2003-2004 Bulletin Corrections

On pages 10, 16, 17, 19, 23, 31, 32, 33 under Written Communications Skills -
“CIOS A160 Business English” should read “CIOS A260A Business Communications”

On pages 27 and 28 under Written Communication Skills -
“CIOS 262 Written Business Communication” should read “CIOS A260A Business Communications”

August 20, 2003
About the Artist ...
Alaska Artist Alice Thaggard resides with her family in Palmer, Alaska, in the beautiful Matanuska Valley. Alice self-publishes several of her favorite original works in series of limited edition Giclee prints and cards.

Devils Club (Echinopanax horridum) literally means, prickly porcupine ginseng. Devils club is found as far north as south-central Alaska and as far south as coastal California. It grows up to eight feet tall with large maple-like leaves. The stems and leaves are covered with large prickles. Clusters of bright red berries form at the tops of the stem in mid to late summer. –A.N. Thaggard

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).
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 2003 SEMESTER

Telephone/Web Registration
April 7-August 29
On-site Registration Begins
July 7
Instruction Begins
August 25
Late Registration
August 25-September 9
Payment Deadline
August 29
Labor Day Holiday
September 1-2
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline
September 9
Graduation Application Deadline/December Grads
October 10
Directed/Independent Study Deadline
October 24
Web Registration for Spring 2004
November 3
Open-Entry Registration Deadline
November 18
Withdrawal, Credit-to-Audit Deadline
November 18
Thanksgiving Holiday
November 26-29
Semester Ends
December 14
Grades Available on WolfLink
December 18
Campus Closed
December 25-January 4

SPRING 2004 SEMESTER

Web Registration Begins
November 3
On-site Registration Begins
January 5
Instruction Begins
January 12
Late Registration
January 12-26
Payment Deadline
January 16
Alaska Civil Rights Day
January 19 (campus closed/no classes)
Graduation Application Deadline/May Grads
January 23
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline
January 26
Directed/Independent Study Deadline
March 15
Spring Break
March 22-26 (campus closed March 26)
Open-Entry Registration Deadline
April 12
Withdrawal, Credit-to-Audit Deadline
April 12
Semester Ends
May 3
Grades Available on WolfLink
May 6
Commencement
May 7

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.
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# SOURCES OF INFORMATION

## Where to Find Answers And Help...

You might not know where to find answers to all your questions, and it can be very frustrating going from department to department in search of the person "in charge." This list provides you with appropriate starting points.

### ADMINISTRATION
- **College Director's Office** ................. 745-9726 or 9779
- **Academic Affairs Office** ................. 745-9728 or 9754
- **FAX** ........................................ 745-9769

### BUSINESS OFFICE
- **Business Manager** ............................ 745-9723
- **Accounts Payable** ............................. 745-9725
- **Payroll** ...................................... 745-9718
- **Purchasing** .................................. 745-9723
- **Personnel** ................................... 745-9767
- **FAX** ........................................ 745-9711

### BOOKSTORE/ CASHIER
- **Textbooks** ............................ 745-9707 or 9739
- **Supplies**
  - Clothing
- **Financial Aid Disbursements** ............ 745-9724
- **Student Accounts**
- **Refunds**
- **FAX** ........................................ 745-9700

### COMPUTER CENTER
- **Computing and Technology Services** ....... 745-9702 or 9738
- **Computer Labs/Student Accounts**
- **FAX** ........................................ 745-9711

### LIBRARY
- **Circulation Desk** ............................ 745-9740 or 9714
- **FAX** ........................................ 745-9777

### PHYSICAL PLANT
- **Building & Grounds Maintenance, Security** .... 745-9750
- **FAX** ........................................ 745-9711

### STUDENT SERVICES
- **Admissions/Graduation** ..................... 745-9746
- **Registration/Student Records** ........... 745-9799
- **Academic Advising** ............................ 745-9762
- **Financial Aid**
- **Testing**
- **Veterans Information**
- **FAX** ........................................ 745-9747

### ADDITIONAL NUMBERS
- **Art Department Coordinator** .............. 745-9755
- **C IOS Skill Center** .......................... 745-9763
- **Electronics Technology Lab** ............... 745-9756
- **Learning Resource Center** ............... 745-9706
- **Prometric Testing Center** ............... 746-9302
- **Student Government Office** ............... 745-9759
- **TTY** ........................................ 745-9751

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For general information, voice mail menu, or cancellations due to weather call 745-9774.
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: accounting, human services, computer systems 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 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.

SEMIESTER-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.
Nontranscripted Departmental Certificates of Completion

Human Services
• Conflict Resolution

Computer Information & Office Systems
• Office Technology
• Bookkeeping
• Medical Office Support
• Web Foundations
• Desktop Publishing & Graphics
• Administrative Office Support
• Legal Office Support

Refrigeration & Heating Technology
• Residential and Light Commercial Heating & Ventilation
• Commercial HVAC Systems
• Residential and Light Commercial Air-Conditioning & Refrigeration
• Commercial Refrigeration Systems

Certificates

Architectural & Engineering Technology
• Architectural Drafting
• Civil Drafting
• Mechanical & Electrical Drafting
• Structural Drafting

Computer Information & Office Systems
• Office Technology
• Bookkeeping
• Web foundations
• Desktop Publishing & Graphics
• Medical Office Support
• Administrative Office Support
• Legal Office Support

Refrigeration & Heating Technology

Telecommunications, Electronics & Computer Technology
• Computer & Networking Technology

Associate Degrees

Associate of Arts

Associate of Arts with Baccalaureate Link

Associate of Applied Science Degrees

Accounting

Architectural & Engineering Technology

Computer Information & Office Systems
• Office Technology
• Bookkeeping
• Web Foundations
• Desktop Publishing & Graphics
• Medical Office Support
• Administrative Office Support
• Legal Office Support

Computer Systems Technology

Fire Service Administration

Human Services
• General Emphasis
• Substance Abuse Emphasis
• Family and Youth Emphasis
• Disabilities Emphasis

Refrigeration and Heating Technology

Small Business Administration

Telecommunications, Electronics & Computer Technology
• Computer and Networking Track

UAF/MSC Partnership Degrees

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

Information Technology Specialist

University of Alaska Fairbanks Palmer Research Center Bachelor of Science

Natural Resources Management
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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 & Engineering Technology, Fire Service Administration, Computer Information & Office Systems, Computer Systems Technology, Human Services, Refrigeration & Heating Technology, Small Business Administration, Telecommunications, Electronics and Computer Technology and the Information Technology Specialist through University of Alaska Fairbanks (UAF).

Vocational Programs are offered providing certificates in Architectural & Engineering Technology, Computer Information & Office Systems, Computer & Networking Technology, Refrigeration & Heating Technology, and the Information Technology Specialist 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 and Universities 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 that ensure access, inclusion, and equity are practiced at UAA/MSC.

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

We care about your safety on campus. While relatively safe, our campus is not a sanctuary from crime, and accidents still occur no matter how hard we try to prevent them. You are encouraged to be responsible for your own safety and to bring safety concerns to the attention of MSC faculty or staff, or to contact Campus Safety/Security at 745-9750 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. For more safety information and the most recent campus crime report visit www.uaa.alaska.edu/studentaffairs/safety/.

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.

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.

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.
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Admission and Degree Programs

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ADMISSION TO UNDERGRADUATE PROGRAMS

REQUIREMENTS

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

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 has earned credits at other regionally accredited colleges or universities must submit official transcripts from all institutions previously attended.

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.

A 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 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 (subscription site)
High School Transcripts: www.google.com (type in name of school to search for website)
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 in 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 Admissions & Records Office. Admission will be brought forward to the current semester, but the previous catalog year will remain the same. Departments reserve the right to refuse a student readmittance into their programs.

An admitted, degree-seeking student who did not attend MSC during or following the semester of admittance and did not attend another institution (outside the UA system) and is still within the catalog year limitations of admittance, may update his/her admission status. An Update of Admission Status form is available at 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 was correspondence courses.
- Student participated in a National or International Student Exchange.
- Student is participating in the SOCNNAV/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 standards, 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 transcripted certificate.

4. A student may elect to graduate under the requirements of the bulletin in effect at the time of formal admission to a certificate program or the bulletin in effect at the time of graduation.

5. If the requirements for a certificate as specified in the entry-level bulletin 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 bulletin in effect at the time of formal admission to an associate degree program or the bulletin in effect at the time of graduation.

5. If the requirements for an associate degree as specified in the entry-level bulletin 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.

8. No more than 15 military credits can be applied to an Associate degree.

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 Computer Systems Technology and Telecommunications, Electronics & Computer 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 bulletin requirements in effect at the time of acceptance into the major(s) or the bulletin 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 Student Services.
- 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 bulletin requirements in effect at the time of acceptance into the degree program(s) or the bulletin 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 Associate of Arts 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 a baccalaureate 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 11.

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:
     - CIOS A160 Business English (3)
     - 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

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 12.
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.

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.

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
   Choose at least 6 credits (from two different disciplines) from the Social Sciences Baccalaureate General Education Requirements List.

