BA A232 Fundamentals of Organizational Management 3 CR
 Contact Hours: 3 + 0
 Prerequisites: BA A231.
 Special Fees.

Discusses leadership styles of managers and skills necessary to effectively lead organizations. Explores literature in motivation and leadership for practical implications. Students analyze organizational case studies.

BA A233 Fundamentals of Financial Management 3 CR
 Contact Hours: 3 + 0
 Prerequisites: [ACCT A101 or ACCT A201] and MATH A105.
 Helps students develop financial decision making skills. Includes financial statement analysis, cash flow planning, capital asset expenditures planning, and methods of short-term and long-term financing.

BA A241 Business Law I 3 CR
 Contact Hours: 3 + 0
 Crosslisted with: JUST A241.
 Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate, and insurance.

BA A242 Business Law II 3 CR
 Contact Hours: 3 + 0
 Prerequisites: BA A241 or JUST A241.
 Crosslisted with: JUST A242.
 Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.

BA A260 Marketing Practices 3 CR
 Contact Hours: 3 + 0
 Prerequisites: BA A151.
 Designed to give students a real-world view of basic marketing principles and practices. Emphasizes planning strategy and application of marketing concepts. Examines nature of marketing and its environment, selecting target markets, and developing a market mix: product, price, promotion, and distribution.

BA A261 Advertising and Sales Promotion 3 CR
 Contact Hours: 3 + 0
 Prerequisites: BA A260.
 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
 Contact Hours: 3 + 0
 Prerequisites: BA A260.
 Provides students with usable understanding of consumer behavior; based on the belief that knowledge of factors influencing consumer behavior can be used to develop sound marketing strategy. Explores motivation, personality, lifestyle, decision making, and the impact of cross-cultural variations on consumer buying behavior.

BA A264 Personal Selling 3 CR

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

Contact Hours: 3 + 0

Prerequisites: CLOS A110 and [MATH A107 or MATH A270].
Special Note: A student may apply no more than 3 credits from AS A252 or BA A273 toward graduation requirements for a baccalaureate degree.

Introduces statistics and probability with emphasis on the analysis of business and economic data. Includes descriptive statistics for univariate and bivariate data; elementary probability and sampling distributions; and estimation of means, proportions, and simple regression coefficients. Students will be introduced to one or more computer packages for statistical data analysis.

BA A300 Organizational Theory and Behavior 3 CR

Contact Hours: 3 + 0

Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.

Discusses literature of organizational theory; emphasizes theoretical concepts, organizational design, dynamics of formal and informal groups, communication in leadership, organizational development, organizational effectiveness, and social science research techniques.

BA A343 Principles of Marketing 3 CR

Contact Hours: 3 + 0

Prerequisites: ACCT A201 and ACCT A202 and ECON A201 and ECON A202.

Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.

Role of marketing in society and economy. The business firm as a marketing system, and management of the firm's marketing effort.

Chemistry

CHEM

CHEM A055 Contemporary Chemistry 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A055.

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

CHEM A055L Contemporary Chemistry Laboratory 1 CR

Contact Hours: 0 + 3

Prerequisites: (CHEM A055 or concurrent enrollment).
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

Contact Hours: 3 + 0

Prerequisites: MATH A055 with minimum grade of C or MATH A060 with minimum grade of C.

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

Contact Hours: 0 + 3

Prerequisites: (CHEM A103 or concurrent enrollment).

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

Contact Hours: 3 + 0

Prerequisites: CHEM A103.

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

Contact Hours: 0 + 3

Prerequisites: CHEM A103 and (CHEM A104 or concurrent enrollment).

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

Contact Hours: 3 + 0

Prerequisites: MATH A105 with minimum grade of C.

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

Contact Hours: 0 + 3

Prerequisites: (CHEM A105 or concurrent enrollment).

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

Contact Hours: 3 + 0

Prerequisites: CHEM A105 with minimum grade of C and [MATH A105 with minimum grade of C or MATH A107 with minimum grade of C].

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

Contact Hours: 0 + 3

Prerequisites: (CHEM A106 or concurrent enrollment) and CHEM A105L.

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

Contact Hours: 3 + 4

Prerequisites: CHEM A106 with minimum grade of C and CHEM A106L with minimum grade of C.

Corequisite: CHEM A321L.

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

CHEM A322 Organic Chemistry II 4 CR

Contact Hours: 3 + 4

Prerequisites: CHEM A321 with minimum grade of C.

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

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

COMM A111 Fundamentals of Oral Communication 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA Oral Communications Requirement. 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

Contact Hours: 3 + 0

Course Attributes: UAA Oral Communications Requirement. 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

Contact Hours: 3 + 0

Course Attributes: UAA Oral Communications Requirement. 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

Contact Hours: 3 + 0

Course Attributes: UAA Oral Communications Requirement. 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

Contact Hours: 3 + 0

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

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

Contact Hours: 3 + 0

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

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

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

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
 Contact Hours: 1 + 0
 Grade Mode: Pass/No Pass.
 Special Fees.
 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
 Contact Hours: 1 + 0
 Grade Mode: Pass/No Pass.
 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
 Contact Hours: 3+0 or 0+6
 Special Fees.
 Special Note: May be offered as either classroom or open-entry, individualized course.

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
 Contact Hours: 0 + 2
 Special Fees.
 Special Note: Open-entry, individualized course. CIOS A100A, A100B, and A100C are equivalent to CIOS A100.
 Introductory keyboarding covering techniques and mechanics of learning to type by touch.

CIOS A100B Keyboarding I: B 1 CR
 Contact Hours: 0 + 2
 Prerequisites: CIOS A100A.
 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
 Contact Hours: 0 + 2
 Prerequisites: CIOS A100B.
 Special Fees.
 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
 Contact Hours: 0 + 2
 Prerequisites: CIOS A100.
 Grade Mode: Pass/No Pass.
 Special Note: Open-entry, individualized course. May be repeated for a maximum of 3 credits with only 1 credit in each semester.
 Drills to improve speed and/or accuracy on straight copy typing.

CIOS A105 Introduction to PC Computers and Applications 3 CR
 Contact Hours: 3 + 0
 Registration Restrictions: Keyboarding skill of at least 30 WPM.
 A non-technical computer literacy course. Overview of computers and current popular software packages for small business and personal use. Six to twelve hours of introduction to each of several applications including word processing, electronic spreadsheets, database and graphics software.

CIOS A107 Macintosh Computer and Applications 3 CR
 Contact Hours: 3 + 0
 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.

CIOS A107A Introduction to Macintosh Computers 1 CR
 Contact Hours: 1 + 0
 Registration Restrictions: Keyboarding skills of at least 30 WPM recommended.
 Introduction to using Macintosh software. Includes word processing, database management, electronic spreadsheets, and graphics.

CIOS A110 Computer Concepts in Business 3 CR
 Contact Hours: 3 + 0
 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.

CIOS A111D Introduction to Excel in Windows 1 CR
 Contact Hours: 1 + 0
 Prerequisites: CIOS A113B.
 Registration Restrictions: Keyboarding skill of at least 30 WPM recommended.
 Special Fees.
 Introduction to design and use of electronic spreadsheets in a Windows environment. Covers the basic Excel for Windows commands and functions needed to create, manipulate, and print spreadsheets.

CIOS A111F Introduction to Quickbooks for Windows 1 CR
 Contact Hours: 1 + 0
 Introduction to the accounting and bookkeeping program. Covers setup, maintenance and input for general ledger, accounts receivable and accounts payable. Includes cash flow, profit and loss, balance sheet reports and payroll.

CiOS A112F Introduction to Microsoft Access in Windows 1 CR
 Contact Hours: 1 + 0 or 0 + 2
 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.

CiOS A113B Introduction to Windows ~1 CR
 Contact Hours: 1 + 0
 Special Fees.

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

CiOS A114A Introduction to Microsoft PowerPoint 1 CR
 Contact Hours: 1 + 0
 Prerequisites: CIOS A113B.
 Registration Restrictions: Keyboarding skill of at least 30 WPM.
 Special Note: May be offered as either scheduled 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.

CiOS A115G Introduction to Microsoft Word in Windows 1 CR
 Contact Hours: 1 + 0
 Prerequisites: CIOS A113B.
 Registration Restrictions: Keyboarding skill of at least 30 WPM.
 Special Fees.
 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.

CiOS A115H Introduction to WordPerfect in Windows 1 CR
 Contact Hours: 1 + 0
 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.

CiOS A116B Introduction to Desktop Publishing on IBM 1 CR
 Contact Hours: 1 + 0
 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.

CiOS A119 Exploring the Internet 1 CR
 Contact Hours: 1 + 0
 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.

CiOS A120 Microcomputer Operating Systems 3 CR
 Contact Hours: 3 + 0
 Prerequisites: CIOS A105.
 Registration Restrictions: If prerequisite is not met, CIOS Placement Exam is required.

Covers use of major features of desktop operating systems: window manipulation, file and hard disk management, and data backup. Topics include installation and customization of operating systems and desktop work environments; disk maintenance; addition and removal of hardware and programs; and advanced file placement.

CiOS A160 Business English 3 CR
 Contact Hours: 3 + 0

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

CiOS A161 Business Math 3 CR
 Contact Hours: 3 + 0 or 0 + 6

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.

CiOS A165 Office Procedures 3 CR
 Contact Hours: 3 + 0
 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.

CiOS A166 Filing 1 CR
 Contact Hours: 0 + 2
 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.

CiOS A167 Proofreading 1 CR
 Contact Hours: 1 + 0 or 0 + 2
 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.

CiOS A168 Shorthand 3 CR
 Contact Hours: 3 + 0 or 0 + 6
 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.

CiOS A170 Calculators 1 CR
 Contact Hours: 0 + 2

Special Note: Open-entry, individualized course.

Basic operation of electronic calculators with application in solving business problems.

CIOS A211D Advanced Excel in Windows 1 CR
 Contact Hours: 1 + 0 or 0 + 2
 Prerequisites: CIOS A111D.
 Registration Restrictions: Keyboarding skill of at least 30 WPM.
 Special Fees.

Includes software applications in advanced areas covering concepts and techniques for construction of electronic spreadsheets and spreadsheet templates. Creations and applications of macros, styles, advanced printing, charting, graphics, databases, advanced functions, and outlining.

CIOS A215G Advanced Microsoft Word for Windows 1 CR
 Contact Hours: 1 + 0
 Prerequisites: CIOS A115G.
 Special Fees.

Continuation of CIOS A115G. Includes software application in advanced areas.

CIOS A215H Advanced WordPerfect in Windows 1 CR
 Contact Hours: 1 + 0
 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.

CIOS A216B Advanced Desktop Publishing on IBM 1 CR
 Contact Hours: 1 + 0
 Prerequisites: CIOS A116B.

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
 Contact Hours: 1 + 0
 Prerequisites: CIOS A215H.
 Special Note: 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
 Contact Hours: 0 + 2
 Registration Restrictions: CIOS A100 or keyboarding skill of 30 wpm; and 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
 Contact Hours: 0 + 2
 Registration Restrictions: CIOS A250A or demonstrated transcript ability.
 Special Note: Open-entry, individualized course.

Emphasizes mailable copies, review of language skills and vocabulary.

CIOS A251 Medical Transcription 3 CR
 Contact Hours: 0 + 6
 Registration Restrictions: CIOS A260 or keyboarding skill of at least 40 WPM.

Emphasizes accuracy and speed in transcribing medical dictation. Develops ability to produce accurate medical data through a broad knowledge of medical terms, drugs, and instruments, as well as acceptable initials and abbreviations for medical terminology. Also develops familiarity with various types of medical reports and records.

CIOS A252 Legal Transcription 1-3 CR
 Contact Hours: 1-3 + 0
 Registration Restrictions: CIOS A260 or keyboarding skill of at least 40 WPM.

Machine transcription of client and court documents prepared in the law office.

CIOS A260 Keyboarding II 3 CR
 Contact Hours: 3 + 0 or 0 + 6
 Prerequisites: CIOS A100 or [CIOS A100A and CIOS A100B and CIOS A100C].

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
 Contact Hours: 0 + 6
 Prerequisites: CIOS A260.
 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
 Contact Hours: 3 + 0
 Prerequisites: CIOS A160.

Applies techniques of written communications to situations that require problem solving and an understanding of human relations. Students compose and evaluate various kinds of communications that commonly pass between business associates, customers, and dealers. Includes interoffice memos, letters, and reports.

CIOS A263 Professional Secretarial Procedures 3 CR
 Contact Hours: 3 + 0
 Prerequisites: CIOS A165.
 Registration Restrictions: CIOS A160 recommended.

Capstone course for secretarial training, emphasizing the office professional's responsibilities in office communications, technology, records management, meetings, supervision, executive travel, reprographics, and employment/advancement procedures.

CIOS A264 Interpersonal Skills in Organizations 3 CR
Contact Hours: 3 + 0
Prerequisites: CIOS A165.

Examination of theories and principles of human behavior that deal with the work place. Emphasizes leadership theory, problems in communication, motivation, and interpersonal skills which enhance the ability to function successfully with others in an organization.

CIOS A268 Intensive CPS Review 1 CR
Contact Hours: 1 + 0
Registration Restrictions: Work experience or previous course work in these areas recommended.
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
Contact Hours: 3 + 0
Registration Restrictions: CIOS A260 or keyboarding skill of at least 45 wpm. CIOS A160 recommended.

Principles of law office procedures in preparation of legal documents used in civil litigation from pre-filing stage of lawsuits through pretrial procedures, trial, post-judgment enforcement, and appeal. Some attention given to distinctions in preparation of documents for criminal and federal litigation and to jurisdiction of various courts. Emphasizes stylization of legal papers, purpose, applicable civil rules, and legal vocabulary.

CIOS A273 Law Office Procedures: Client Documents 3 CR
Contact Hours: 3 + 0
Prerequisites: CIOS A260.
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
Contact Hours: 3 + 0
Prerequisites: CIOS A272.