7. Electives 15

8. Total Minimum Credits 60

* Consult the Associate Degree Course Classifications list on page 12.
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 & Diesel Technology
- Aviation Technology
- Business Administration
- Civil Engineering
- Community Education
- Computer Information and Office Sys.
- Computer Information Systems
- Computer & Networking Technology
- Computer Systems Engineering
- Culinary Arts
- Dental Assisting
- Dental Hygiene
- Dietetics and Nutrition
- Early Childhood Development
- Education
- Electrical Engineering
- Electronics Technology
- Emergency Medical Technology
- Engineering Design & Drafting
- Engineering Science
- Engineering & Science Management
- English-As-A-Second Language
- Environmental Studies
- Family & 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
- Logistics Operations
- Marine Technology
- Massage Therapy
- Mechanical Technology
- Medical Assisting
- Medical Laboratory Technology
- Nursing
- Nursing - Practical Nursing
- Nursing Science
- Occupational Safety & Health
- Paralegal Studies
- Paramedical Technology
- Petroleum Technology
- Pharmacology
- Physical Education
- Process Technology
- Radiologic Technology
- Refrigeration & 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 Comm. (JPC A215 & A367 only)
- Korean
- Languages
- Latin
- Liberal Studies Integrated Core
- Linguistics
- Music
- Philosophy
- Political Science (PS A331, 332, & 333 only)
- 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)
- Geology
- Liberal Studies Integrated Science
- Mathematics (MATH A101 not applicable as Math Requirement for an AA degree)
- Philosophy (PHIL A101 only)
- Physics

### SOCIAL SCIENCES
- Anthropology
- Business Administration (BA A151 only)
- Counseling
- Economics
- Environmental Studies (ENVI A201 only)
- Geography (except GEOG A205 and A205L)
- Guidance
- Health Sciences (HS A220 only)
- History *
- Human Services (HUMS A106 only)
- International Studies
- Journalism & Public Communications (JPC A101 only)
- Justice (JUST A110 and A330 only)
- Liberal Studies Social Science
- Paralegal Studies (PARL A101 only)
- Political Science
- Psychology
- Social Work (SWK A106 and SWK A243)
- 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 Humanities general requirement (applies only to the AAS degree, not the AA) must be different from the written communications requirement and have a course number higher than ENGL A111.
GENERAL UNIVERSITY REQUIREMENTS (GURs) 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 at the 100-level or above
• a minimum of 42 upper division credits including 24 upper division credits 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 CR
Courses that fulfill this requirement are those which emphasize the acquisition of English language skills in orally communicating ideas in an organized and formal 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 CR
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 CR
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/Mngt Sciences
- MATH A272 Calculus for Managerial Sciences

4. Humanities (outside the major) ................................. 6 CR
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 102 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 CR

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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 ......................................................... 6 CR**

(outside the major; from 2 different disciplines)

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 CR**

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)
   - and one of the following:
     - CIOS A160 Business English (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 12.) 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.

4. **Major Specialty (See Degree Programs)** Varies

5. **Electives** Varies

6. **Total Minimum Credits** 60

**MAJORS:**

- Accounting
- Architectural & Engineering Technology
- Computer Information & Office Systems
- Computer Systems Technology
- Fire Service Administration
- Human Services
- Refrigeration & Heating Technology
- Small Business Administration
- Telecommunications, Electronics & Computer Technology
- Information Technology Specialist (UAF)
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 6.

GENERAL UNIVERSITY REQUIREMENTS
1. Complete the General University Requirements for Associate Degrees listed on page 8.
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 A160 does not satisfy the general education requirement for a baccalaureate degree.

AAS DEGREE REQUIREMENTS (15 credits):

Oral Communication Skills (3 credits):
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 credits):
ENGL A111 Methods of Written Communication (3)

and one of the following:
CIOS A160 Business English (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 credits):
Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 12.) 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
1. Complete the following required courses (33 credits):
ACCT A101 Principles of Financial Accounting I (3)
ACCT A102 Principles of Financial Accounting II (3)
ACCT A202 Principles of Managerial Accounting (3)
ACCT A210 Income Tax Preparation (3)
ACCT A222 Introduction to Computers & 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)
CIS A110 Computer Concepts in Business (3)
ECON A201 Principles of Macroeconomics (3)

2. Complete 12 credits of electives.
Students may choose any course at the 100-level or above in ACCT, BA, CIOS, ECON, or LOG but may not use more than 6 credits from one discipline.

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

FACULTY
Brad Bradshaw, Assistant Professor (pfbb@matsu.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 at Mat-Su College requires a minimum of three years to complete. AET Certificates require 2 years 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 6.

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
1. Complete the following required courses:
   - AET A101 Fund of CADD for Bldg Constr (4)
   - AET A102 Methods of Building Constr (3)
   - AET A121 Architectural Drafting (3)
   - AET A123 Codes and Standards (3)
   - AET A181 Intermediate CADD for Bldg Constr (4)
   - AET A282 Advanced CADD Techniques (4)
   - COMM A111 Fund of Oral Communication (3)
   - COMM A235 Small Group Communication (3)
   - COMM A237 Interpersonal Communication (3)
   - ENGL A111 Methods of Written Communication (3)

2. General Requirements
   - Choose Humanities*, Math, Natural Sciences, or Social Sciences. See Associate Degree Course Classification List on page 12. 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.

CIVIL DRAFTING CERTIFICATE

Certificate Requirements
1. Complete the following required courses:
   - AET A101 Fund of CADD for Bldg Constr (4)
   - AET A102 Methods of Building Constr (3)
   - AET A111 Civil Drafting (3)
   - AET A181 Intermediate CADD for Bldg Constr (4)
   - AET A213 Civil Technology (4)
   - AET A282 Advanced CADD Techniques (4)
   - COMM A111 Fund of Oral Communication (3)
   - COMM A235 Small Group Communication (3)
   - COMM A237 Interpersonal Communication (3)
   - COMM A241 Public Speaking (3)
   - ENGL A111 Methods of Written Communication (3)

2. General Requirements
   - Choose Humanities*, Math, Natural Sciences, or Social Sciences. See Associate Degree Course Classification List on page 12. 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.

MECHANICAL AND ELECTRICAL DRAFTING

Certificate Requirements
1. Complete the following required courses:
   - AET A101 Fund of CADD for Bldg Constr (4)
   - AET A102 Methods of Building Construction (3)
   - AET A142 Mechanical and Electrical Tech (4)
   - AET A143 Mechanical and Electrical Drafting (3)
   - AET A181 Intermediate CADD for Bldg Constr (4)
   - AET A282 Advanced CADD Techniques (4)

   - COMM A111 Fundamentals of Oral Comm (3)
2. **General Requirement**
   Choose Humanities*, Math, Natural Sciences, or Social Sciences. (See Associate Degree Course Classification List on page 12. 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.

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

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### STRUCTURAL DRAFTING CERTIFICATE

**Certificate Requirements**

1. Complete the following required courses:
   - AET A101 Fundamentals of CADD for Building Constr (4)
   - AET A102 Methods of Building Constr (3)
   - AET A131 Structural Drafting (3)
   - AET A181 Intermediate CADD for Build Constr (4)
   - AET A231 Structural Technology (4)
   - AET A282 Advanced CADD Techniques (4)
   - COMM A111 Fundamentals of Oral Comm (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)

2. **General Requirement**
   Choose Humanities*, Math, Natural Sciences, or Social Sciences. See Associate Degree Course Classification List on page 12. 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.

3. A total of 31 credits is required for the certificate.
CHAPTER 2

ADMISSION AND DEGREE PROGRAMS

COMPUTER INFORMATION AND OFFICE SYSTEMS

The Computer Information and Office System (CIOS) program provides career education leading to a Certificate, or an Associate of Applied Science degree. It also offers nontranscribed departmental certificates of completion and job enrichment courses. The CIOS program will provide the student the opportunity to develop the skills and qualities required to succeed in a world of technology and rapid change.

Office professionals are at the information center of every office. For years the office professional’s title was confined to secretary, receptionist, and such specialized titles as legal and medical secretaries. Today, titles reflect the shifting role that is reflected in the increased responsibilities of the office professional. A few of these titles include administrative assistant, executive assistant, technical assistant, payroll assistant, information/database specialist, desktop publishing/graphics specialist, help-desk technician, and web designer.

The CIOS program prepares students for career entry or advancement and also offers skills preparation for personal use. Courses meet the needs of beginning, experienced, or re-entry office workers. While graduating students are prepared for entry-level positions in a wide variety of businesses, the professional and technical skills students acquire will allow rapid progress to more advanced career opportunities. Microsoft Office Specialist (MOS) and Certified Administrative Professional (CAP) courses are also available to aid students in qualifying for these industry certification examinations. In addition to structured classes, the CIOS Skill Center provides an open entry/open exit enrollment for a student to learn a variety of skills on a self-paced basis.