Study of Alaska rules of civil procedures in civil litigation. Also covers appellate procedures and examines differences in federal civil rules.

CIOS A276 Records Management 3 CR
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
Contact Hours: 0 + 6
Registration Restrictions: Twelve credits hours of OMT courses and faculty permission.

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
Contact Hours: 0 + 3-18
Registration Restrictions: 12 credit hours in CIOS and department permission required.

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
Contact Hours: 3 + 0
Prerequisites: CIOS A107A.

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 and Network Technology CNT

CNT A101 Microsoft Office 2000 Fundamentals 2 CR
Contact Hours: 1 + 2.5
Special Note: Good keyboarding skills recommended.

Provides basic information for Office 2000, including, but not limited to, word processing, spreadsheet, PowerPoint presentations, operating shell, and internet tools. Emphasizes individual knowledge and teamwork through variety of projects.

CNT A160 PC Operating Systems 3 CR
Contact Hours: 2 + 3

Develops basic understanding of command line, desktop, and server operating systems. Includes computer programming, architecture, and hardware necessary to understand the operating system interactions.

CNT A161 PC Architecture 1 CR
Contact Hours: 1 + .5

Covers basic hardware associated with microcomputer operation, including, but not limited to, memory, motherboards, CPUs, chipsets, buses, expansion slots, and resource allocation.

CNT A162 PC Building, Upgrading, Configuring, and Troubleshooting 2 CR
Contact Hours: 1.5 + 2

Describes how to evaluate, install, and troubleshoot available hardware and software computer equipment. Covers aspects such as system components, PC assembly and disassembly, software installation, safety, and maintenance.

CNT A163 Introduction to Networking 1 CR
Contact Hours: 1 + .5

Introduces the concepts of networking protocols, communication techniques, and hardware components of LAN, MAN, and WAN networks.

CNT A164 Network Cabling 1 CR
 Contact Hours: 1 + .5
 Special Fees.
 Introduces the different physical mediums and their characteristics associated with networking. This will include, but not be limited to, types of copper and fiber optic cables, connections, testing, cabling planning, and layout.

CNT A165 Customer Service Fundamentals 1 CR
 Contact Hours: 1 + 0
 Introduces basic customer service principles, including relationships, perceptions, telephone techniques, quality, ethics, record keeping, interpersonal relationships, and teamwork.

CNT A170 CISCO Academy Network Fundamentals 3 CR
 Contact Hours: 2 + 3
 Special Fees.
 Covers networking fundamentals and develops basic skills in designing, installing, and troubleshooting local area networks. Topics include cabling, cabling closets, management devices, protocols, sub-netting, network device selection, installation, and troubleshooting.

CNT A180 PC Interfacing 3 CR
 Contact Hours: 2 + 3
 Prerequisites: CNT A160 and CNT A161 and CNT A162.
 Covers the hardware associated with computer interfacing, including bus structures, system resources, timing and control, ports, communication interfaces, multimedia access, infrared devices, and PC/PCMCIA cards.

CNT A181 PC Auxiliary Storage 1 CR
 Contact Hours: 1 + .5
 Prerequisites: CNT A160 and CNT A161 and CNT A162.
 Introduces PC storage devices and interfaces, including, but not limited to, magnetic storage, optical storage, disk drives, drive installation, configuration, and file systems.

CNT A182 PC Peripheral Devices 1 CR
 Contact Hours: 1 + .5
 Prerequisites: CNT A160 and CNT A161 and CNT A162.
 Introduces ancillary PC hardware, including keyboards, printers, pointing devices, video displays, video capture, scanners, and digital cameras.

CNT A183 Local Area Networks 2 CR
 Contact Hours: 1.5 + 2
 Prerequisites: CNT A160 and CNT A162 and CNT A170.
 Presents the fundamentals of Local Area Networking, including topologies, protocols, computer and delivery hardware, Ethernet, network operating systems, LAN assessment, and other related software.

CNT A184 Introduction to TCP/IP 1 CR
 Contact Hours: 1 + 1
 Prerequisites: CNT A183.
 Presents transmission control protocol/internet protocol, including structure, addressing, data transfer, software, applications, and troubleshooting.

CNT A190 Selected Topics in MOUS Certifications 1 CR
 Contact Hours: .5 + 1
 Prerequisites: CNT A101.
 Special Note: May be repeated for credit with a change of subtitle.
 Provides advanced Microsoft training leading to MOUS certifications in selected software topics from the Office 2000 suite.

CNT A210 PC Technician Fundamentals 3 CR
 Contact Hours: 3 + 0
 Prerequisites: CIOS A105.
 Introduction to the principles of personal computer hardware/software maintenance and troubleshooting. The course is designed to give the student equivalent experience of a PC technician that has been working for six months.

CNT A212 Network Technician Fundamentals 3 CR
 Contact Hours: 1 + 2
 Prerequisites: CNT A210.
 Introduces the principles of developing, installing, maintaining and troubleshooting Peer-to-Peer, Local Area, and Wide Area Networks. Designed to serve the needs of advanced computer end-users interested in mastering broad, vendor-independent networking concepts. Provides students with the knowledge and experience required to pass the CompTIA Network + exam.

CNT A240 Windows 2000 System Essentials 2 CR
 Contact Hours: 1 + 2
 Prerequisites: CNT A210.
 Special Fees.
 Provides an introduction to networking concepts, features, and capabilities and their implementation within the Windows 2000 environment.

CNT A241 Administering and Supporting Windows 2000 Professional and Server 3 CR
 Contact Hours: 2 + 2
 Prerequisites: CNT A240.
 Presents concepts and skills to install and configure Windows 2000 Professional and Server on stand-alone computers and on client computers that are part of a workgroup or domain. This course will also prepare students to take Microsoft exams 70-210 and 70-215: Implementing, Configuring, and Administering Microsoft Windows 2000 Professional and Server.

CNT A242 Windows 2000 Network Infrastructure Administration 3 CR
 Contact Hours: 2 + 2
 Prerequisites: CNT A241.
 Provides students with the knowledge and skills to implement and manage the network infrastructure associated with a Windows 2000 domain. This course will also prepare students to take Microsoft exam 70-216: Implementing and Administering a Microsoft Windows 2000 Network Infrastructure.

CNT A243 Windows 2000 Directory Services Administration 3 CR
 Contact Hours: 2 + 2
 Prerequisites: CNT A242.
 Provides students with the skills and knowledge to install, configure, and administer the Windows 2000 Active Directory Service for a Windows 2000 domain. This course also prepares students to take Microsoft exam 70-217: Windows 2000 Directory Services Administration.

CNT A244 Designing Secure Windows 2000 Networks 3 CR

Contact Hours: 2 + 2

Prerequisites: CNT A242.

Provides students with the knowledge and skills to design a security framework for small, medium, and enterprise networks using Microsoft Windows 2000 technologies. This course also prepares students to take Microsoft exam 70-220: Designing Security for a Microsoft Windows 2000 Network.

CNT A245 Windows 2000 Directory Services Design 2 CR

Contact Hours: 1 + 2

Prerequisites: CNT A243.

Provides students with the knowledge and skills to design a Microsoft Windows 2000 directory services infrastructure in an enterprise network. This course also prepares students to take Microsoft exam 70-219: Designing a Windows 2000 Directory Services Infrastructure.

CNT A246 Windows 2000 Network Infrastructure Design 2 CR

Contact Hours: 1 + 2

Prerequisites: CNT A244.

Provides students with the knowledge and skills to design a Microsoft Windows 2000 networking services infrastructure design that supports the network applications required for the needs of an organization. This course also prepares students to take Microsoft exam 70-221: Designing a Microsoft Windows 2000 Network Infrastructure.

CNT A260 Wide Area Networking 2 CR

Contact Hours: 1.5 + 2

Prerequisites: CNT A184.

Examines wide area network fundamentals, communications, hardware, and protocols, including physical layer protocol, data link layer protocol, and higher layer protocol.

CNT A261 CISCO Router Fundamentals 3 CR

Contact Hours: 2 + 3

Special Fees.

Provides details of CISCO routers and router interfaces including, router configuration, software controls, user modes, IP addressing, and routing protocols.

CNT A262 Computer Technical Support 2 CR

Contact Hours: 1.5 + 2

Prerequisites: CNT A165 and CNT A184.

Develops skills necessary for evaluating and implementing various technical support functions, including hardware and software needs assessments, training development, preventive maintenance, and effective communication and documentation.

CNT A270 CISCO Academy LAN Management 3 CR

Contact Hours: 2 + 3

Prerequisites: CNT A261.

Covers local area network management and provides skill development in managing traffic and network devices to ensure optimal throughput. Topics include router and switch configuration, IPX configuration and filtering, and identifying and resolving network congestion problems.

CNT A271 CISCO Academy WAN Management 3 CR

Contact Hours: 2 + 3

Prerequisites: CNT A270.

Covers wide area networking services, design, and management. Topics include area network technology, devices, link options, frame encapsulation formats, designs, protocols and configurations.

CNT A276 Independent Project 3 CR

Contact Hours: 0 + 11

Registration Restrictions: Faculty Permission; and working knowledge of CNT topics.

Develops, implements, and completes a project based on a relevant technological issue. Student works closely with faculty to produce an end product and report.

CNT A280 Server Operating Systems 3 CR

Contact Hours: 2 + 3

Prerequisites: CNT A184.

Develops Windows 2000 Server operating system basics. Topics will include installation, troubleshooting, creation and administration of users and resources, and remote and internet accounts.

CNT A281 Certification Program 2 CR

Contact Hours: 1 + 2

Prerequisites: CNT A182 and CNT A184.

Provides advanced computer and network training leading to Comp TIA A+ and Network+ certifications.

CNT A282 Work Study 3 CR

Contact Hours: 0 + 11

Registration Restrictions: Faculty Permission; and successful completion of 12 credits in the CNT program.

Grade Mode: Pass/No Pass.

Provides supervised workplace experience in industry settings. Integrates advanced level knowledge and practice to demonstrate skill competencies.

Computer Science CS

CS A100 Introduction to Computers 3 CR

Contact Hours: 3 + 0

Special Note: Not to be taken for credit by Computer Science majors or minors.

An introductory course in computers and computing intended for non-Computer Science majors and minors. Includes an introduction to programming languages such as BASIC or LOGO. Emphasis is on vocabulary and concept development needed to be an effective computer user.

CS A101 Introduction to Computer Science 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A105 with minimum grade of C.

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

Special Note: No background in computer science is assumed or expected. The course is intended for students with limited experience with computers. Students who intend to major in computer science may take this course as preparation for their course of study.

Offers a broad overview of computer science designed to provide students with an appreciation for and an understanding of the many different aspects of computer science. Topics include discrete mathematics, an introduction to programming languages, algorithmic problem solving, basic concepts in hardware, operating systems, networks, graphics, and an overview of the social context of computing.

CS A106 BASIC Programming 3 CR
 Contact Hours: 3 + 0
 Registration Restrictions: Two years of high school algebra or equivalent with a grade of C or better.
 Practice and use of the algorithmic approach to logical reasoning using graphic display of algorithms in flowchart form and coding instructions in the BASIC language.

CS A109 Computer Programming (Languages Vary) 3 CR
 Contact Hours: 3 + 0
 Prerequisites: MATH A105 with minimum grade of C.
 Registration Restrictions: If prerequisite is not satisfied, two years of high school algebra with a grade of C or higher or Math Placement Test is required.
 Special Note: May be repeated for credit with a change in language.
 Problem analysis and solution using a selected programming language.

Counseling COUN

COUN A101 Introduction to Career Exploration 1 CR
 Contact Hours: 1 + 0
 Grade Mode: Pass/No Pass.
 Special Fees.

An introduction to career exploration. Includes exploring self-concept, values, interests, skills, aptitudes, work orientation, occupational information and decision making.

COUN A107 Managing Stress 1 CR
 Contact Hours: 1 + 0
 Examines general causes of stress and effective methods to eliminate or manage stress in your own life.

COUN 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
 Contact Hours: 3 + 0
 Special Note: This course may be taken twice for credit.
 Introduction to two or more types of creative writing, with close analysis of each student's work.

CWLA A260B Introduction to Creative Writing: Poetry 3 CR
 Contact Hours: 3 + 0
 Special Fees.
 Special Note: This course may be taken twice for credit.
 Introduction to techniques of writing poetry, with close analysis of each student's work.

CWLA A260C Introduction to Creative Writing: Fiction 3 CR
 Contact Hours: 3 + 0
 Special Fees.
 Special Note: May be taken twice for credit.
 Introduction to techniques of writing fiction, with close analysis of each student's work.

CWLA A260E Introduction to Creative Writing: Nonfiction 3 CR
 Contact Hours: 3 + 0
 Special Fees.
 Special Note: This course may be taken twice for credit.
 Introduction to techniques of writing nonfiction, with close analysis of each student's work.

CWLA A260G Introduction to Creative Writing: Women's Writing Workshop 3 CR
 Contact Hours: 3 + 0
 Special Fees.
 Special Note: May be taken twice for credit.
 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).
 Special Fees.
 Study of nutrition in the life cycle including food sources and requirements of nutrients; physiological and metabolic aspects of nutrient function; food choices, selection and contemporary issues of concern to health professionals and consumers.

DN A245 Nutrition for the Second Fifty Years 3 CR
 Contact Hours: 3 + 0
 Special Fees.
 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

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

Survey of historical, social, and philosophical foundations of the field. Discusses ethics, developmentally appropriate practices, survey of types of early childhood settings, and personal skills and professional competencies for the early childhood practitioner.

ECD A111 Safe Learning Environments 1 CR

Contact Hours: 1 + 0

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

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

ECD A112 Healthy Learning Environments 1 CR

Contact Hours: 1 + 0

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

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

ECD A113 Learning Environments 1 CR

Contact Hours: 1 + 0

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

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

ECD A121 Physical Activities for Young Children 1 CR

Contact Hours: 1 + 0

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ECD A222 Program Management 1 CR

Contact Hours: 1 + 0

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

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

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

Stresses 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

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

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

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

Stresses 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

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

Stresses 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

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

Stresses 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.