▲ NONTRANSCRIPTED DEPARTMENTAL CERTIFICATE OF COMPLETION

A nontranscripted Departmental Certificate of Completion is a certificate awarded by an academic department. Nontranscripted Departmental Certificates of Completion will be issued by the CIOS Department in Office Technology, Bookkeeping, Medical Office Support, Web Foundations, Desktop Publishing and Graphics, Administrative Office Support, and Legal Office Support. These certificates are designed to give students intensive training in a specific occupational field and to indicate competence in technical and professional courses. The certificate areas are articulated with the Certificate in Computer Information and Office Systems and the A.A.S. in Computer Information and Office Systems. Students must receive a satisfactory grade (C or higher or F) in all CIOS courses required in order to be awarded a nontranscripted Departmental Certificate of Completion. Contact Gloria Hensel, Assistant Professor at 745-9763.

▲ Office Technology

The Office Technology nontranscripted Departmental Certificate of Completion offers concentrated study in skills required for the administrative office professional. A nontranscripted Departmental Certificate of Completion is available after completing this program.

1. Basic Computer Skills Core: (0-5 credits)

All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge. Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.

- CIOS A101A* Keyboarding A (1) (25 wpm minimum required)
- CIOS A113 Operating Systems: MS Windows (1)
- CIOS A130A Word Processing I: MS Word (1)
- CIOS A135A Spreadsheets I: MS Excel (1)
- CIOS A146 Internet Concepts and Applications I (1)

2. Complete 3 credits from the following:

- CIOS A101* Keyboarding (3)
- CIOS A101B Keyboarding B (1)
- CIOS A101C Keyboarding C (1)
- CIOS A102 Keyboarding Skill Building (1-3)
- CIOS A201A Document Processing (3)
- *Credit will not be counted for BOTH CIOS A101 (3) and CIOS A101A (1), A101B (1), and A101C (1).

3. Complete the following 15 credits:

- CIOS A125A Electronic Communications I: MS Outlook (1)
- CIOS A160 Business English (3)
- CIOS A161A Proofreading (1)
- CIOS A164 Filing (1)
- CIOS A165 Office Procedures (3)
- CIOS A230A Word Processing II: MS Word (2)
- CIOS A235A Spreadsheets II: MS Excel (2)

4. Complete 2 credits from the following:

- CIOS A282 Office Internship (1-2)
- CIOS A292 Advisor-approved Electives (1-2)

5. A total of 20-25 credits is required for the nontranscripted Departmental Certificate of Completion.

▲ Bookkeeping

The Bookkeeping nontranscripted Departmental Certificate of Completion provides essential skills to handle financial transactions and recordkeeping. A nontranscripted Departmental Certificate of Completion is available after completing this program.

1. Basic Computer Skills Core: (0-5 credits)

All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge. Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.

- CIOS A101A Keyboarding A (1) (25 wpm minimum required)
- CIOS A113 Operating Systems: MS Windows (1)
- CIOS A130A Word Processing I: MS Word (1)
- CIOS A135A Spreadsheets I: MS Excel (1)
- CIOS A146 Internet Concepts and Applications I (1)

2. Complete 3 credits from the following:

- ACCT A101 Principles of Financial Accounting I (3)
- ACCT A120 Bookkeeping for Business I (3)
- ACCT A201 Principles of Financial Accounting III (3)

3. Complete the following 17 credits:

- CIOS A115 Business Calculators (1)
- CIOS A118 Payroll Procedures (2)
- CIOS A120A Bookkeeping Software Apps I: QuickBooks (1)
- CIOS A125A Electronic Communications I: MS Outlook (1)
- CIOS A140A Databases I: MS Access (1)
- CIOS A160 Business English (3)
- CIOS A165 Office Procedures (3)
- CIOS A220A Bookkeeping Software Apps II: QuickBooks (2)
- CIOS A235A Spreadsheets II: MS Excel (2)
- CNT A165 Customer Service Fundamentals (1)


▲ Medical Office Support
The Medical Office Support nontranscripted Departmental Certificate of Completion provides a solid groundwork for individuals seeking a support position in a medical office. A nontranscripted Departmental Certificate of Completion is available after completing this program.

1. **Basic Computer Skills Core (0-5 credits):**
   All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge.
   Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.
   - CIOS A101* Keyboarding (3)  
   - CIOS A101B* Keyboarding B (1)  
   - CIOS A101C* Keyboarding C (1)  
   - CIOS A102* Keyboarding Skills Building (1-3)  
   - CIOS A201A Document Processing (3)  
   * Credit will not be counted for BOTH CIOS A101 (3) and CIOS A101A (1), A101B (1), and A101C (1).

2. **Complete 3 credits from the following:**
   - CIOS A164 Filing (1)  
   - CIOS A160 Business English (3)  
   - CIOS A264A Records Management (2)  
   - CIOS A282* Office Internship (1)  

3. **Complete the following 7 credits:**
   - CIOS A108 Graphic Design Fundamentals for Computer Applications (3)  
   - CIOS A152A Digital Imaging Concepts and Applications: Photoshop (3)  
   - CIOS A154 Business English (3)  
   - CIOS A230A Word Processing II: MS Word (2)  
   - CIOS A251A Desktop Publishing Concepts and Applications: InDesign (3)  
   - CIOS A254A Desktop Publishing II: PageMaker (2)  
   - CIOS A259 Preparing Electronic Documents: Adobe Acrobat (1)  
   - CIOS Advisor-approved Electives (2)  
   Recommended: CIOS 260 Business Communications (3)

4. **Complete the following 20 credits:**
   - MAA101 Medical Terminology (3)  
   - MAA120 Medical Office Procedures I (4)  
   - MAA140 Medical Transcription (3)  
   - CIOS A208 Medical Transcription (3)  

5. **A total of 20-25 credits is required for the nontranscripted Departmental Certificate of Completion.**

### Web Foundations
The Web Foundations nontranscripted Departmental Certificate of Completion concentrates on effective information delivery using the web. This program was created specifically for those responsible for planning, designing, producing, and maintaining an organization’s Intranet or web site. A nontranscripted Departmental Certificate of Completion is available after completing this program.

1. **Basic Computer Skills Core (0-5 credits):**
   All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge.
   Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.
   - CIOS A101A* Keyboarding A (25 wpm min. required) (1)  
   - CIOS A113 Operating Systems: MS Windows (1)  
   - CIOS A130A Word Processing I: MS Word (1)  
   - CIOS A135A Spreadsheets I: MS Excel (1)  
   - CIOS A146 Internet Concepts and Applications I (1)  

2. **Complete 3 credits from the following:**
   - CIOS A101 Spreadsheets I: MS Excel (1)  
   - CIOS A108 Graphic Design Fundamentals for Computer Applications (3)  
   - CIOS A152A Digital Imaging Concepts and Applications: Photoshop (3)  
   - CIOS A251A Desktop Publishing Concepts and Applications: InDesign (3)  
   - CIOS A264A Records Management (2)  
   - CIOS A282 Office Internship (1-3)  
   - CIOS Advisor-approved Electives (2)  
   Recommended: CIOS 260 Business Communications (3)

3. **A total of 20-25 credits is required for the nontranscripted Departmental Certificate of Completion.**

### Administrative Office Support
The Administrative Office Support nontranscripted Departmental Certificate of Completion provides a solid foundation of administrative, business, and communication skills, as well as communication and interpersonal skills that provide a foundation for job opportunities in the business world. A nontranscripted Departmental Certificate of Completion is available after completing this program.

1. **MUST COMPLETE THE 20-25 CREDIT OFFICE TECHNOLOGY CERTIFICATE OR EQUIVALENT BEFORE COMPLETING THIS PROGRAM.**

2. **Complete 3 credits from the following:**
   - ACCT A101 Principles of Financial Accounting I (3)  
   - ACCT A120 Bookkeeping for Business I (3)  
   - ACCT A201 Principles of Financial Accounting (3)

3. **Complete the following 14 credits:**
   - CIOS A140A Databases I: MS Access (1)  
   - CIOS A150A Presentations I: MS PowerPoint (1)  
   - CIOS A240A Databases II: MS Access (2)  
   - CIOS A241 Integrated Applications (3)  
   - CIOS A264A Records Management (2)  
   - CIOS A286 Office Management (3)  
   - CIOS A270 Project Management Fundamentals (2)

4. **Complete 3 credits from the following:**
   - CIOS A282 Office Internship (1-3)  
   - CIOS Advisor-approved Electives (1-3)  
   Recommended: CIOS 260 Business Communications (3)

5. **A total of 20-45 credits is required for the nontranscripted Departmental Certificate of Completion.**
**Legal Office Support**
The Legal Office Support nontranscripted Departmental Certificate of Completion offers concentrated study in skills that a legal office support professional will need to succeed. A nontranscripted Departmental Certificate of Completion is available after completing this program.