ECD A295B Practicum II 3 CR

Contact Hours: 1 + 2

Prerequisites: ECD A295A.

Special Note: Faculty permission required. Must have faculty permission to take concurrently with ECD A295A.

Supervised experience in an instructor approved early childhood setting. Emphasis is on an increasing level of responsibility for planning/supervising all program areas. Experience includes an initial assessment in all areas of professional competencies. An individual plan for the semester will be developed.

Economics

ECON

ECON A201 Principles of Macroeconomics 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA Social Sciences Requirement.

Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; and international trade. Primary concentration on the capitalist system and the United States economy.

ECON A202 Principles of Microeconomics 3 CR

Contact Hours: 3 + 0

Prerequisites: ECON A201.

Course Attributes: UAA Social Sciences Requirement.

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

Electronics Technology ET

ET A111 Electronics Laboratory II 4 CR

Contact Hours: 2 + 0

Corequisite: ET A125.

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

Contact Hours: 3 + 0

Crosslisted with: AGRI A133 and RH A120.

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

Contact Hours: 3 + 0

Prerequisites: ET A125.

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

Contact Hours: 3 + 0

Prerequisites: ET A122.

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 A126 Principles of Logic and Gating 4 CR

Contact Hours: 3 + 2

Registration Restrictions: High school math and reading skills.

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

Contact Hours: 3 + 0

Prerequisites: ET A126.

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 A160 D.C. Electrical Systems 3 CR

Contact Hours: 3 + 0

Corequisite: ET A161.

Covers basic D.C electrical concepts, definitions, laws, and applications. Introduces passive electrical components, schematic symbols, wiring diagrams, power sources, and distribution systems.

ET A161 D.C. Lab 1 CR

Contact Hours: 0 + 3

Corequisite: ET A160.

Special Fees.

Presents methods of safe and accurate measurement of D.C. electrical quantities using basic electrical test equipment. Covers equipment connection, testing methods and operation to observe electrical component characteristics to troubleshoot defective circuits. Power sources, distribution systems, schematic and wiring diagrams will also be covered.

ET A162 A.C. Electrical Systems 3 CR

Contact Hours: 3 + 0

Prerequisites: ET A160 and ET A161.

Corequisite: ET A163.

Examines theory and application of basic concepts, definitions and laws governing alternating current signal and power sources. Includes A.C. waveforms, sources, components, wiring diagrams, schematic symbols, and analysis of A.C. power distribution.

ET A163 A.C. Lab 1 CR

Contact Hours: 0 + 3

Prerequisites: ET A160 and ET A161.

Corequisite: ET A162.

Special Fees.

Presents measurement of A.C. electrical quantities using basic electrical test equipment. Covers A.C. circuit troubleshooting through proper equipment connections, testing, and operations. Power sources, distribution systems, schematic, and wiring diagrams will also be covered.

ET A164 Introduction to Semiconductors 1 CR

Contact Hours: 1 + .5

Introduces basic semiconductor fundamentals and parameters. Covers elementary semiconductor physics, diode characteristics, diode applications, transistor parameters, and transistor applications.

ET A165 Introduction to Digital Devices 1 CR

Contact Hours: 1 + .5

Special Fees.

Introduces the principles and practical applications of digital electronics used by computers, communications equipment, and control systems. Topics will include digital logic gates, binary numbers, flip-flops, registers, counters, and shift registers.

ET A166 Technical Calculations and Applications 2 CR

Contact Hours: 2 + 0

Presents applied calculations for students in technical fields. Covers basic arithmetic, conversions, solving equations, logarithms, multinomial equations, graphs and applied basic concepts of geometry, trigonometry, and statistics.

ET A180 Advanced Semiconductors 3 CR

Contact Hours: 2.5 + 2

Prerequisites: ET A164.

Covers advanced diode and transistors characteristics and applications. Provides methods for analyzing and troubleshooting complex semiconductor circuitry. Component coverage includes specialty diodes, multi-layer control devices, bipolar transistors, JFETs, MOSFETs, and coupling devices.

ET A181 Advanced Digital Devices 2 CR

Contact Hours: 1.5 + 2

Prerequisites: ET A165.

Presents advanced digital concepts, logic families, and applications. Provides methods for analyzing and troubleshooting complex digital circuitry. Topics include standard logic interfacing, logic family interfacing, circuit design fundamentals, multivibrators, timers, analog and digital converters, memory devices, and programmable logic devices.

ET A182 Applied ICs 2 CR

Contact Hours: 1.5 + 2

Prerequisites: ET A164.

Presents the electrical characteristics and applications of the ideal operational amplifier. Topics include input and output characteristics, comparators, amplifiers, signal/function generation, active filtering, power and supply regulation.

ET A183 Data Communications 1 CR

Contact Hours: 1 + .5

Prerequisites: CNT A164 and ET A165.

Presents basic data communication concepts, including history, data conversion, A/D and D/A protocol, interfacing, direction control, and multiplexing.

ET A184 Telecommunications 2 CR

Contact Hours: 1.5 + 2

Prerequisites: ET A162 and ET A163 and ET A183.

Examines the elements of telecommunications, including history, transmission methodology, multiplexing, media, and design criteria. Discusses telecommunication equipment, switching systems, subscriber services, and distribution techniques.

ET A185 Transmitters and Receivers 3 CR

Contact Hours: 2 + 3

Prerequisites: ET A184.

Explores the methods and techniques used in transmission and reception of AM, FM, and SSB signals. Emphasizes antennas, transmission lines, signal propagation, transmitter and receiver circuitry, alignment, and troubleshooting.

ET A190 Selected Topics in Electronics Technology 1-4 CR

Contact Hours: 1-4 + 0-12

Special Fees.

Special Note: Prerequisite may be imposed depending on topic. May be repeated for credit with a change in subtitle.

Offers selected topics in electronics pertaining to state-of-the-art technology and trends. Course content is determined by current trends, new technologies, and student and employer needs.

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

Contact Hours: 2 + 2

Offered only at Matanuska-Susitna College.

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

Contact Hours: 3 + 1

Prerequisites: ET A205.

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

Contact Hours: 1 + 4

Prerequisites: ET A126 and ET A127.

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

Contact Hours: 1 + 4

Prerequisites: ET A126 and ET A127 and ET A216.

Teaches computer troubleshooting to the component level using factory test equipment and technical service manuals.

ET A218 Personal Computer Networking 3 CR

Contact Hours: 1 + 4

Prerequisites: ET A126 and ET A127 and ET A216 and ET A217.

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

Contact Hours: 3 + 1

Prerequisites: ET A209.

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

Contact Hours: 3 + 1

Offered only at Matanuska-Susitna College.

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

Contact Hours: 3 + 0

Prerequisites: ET A225.

Offered only at Matanuska-Susitna College.

Introduction to the use of industrial electronics circuits and equipment. Theory of operation, magnetic amplifiers, motor speed controls, voltage and current control in DC and AC generators, synchro and servo systems, and large current polyphase rectifiers.

ET A260 Instrumentation and Control Processes 3 CR

Contact Hours: 2 + 3

Prerequisites: ET A180 and ET A181 and ET A182.

Special Fees.

Covers theory of measurement, control, and data acquisition. Includes instrumentation circuitry, mechanical control elements, computer control processes, sensors, transducers, IP interfacing, and applications.

ET A261 Electronic Systems Troubleshooting 2 CR

Contact Hours: 1.5 + 2

Prerequisites: ET A180 and ET A182.

Emphasizes troubleshooting and repair techniques for electronic circuits and systems. Includes schematic use, soldering, test equipment use, and safe practices for simple and complex circuits.

ET A262 Advanced Communications 3 CR

Contact Hours: 2 + 3

Prerequisites: ET A184 and ET A185.

Examines communications technology including microwave, radar, satellite, mobile and cellular telephone, VoIP, video, and other wireless systems.

ET A276 Independent Project 3 CR

Contact Hours: 0 + 11

Registration Restrictions: Faculty Permission; and working knowledge of TES topics.

Develops, implements, and completes a project based on a relevant technological issue. Student works closely with faculty to produce an end project and report.

ET A280 Programmable Logic Controllers 3 CR

Contact Hours: 2 + 3

Prerequisites: ET A260.

Covers PLC input/output control including ladder diagrams, electromechanical elements, functional blocks, and network addressing used to monitor and control discrete devices and modules.

ET A282 Work Study 3 CR

Contact Hours: 0 + 11

Registration Restrictions: Faculty Permission; and successful completion of 12 credits in TES program.

Grade Mode: Pass/No Pass.

Provides supervised workplace experience in industry settings. Integrates advanced level knowledge and practices to demonstrate skill competencies.

Emergency Medical Technology EMT

EMT A110 Emergency Trauma Technician 3 CR

Contact Hours: 2 + 2

Special Fees.

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 Is with added skills of esophageal intubation, specialized tourniquets, and intravenous treatment.

EMT A231 Emergency Medical Technician III 3 CR

Contact Hours: 2 + 2

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 Introduction to Writing in Academic Contexts 3 CR
Contact Hours: 3 + 0
Prerequisites: PRPE A086 with minimum grade of C.
Registration Restrictions: Meet Prerequisite or appropriate score on English Placement Test.
Special Fees.

Preparation for ENGL A111 and alternative to PRPE A108. Introduces academic essay writing and technology skills in a computer classroom. Develops practical skills for writing and revising, including review of grammar and punctuation.

ENGL A110 Approaches to Academic Study 3 CR
Contact Hours: 3 + 0
Registration Restrictions: Score on Reading Asset Test of 43 or above.
Special Note MSC: Placement via COMPASS test.
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
Contact Hours: 3 + 0
Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C.
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. Readings in some sections may be coordinated with another discipline.

ENGL A116 Writing Life Stories 3 CR
Contact Hours: 3 + 0
Special Note: Offered only at Matanuska-Susitna College.
Students will learn to write and record family history from a personal perspective, to preserve newspaper clippings and photos, and create a genealogical chart for their family.

ENGL A120 Critical/Creative Thinking 3 CR
Contact Hours: 3 + 0
Registration Restrictions: Average reading skills recommended.
Introductory course emphasizing principles and techniques of thinking better. Focuses on critical and creative thinking and problem solving strategies.

ENGL A121 Introduction to Literature 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA Humanities Requirement.
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
Contact Hours: 3 + 0
A survey of women authors, with examination of how they portray both women and men in their writings.

ENGL A201 Masterpieces of World Literature I 3 CR
Contact Hours: 3 + 0
Prerequisites: ENGL A111.
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
Contact Hours: 3 + 0
Prerequisites: ENGL A111.
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
Contact Hours: 3 + 0
Interpretation and discussion of selections by American writers who have been honored nationally or internationally.

ENGL A211 Academic Writing About Literature 3 CR
Contact Hours: 3 + 0
Prerequisites: ENGL A111 with minimum grade of C.
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
Contact Hours: 3 + 0
Prerequisites: ENGL A111 with minimum grade of C.
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
Contact Hours: 3 + 0
Prerequisites: ENGL A111 with minimum grade of C.
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 A214 Persuasive Writing 3 CR
 Contact Hours: 3 + 0
 Prerequisites: ENGL A111 with minimum grade of C.
 Course Attributes: UAA Written Communication Requirement.
 Special Fees.

Instruction in writing based on theories of persuasion and argument practiced in disciplines across the curriculum. Focuses on the rhetorical issues of audience, invention, evidence, and style. Develops a broad range of analytical, descriptive, and persuasive skills, with special attention to their application in a variety of academic environments. Research-supported papers required. Selection of readings may be coordinated with another discipline.

ENGL A306 Literature of the United States I 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.
 Course Attributes: UAA Humanities Requirement.

Study of significant writers of the United States, focusing primarily on the 19th century and including literature that reflects important cultural, historical, political, and aesthetic forces.

ENGL A307 Literature of the United States II 3 CR
 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.
 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
 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.
 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
 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.
 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
 Contact Hours: 3 + 0
 Prerequisites: ENGL A201 and ENGL A202.
 An intensive study of the forms and techniques used by poets.

ENGL A361 The Novel 3 CR
 Contact Hours: 3 + 0
 Prerequisites: ENGL A201 and ENGL A202.

The development of the novel with primary emphasis on major novelists such as Fielding, Richardson, Smollett, Sterne, Dickens, Zola, Dostoevski, Tolstoy, Joyce, James, Faulkner, and Sartre.

ENGL A414 Research Writing 3 CR
 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.

ENGL A424 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.

ENGL A435 History of Criticism 3 CR
 Contact Hours: 3 + 0
 Prerequisites: ENGL A201 and ENGL A202.
 Critical theory from its classical origins to the present.

ENGL A444 Topics in Native Literatures 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 A214 with minimum grade of C.
 Special Note: Applies once towards requirement for English majors; may be repeated once for elective credit with a change of subtitle.

In-depth studies of particular topics in Native literatures. Primary emphasis on American Indian and Alaska Native literatures, but topics may sometimes focus upon other indigenous literatures in the world.

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 A121 Introduction to Fire Chemistry 3 CR
Contact Hours: 3 + 0
Special Fees.

Introduction to nomenclature, principles, and procedures of fire chemistry, supplemented by basic math and physics as related to fire problems.

FSA A123 Fire Investigation I 3 CR
Contact Hours: 3 + 0

Determining types and causes of fires. Introduction to arson and incendiarism, including recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedures. Court procedures, giving court testimony, and related laws.

FSA A151 Wildland Fire Control I 3 CR
Contact Hours: 3 + 0
Special Fees.

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

FSA A202 Fire Hydraulics 3 CR
Contact Hours: 3 + 0
Special Fees.

Review of mathematical hydraulic laws as applied to fire science. Application of formulas and calculations to hydraulics and water supply problems.