1. **MUST COMPLETE THE 20-25 CREDIT OFFICE TECHNOLOGY CERTIFICATE OR EQUIVALENT BEFORE COMPLETING THIS PROGRAM.** 0-25

2. **Complete 6 credits from the following:**
   - CIOS A120A Bookkeeping Software Applications I
   - QuickBooks (1)
   - CIOS A140A Databases I: MS Access (1)
   - CIOS A150A Presentations I: MS PowerPoint (1)
   - CIOS A207 Machine Transcription (1)
   - CIOS A240A Databases II: MS Access (2)
   - CIOS A241 Integrated Applications (3)
   - CIOS A151A Presentations II: MS PowerPoint (2)
   - CIOS A260A Business Communications (3)
   - CIOS A270 Project Management Fundamentals (2)

3. **Complete 3 credits from the following:**
   - CIOS A267 Law Office Procedures: Client Documents (3)
   - CIOS A265 Office Management (3)

4. **Complete 3 credits from the following:**
   - CIOS A266 Law Office Procedures: Litigation Docs (3)
   - BA A241* Business Law I (3)
   - PARL A101 Introduction to Law (3)

5. **Complete 3 credits from the following:**
   - CIOS A201A Document Processing (3)
   - CIOS A209A Legal Transcription (3)

6. **Complete the following 5 credits:**
   - CIOS A269 Alaska Rules of Civil Procedure (3)
   - CIOS A282 Office Internship (2)

7. A total of 20-45 credits is required for the nontranscripted Departmental Certificate of Completion.

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**Certificate, Computer Information and Office Systems**
This Certificate prepares individuals to secure entry-level employment in positions requiring information technology and administrative support skills. Students interested in this certificate should first apply through the Admissions & Records Office.

**ADMISSION REQUIREMENTS**
See Admission to Undergraduate Programs on page 6.

**ACADEMIC PROGRESS**
Students must earn a satisfactory grade (© or higher or P) in all CIOS courses required for the Certificate.

**GENERAL UNIVERSITY REQUIREMENTS**
Complete the General University Requirements for Certificates listed on page 8.

**MAJOR REQUIREMENTS** (0-5 credits)

1. **Basic Computer Skills Core**
   - All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge.
   - Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.
   - CIOS A101A* Keyboarding A (25 wpm minimum required)  (1)
   - CIOS A113 Operating Systems: MS Windows (1)
   - CIOS A130A Word Processing I: MS Word (1)
   - CIOS A135A Spreadsheets I: MS Excel (1)
   - CIOS A146 Internet Concepts and Applications I (1)

2. **Complete the following requirements for the Certificate in Computer Information and Office Systems (12 credits). These requirements include:**
   - Complete the following 3 credits:
     - ENGL A111 Methods of Written Communication (3)
   - Complete 3 credits from the following:
     - CIOS A261A Personal Skills in Organizations (3) (recommended)
     - PSY A153 Human Relations (3)
   - Complete 3 credits from the following:
     - CIOS A116 Business Calculations (3)
     - MATH A102 Business Math (3)
   - Complete the following 3 credits:
     - CIOS A262A Professional Development (3)

3. **Complete one (1) of the following emphasis areas (20-40 credits):**

4. **A total of 32-37 credits is required for the certificate.**

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**Bookkeeping** (20)

1. **Complete 3 credits from the following:**
   - ACCT A101 Principles of Financial Accounting I (3)
   - ACCT A120 Bookkeeping for Business I (3)
   - ACCT A201 Principles of Financial Accounting (3)

2. **Complete the following 17 credits:**
   - CIOS A115 Business Calculators (1)
   - CIOS A118 Payroll Procedures (2)
   - CIOS A120A Bookkeeping Software Apps I: QuickBooks (1)
   - CIOS A125A Electronic Communications I: MS Outlook (1)
   - CIOS A140A Databases I: MS Access (1)
   - CIOS A160 Business English (3)
   - CIOS A165 Office Procedures (3)
   - CIOS A220A Bookkeeping Software Apps II: QuickBooks (2)
   - CIOS A235A Spreadsheets II: MS Excel (2)
   - CNT A165 Customer Service Fundamentals (1)

4. **A total of 32-37 credits is required for the certificate.**

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**Web Foundations** (20)

1. **Complete the following 20 credits:**
   - CIOS A108 Graphic Design Fund for Computer Appl (3)
   - CIOS A117 Logic Concepts for Computer Technology (1)
   - CIOS A140A Databases I: MS Access (1)
   - CIOS A152A Digital Imaging Concepts/Apps: Photoshop (3)
   - CIOS A153B Web Site Design: Dreamweaver (3)
   - CIOS A156A Web Graphics: Fireworks (1)
   - CIOS A246 Internet Concepts and Applications II (2)
   - CIOS Advisor-approved Electives (6) (Recommended: Programming Fundamentals/ Web Scripting Information Security)

4. **A total of 32-37 credits is required for the certificate.**
4. A total of 32-37 credits is required for the certificate.

**Medical Office Support** (20)

a. Complete 3 credits from the following:
   - CIOS A101* Keyboarding (3)
   - CIOS A101B* Keyboarding B (1)
   - CIOS A101C* Keyboarding C (1)
   - CIOS A102 Keyboarding Skill Building (1-3)
   - CIOS A 201 Document Processing (3)

* Credit will not be counted for BOTH CIOS A101 (3) and CIOS A101A (1), A101B (1), and A101C (1).

b. Complete the following 7 credits:
   - CIOS A164 Filing (1)
   - CIOS A160 Business English (3)
   - CIOS A264A Records Management (2)
   - CIOS A282 Office Internship (1)

c. Complete the following 10 credits:
   - MA A101 Medical Terminology 3
   - MA A120 Medical Office Procedures I 4
   - MA A140 Medical Transcription (3)
   - CIOS A208 Medical Transcription (3) 3

   or

   - CIOS A201A Document Processing (3)

4. A total of 32-37 credits is required for the certificate.

**Administrative Office Support** (20-40)

a. Must complete the Office Technology emphasis or equivalent before completing the following.

b. Complete 3 credits from the following:
   - ACCT A101 Principles of Financial Accounting I (3)
   - ACCT A120 Bookkeeping for Business I (3)
   - ACCT A201 Principles of Financial Accounting (3)

c. Complete the following 14 credits:
   - CIOS A140A Databases I: MS Access (1)
   - CIOS A150A Presentations I: MS PowerPoint (1)
   - CIOS A207 Machine Transcription (1)
   - CIOS A240A Databases II: MS Access (2)
   - CIOS A241 Integrated Applications (3)
   - CIOS A151A Presentations II: MS PowerPoint (2)
   - CIOS A260A Business Communications (3)
   - CIOS A270 Project Management Fundamentals (2)

d. Complete 3 credits from the following:
   - CIOS A282 Office Internship (1-3)
   - CIOS Advisor-approved Electives (1-3)

Recommended: CIOS 260 Business Communications (3)

4. A total of 32-37 credits is required for the certificate.

**Associate of Applied Science, Computer Information and Office Systems**

This degree prepares individuals to secure entry-level employment in positions requiring information technology and administrative support skills.

**ADMISSION REQUIREMENTS**

See Admission to Undergraduate Programs on page 6.

**ACADEMIC PROGRESS**

Students must earn a satisfactory grade © or higher or P) in all CIOS courses required for the degree.

**GENERAL UNIVERSITY REQUIREMENTS**

1. Complete the General University Requirements for Associate Degrees listed on page 8.

2. Complete the Associate of Applied Science requirements (15 credits). CIOS A260, ENGL A212, and PSY A153 recommended. **Note:** Students should consider courses from the Baccalaureate Degree General Education Requirements to prepare for possible future Baccalaureate degree work.

**AAS DEGREE REQUIREMENTS** (15 credits):

**Oral Communication Skills** (3 credits):
- 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 credits):
- ENGL A111 Methods of Written Communication (3)

and one of the following:
- CIOS A160 Business English (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 credits):**
Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 12.) 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**

1. **Basic Computer Skills Core (0-5 credits):**
   - All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge.
   - Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.
   - CIOS A101A* Keyboarding A (25 wpm minimum required)
   - CIOS A113 Operating Systems: MS Windows (1)
   - CIOS A130A Word Processing I: MS Word (1)
   - CIOS A135A Spreadsheets I: MS Excel (1)
   - CIOS A146 Internet Concepts and Applications I (1)

2. **Complete 3 credits from the following:**
   - CIOS A116 Business Calculations (3)
   - MATH A102 Business Math (3)

3. **Complete the following:**
   - CIOS A262A Professional Development (3)

4. **Complete two (2) of the following emphasis areas: 40-60 credits**

### # Office Technology (20)

<table>
<thead>
<tr>
<th>a. Complete 3 credits from the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A101* Keyboarding (3)</td>
</tr>
<tr>
<td>CIOS A101B* Keyboarding B (1)</td>
</tr>
<tr>
<td>CIOS A101C* Keyboarding C (1)</td>
</tr>
<tr>
<td>CIOS A102 Keyboarding Skill Building (1-3)</td>
</tr>
<tr>
<td>CIOS A201A Document Processing (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Complete the following 15 credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A125A Electronic Communications: MS Outlook (1)</td>
</tr>
<tr>
<td>CIOS A160 Business English (3)</td>
</tr>
<tr>
<td>CIOS A161A Proofreading (1)</td>
</tr>
<tr>
<td>CIOS A164 Filing (1)</td>
</tr>
<tr>
<td>CIOS A165 Office Procedures (3)</td>
</tr>
<tr>
<td>CIOS A230A Word Processing II: MS Word (2)</td>
</tr>
<tr>
<td>CIOS A235A Spreadsheets II: MS Excel (2)</td>
</tr>
<tr>
<td>CIOS A259 Preparing Electronic Docs: Adobe Acrobat (1)</td>
</tr>
<tr>
<td>CNT A165 Customer Service Fundamentals (1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Complete 2 credits from the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A282 Office Internship (1-2)</td>
</tr>
<tr>
<td>CIOS Advisor-approved Electives (1-2)</td>
</tr>
</tbody>
</table>