FSA A204 Hazardous Materials I 3 CR
Contact Hours: 3 + 0

Introduction to basic fire chemistry and physics. Problems of flammability as encountered by firefighters when dealing with fuels and oxidizers. Elementary firefighting practices for hazardous materials in transit and storage.

FSA A206 Building Construction for Fire Protection 3 CR
Contact Hours: 3 + 0
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.

FSA A210 Hazardous Materials II 3 CR
Contact Hours: 3 + 0
Special Fees.

Second semester course in hazardous materials. Covers handling, identification, and firefighting practices for explosive, toxic, and radioactive materials in transit and storage.

FSA A212 Related Codes and Ordinances 3 CR
Contact Hours: 3 + 0
Special Fees.

Background and interpretation of national, state, and local codes, ordinances, and laws which influence fire prevention field.

FSA A214 Fire Protection Equipment and Systems 3 CR
Contact Hours: 3 + 0
Special Fees.

Study of portable fire extinguishing equipment, protection devices, and systems for special hazards. Sprinkler, fire detection, and alarm systems.

FSA A216 Methods of Instruction for Fire Service 3 CR
Contact Hours: 3 + 0
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.

FSA A217 Advanced Rescue Practices 3 CR
Contact Hours: 3 + 0
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.

French FREN

FREN A101 Elementary French I 4 CR

Contact Hours: 4 + 0

Course Attributes: UAA Humanities Requirement.
Special Fees.

Introduction to the French language. This course presents the alphabet, basic phonetics, and fundamentals of grammar, and goes on to cover the regular and irregular verb conjugation of the present and past tenses. It includes basic vocabulary, cognates and idiomatic expressions. Oral exercises and repetition are emphasized to obtain correct pronunciation.

FREN A102 Elementary French II 4 CR

Contact Hours: 4 + 0

Prerequisites: FREN A101.

Course Attributes: UAA Humanities Requirement.
Special Fees.

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

FREN A201 Intermediate French I 4 CR

Contact Hours: 4 + 0

Prerequisites: FREN A102.

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

Contact Hours: 3 + 2

Prerequisites: FREN A201.

Course Attributes: UAA Humanities Requirement.
Special Fees.

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

Contact Hours: 3 + 0

Course Attributes: UAA Social Sciences Requirement.

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

Contact Hours: 3 + 0

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

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

Contact Hours: 0 + 3

Course Attributes: UAA Natural Sciences w/ Lab.

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

Contact Hours: 3 + 3

Prerequisites: MATH A055.

Course Attributes: UAA Natural Sciences w/ Lab.

Special Fees.

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

GEOL A112 Historical Geology 4 CR

Contact Hours: 3 + 3

Prerequisites: GEOL A111.

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

Contact Hours: 3 + 0

Prerequisites: MATH A055.

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

Contact Hours: 0 + 3-6

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

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

Contact Hours: 4 + 0

Course Attributes: UAA Humanities Requirement.

Special Fees.

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

GER A102 Elementary German II 4 CR

Contact Hours: 4 + 0

Prerequisites: GER A101.

Course Attributes: UAA Humanities Requirement.

Special Fees.

Continuation of GER 101, designed for students able to comprehend and initiate very basic survival conversations on everyday topics, read short texts and write simple paragraphs. Students gain confidence in asking and answering questions, learn to sustain modest conversations, increase their vocabulary, reading and writing skills, and knowledge of grammatical and sentence structures, and deepen their understanding of the German-speaking cultures.

Guidance GUID

GUID A150A Survival Skills for College Students 1 CR

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

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 HLTH

HLTH A165 Wellness I 1 CR

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

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

Health Care Assisting HCA

HCA A176 First Aid and CPR for Professionals 1 CR

Contact Hours: .5 + 1

Grade Mode: Pass/No Pass.

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.

Health Career Development HCD

HCD AC015 Basic Life Support 0.8 CEU

Special Note: Upon successful completion of this course, participants will receive a BLS certificate/card which is valid for two years.

Special Note MSC: Upon successful completion of this course, participants will receive a CPR FOR THE PROFESSIONAL RESCUER certificate/card which is valid for one year.

Special Fees.

Designed for health care professionals and consumers who must respond to cardiac and respiratory emergencies. Includes information on prevention and early recognition of heart disease, CPR, and techniques for managing obstructed airways.

Health Sciences HS

HS A350 Drugs and Drug-Taking Behavior 3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111.

Comprehensive overview of substance abuse-related disorders. Special emphasis is given to understanding the nature of alcohol and drugs, and their action and effects on the body. Theories of addictive disorders, treatment, and prevention are also addressed.

HS A381 Substance Abuse Treatment 3 CR

Contact Hours: 3 + 0

Prerequisites: HS A350.

Introduction to theory and essential processes and techniques used in treating substance abuse. Specifically designed to emphasize an understanding of chemical dependency and its effects upon one individual, and to foster interpersonal communication skills.

History

HIST

HIST A101 Western Civilization I 3 CR
 Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement UAA Social Sciences Requirement.

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
 Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement UAA Social Sciences Requirement.

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
 Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement UAA Social Sciences Requirement.

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
 Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement UAA Social Sciences Requirement.

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
 Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement UAA Social Sciences Requirement.

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
 Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement UAA Social Sciences Requirement.

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 A237 American Civil War 3 CR
 Contact Hours: 3 + 0

Study of North-South differences causing American Civil War, war itself in considerable detail, and legacy of that war for today.

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 A314 Nineteenth Century Europe 3 CR
 Contact Hours: 3 + 0
 Prerequisites: HIST A102.

Examines the key political, social, economic and cultural developments in 19th century Europe. Special emphasis will be placed on the French and Napoleonic revolution; restoration and reaction; industrialization and urbanization; romanticism, liberalism and socialism; nationalism and national unification; imperialism; fin de siecle culture; and daily life.

HIST A341 History of Alaska 3 CR
 Contact Hours: 3 + 0
 Registration Restrictions: Junior standing.
 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
 Contact Hours: 3 + 0
 Prerequisites: HIST A101 and HIST A102.

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 A418 Tudor and Stuart England 3 CR
 Contact Hours: 3 + 0
 Prerequisites: HIST A101.

The history of England from accession of Henry VII down to the death of Anne. Major topics are the development of modern instruments of government, the English Reformation, and the ensuing religious struggle, the Civil War and Revolution, and the establishment of parliamentary government.

HIST A431 Colonies and Revolution 3 CR
 Contact Hours: 3 + 0
 Prerequisites: HIST A131 and HIST A132.

Settlement of British America, social, political, economic and ideological development of American colonies, prelude to revolution, the American revolution, drafting of the Constitution, and the Federalist Era.

HIST A434 Early National Period, 1800-1850 3 CR
Contact Hours: 3 + 0
Prerequisites: HIST A131 and HIST A132.

Jeffersonian policies and ideology; struggle with England and the War of 1812; transcontinental treaties and the Monroe Doctrine; The Age of Jackson and Westward Expansion; the Era of Reform; and the Mexican War.

HIST A440 The American West Since 1850 3 CR
Contact Hours: 3 + 0
Prerequisites: HIST A131 and HIST A132.

Study of major themes in Western American history, including economic, social and ideological change, and the historiography of the American West.

HIST A479 Studies in Modern American History 3 CR
Contact Hours: 3 + 0
Prerequisites: HIST A131 and HIST A132.

Special Note: May be repeated for credit with a different subtitle. This course is intended to provide an intensive examination of selected fundamental topics in American history. Specific areas will be treated as student need and faculty expertise indicate. Subtitle varies.

HIST A641 Studies in Alaska History 3 CR
Contact Hours: 3 + 0
Stacked with: HIST A341.

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.

Humanities HUM

HUM A211 Introduction to Humanities I 3 CR
Contact Hours: 3 + 0
Prerequisites: ENGL A111.

Course Attributes: UAA Humanities Requirement. Integrated exploration of fundamental principles of literature, music, philosophy, and visual arts.

HUM A212 Introduction to Humanities II 3 CR
Contact Hours: 3 + 0
Prerequisites: ENGL A111.

Course Attributes: UAA Humanities Requirement. A study of a given historical period or periods with reference to art, literature, philosophy, and music.

Human Services HUMS

HUMS A101 Introduction to Human Services 3 CR
Contact Hours: 3 + 0
Special Fees.

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
Contact Hours: 3 + 0
Prerequisites: SOC A101.

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

Contact Hours: 3 + 0

Crosslisted with: SWK A121.

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

Contact Hours: 3 + 0

Special Fees.

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

Contact Hours: 3 + 0

Special Fees.

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	HUMS A262	Human Services Practicum I	4 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.		Contact Hours: 1 + 10	Prerequisites: HUMS A101 and HUMS A223.	
			Registration Restrictions: Faculty permission.	Special Fees.	
			Arranged placement in community human service agency.	Emphasis on observation of agency structure and functioning, professional relationships, and inter-agency relationships.	
			Application of beginning helping skills with agency clients.	Weekly in class seminar to facilitate integration of knowledge, skills, and values.	
HUMS A153	Human Relations	3 CR	HUMS A263	Human Services Practicum II	4 CR
Contact Hours: 3 + 0			Contact Hours: 1 + 10	Prerequisites: HUMS A262.	
Crosslisted with: PSY A153.			Registration Restrictions: Faculty permission.	Special Fees.	
Special Fees.	A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.		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 A223	Introduction to Paraprofessional Counseling I	3 CR	HUMS A324	Introduction to Paraprofessional Counseling II	3 CR
Contact Hours: 3 + 0			Contact Hours: 3 + 0	Prerequisites: HUMS A223.	
Special Fees.	Focuses on systematic approach to effective helping and helping skills which fall into the following skill categories: skills for understanding, skills for comfort and crisis intervention, and skills for positive action.		Special Fees.	Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.	
HUMS A231	Applied Behavioral Analysis I	2 CR	HUMS A333	Alternative Dispute Resolution	3 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.		Contact Hours: 3 + 0	Prerequisites: HUMS A223 and HUMS A324.	
			Special Fees.	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 A232	Applied Behavioral Analysis II	2 CR	HUMS A350	Men and Masculinity	3 CR
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.		Contact Hours: 3 + 0	Prerequisites: SOC A101 or PSY A111.	
Prerequisites: HUMS A231.			Special Fees.	Examines perspectives on masculinity and male sex role from historical, cultural and social-psychological perspectives with focus on males as clients in the human services setting. Examines the dynamics of male socialization and its influence on men in areas such as family and work, sexuality, and physical and mental health. Attention given to implications for prevention and human service delivery.	
HUMS A256	Groups and Organizations	3 CR	HUMS A412	Ethical Issues in Human Services Practice	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.		Contact Hours: 3 + 0	Prerequisites: HUMS A101 and HUMS A223.	
			Special Fees.	Overview of ethics in human service practice. Clients' rights and confidentiality, worker responsibility for ethical behavior in the areas of confidentiality, multicultural counseling, professional responsibility, and practitioner competency.	

HUMS A414 Rural Treatment Strategies for Human Service Professionals 3 CR

Contact Hours: 3 + 0
Prerequisites: HUMS A101.
Special Fees.

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.
Special Fees.

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

Contact Hours: 3 + 0
Prerequisites: HUMS A223 and HUMS A324.
Special Fees.

Comparative counseling systems and theories appropriate in the human service context are presented. Cognitive, affective, behavioral systems will be presented as approaches in a variety of human service settings including education, family and community, rehabilitation, and mental health.

HUMS A434 Group Facilitation for Human Service Professionals 3 CR

Contact Hours: 3 + 0
Prerequisites: HUMS A223 and HUMS A324.
Special Fees.

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

Contact Hours: 3 + 0
Prerequisites: HUMS A101 and HUMS A223 and HUMS A324.
Special Fees.

A systematic and social approach to causes and treatment of human crises. Covers characteristics of crises, intervention strategies, and specific techniques for resolving various crisis situations. Students are expected to research, analyze, and compare community crisis support services.

HUMS A462 Human Services Practicum III 4 CR

Contact Hours: 1.5 + 7.5
Prerequisites: HUMS A262 and HUMS A263.
Registration Restrictions: Admission to the Human Services Bachelor Degree Program
Special Fees.

Agency placement with advanced levels of responsibility for providing direct client services and/or completing special projects or activities in the agency. Extends development of student's professional and specialized skills. Weekly classroom seminar required.

HUMS A463 Human Services Practicum IV 4 CR

Contact Hours: 1.5 + 7.5
Prerequisites: HUMS A462.
Special Fees.

Continuation of HUMS A462. Agency placement with advanced levels of responsibility for providing direct client services and/or special projects or activities in the agency. Designed to further develop professional skills and to learn new roles or specialized skills. Weekly classroom seminar is required. More time will be spent in direct client contact to enhance interpersonal counseling skills. Increasing independence is emphasized.

Japanese JPN

JPN A101 Elementary Japanese I 4 CR

Contact Hours: 4 + 0
Course Attributes: UAA Humanities Requirement.
Special Fees.

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

JPN A102 Elementary Japanese II 4 CR

Contact Hours: 4 + 0
Prerequisites: JPN A101.
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

Contact Hours: 3 + 0
Course Attributes: UAA Social Sciences Requirement.
Special Fees.

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

Contact Hours: 3 + 0
Course Attributes: UAA Humanities Requirement.
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
 Contact Hours: 0 + 6
 Crosslisted with: ART 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.

JPC A324 Intermediate Photography 3 CR
 Contact Hours: 0 + 6
 Prerequisites: JPC A224 or ART A224.
 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
 Contact Hours: 0 + 6
 Prerequisites: JPC A324 or ART A324.
 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
 Contact Hours: 3 + 0
 Course Attributes: UAA Social Sciences Requirement.
 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
 Contact Hours: 3 + 0
 Prerequisites: SOC A101.
 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
 Contact Hours: 3 + 0
 Prerequisites: JUST A110.

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 A241 Business Law I 3 CR
 Contact Hours: 3 + 0
 Crosslisted with: BA A241.

Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate, and insurance.

JUST A242 Business Law II 3 CR
 Contact Hours: 3 + 0
 Prerequisites: JUST A241 or BA A241.
 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
 Contact Hours: 3 + 0
 Prerequisites: JUST A110.

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
 Contact Hours: 3 + 0
 Prerequisites: JUST A110.

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.

JUST A330 Justice and Society 3 CR
 Contact Hours: 3 + 0
 Prerequisites: JUST A110.

Course Attributes: UAA Social Sciences Requirement.
 The evolutionary influence of ideology, technology and social interests on the justice system. The dynamic impact of long-term emerging concepts such as 'equality' and 'privacy' will be viewed against the background of requirements of political and economic organization.

JUST A360 Justice Processes 3 CR
 Contact Hours: 3 + 0
 Prerequisites: JUST A110.

Study of processes and issues in police, court and correctional agency operations. Definition of goals; organizational design and development, organizing and managing financial, personnel and management processes; budget, union, communication, record; community-based programs; inspection, and program assessment. Contemporary administrative process problems.

JUST A365 Comparative Justice Systems 3 CR
 Contact Hours: 3 + 0

Justice systems are examined on a global basis, in contrast with American justice systems, as a basis for a comparative approach to present-day national and international problems in crime and the administration of justice. Varying approaches—continental, Anglo-American and eastern—to policing, corrections, legal systems and social order are reviewed and evaluated.

Latin LAT

LAT A101 Elementary Latin I 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA Humanities Requirement.

Special Fees.

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

LAT A102 Elementary Latin II 3 CR

Contact Hours: 3 + 0

Prerequisites: LAT A101.

Course Attributes: UAA Humanities Requirement.

Special Fees.

Continued development of grammar, syntax, and vocabulary; increasing emphasis on reading selected texts.

Liberal Studies Integrated Core LSIC

LSIC A231 Truth, Beauty, and Goodness 3 CR

Contact Hours: 3 + 0

Prerequisites: (ENGL A111 or concurrent enrollment).

Crosslisted with: PHIL A231.

Integrated approach to the study of critical and normative thinking, including: standards of truth in logic, mathematics, and science; standards of ethical goodness, and standards for the critical appraisal of art and the beautiful.

Liberal Studies Integrated Sciences LSIS

LSIS A101 Discoveries in Science 1 CR

Contact Hours: 1 + 0

Course Attributes: UAA Natural Sciences Requirement.

Lecture series covering famous scientists and their discoveries. Historical and societal factors that laid the framework for each discovery and how these discoveries were accepted in their time. How the discoveries affect modern science and society. Scientists from different disciplines will present lectures and lead discussions.

LSIS A102 Origins: Earth-Solar System-Life 5 CR

Contact Hours: 3 + 6

Prerequisites: MATH A105 and (LSIS A101 or concurrent enrollment).

Course Attributes: UAA Natural Sciences w/ Lab.

Special Fees.

Origins of earth including its formation, its place in the universe, and the life on this planet. Processes that shape the earth, reasons that earth contains life, and the varieties of past and present forms of life.

LSIS A201 Life on Earth 5 CR

Contact Hours: 3 + 6

Prerequisites: LSIS A102.

Course Attributes: UAA Natural Sciences w/ Lab.

Special Fees.

Examines the biodiversity of life on earth, in the context of chemistry, cell biology, genetics, physiology, ecology, and evolution. Laboratory sessions are designed to increase the student's understanding of the process of science, hypothesis testing, experimental design, classification, and content knowledge. A writing and speaking intensive course.

Liberal Studies Social Sciences LSSS

LSSS A111 Cultural Foundations of Human Behavior 3 CR

Contact Hours: 3 + 0

Culture as a concept and phenomenon, including its origins, variety, utility, subtlety, and complexity. Identify cultural aspects of human lives from various social science perspectives such as anthropology, sociology, and psychology. Apply methods to comprehend cultural differences and develop approaches to improving communication and understanding in cross-cultural circumstances. Examples of cultures from around the world, through time.

Library Science LS

LS A101 Library Resources and Information Retrieval 1 CR

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

An introduction to information retrieval with particular emphasis on the print and electronic resources available at the campus library.

LS A111 Methods and Materials for Library Research 2 CR

Contact Hours: 2 + 0

Comprehensive course in college library research.

Familiarizes the student with reference materials found in most academic library collections. Covers use of the catalog, indexes and basic reference materials, and provides guidance in selecting and researching a topic.

Mathematics

MATH

MATH A050A Basic Mathematics 1 CR

Contact Hours: 1 + 0

Special Fees.

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

Contact Hours: 1 + 0

Registration Restrictions: MATH A050A or Placement Test.

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.

MATH A050C Introduction to Equations 1 CR

Contact Hours: 1 + 0

Registration Restrictions: MATH A050B or Placement Test.

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.

MATH A054 Pre-Algebra 3 CR

Contact Hours: 3 + 0

Special Fees.

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.

MATH A055 Elementary Algebra 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A054 with minimum grade of C.

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.

MATH A105 Intermediate Algebra 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A055 with minimum grade of C or MATH A060 with minimum grade of C.

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.

MATH A107 College Algebra 4 CR

Contact Hours: 4 + 0

Prerequisites: MATH A105 with minimum grade of C.

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.

MATH A108 Trigonometry 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A107 with minimum grade of C.

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.

MATH A200 Calculus I 4 CR

Contact Hours: 4 + 0

Prerequisites: MATH A107 with minimum grade of C and MATH A108 with minimum grade of C or MATH A109 with minimum grade of C.

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

Contact Hours: 4 + 0

Prerequisites: MATH A200 with minimum grade of C.

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

Contact Hours: 4 + 0

Prerequisites: MATH A201 with minimum grade of C.

Special Fees.

Vectors, partial differentiation and multiple integration.

MATH A205 Communicating Mathematical Ideas 3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A245 with minimum grade of C.

Registration Restrictions: Department Approval. Minimum grade of C in GER Quantitative Skills course.

Special Fees.

Special Note: MATH A205 with a minimum grade of C is required to meet State of Alaska Teacher Certification standards. MATH A205 does not satisfy the General Education Quantitative Skills requirement.

Elementary set theory, numeration systems, basic number theory and divisibility, problem-solving strategies, topics from geometry, including the properties of two- and three-dimensional geometric objects. Field experience in the classroom may be required.

MATH A231 Introduction to Discrete Mathematics 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A107.

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

Contact Hours: 3 + 0

Prerequisites: MATH A105.

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

Contact Hours: 3 + 0

Prerequisites: MATH A270 or MATH A107.

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

Contact Hours: 2 + 0

Registration Restrictions: Admission by audition only.

Special Fees.

Special Note: May be repeated once for credit.

Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.

MUS A103 Matanuska-Susitna College Community Band 2 CR

Contact Hours: 2 + 0

Registration Restrictions: Play a concert band instrument or read music well enough to quickly learn one.

Grade Mode: Pass/No Pass.

Offered only at Matanuska-Susitna College.

Special Note: Age group ranges from 10-80. Experience ranges from basic to professional.

Structured, established concert band.

MUS A111 Fundamentals of Music 3 CR

Contact Hours: 3 + 0

Rudimentary work in the elements of music and an introduction to notation, rhythm, scales, keys, intervals, and musical terminology. Designed for students with little or no background in music reading, or as a refresher course for those who have studied music.

MUS A112 Practical Theory 3 CR

Contact Hours: 3 + 0

Prerequisites: MUS A111.

Registration Restrictions: Ability to read music in treble and bass clef in all keys.

Elementary study of harmony and melody; formation of scales, modes, intervals, chords, inversions, and simple harmonic progressions. Writing and harmonizing of melodic lines.

- MUS A121 Music Appreciation 3 CR**
 Contact Hours: 3 + 0
 Course Attributes: UAA Fine Arts Requirement.
 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**
 Contact Hours: 2 + 0
 Special Fees.
 Special Note: Student must furnish own 6-string acoustic guitar.
 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 A141 Fingerstyle Guitar II 2 CR**
 Contact Hours: 2 + 0
 Registration Restrictions: MUS A140 or the ability to noteread melodies on the guitar in the key of C; acquaintance with fingerstyle technique and the concept of alternating bass.
 Audition required for students who have not completed MUS A140.
 Special Fees.
 Continuation of MUS A140. Introduces barre chords, bass runs, ornamentation, and major and minor scale studies.
 Beginning solo skills using examples from contemporary and classical literature and fingerstyle accompaniment patterns in simple and compound time.
- MUS A163 Private Lessons (Non-Major) 1-2 CR**
 Contact Hours: 1-2 + 3-6
 Special Fees.
 Private lessons in brass, guitar, harpsichord, organ, percussion, piano, strings, voice and woodwinds for non-majors.
- MUS A202 Concert Chorus II 2 CR**
 Contact Hours: 2 + 0
 Registration Restrictions: Admission by audition only.
 Stacked with: MUS A102.
 Special Fees.
 Special Note: May be repeated once for credit.
 Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.
- MUS A221 History of Music I 3 CR**
 Contact Hours: 3 + 0
 Prerequisites: MUS A121 or MUS A131.
 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**
 Contact Hours: 3 + 0
 Prerequisites: MUS A121 or MUS A131.
 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.

Paralegal Studies

PARL

- PARL A101 Introduction to Law 3 CR**
 Contact Hours: 3 + 0
 Course Attributes: UAA Social Sciences Requirement.
 Survey course introduces legal processes in a democratic society. Emphasis on legal vocabulary, federal and state court systems, and judicial decision making. Study of basic concepts in contracts, torts, family law, criminal law, and property. Includes skills for conducting basic legal analysis.

Philosophy

PHIL

- PHIL A101 Introduction to Logic 3 CR**
 Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement.
 Analyzes argumentation and informal fallacies; introduces deductive logic, and examines inductive evidence in scientific and practical reasoning.
- PHIL A201 Introduction to Philosophy 3 CR**
 Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement.
 Introduces works of influential thinkers, both ancient and modern, in the Western philosophical tradition. Emphasizes central problems of knowledge, reality, and good and evil.
- PHIL A211 History of Philosophy I 3 CR**
 Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement.
 Introduction to the great thinkers of the Greek, Latin, Medieval, and Renaissance periods in Western civilization. Comparative examination of cosmological, religious, ethical, political, and scientific ideas which shaped each of these epochs.
- PHIL A212 History of Philosophy II 3 CR**
 Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement.
 Introduces great thinkers of the 17th century Scientific Revolution, The Enlightenment, German idealism, contemporary positivism and existentialism. Comparative examination of cosmological, ethical, political, and scientific ideas which shaped each of these periods.

PHIL A231 Truth, Beauty, and Goodness 3 CR
 Contact Hours: 3 + 0
 Prerequisites: (ENGL A111 or concurrent enrollment).
 Crosslisted with: LSIC A231.

Integrated approach to the study of critical and normative thinking, including: standards of truth in logic, mathematics, and science; standards of ethical goodness, and standards for the critical appraisal of art and the beautiful.

PHIL A314 Western Religion 3 CR
 Contact Hours: 3 + 0
 Prerequisites: ENGL A111.
 Course Attributes: UAA Humanities Requirement.

Survey and comparative study of the major religious traditions of the West: Judaism, Christianity, and Islam. Concepts of redemption and revelation, the life of worship, and religious transformation will be stressed.

PHIL A401 Aesthetics 3 CR
 Contact Hours: 3 + 0

An investigation into the nature of art and the creative process from both an historical and theoretical perspective, utilizing especially the philosophy of the ancient Greeks, the Romantic thinkers and contemporary semiotics.

Physical Education PE

PE A119 Fitness for Life 2 CR
 Contact Hours: 1 + 2
 Special Fees.

Introduces key concepts associated with lifetime personal fitness. Presents a variety of physical activities for improved health-related fitness. Combines lecture with lab sessions.

PE A246 Water Safety Instructor Training 3 CR
 Contact Hours: 2 + 2
 Prerequisites: PE A115.
 Special Fees.

Presents the knowledge and skills necessary for instructor candidates to teach a wide variety of aquatic programs, including water safety courses. Successful completion can result in a WSI Certification.

Physics PHYS

PHYS A123 Basic Physics I 3 CR
 Contact Hours: 3 + 0
 Prerequisites: MATH A105.

Registration Restrictions: High school trigonometry.
 Course Attributes: UAA Natural Sciences Requirement.
 Non-calculus introduction to mechanics, fluids, and thermodynamics. Emphasizes motion, forces, gravitation, fluid motion, and laws of thermodynamics. Limited emphasis on historical development of physics.

PHYS A123L Basic Physics I Laboratory 1 CR
 Contact Hours: 0 + 3

Prerequisites: MATH A105 and (PHYS A123 or concurrent enrollment).
 Registration Restrictions: High school trigonometry.
 Course Attributes: UAA Natural Sciences w/ Lab.
 Special Fees.

Introductory physics laboratory, with experiments in mechanics, fluids, and thermodynamics.

PHYS A124 Basic Physics II 3 CR
 Contact Hours: 3 + 0

Prerequisites: PHYS A123 with minimum grade of C.
 Course Attributes: UAA Natural Sciences Requirement.
 Non-calculus introduction to electricity and magnetism, waves, optics, light, some modern and nuclear physics. Limited emphasis on historical development of physics.

PHYS A124L Basic Physics II Laboratory 1 CR
 Contact Hours: 0 + 3

Prerequisites: PHYS A123 with minimum grade of C and PHYS A123L with minimum grade of C and (PHYS A124 or concurrent enrollment).
 Course Attributes: UAA Natural Sciences w/ Lab.
 Special Fees.

Introductory physics laboratory, with experiments in thermodynamics, electricity and magnetism, waves, and optics.