### # Bookkeeping (20)

<table>
<thead>
<tr>
<th>a. Complete 3 credits from the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT A101 Principles of Financial Accounting I (3)</td>
</tr>
<tr>
<td>ACCT A120 Bookkeeping for Business I (3)</td>
</tr>
<tr>
<td>ACCT A201 Principles of Financial Accounting (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Complete the following 17 credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A115 Business Calculators (1)</td>
</tr>
<tr>
<td>CIOS A118 Payroll Procedures (2)</td>
</tr>
<tr>
<td>CIOS A120A Bookkeeping Software Apps I: QuickBooks (1)</td>
</tr>
<tr>
<td>CIOS A125A Electronic Communications I: MS Outlook (1)</td>
</tr>
<tr>
<td>CIOS A140A Databases I: MS Access (1)</td>
</tr>
<tr>
<td>CIOS A160 Business English (3)</td>
</tr>
<tr>
<td>CIOS A165 Office Procedures (3)</td>
</tr>
<tr>
<td>CIOS A220A Bookkeeping Software Apps II: QuickBooks (2)</td>
</tr>
<tr>
<td>CIOS A235A Spreadsheets II: MS Excel (2)</td>
</tr>
<tr>
<td>CNT A165 Customer Service Fundamentals (1)</td>
</tr>
</tbody>
</table>

### # Web Foundations (20)

<table>
<thead>
<tr>
<th>a. Complete the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A108 Graphic Design Fund for Computer Apps (3)</td>
</tr>
<tr>
<td>CIOS A117 Logic Concepts for Computer Technology (1)</td>
</tr>
<tr>
<td>CIOS A140A Databases I: MS Access (1)</td>
</tr>
<tr>
<td>CIOS A152A Digital Imaging Concepts/Apps: Photoshop (3)</td>
</tr>
<tr>
<td>CIOS A153B Web Site Design: Dreamweaver (3)</td>
</tr>
<tr>
<td>CIOS A156A Web Graphics: Fireworks (1)</td>
</tr>
<tr>
<td>CIOS A246 Internet Concepts and Applications II (2)</td>
</tr>
<tr>
<td>CIOS Advisor-approved Electives (6)</td>
</tr>
</tbody>
</table>

Recommended: Programming Fundamentals
Web Scripting Information Security

### # Desktop Publishing and Graphics (20)

<table>
<thead>
<tr>
<th>a. Complete 3 credits from the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A108 Graphic Design Fundamentals for Computer Applications (3)</td>
</tr>
<tr>
<td>CIOS A152A Digital Imaging Concepts/Apps: Photoshop (3)</td>
</tr>
<tr>
<td>CIOS A154A Desktop Publishing I: PageMaker (1)</td>
</tr>
<tr>
<td>CIOS A160 Business English (3)</td>
</tr>
<tr>
<td>CIOS A230A Word Processing II: MS Word (2)</td>
</tr>
<tr>
<td>CIOS A251A Desktop Publishing Concepts/App: InDesign (3)</td>
</tr>
<tr>
<td>CIOS A254A Desktop Publishing II: PageMaker (2)</td>
</tr>
<tr>
<td>CIOS A259 Preparing Electronic Docs: Adobe Acrobat (1)</td>
</tr>
<tr>
<td>CIOS Advisor-approved Electives (2)</td>
</tr>
</tbody>
</table>

Recommended: CIOS 260 Business Communications (3)

### # Medical Office Support (20)

<table>
<thead>
<tr>
<th>a. Complete 3 credits from the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A101* Keyboarding (3)</td>
</tr>
<tr>
<td>CIOS A101B* Keyboarding B (1)</td>
</tr>
<tr>
<td>CIOS A101C* Keyboarding C (1)</td>
</tr>
<tr>
<td>CIOS A102 Keyboarding Skill Building (1-3)</td>
</tr>
<tr>
<td>CIOS A201 Document Processing (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Complete the following 7 credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A164 Filing (1)</td>
</tr>
<tr>
<td>CIOS A165 Business English (3)</td>
</tr>
<tr>
<td>CIOS A264A Records Management (2)</td>
</tr>
<tr>
<td>CIOS A282 Office Internship (1)</td>
</tr>
<tr>
<td>CIOS Advisor-approved Electives (2)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Complete the following 10 credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAA101 Medical Terminology (3)</td>
</tr>
<tr>
<td>MAA120 Medical Office Procedures I (4)</td>
</tr>
<tr>
<td>MAA140 Medical Transcription (3)</td>
</tr>
<tr>
<td>or CIOS A208 Medical Transcription (3)</td>
</tr>
</tbody>
</table>

### # Administrative Office Support (20-40)

<table>
<thead>
<tr>
<th>a. Must complete the Office Technology emphasis or equivalent before completing the following: (0-20 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Complete 3 credits from the following:</td>
</tr>
<tr>
<td>ACCT A101 Principles of Financial Accounting I (3)</td>
</tr>
<tr>
<td>ACCT A120 Bookkeeping for Business I (3)</td>
</tr>
<tr>
<td>ACCT A201 Principles of Financial Accounting (3)</td>
</tr>
</tbody>
</table>

| c. Complete the following 14 credits:                                                                      |
| CIOS A140A Databases I: MS Access (1)                                                                      |
| CIOS A150A Presentations I: MS PowerPoint (1)                                                              |
| CIOS A240A Databases II: MS Access (2)                                                                     |
| CIOS A241 Integrated Applications (3)                                                                     |
| CIOS A264A Records Management (2)                                                                         |
| CIOS A265 Office Management (3)                                                                           |
| CIOS A270 Project Management Fundamentals (2)                                                             |

| d. Complete 3 credits from the following:                                                                 |
| CIOS A282 Office Internship (1-3)                                                                          |
| CIOS Advisor-approved Electives (1-3)                                                                       |

Recommend CIOS 260 Business Communications (3)
# Legal Office Support (20-40)

a. Must complete the Office Technology emphasis or equivalent before completing the following. (0-20 credits)

b. Complete 6 credits from the following:
   - CIOS A120A Bookkeeping Software Applications I: QuickBooks (1)
   - CIOS A140A Databases I: MS Access (1)
   - CIOS A150A Presentations I: MS PowerPoint (1)
   - CIOS A207 Machine Transcription (1)
   - CIOS A240A Databases II: MS Access (2)
   - CIOS A241 Integrated Applications (3)
   - CIOS A151A Presentations II: MS PowerPoint (2)
   - CIOS A260A Business Communications (3)
   - CIOS A270 Project Management Fundamentals (2)

c. Complete 3 credits from the following:
   - CIOS A267 Law Office Procedures: Client Documents (3)
   - CIOS A265 Office Management (3)

d. Complete 3 credits from the following:
   - CIOS A266 Law Office Procedures: Litigation Docs (3)
   - BA A241 Business Law I (3)
   - PARL A101 Introduction to Law (3)

e. Complete 3 credits from the following:
   - CIOS A201A Document Processing (3)
   - CIOS A209A Legal Transcription (3)

f. Complete the following 5 credits:
   - CIOS A269 Alaska Rules of Civil Procedure (3)
   - CIOS A282 Office Internship (20
   - Recommended: Law Office Experience

5. A total of 61-86 credits is required for the degree.

FACULTY
Gloria Hensel, Assistant Professor (pfgjh@matsu.alaska.edu)
CHAPTER 2

COMPUTER SYSTEMS TECHNOLOGY

An Associate of Applied Science in Computer Systems Technology provides skills and education for qualified workers in the field of Network and Systems Administration. The degree is designed to teach students both the business and IT-related concepts needed to enter the workforce as a Systems Administrator and Technician. Four full-time semesters are required to complete the degree program. An AAS in CST can be earned through completing a series of specific technical, business, and general education courses.

Graduates with an AAS in Computer Systems Technology can be employed as systems administrators and in a wide variety of other positions in the Information Technology field. Graduates of this program will have a firm understanding of a wide variety of technical concepts, from the latest version of the Windows Operating System to routing and switching technology using Cisco equipment. Graduates will also have a wide body of knowledge in vendor neutral and theoretical concepts and practices.

The Matanuska-Susitna, Kodiak, and Kenai campuses offer the degree program.

**Associate of Applied Science, Computer Systems Technology**

**ADMISSION REQUIREMENTS**

See Certificate and Associate Degree Programs Admission Requirements in the current MSC Bulletin. Additionally, all students are required to take CIS A105 or possess equivalent knowledge prior to entering this degree program.

**GRADUATION REQUIREMENTS**

In order to receive an Associate Degree in Computer Systems Technology, students must achieve a grade of “C” or higher in all courses undertaken and applied to the degree.

**GENERAL UNIVERSITY REQUIREMENTS**

Complete the General University Requirements for Associate Degrees listed in the MSC Bulletin.

**AAS DEGREE REQUIREMENTS**

**Oral Communication Skills** (3 credits):
- COMM A111 Fundamentals of Oral Comm (3)
- COMM A235 Small Group Communication (3)
- COMM A241 Public Speaking (3)

**Written Communication Skills** (6 credits):
- ENGL A111 Methods of Written Communication (3)
- ENGL A212 Technical Writing (3)

**General Requirements** (6 credits):
- Satisfied under Major Requirements.

**Major Requirements**

1. Complete the following required courses:
   - MATH A105 Intermediate Algebra (3)
   - MATH A107 College Algebra (4)
   - MATH A270 Applied Finite Math/Managerial Sciences (3)
   - BA A231 Fundamentals of Supervision (3)
   - BA A151 Introduction to Business (3)
   - CNT A276 Individual Technical Project (3)
   - CNT A282 Work Study (3)
   - CNT A210 PC Technician Fundamentals (3)
   - CNT A212 Network Technician Fundamentals (3)
   - CNT A165 Customer Service Fundamentals (1)
   - CNT A160 PC Operating Systems (3)
   - CNT A240 Windows 2000 System Essentials (2)
   - CNT A241 Administering and Supporting Windows 2000 Professional and Server (3)
   - CNT A242 Windows 2000 Ntwrk Infrastructure Admin (3)
   - CNT A243 Windows 2000 Directory Services Administration (3)
   - CNT A244 Designing Secure Windows 2000 Networks (3)
   - CNT A245 Windows 2000 Directory Services Design (2)
   - CNT A246 Windows 2000 Ntwrk Infrastructure Design (2)
   - 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)

2. Students are required to meet a two (2) credit Project Management requirement. See advisor for more information.

3. A total of 63-64 credits is required for the degree.

**FACULTY**

Charles Hamby, Instructor (pfcdh1@matsu.alaska.edu)
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.

For more information on the courses offered through Mat-Su College and The Division of Emergency Services call John Murdock at 373-8800.

Associate of Applied Science, Fire Service Administration

ADMISSION REQUIREMENTS
See Admission to Undergraduate Programs on page 6.

GENERAL UNIVERSITY REQUIREMENTS
1. Complete the General University Requirements for Associate Degrees listed on page 8.
2. Complete the Associate of Applied Science requirements (15 credits).

AAS DEGREE REQUIREMENTS (15 credits):

Oral Communication Skills (3 credits):
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 credits):
ENGL A111 Methods of Written Communication (3)
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)

and one of the following:

General Requirements (6 credits):
Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 12.) 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

1. Complete the following required courses (21 credits):
   - FSA A101 Introduction to Fire Science (3)
   - FSA A105 Fundamentals of Fire Prevention (3)
   - FSA A107 Fire Tactics and Strategy (3)
   - FSA A111 Fire Company Org & Mgt (3)
   - FSA A117 Rescue Practices (3)
   - FSA A202 Fire Hydraulics (3)
   - FSA A204 Hazardous Materials I (3)

2. Complete 9 credits from the following courses; or other FSA courses as approved by program coordinator:
   - EMT A130 Emergency Medical Technician I (6)
   - FSA A115 Fire Apparatus and Equipment (3)
   - FSA A121 Introduction to Fire Chemistry (3)
   - FSA A123 Fire Investigation I (3)
   - FSA A151 Wildland Fire Control I (3)
   - FSA A206 Building Constr for Fire Protec (3)
   - FSA A210 Hazardous Materials II (3)
   - FSA A212 Related Codes and Ordinances (3)
   - FSA A214 Fire Protection Equip & Systems (3)
   - FSA A217 Advanced Rescue Practices (3)

3. Complete an additional 15 credits of electives.
4. A total of 60 credits is required for the degree.
HUMAN SERVICES

The Human Services program leads to an Associate of Applied Science degree and prepares a student to work effectively in any paraprofessional counseling and human service practice. The MSC Associate of Applied Science in Human Services is articulated with the UAA Baccalaureate Degree in Human Services in two plus two sequence. Employing a multidisciplinary approach, the degree objective is to provide a student with a conceptual and skill foundation suitable for successful Human Service practice in both urban and rural settings. Human Service practice requires multicultural understanding and respect of clients through a collaborative relationship founded upon a developmental model. Specific skill courses combined with practica are strengthened through conceptual 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 745-9757 for an appointment with faculty.

AAS DEGREE REQUIREMENTS

Oral Communication Skills
- ENGL A111 Methods of Written Communication (3)

Written Communication Skills
- 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)

ENGL A214 Persuasive Writing (3)

A total of 15 credits are required for the nontranscripted Departmental Certificate of Completion.

IDENTICAL DEPARTMENTAL CERTIFICATE OF COMPLETION, CONFLICT RESOLUTION

The Conflict Resolution nontranscripted Departmental Certificate of Completion provides students the opportunity to acquire skills used in various conflict resolution methods used in human service agencies. The 15 credit program provides a balanced education in Family Mediation, Alternative Dispute Resolution, Paraprofessional Counseling and Group Facilitation. Instruction is delivered through classroom lectures and demonstrations. Contact Ann Yaros, Assistant Professor at 745-9757.

Complete the following required courses
- HUMS A140 Family Mediation (3)
- HUMS A223 Intro to Paraprofessional Counseling I (3)
- HUMS A324 Intro to Paraprofessional Counseling II (3)
- HUMS A333 Alternative Dispute Resolution (3)
- HUMS A434 Group Facilitation/Human Service Professional (3)

A total of 15 credits are required for the nontranscripted Departmental Certificate of Completion.

Associate of Applied Science, Human Services

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 6.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for the Associate Degrees listed on page 8.
2. Complete the Associate of Applied Science requirements (15 credits).

AAS DEGREE REQUIREMENTS (15 credits):

Oral Communication Skills
- 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
- 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 credits completed with major requirements):
Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 12.) 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

1. Complete the following required courses:
- HUMS A150 Marriage, Divorce and Intimate Relationships in the 90's (3)
- HUMS A153 Human Relations (3)
- HUMS A256 Groups and Organizations (3)
- HUMS A262 Human Services Practicum I (4)
- HUMS A263 Human Services Practicum II (4)
- 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 A453Appl of Statistics to Soc Sciences (3)

2. 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:
- HUMS A150 Marriage, Divorce and Intimate Relationships in the 90's (3)
- HUMS A153 Human Relations (3)
- HUMS A256 Groups and Organizations (3)
- HUMS A262 Human Services Practicum I (4)
- HUMS A263 Human Services Practicum II (4)
- 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 A453Appl of Statistics to Soc Sciences (3)

# SUBSTANCE ABUSE EMPHASIS

Complete 6 credits from the following:
- HUMS A122 Substance Abuse/Contemp Prblm (3)
- HUMS A213 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:
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:
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)

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

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

FACULTY
Ann Yaros, Assistant Professor (pfamy@matsu.alaska.edu)
REFRIGERATION and HEATING TECHNOLOGY

The Refrigeration and Heating Technology program is offered only through Matanuska-Susitna College.

Four specialty certificates, one universal certificate, and an Associate of Applied Science degree in Refrigeration and Heating are available. Satisfactory completion of the four specialty certificates will qualify a student for the universal certificate in Refrigeration and Heating Technology. The A.A.S. degree may be earned by obtaining the universal Refrigeration and Heating Technology certificate and successfully completing the standard General Education Requirements for an Associate degree. A student satisfactorily completing the requirements for a certificate or the degree will possess a background in heating, air-conditioning, applied physics, mathematics, electricity, and the technical skills required to diagnose and repair modern commercial and residential 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 related to the industry are administered as part of this program. If possible, additional training may take place on the job to provide a student with work related experience. Students must successfully pass all of the classes listed in the Core Requirements module before attempting any of the specialty certificate courses.

Program Objective and Expected Outcomes
The curriculum of the Matanuska-Susitna College Refrigeration and Heating Program is designed to produce graduates able to:

2. Use mathematical skills required to succeed in HVAC/R trades.
3. Understand and describe the function of individual components that make up HVAC/R systems.
4. Work safely with tools, torches, electricity, refrigerants, heating fuels, and other equipment and material associated with HVAC/R work.
5. Follow work practices that are environmentally responsible.
6. Obtain employment as an entry level HVAC/R technician and be able to advance professionally.
7. Work effectively with customers, employers, and co-workers.
8. Systematically troubleshoot HVAC/R systems.
9. Apply municipal, state, and national mechanical codes to decisions involving the design, installation, operation and maintenance of HVAC/R systems.

Nontranscripted Departmental Certificate of Completion
Prerequisites: Certain courses require prerequisites or faculty permission. Students seeking an R&H certificate must complete the following core requirements.

Core Requirements (12 credits):
RH A103 Technical Math for Industrial Trades (3)
RH A105 Electrical Circuits for R&H I (3)
RH A109 Principles of Thermodynamics (3)
RH A209 Codes for HVAC/R (2)
RH A211 Customer Relations and Job Etiquette (1)

Residential and Light Commercial Heating & Ventilation
1. Complete the Core Requirements
2. Complete the following certificate requirements (11 credits):
   RH A203 HVAC/R Basic Controls (3)
   RH A225 Heating Fundamentals & Forced Air Heat (4)
   RH A228 Advanced Hydronic Heat Systems (4)
3. A total of 23 credits is required for the Departmental Certificate of Completion.