Political Science PS

PS A101 Introduction to American Government 3 CR
 Contact Hours: 3 + 0

Course Attributes: UAA Social Sciences Requirement.
 An introduction to the historical and constitutional foundations of American government; the political activities of parties, groups, and the media; public decision-making by the executive, Congress, and the courts; and current economic, environmental, social, and foreign issues and policies.

PS A102 Introduction to Political Science 3 CR
 Contact Hours: 3 + 0

Course Attributes: UAA Social Sciences Requirement.
 An introduction to the discipline of political science focusing on the whole realm of political science concepts, political activities, and political processes, worldwide.

Preparatory English PRPE

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

PRPE A076 Reading Strategies 3 CR

Contact Hours: 3 + 0

Prerequisites: ASSET Reading Skills with score of 34.

Special Note MSC: Placement via COMPASS test.

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

Contact Hours: .5-1.5 + 1-3

Prerequisites: ASSET Writing Skills with score of 30.

Special Note MSC: Placement via COMPASS test.

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

Contact Hours: 1-3 + 0

Prerequisites: ASSET Writing Skills with score of 30.

Special Note MSC: Placement via COMPASS test.

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 Writing Strategies 3 CR

Contact Hours: 3 + 0

Prerequisites: [ASSET Writing Skills with score of 35 and ASSET Reading Skills with score of 34] and PRPE A084.

Registration Restrictions: Meet prerequisite or minimum score on English placement test.

Special Note MSC: Placement via COMPASS test.

Special Fees.

Introduces composition of paragraphs and short essays that conform to Standard American English for college writing. Emphasizes basic reading skills to enhance students' writing. Reviews the basics of grammar, effective sentences, and sentence combining.

PRPE A107 Basic College Reading 3 CR

Contact Hours: 3 + 0

Prerequisites: PRPE A076 with minimum grade of C or ASSET Reading Skills with score of 39.

Special Note MSC: Placement via COMPASS test.

Special Fees.

Improves literal and critical reading skills, academic vocabulary, and textbook comprehension and retention. Explores the connection between reading and writing needed for success in college classes.

PRPE A108 Basic College Writing 3 CR

Contact Hours: 3 + 0

Prerequisites: [ASSET Writing Skills with score of 40 and ASSET Reading Skills with score of 39] and PRPE A086.

Special Note MSC: Placement via COMPASS test.

Special Fees.

Preparation for ENGL A111 and alternative to ENGL A109. Introduces composition of multi-paragraph essays that conform to Standard American English for college writing. Includes critical reading skills to enhance students' writing. Continues intensive practice in punctuation, sentence combining, revising, and editing.

Process Technology PRT

PRT A101 Introduction to Process Technology 3 CR

Contact Hours: 3 + 0

Introduction to process operations in industry through an overview of general information, processes, procedures, and equipment.

Psychology PSY

PSY A111 General Psychology 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA Social Sciences Requirement.

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

PSY A112 Psychology Short Courses 1 CR

Contact Hours: 1 + 0

Special Fees.

Special Note: May be repeated for a maximum of 3 credits.

Presents topics in general psychology. Specific topics to be announced.

PSY A120 Parenting: More than Discipline 3 CR

Contact Hours: 3 + 0

Crosslisted with: ED A120.

Introduces parenting and how it differs from discipline. Discusses three parenting styles. Emphasizes nurturing, communicating, setting limits, and making maturity demands.

PSY A150 Life Span Development 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA Social Sciences Requirement.

Reviews physical, cognitive, and socioemotional aspects of human growth, maturation, and development across the life span. Covers prenatal period, infancy, early and middle childhood, adolescence, and early, middle, and late adulthood.

PSY A153 Human Relations 3 CR

Contact Hours: 3 + 0

Crosslisted with: HUMS A153.

Special Fees.

A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

PSY A170 Rational Living 1 CR

Contact Hours: 1 + 0
Special Fees.

Study of rational-emotive therapy, general semantics, decision making, and communication theory. Examines how people create neurotic emotions and block effective behavior, and styles of ongoing daily self-counseling.

PSY A203 Assertiveness Training 3 CR

Contact Hours: 3 + 0

Registration Restrictions: One social science course.
Offered only at Matanuska-Susitna College.

Examines destructive and self-defeating behaviors and attitudes. Explores alternative ways of communicating feelings, beliefs, and opinions honestly, directly, appropriately, and effectively. Assertiveness skills learned through experiences and feedback in class and self-change projects out of class.

PSY A230 Psychology of Adjustment 3 CR

Contact Hours: 3 + 0

Registration Restrictions: One social science course.

Study of sources and problems of stress. Examines self-esteem and interpersonal relationships from perspective of personal coping skills. Emphasizes taking control of one's life.

PSY A245 Child Development 3 CR

Contact Hours: 3 + 0

Registration Restrictions: One social science course.

Study of physical, emotional, cognitive, and social aspects of a child's development from prenatal period to beginning of adolescence. Includes theoretical view of development and effects of genetics, environment, and socialization.

PSY A260 Statistics for Psychology 3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111 and MATH A105.

Special Note: Does not satisfy the General Education Quantitative requirement.

Presents basic descriptive and inferential statistical techniques used in psychology. Covers scales of measurement, central tendency, variation, normal distributions, standard scores, correlation, regression, hypothesis testing, parametric and nonparametric tests for independent and dependent groups, one- and two-way analysis of variance.

PSY A261 Research Methods in Psychology 4 CR

Contact Hours: 3 + 3

Prerequisites: PSY A111.

Special Fees.

Introduces and applies the scientific approach to understanding behavior. Explores the foundations of behavioral research, with emphasis on experimental methodology. The laboratory component provides actual examples of data collection, analysis, and interpretation.

PSY A345 Abnormal Psychology 3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111.

Introduces the psychology of abnormal behavior through research and clinical applications using a biopsychosocial model. Psychological disorders are presented within their multicultural, gender, and developmental contexts. Topics also include history, assessment, suicide, psychopharmacology, mental institutions, psychotherapy, and prevention as well as contemporary legal issues.

PSY A445 Strategies of Behavior Change 3 CR

Contact Hours: 3 + 0

Focuses on the various principles, concepts, and clinical applications of applied behavior analysis with the human population. Includes methodology to complete a functional behavioral assessment of a target behavior.

PSY A453 Application of Statistics to the Social Sciences 4 CR

Contact Hours: 3 + 2

Registration Restrictions: AS A252 for BA Sociology or AS A253 for BS Sociology or PSY A260 for BA/BS Psychology, and SOC A361 or PSY A261.

Crosslisted with: SOC A453.

Special Fees.

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

PSY A455 Best Practices in Mental Health Services 3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A345 or SWK A342 or HUMS A324 or NS A405.

An in-depth examination of mental health treatment issues including emotional and behavioral disturbances and developmental disabilities. Topics including biological and environmental basis of disabilities, social and learning systems of intervention, cultural, family and legal issues. The relevance of course material to service delivery in Alaska is emphasized.

Refrigeration and Heating RH

RH A101 Refrigeration & Air Conditioning Fundamentals 4 CR

Contact Hours: 3 + 2

Offered only at Matanuska-Susitna College.

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 Mathematics for Industrial Trades 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

Practical use of mathematics as applied to trade and vocational work, designed to increase skills involving trade and technical problems. Covers fractions, decimals, percentage, powers of numbers, and basic algebraic elements. Also explores geometric concepts, ration and proportion, scale drawings, and trigonometric functions.

RH A105 Electrical Circuits for Refrigeration and Heating I 3 CR

Contact Hours: 2 + 2

Offered only at Matanuska-Susitna College.

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

Contact Hours: 3 + 0

Corequisite: RH A103.

Offered only at Matanuska-Susitna College.

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

Contact Hours: 3 + 0

Crosslisted with: AGRI A133 and ET A120.

Offered only at Matanuska-Susitna College.

Provides understanding of principles of operation of motors, generators, transformers and motor control apparatus. Study of definitions, symbols, diagrams, and illustrations gives a sound background in the language and basic principles associated with electricity, electrical equipment, electrical apparatus and electrical code principles.

RH A122 Refrigeration and Air Conditioning 4 CR

Contact Hours: 3 + 2

Prerequisites: RH A101 and RH A103 and RH A105 and RH A107.

Offered only at Matanuska-Susitna College.

Introduces and analyzes the chemical composition and properties of various refrigerants. Application of this analysis to "Shop-job" situations, using "Live" equipment and refrigeration training devices by diagnosing and correcting various malfunctions. Instruction in the safe handling and storage of refrigerants.

RH A126 Electrical Circuits for Refrigeration and Heating II 3 CR

Contact Hours: 2 + 2

Prerequisites: RH A101 and RH A103 and RH A105 and RH A107.

Offered only at Matanuska-Susitna College.

Explores schematic wiring diagrams and electrical circuits, alternating current, electric meters, single-phase motors, motor protection, and three-phase motors. Familiarization exercises dealing with air conditioning circuits and the ability to troubleshoot malfunctioning equipment will be covered.

RH A130 Blueprint Reading for HVAC/R Systems 3 CR

Contact Hours: 2 + 2

Offered only at Matanuska-Susitna College.

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

Contact Hours: 2 + 2

Prerequisites: RH A101 and RH A105 and RH A109.

Offered only at Matanuska-Susitna College.

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

Contact Hours: 3 + 2

Prerequisites: RH A122.

Offered only at Matanuska-Susitna College.

Provides an understanding of commercial refrigeration systems including hot gas defrosting, lubrication, contaminants, pipe sizing, etc. Introduces ammonia refrigeration including safety start-up and diagnosis of an operational ammonia liquid overfeed system.

RH A203 HVAC/R Basic Controls 3 CR

Contact Hours: 2 + 2

Prerequisites: RH A126.

Offered only at Matanuska-Susitna College.

Introduces concepts and components of basic residential and commercial heating and cooling control applications. 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

Contact Hours: 2 + 0

Offered only at Matanuska-Susitna College.

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

Contact Hours: 1 + 0

Offered only at Matanuska-Susitna College.

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

Contact Hours: 3 + 2

Prerequisites: RH A105 and RH A126.

Offered only at Matanuska-Susitna College.

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

Contact Hours: 3 + 2

Prerequisites: RH A105.

Offered only at Matanuska-Susitna College.

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

Contact Hours: 3 + 2

Prerequisites: RH A225.

Offered only at Matanuska-Susitna College.

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
 Contact Hours: 2 + 2
 Prerequisites: RH A126.
 Offered only at Matanuska-Susitna College.

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
 Contact Hours: 1 + 0
 Corequisite: RH A225, RH A226 and RH A229.
 Offered only at Matanuska-Susitna College.

Variety of topics of interest in heating, ventilation, air conditioning and refrigeration (HVACR) such as computer modeling, economic analysis, performance optimization, combustion efficiency analysis, etc.

RH A232 HVAC/R Sheet Metal 3 CR
 Contact Hours: 2 + 2
 Offered only at Matanuska-Susitna College.

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
 Contact Hours: 4 + 0
 Course Attributes: UAA Humanities Requirement.
 Special Fees.

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
 Contact Hours: 4 + 0
 Prerequisites: RUSS A101.
 Course Attributes: UAA Humanities Requirement.
 Special Fees.

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

RUSS A201 Intermediate Russian I 4 CR
 Contact Hours: 4 + 0
 Prerequisites: RUSS A102.
 Course Attributes: UAA Humanities Requirement.
 Special Fees.

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

Social Work SWK

SWK A106 Introduction to Social Welfare 3 CR
 Contact Hours: 3 + 0
 Prerequisites: SOC A101.
 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 of Domestic Violence and Sexual Assault 3 CR
 Contact Hours: 3 + 0
 Crosslisted with: HUMS A121.
 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
 Contact Hours: 2 + 0
 Registration Restrictions: Hospital homecare program staff or volunteer.
 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 A343 Human Behavior: Diversity and Discrimination 3 CR
 Contact Hours: 3 + 0
 Prerequisites: SWK A342.

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 A471 Addictions and Social Work 3 CR
 Contact Hours: 3 + 0

Analysis of addictions, particularly alcohol and substance abuse, along with prevention, management, and treatment issues. Differential consequences, theoretical and conceptual frameworks, social attitudes, organizational contexts, family dynamics, historical roots, cultural influences, contemporary research, and professional/personal issues are considered along with principles of intervention.

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 1-3 CR
Contact Hours: 1-3 + 0
Special Fees.

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
Contact Hours: 3 + 0

Course Attributes: UAA Social Sciences Requirement.

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
Contact Hours: 3 + 0

Course Attributes: UAA Social Sciences Requirement.

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
Contact Hours: 3 + 0

Course Attributes: UAA Social Sciences Requirement.

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
Contact Hours: 3 + 0

Prerequisites: SOC A101.

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
Contact Hours: 3 + 0

Registration Restrictions: A social science course recommended.

Introduction to sociological study of contemporary patterns relating to marriage, family and other intimate relationships. Also explores impact of gender roles, ethnicity and racial background on beliefs, values, attitudes and behaviors.

SOC A246 Adolescence 3 CR
Contact Hours: 3 + 0

Prerequisites: SOC A101 or PSY A111.

Introduction to the world of the adolescent. Examines various patterns of physical, social, intellectual and emotional development during adolescence and effects of social class, ethnicity, race and gender.

SOC A310 Sociology of Aging 3 CR
Contact Hours: 3 + 0

Prerequisites: SOC A101.

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
Contact Hours: 3 + 0

Prerequisites: SOC A101.

A study of the social etiology of deviant behavior, both criminal and non-criminal with an emphasis on the nature of group interaction, and an examination of the institutions involved.

SOC A453 Application of Statistics to the Social Sciences 4 CR
Contact Hours: 3 + 2

Registration Restrictions: AS A252 for BA Sociology or AS A253 for BS Sociology or PSY A260 for BA/BS Psychology, and SOC A361 or PSY A261.

Crosslisted with: PSY A453.

Special Fees.

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

Spanish SPAN

SPAN A101 Elementary Spanish I 4 CR
Contact Hours: 4 + 0

Course Attributes: UAA Humanities Requirement.

Special Fees.

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
Contact Hours: 4 + 0

Prerequisites: SPAN A101.

Course Attributes: UAA Humanities Requirement.

Special Fees.

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
 Contact Hours: 4 + 0
 Prerequisites: SPAN A102.
 Course Attributes: UAA Humanities Requirement.
 Special Fees.

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
 Contact Hours: 4 + 0
 Prerequisites: SPAN A201.
 Course Attributes: UAA Humanities Requirement.
 Special Fees.

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
 Contact Hours: 3 + 0
 Course Attributes: UAA Fine Arts Requirement.

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.

THR A141 Stagecraft I 3 CR
 Contact Hours: 2 + 2

Beginning course in technical theatre. Covers elements of theatrical production and scenic construction.

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 A150 Intermediate Woodworking 2 CR
 Contact Hours: 1 + 2
 Prerequisites: VS A100.

Advanced use of hand and power tools including the wood lathe. Students will build a variety of assigned projects.

VS A152 Machine Woodworking 3 CR
 Contact Hours: 2 + 2
 Grade Mode: Pass/No Pass.

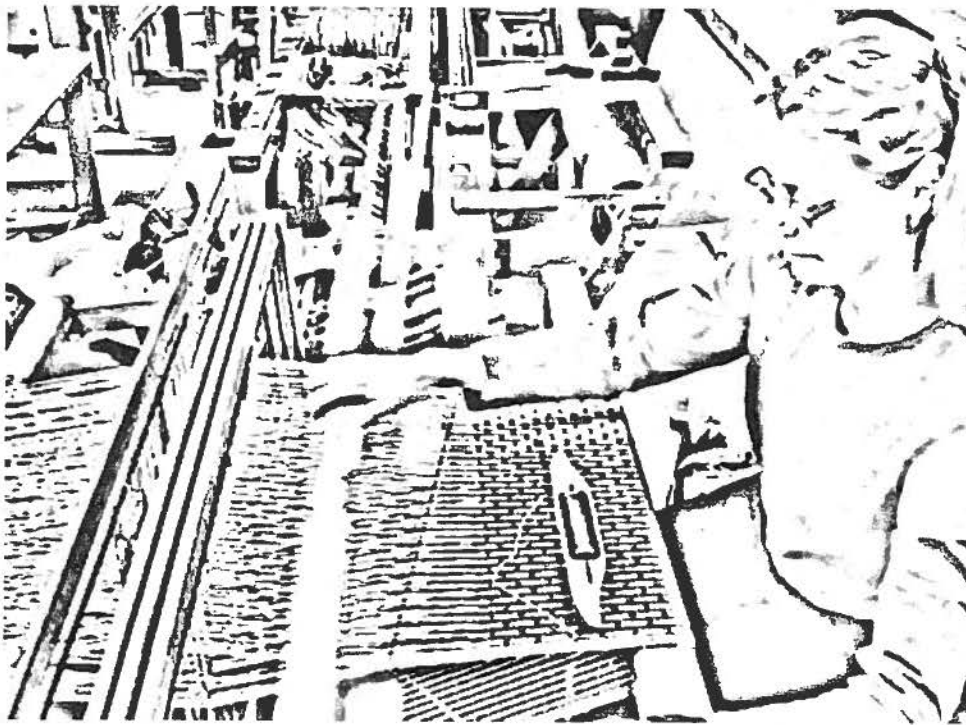
Offered only at Matanuska-Susitna College.
 Special Note: Each student will design and construct a project that is approved by the instructor.

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
 Contact Hours: 3 + 0
 Course Attributes: UAA Humanities Requirement UAA Social Sciences Requirement.

An interdisciplinary, team-taught course which aims to increase awareness of the experience of women in contemporary society. Issues analyzed include women's work (paid and unpaid), biological definitions of woman, stereotypes of femininity, women and political power, and media images of women.



Chapter 8

Directory

University of Alaska Board of Regents	136
UA Statewide Administration	136
UAA Administrative Officers	136
UAA Extended Colleges	136
UAA Extension Centers	136
MSC Administrative & Support Staff	137
MSC Full-Time Faculty	137
MSC Adjunct Faculty	138



Matanuska-Susitna College

**UNIVERSITY OF ALASKA
BOARD OF REGENTS**

Office of Regents' Affairs • University of Alaska
Jeannie D. Phillips, Board of Regents' Officer
P.O. Box 755300 • Fairbanks, Alaska 99775
sybor@alaska.edu
<http://www.alaska.edu/bor/index.html>

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

Chancy Croft, Chair, Anchorage
Elsa Froehlich Demeksa, Vice Chair, Juneau
Brian D. Rogers, Treasurer, Fairbanks
Michael J. Burns, Regent, Anchorage
May Hughes, Regent, Anchorage
Byron Mallott, Regent, Juneau
Kevin O. Meyers, Regent, Anchorage
Frances H. Rose, Regent, Anchorage
Joe J. Thomas, Regent, Fairbanks
Joseph E. Usibelli, Jr., Regent, Healy

**UNIVERSITY OF ALASKA
STATEWIDE ADMINISTRATION**

University of Alaska Statewide
202 BUTRO, Box 755000 • Fairbanks, Alaska 99775
sympres@alaska.edu
<http://www.alaska.edu/active/level2/administration.html>

Mark R. Hamilton, President
Jim Johnsen, Chief of Staff
James (Jamo) Parrish, General Counsel
Craig Dorman, Vice President, Research
Janet Jacobs, Exec. Director, Human Resources
Joseph Beedle, Vice President, Finance
Steve Smith, Chief Technology Officer
Wendy Redman, Vice President, University Relations
Karen Perdue, Assoc. Vice President, Health Programs

**UNIVERSITY OF ALASKA ANCHORAGE
ADMINISTRATIVE OFFICERS**

University of Alaska Anchorage
3211 Providence Drive • Anchorage, Alaska 99508
<http://www.uaa.alaska.edu/>

Edward Lee Gorsuch, Chancellor
James P. Chapman, Provost, Academic Affairs
Cindy Matson, Vice Chancellor, Administrative Services
Susan Ruddy, Vice Chancellor, University Advancement
Linda Lazzell, Dean of Students, Student Affairs

**UNIVERSITY OF ALASKA ANCHORAGE
EXTENDED COLLEGES**

Kenai Peninsula College
Gary Turner, College Director
34820 College Dr.
Soldotna, AK 99669
www.kpc.alaska.edu
Kachemak Bay Branch
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
Paul Dauphinais, College Director
P.O. Box 2889
Palmer, AK 99645
www.matsu.alaska.edu

Prince William Sound Comm. College
JoAnn McDowell, President
P.O. Box 97
Valdez, AK 99686
www.uaa.alaska.edu/pwsc/

Copper Basin Extension Center
PO Drawer 730
Glennallen, AK 99588

Cordova Extension Center
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.
Donna Behjatnia, 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 ADMINISTRATIVE AND SUPPORT STAFF

DIRECTOR'S OFFICE

Paul Dauphinais College Director
Bette Belanger Assistant to the Director
 --- Administrative Assistant
Will Miles Assist. Director for Academic Affairs
Gretchen Germer Administrative Assistant

BUSINESS OFFICE

Debbie Dickey Interim Business Manager
Kathleen Krug Personnel/Payroll Technician
Andrea Laughlin-Gaiser Accounts Technician
Marina Nelson Administrative Clerk

Debbie Dickey Accounting Supervisor
Tracy Edwards Bookstore Clerk

Eric Frame Network Administrator
 --- Assistant Network Administrator

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

LIBRARY

--- Library Director
Judy Carlson Library Assistant, Technical Services
Jo Didiano Library Assistant, Circulation Services
Korry Dunham Library Assistant, Media Services
Virginia Geary Library Technician, Public Services
Betsy Korzeniewski Library Clerk

STUDENT SERVICES

Marjorie Payton-Hewlett Student Services Manager
Judith Bronson Academic Advisor
Connie Cannon Financial Aid Officer
Connie Fuess Academic Counselor

Sandra Gravley Admissions & Records Coordinator
Robin Burdick Administrative Clerk
Cheryl Page Administrative Assistant
Francesca Russell Administrative Assistant
Bonnie Wendt Publications Technician

TITLE III GRANT OFFICE

Glenn Massay Project Director
Sherri Duff Project Assistant
Lujean Fetchenhier Information Systems Specialist
Brenda Forsyth Educational Technology Specialist
Foxy Hanners Project Administrator

WORKFORCE DEVELOPMENT GRANT OFFICE

Cathy Baxter Program Director
Judy Stahancyk Administrative Assistant
Sheri Wittman Vocational Counselor

MATANUSKA-SUSITNA COLLEGE FULL-TIME FACULTY

Kimber L. Bloomstrom
 Assistant Professor, Communication
 B.A., Bethel College, 1975
 M.S., Grand Valley State University, 1997

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

Dr. Benson M. Curtis
 Assistant Professor, Science
 B.A., Princeton University, 1976
 M.S., Stanford University, 1978
 Ph.D., University of Washington, 1986

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

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

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., Univ. 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

Dan Mielke
 Assistant Professor, Refrigeration and Heating Technology
 A.A.S., Matanuska-Susitna College, 1978

John Rogers
 Associate Professor, Telecommunications, Electronics and
 Computer Technology
 B.A., University of Washington, 1973

Ann Yaros
 Assistant Professor, Human Services
 B.A., Wayne State University, 1972
 M.S.W., University of Michigan, 1975

MATANUSKA-SUSITNA COLLEGE
FULL-TIME FACULTY
Workforce Development Grant

Charles Hamby
 Instructor, Information Technology
 B.S., University of Alaska Fairbanks, 1996
 Credentials: MS Certified Systems
 Engineer (MCSE), CompTIA
 Network+, CompTIA A+, Cisco (CCNA)

Gail Johnston
 Assistant Professor, Math
 A.A., Kenai Peninsula Community College, 1986
 B.Ed., University of Alaska Anchorage, 1990
 B.S., University of Alaska Anchorage, 1990
 M.S., University of Alaska Fairbanks, 1998

Dr. Joan O'Leary
 Assistant Professor, English
 B.A., University of Alaska Anchorage, 1985
 M.A., University of Alaska Anchorage, 1987
 Ph.D., University of Washington, 1991

MATANUSKA-SUSITNA COLLEGE
EMERITI

Elizabeth J. Fallon
 Professor Emeritus

Glenn Massay
 Director Emeritus

Alvin Okeson
 Director Emeritus

MATANUSKA-SUSITNA COLLEGE ADJUNCT FACULTY - FALL 2002

Lorene Atrops ENGL
 Gene Backus ART
 Therese Bartlett AS
 Sarah Birdsall ENGL/PRPE
 Mark Bishko MUS
 Jeanne Borega CIOS/MATH
 Judith Bronson PHIL/ENGL
 Randol Bruns CWLA/ENGL
 William Bruu ET
 Rudolph Candler CHEM
 Katrina Carney ACCT
 Michael Carson ECD
 Talis Colberg HIST
 Victoria Cole ANTH/ART
 Catherin Colwell HUMS
 Dennis Covell AT
 Kathleen Day ANTH
 Wayne Day RH
 Katherine Eaddy MUS/EAH
 Jill Eblen HUMS/PSY
 Elizabeth Fallon GUID
 Vivian Finlay SOC
 Catherine Fosselman ACCT
 Ruben Foster JUST
 Jim Frei JPC/ART
 Virginia Geary JPC
 Renee Georg SOC
 Joy Goodyear MATH
 Laurie Green COMM
 Bernita Hamilton SWK
 Kathleen Hammaker PSY
 R. Jeff Hansen AET
 Casey Hessinger BIOL
 Leverette Hoover RH
 Barbara Hulbert MATH
 Christine Hundley EMT
 Paulette Hunter FREN
 Shelly Jacobs PSY
 Diane Jardel AET
 Laura Jurgensen LSIS
 Michael Keenan FSA
 Michael Kircher AGRI
 Mylinda Klein ASL
 Robin Koutchak JUST
 Karen Lackey HIST
 William Lance AGRI/AR
 Benjamin Lee ASL
 Candice Limmer HUMS
 Daniel Linden PHYS
 Katherine Long AGRI
 William Long GEOG

Robert Lupo ET
 Don Lyon ECON
 Randy Magner PE
 Dennis McKenzie ART
 David McLaughlin HIST
 Dean Milligan BIOL
 Lorie Miner HCA
 Susan Moore ART
 Marla Mosher COUN
 Philip Munger MUS/EAH
 Matt Nelson SWK
 Lawrence Norton PSY
 Grant Olson THR
 Lori Oswald ENGL
 June Pardue ART
 Donna Pearson CIOS
 Galina Peck RUSS
 Jerald Pendergrass ET
 John Phillips VS
 Dean Phipps THR
 Tracy Pifer ASL
 Prudence Plunkett ENGL
 Mary Putnam ASL
 David Ralph CNT
 John Reeder GEOL
 Chris Schmidt ET
 Sandra Schmidt SPAN
 Ingrid Shaginoff DN
 Sharon Sheehan BIOL
 Charles Shuffle MATH
 John Stevens AET
 Gene Stotts ART
 Stephen Stringham BIOL
 Theresa Swedo PSY/SOC
 Greg Terry AGRI
 Doug Theiner ART
 Melissa Toffolon-Weiss SOC
 Karen Urroz ART
 Dawn Vogt EMT
 Jerry Voltura PHIL
 Maxilynn Voss ENGL
 Mickey Weber HCA/HCD
 John Welgoss BA
 Linda Wilbur HCA/HCD
 Ronna Williams MATH
 Sheryl Williams ART
 Larry Willis CS
 Thomas Wiltsey HIST
 Sheri Witman ACCT
 David Zwink BA/JUST
 Patricia Zugg CNT