Residential and Light Commercial Air-Conditioning and Refrigeration
1. Complete the Core Requirements
2. Complete the following certificate requirements (10 credits):
   RH A101 Refrigeration & Air-Conditioning Fund (4)
   RH A126 Electrical Circuits for R&H II (3)
   RH A132 Troubleshooting for HVAC/R Systems (3)
3. A total of 22 credits is required for the Departmental Certificate of Completion.

Commercial Refrigeration Systems
1. Complete the Core Requirements
2. Complete the following certificate requirements (8 credits):
   RH A122 Refrigeration and Air Conditioning (4)
   RH A201 Commercial and Ammonia Refrigeration (4)
3. A total of 20 credits is required for the Departmental Certificate of Completion.

Commercial HVAC Systems
1. Complete the Core Requirements
2. Complete the following certificate requirements (10 credits):
   RH A226 Commercial HVAC/R Systems (4)
   RH A229 HVAC/R Control Systems (3)
   RH A232 HVAC/R Sheet Metal (3)
3. A total of 22 credits is required for the Departmental Certificate of Completion.

Commercial Refrigeration Systems
1. Complete the Core Requirements
2. Complete the following certificate requirements (12 credits):
   RH A103 Technical Math for Industrial Trades (3)
   RH A105 Electrical Circuits for R & H I (3)
   RH A109 Principles of Thermodynamics (3)
   RH A209 Codes for HVAC/R (2)
   RH A211 Customer Relations and Job Etiquette (1)
3. A total of 22 credits is required for the Departmental Certificate of Completion.

Residential HVAC Systems
1. Complete the Core Requirements
2. Complete the following certificate requirements (39 credits):
   RH A101 Refrigeration & Air Conditioning Fund (4)
   RH A126 Electrical Circuits for R & H II (3)
   RH A132 Troubleshooting HVAC/R Systems (3)
   RH A203 HVAC/R Basic Controls (3)
   RH A226 Heating Fund & Forced Air Heat (4)
   RH A228 Advanced Hydronic Heat Systems (4)
   RH A226 Commercial HVAC/R Systems (4)
   RH A229 HVAC/R Control Systems (3)
   RH A232 HVAC/R Sheet Metal (3)
   RH A201 Commercial and Ammonia Refrigeration (4)
3. A total of 51 credits is required for the certificate.
# Associate of Applied Science, Refrigeration and Heating Technology

**ADMISSION REQUIREMENTS**
See Admission to Undergraduate Programs on page 6.

**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 8.
2. Complete the Associate of Applied Science general degree requirements (15 credits).

**AAS DEGREE REQUIREMENTS** (15 credits):

- **Oral Communication Skills** (3 credits):
  - 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 credits):
  - ENGL A111 Methods of Written Communication (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 credits):
  Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 12.) 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**
1. Complete the following required courses: (13 credits)
  - 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)
  - RH A122 Refrigeration & Air Conditioning (4)
  - RH A126 Electrical Circuits for R & H II (3)
  - RH A132 Troubleshooting HVAC/R Systems (3)
  - 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)
  - 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)

2. A total of 66 credits is required for the degree.

**FACULTY**
Dan Mielke, Assistant Professor (pfdmm@matsu.alaska.edu)
Jack Cypher, Instructor (pfjc@matsu.alaska.edu)
SMALL BUSINESS ADMINISTRATION

Mataluska-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 6.

GENERAL UNIVERSITY REQUIREMENTS
1. Complete the General University Requirements for Associate Degrees listed on page 8.
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 credits):

Oral Communication Skills (3 credits):
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 credits):
ENGL A111 Methods of Written Communication (3)
and one of the following:
CIOS A160 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 credits):
Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 12.) 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 credits):
1. Complete the required support courses:
   ACCT A101 Principles of Financial Accounting I (3)
   or ACCT A102 Principles of Financial Accounting II (3)
   ACCT A202 Principles of Managerial Accounting (3)
   CIS A110 Computer Concepts in Business (3)
   MATH A105 Intermediate Algebra (3)
   or MATH A107 College Algebra (4)
   or MATH A270 Applied Finite Math for Mngt Sci (3)
   Note: MATH A105 will not satisfy the Quantitative Skills General Education Requirement for the baccalaureate degree.

2. Complete the required BA core courses: (21 credits):
   BA A151 Introduction to Business (3)
   BA A166 Small Business Management (3)
   BA A231 Fundamentals of Supervision (3)
   BA A233 Fund of Financial Management (3)
   BA/JUST A241 Business Law I (3)
   BA A260 Marketing Practices (3)
   BA A264 Personal Selling (3)

3. Complete 9-12 credits of electives from the following:
   BA A131 Personal Finance (3)
   BA A232 Fundamentals of Organizational Mgmt (3)
   BA/JUST A242 Business Law II (3)
   BA A263 Practices in Consumer Behavior (3)

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

FACULTY
Brad Brashaw, Assist. Professor (pfbb@matsu.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 a nontranscripted departmental certificate of completion in CISCO Local Academy networking and two transcripted 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.

Both the Anchorage campus and the Mat-Su campus offer the TECT A.A.S. degree. The Anchorage campus offers the full program with the CNT and TES certificates and degree tracks, and the Matanuska-Susitna College offers the CNT certificate and degree track. Student should consult the TECT faculty for assistance with curriculum planning toward certifications such as a+, Net+, CCNA, and other industry-recognized standards.

NONTRANSCRIPTED DEPARTMENTAL CERTIFICATE OF COMPLETION

CISCO LOCAL ACADEMY NETWORKING

1. 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)

2. A total of 12 credits is required for the nontranscripted Departmental Certificate of Completion.

Certificate, Telecommunications, Electronics and Computer Technology - Computer and Networking Technology

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 6.

COURSE REQUIREMENTS

Certain courses require prerequisites or faculty permission.

1. Complete the following requirements: (33 credits)
   - 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)
   - ET A165  Intro to Digital Devices (1)
   - ET A166  Technical Calc & Appl (2)
   - ET A183  Data Comm (1)

2. Complete 3 credits from the following courses:
   - BA A101  Intro to Management (3)
   - BA A231  Fund of Supervision (3)

3. Complete 3 credits from the following courses:
   - PRPE A108  Basic Composition II (3)
   - ENGL A109  Practical Writing (3)
   - ENGL A111  Meth of Written Comm (3)
   (Note: ENGL A111 is required for the AAS degree.)

4. Complete 3 credits from the following courses:
   - CIOS A135A  Spreadsheets I: MS Excel (1)
   - CIOS A120A  Bookkeeping Software Appl I: QuickBooks (1)
   - CIOS A140A  Databases I: MS Access (1)
   - CIOS A113  Operating Systems: MS Windows (1)
   - CIOS A150A  Presentations I: MS PowerPoint (1)
   - CIOS A130A  Word Processing I: MS Word (1)
   - CIOS A130B  Word Processing I: WordPerfect (1)
   - CIOS A146  Internet Concepts and Appl I (1)
   - CIS A105  Intro to PC Comp & Appl Software (3)
   - CNT A101  MS Office 2000 Fundamentals (2)
   - CNT A190  Sel. Topics in MOS Certif. (1)

5. Complete 3 credits from the following courses:
   - CS A100  Intro to Computers (3)
   - CS A106  Basic Programming (3)
   - CS A109  Computer Programming (languages vary) (3)

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

Associate of Applied Science, Telecommunications, Electronics and Computer Technology - Computer and Networking Track

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 6.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 8.

2. Complete the Associate of Applied Science Requirements (15 credits).

AAS DEGREE REQUIREMENTS (15 credits):

- Oral Communication Skills (3 credits):
  - 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 credits):
  - ENGL A111  Methods of Written Communication (3)
  - ENGL A112  Technical Writing (3)
  - ENGL A213  Writing in the Social/Natural Sciences (3)
  - ENGL A214  Persuasive Writing (3)

and one of the following:

- CIOS A160  Business English (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)
General Requirements (6 credits):
Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 12.) 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 (50 credits):
1. Complete the following 38 credits:
   - 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)

2. Complete 3 credits from the following courses:
   - CNT/ET A276 Individual Technical Project (3)
   - CNT/ET A282 Industry Workplace Experience (3)

3. Complete 3 credits from the following courses:
   - BA A101 Intro to Management (3)
   - BA A231 Fundamentals of Supervision (3)

4. Complete 3 credits from the following courses:
   - CIOS A135A Spreadsheets I: MS Excel (1)
   - CIOS A120A Bookkeeping Software Appl I: QuickBooks (1)
   - CIOS A140A Databases I: MS Access
   - CIOS A113 Operating Systems: MS Windows (1)
   - CIOS A150A Presentations I: MS PowerPoint (1)
   - CIOS A130A Word Processing I: MS Word (1)
   - CIOS A130B Word Processing I: WordPerfect (1)
   - CIOS A146 Internet Concepts and Appl I (1)
   - CIS A105 Intro to PC Comp&Appl (3)
   - CNT A101 MS Office 2000 Fundamentals (2)
   - CNT A190 Sel. Topics in MOUS Certif. (1)

5. Complete 3 credits from the following courses:
   - CS A100 Intro to Computers (3)
   - CS A106 Basic Programming (3)
   - CS A109 Computer Programming (languages vary) (3)

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

FACULTY
John Rogers, Associate Professor (pjjr@matsu.alaska.edu)
INFORMATION TECHNOLOGY SPECIALIST (ITS)
College of Rural Alaska • Tanana Valley Campus (907) 474-7400 • University of Alaska - Statewide

The purpose of the ITS Certificate or Associate of Applied Science program is to train students for entry-level computer support positions. One of the highlights of this program is that a student may take on-site courses at MSC and/or distance delivered UA courses in order to fulfill degree requirements. Contact the MSC Advising and Assessment Center at FSM 102 or 745-9762 for information about enrolling in the program.