Index

..... A

Ability to Benefit Process	18
About Mat-Su College	2
Academic Action	61
Academic Advising	4, 14
Academic Calendar	iii
Academic Dishonesty	60, 81
Academic Dispute Resolution Procedure	60
Academic Letter Grades	65
Academic Petition	61
Academic Rights of Students	78
Academic Standing	61
Access to Student Records	62
Accounting Courses	89
Accounting Degree (AAS)	29
Accreditation	2
Accredited Colleges/Universities	64
ACT-PEP Examinations	71
ACT Placement	14
Activities	4
Adding Classes	10
Admission Application Form	19
Admission to Undergraduate Programs	18
Advance Placement in a Foreign Language	68
Advanced Placement Program	70
Advising and Assessment Services	14
Affirmative Action	3
Age Limit of Credits	63
Agriculture Courses	90
Alaska Student Loan	56
Alcohol/Drug Policy	82
Alternative Learning Options	72
American Sign Language Courses	90
Animals on Campus	83
Anthropology Courses	91
Applied Statistics Courses	91
Architectural & Engineering Technology Courses	92
Architectural & Engineering Technology Degree (CERT/AAS)	30
Area Map	142
Art Courses	93
Articulation of Courses (Tech Prep)	76
Assessment Testing	14
Associate Degree Course Classifications	24
Associate Degrees	20, 29
Associate of Applied Science Degree	28
Associate of Arts Degree	22
Associate of Arts Degree with Baccalaureate Link	23
Auditing Classes	10
Aviation Technology Courses	96

..... B

BIA Grants	55
Biographic/Demographic Information	10
Biological Sciences Courses	97
Board of Regents (Univ. of Alaska)	136
Bookstore/Cashier	4
Business Administration Courses	98
Building Names and Abbreviations	6

..... C

Campus Map	142
Campus Resources	4
Cancellation of Classes	10, 48
Cancelled Classes (Refund)	48
Certificates	20
Certificates & Degrees Offered	viii
Certified Experience Credit	68
Chancellor's List	68
Change of Address	11
Change of Name	11
Changing Majors and Degree Programs	19
Cheating	63
Chemistry Courses	99

Children on Campus	4
Class Attendance	63
Class Standing	63
CLEP	71
Commencement	63
Communication Courses	100
Community Education Courses	100
Computer Information & Office Systems Courses	101
Computer & Networking Technology Courses	104
Computer Science Courses	106
Computing and Technology Services	5
Concurrent Enrollment (Financial Aid)	53
Concurrent Programs of Study	20
Contact Hours	86
Corequisites	63
Correspondence Credits (Graduation)	67
Correspondence Study	72
Counseling Courses	107
Course Placement	14
Creative Writing & Literary Arts Courses	107
Course Designators	88
Course Level Expectations	86
Course Numbering System	87
Credit	63
Credit by Exam	69
Credit for Prior Learning	69
Credit Hour Requirement (Graduation)	67
Credit/No-Credit (Grades)	65
Credits (Tech Prep)	75

..... D

Dantes Examination	71
Dean's List	68
Deferred Grades	66
Definitions	vii
Dietetics and Nutrition Courses	107
Directed Study	74
Disability Support Services	15
Distance Education Services	73
Drafting Degree (CERT/ASS)	30
Dropping Classes	11

..... E

Early Childhood Development Courses	108
Economics Courses	109
Electronics Technology Courses	110
Eligibility for Services Pending (Academic Dispute)	60
Emergency Book Loan	56
Emergency Medical Technology Courses	112
English Courses	113
Exchange Programs (WUE)	11

..... F

Facsimile (FAX) Transmission	11
Faculty Initiated Withdrawals	65
Faculty Signature	11
Family Education Loans	56
Fees	47
FERPA	62
Final Grade Assignment	60
Financial Aid	50
Financial Aid Appeal Policy	50
Financial Aid Application Procedures	50
Financial Aid Concurrent Enrollment	53
Financial Aid Eligibility	50
Financial Aid Federal Verification	50
Financial Obligations	48
Fire Service Administration Courses	115
Fire Service Administration Degree (AAS)	32
Flexible Time Courses	72
Food Service	5
Foreign Language by Placement	68

Freedom from Unreasonable Search/Seizure	78
Freedom of Access	78
Freedom of Association	78
Freedom of Expression	78
French Courses	116
Freshmen	18
Full-Time / Part-Time Status	65

..... G

General Education Requirements (GERs)	88
General Education Requirements for UAA Bac. Degrees	25
General University Requirements for Undergrad. Programs	20
Geography Courses	116
Geology Courses	116
German Courses	117
Good Standing	61
GPA and Student Activities	65
Grade Changes	66
Grade Point Average Computation	66
Grades, How to Acquire	67
Grades (Tech Prep)	76
Grading System	65
Graduation	67
Graduation Application	67
Grants	55
Guidance Courses	117

..... H

Handicap Parking	5
Health Courses	117
Health Care Assisting Courses	117
Health Career Development Courses	117
Health Sciences Courses	117
High School Concurrent Enrollment	8
High School Non-Graduates	8
High School Students	8
High School Tech Prep Concurrent Enrollment	9
History Courses	118
History of the University of Alaska	3
Honors (Graduation)	67
Honors List	68
Human Services Courses	119
Human Services Degree (AAS)	33
Humanities Courses	119

..... I

Incomplete Grade	66
Independent Study	74
Informal Procedure (Academic Dispute)	60
Insurance	6
Intellectual Freedom	3
International Students	8, 19

..... J

Japanese Courses	121
Journalism & Public Communications Courses	121
Justice Courses	122

..... L

Language Credit by Placement	68
Latin Courses	123
Leadership Honors	68
Learning Option Definitions	86
Learning Resource Center	5
Liberal Studies Courses	123
Library	5
Library Science Courses	123
Loans	56
Local Credit by Examination	69
Lost and Found	5

..... M

Mathematics Courses	124
Microcomputer Support Specialist Program Degree	41
Military Credit	69
Mission	2
MSC Adjunct Faculty	138
MSC Administrative and Support Staff	137
MSC Full-Time Faculty	137
Music Courses	125

..... N

National Credit by Examination	70
Natural Resources Management Degree (UAF)	43
Non-Academic Grades	65
Non-Credit, CEU, and Self-Support Classes (Refund)	48
Non-Degree Seeking Students	8
Non-Traditional Credit	68

..... O

Office Management and Technology Degree (AAS, CERT)	34
Open Enrollment Policy	8
Open Entry/Open Exit	72
Other Academic Decision (Academic Dispute)	60
Other Designations (Grades)	65

..... P

Paralegal Courses	126
Payment Procedures	48
PELL Grant	55
Petition for Exception/Refund of Tuition & Fees	49
Philosophy Courses	126
Photo & Videotape Policy	4
Physical Education Courses	127
Physics Courses	127
Political Science Courses	127
Preparatory English Courses	128
Prerequisites	75
Process Technology Courses	128
Psychology Courses	128

..... R

Recommendations	75
Refrigeration & Heating Courses	129
Refrigeration and Heating Technology Degree (AAS, CERT)	36
Refund of Federal Financial Aid	54
Refund Policy	48
Refund Policy Complaint Procedures	49
Registration	10
Registration (Tech Prep)	76
Registration and Records Services	10
Registration Changes	11, 13
Registration by Proxy	11
Regular Tuition, Credit Courses (Refund)	48
Reinstatement	61
Repeating Courses	75
Requirements for UAA Baccalaureate Degrees	25
Residency for Tuition Purposes	46
Resident Credit	63
Resident Credit Requirement (Graduation)	67
Return of Federal Financial Aid Policy	54
Returning Students	19
Russian Courses	131

..... S

Safety	4
SAT Placement	14
Satisfactory Academic Progress (Financial Aid)	52
Scholarships	57
Second Associate Degree	21
Senior Citizen Registration	12
Senior Citizen Tuition Waiver	48
SEOG Grant	55
Sex Offenses on Campus	81
Small Business Administration Degree (AAS)	38
Smoke Free Environment	83
Social Security Number	12
Social Work Courses	131
Sociology Courses	132
Sources of Information	vi
Spanish Courses	132
Stacked Courses	75
Statement of Liability	10
Student Accident and Illness Insurance	6
Student Code of Conduct	79
Student Dispute/Complaint Resolution Process	82
Student Employment	6, 57
Student Government	6
Student Participation in Institutional Government	78
Student Rights, Freedoms, and Responsibilities	78
Study Load	12

..... T

Tech Prep After High School Eligibility	9
Tech Prep Program	75
Telecommunications, Elect & Comp Tech Degree (CERT/AAS)	39
Telephone Listings	vi
Testing	14

Theatre Courses	133
Title III Grant	4
Tobacco Free Environment	83
Total Withdrawal	12
Transcripts	12
Transcript Evaluation	18
Transcripts and Test Scores	18
Transfer Credit	64
Transfer of General Education Requirement Credits	64
Transfer Students	18
Tuition Summary	46

..... U

UAA Administrative Officers	136
UAA Extended Colleges	136
UAA Extension Centers	136
UA Board of Regents	136
UA Learning Cooperative (UALC)	74
UA Statewide Administration	136
Unaccredited Institutions	64
Underage Students	9
Updating Admission Status	19

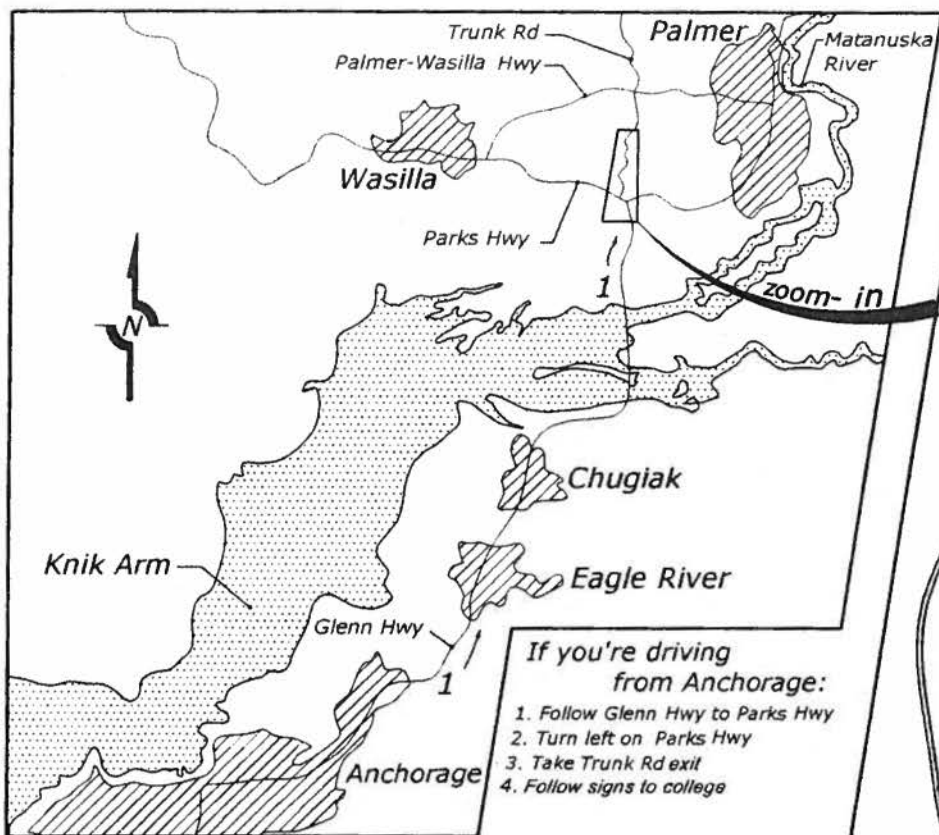
..... V

Veterans Assistance	15
Vocational Skills Courses	133

..... W

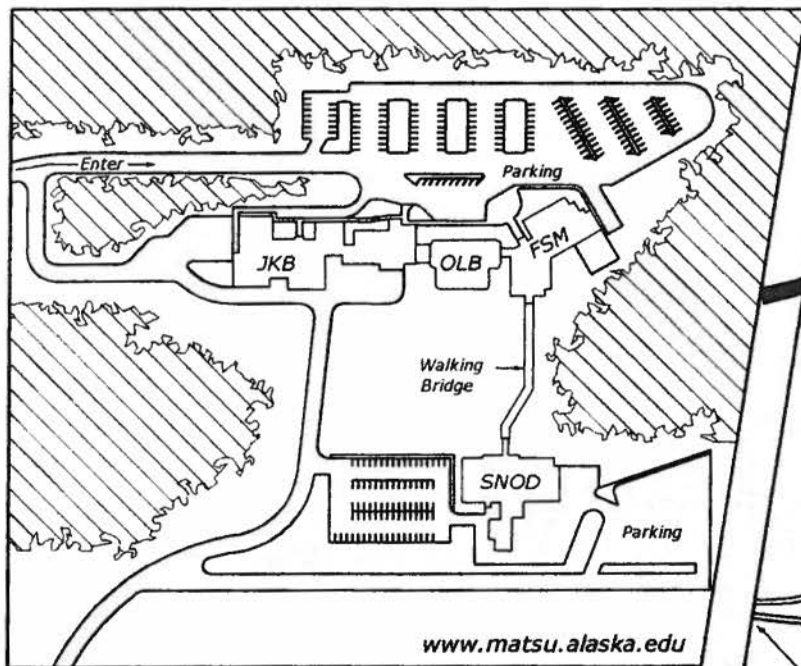
Wait List Policy	12
Western Undergraduate Exchange (WUE)	11
Withdrawal	12, 48
Withdrawn Classes (Refund)	48
Women's Studies Courses	133
Workforce Development Grant	4





Drawn by:
Wayne Jenski 10-8-00

- If you're driving from Anchorage:**
1. Follow Glenn Hwy to Parks Hwy
 2. Turn left on Parks Hwy
 3. Take Trunk Rd exit
 4. Follow signs to college



www.matsu.alaska.edu

Matanuska-Susitna College