Minimum computer knowledge is required for admission to either program. Each student’s background and skill level is assessed and an individualized program of courses, projects, readings, practica and other activities is designed with the help of a faculty mentor. Students must achieve competency in applications, networking, troubleshooting, hardware and software configuration, and human relations and support skills.

General University Requirements
1. See a Mat-Su College Academic Advisor for Admission Requirements (FSM 102 or call 745-9762).
2. Complete the General University Requirements
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.

Refer to the ITS web site for more info: www.tvc.uaf.edu/its/

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

Note Deadline: The admission process is handled by the UAF admission office and all admission paperwork must be submitted to UAF. 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 of acceptance that includes information not relevant to students who do not attend classes at UAF.
The UAF School of Land Resources Management offers a Bachelor of Science degree program in Natural Resources Management with an emphasis in Plant, Animal, and Soil Sciences to students in south-central Alaska. Students may enroll in courses at Mat-Su College, UAA, and UAF’s Palmer Research Center to fulfill the requirements for this degree. The program is designed for students desiring careers in resources management or in other fields requiring knowledge of resources management, students planning advanced study, as well as those wishing to be better informed citizens.

The B.S. 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 towards these options with advisor approval. The natural resources management/forestry program is the only accredited four-year forestry program in Alaska. The School of Natural Resources and Agricultural Science also offers an M.S. degree in natural resources management.

Bachelor of Science, Natural Resources Management

1. Complete the general university requirements. (As part of the core curriculum requirements, complete a MATH -- Calculus course.)
2. Complete the B.S. degree requirements (see page 34 of the UAF catalog).
3. Complete the following (major) requirements:*
   a. Complete the following:
      - BIOL 331 -- Systematic Botany (4)
      - NRM 211 -- Introduction to Applied Plant Science (3)
      - NRM 290 -- Resource Management Issues at High Latitudes (2)
      - NRM 320 -- Introduction to Animal Science (3)
      - NRM 480 -- Soil Mgmt for Quality and Conservation (3)
   b. 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.
   c. Complete at least 12 credits in the following natural resources management electives:
      - NRM 102 -- Practicum in Natural Resources Mgmt (1-2)
      - NRM 300 -- Internship in Natural Resources Mgmt (1-3)
      - NRM 294 -- Natural 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 Systems (3)
      - NRM 340 -- Natural Resources Measurement/Inventory (3)
      - NRM 341 -- GIS Analysis (4 credits)
      - NRM 370 -- Introduction to Watershed Mgmt (3)
      - NRM 404 -- Processes of Ntrl Resources Decision Making (3)
      - NRM 412 -- Field Crop Production (3)
      - NRM 420 -- Animal Nutrition and Metabolism (3)
      - NRM 425 -- Ungulate Mgmt and Production Systems (3)
      - NRM 485 -- Soil Biology (3)
   d. 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.
   e. Minimum credits required (130 credits)

* 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.
***** Courses other than those listed must be approved by student's advisor.
****** If used to fulfill the baccalaureate core requirement for ethics/values and choices in the perspectives on the human condition, NRM 303X may not also count toward a natural resources management major.
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 Signature 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. The formal admission process is described in Chapter 3 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 otherwise meet the requirements for open enrollment or admission. An underage student is allowed to register for courses if he/she qualifies under a special University program (such as Tech Prep.) Otherwise, a student who is 15, 16, or 17 years old and has not finished high school must do the following:

1. Register for no more than 7 credits per semester.
2. Pay full tuition and fees by the payment deadline.
3. Complete all stated prerequisites before registering for any course.
4. Qualify for and register in courses at or above the 100-level in all disciplines. Placement testing may be required. (See * below for departmental exceptions and restrictions.)
5. Submit a completed MSC Registration Form.
6. Submit a completed MSC Underage Student Signature Form.

* Departmental exceptions:
Although EAH A045C Community Choir and EAH A045D Community Band are less than 100 level courses, a qualified underage student may register for these courses.

* Departmental restrictions:
An underage student may not register for Preparatory English (PRPE) courses or any English course less than ENGL A111. Only high school juniors and seniors are eligible to register for English and communication classes. Before registering for an English or communication course, the student must obtain an appropriate score on a placement test and submit a writing sample in the Elizabeth Fallon Learning Resource Center (LRC). The student will be given a topic and will have one and one-half hours to complete an essay. The student may use a dictionary and a LRC computer to complete this writing sample. An English faculty member will determine if the student is eligible to register. An eligible student must register on the first day of class in any English and communication course. Registration will be on a space available basis.

Statement of Understanding: The student applicant and his/her guardian understand and accept that:

- College work is much more rigorous and often much less guided than secondary course work.
- These courses will establish a college transcript that will follow him/her throughout his/her college career.
- Adult themes are often endemic to college materials and discourse.
- 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

ADVISING
Each student is 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.

ON-LINE SERVICES
Many student services are available to new and continuing students via the web. A student may register for courses, review his/her schedule, pay account balance, confirm financial aid award status, verify grades, access academic history, and request official transcripts by accessing the University of Alaska online services homepage. From the MSC homepage (www.matsu.alaska.edu) under “Students” click on the WolfLink icon or go to www.students.alaska.edu. The User ID is the same as the Student ID (usually the SSN) and the PIN is originally set to the student’s six digit date of birth (MMDDYY). For the protection of student record confidentiality, a user will be prompted to change the PIN to a unique identifier. Additional information about online services is available in the semester course schedule.

REGISTRATION
Registration can be conducted in person, by telephone (WolfLine), or on-line (WolfLink) preceding the beginning of each semester. Special Note: Registration by phone (WolfLine) will no longer be available after the Fall 2004 registration period. 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. 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 and on the college website 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 bulletin 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 related 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

Matusnka-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

Matusnka-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. No transactions will be accepted after the deadline date. 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

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:

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
CHAPTER 3  REGISTRATION

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 “Permission of Faculty” as a prerequisite. A student must obtain the signature of the faculty member instructing the course section or appropriate approval before 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 on page 45.

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 University records, financial aid receipt, Hope Tax Credits, and University employment. 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 University 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 time line 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 or a student may mail the request for official transcript with fee directly to: University of Alaska Anchorage/Enrollment Services • P.O. Box 141629 • Anchorage, AK 99514-1629

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.

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.

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:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman/First Year</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore/Second Year</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
</tr>
</tbody>
</table>

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.

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.

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. See page 57 for Satisfactory Academic Policy for Financial Aid.
Audited courses, credit-by-exam courses, and Continuing Education Units (CEUs), and Professional Development courses (500-level) are not included in the computation of study load for full-time or part-time status.

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 first completing prerequisites or obtaining 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.

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.
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.

ADD/DROP, WITHDRAWAL, CN/NO CR, AND AUDIT (semester length courses):

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Week 1 of Semester</th>
<th>Week 2 of Semester</th>
<th>After Week 2 of Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD OR LATE REGISTRATION</td>
<td>Faculty signature required if course closed. Form filed with A&amp;R.</td>
<td>Faculty signature required. Form filed with A&amp;R.</td>
<td>Not permitted</td>
</tr>
<tr>
<td>FACULTY INITIATED DROP OR WITHDRAWAL</td>
<td>Begin 7th calendar day of Semester through Week 2 of Semester Drop</td>
<td>Please see Course Schedule for specific dates.</td>
<td>After Week 2 of Semester</td>
</tr>
<tr>
<td></td>
<td>Form filed by faculty member with A&amp;R. Course will not appear on student transcript.</td>
<td>Form filed by faculty member with A&amp;R. Course will appear on student transcript with a grade of W.</td>
<td>Not permitted</td>
</tr>
<tr>
<td>DROP OR WITHDRAWAL</td>
<td>Weeks 1 through 2 of Semester Drop</td>
<td>Please see Course Schedule for specific dates.</td>
<td>After Week 12 of Semester</td>
</tr>
<tr>
<td></td>
<td>No faculty signature required. Form filed with A&amp;R. Course will not appear on student transcript. Students are not permitted to drop or withdraw from a course after it has ended.</td>
<td>No faculty signature required. Form filed with A&amp;R. Courses will appear on student transcript with a grade of W.</td>
<td>Not permitted</td>
</tr>
<tr>
<td>TOTAL WITHDRAWAL FROM MAT-SU COLLEGE</td>
<td>Weeks 1 through 2 of Semester Drop</td>
<td>Begin Week 3 of Semester Withdraw</td>
<td>After Last Day of Semester</td>
</tr>
<tr>
<td></td>
<td>No faculty signature required. Form filed with A&amp;R. Courses will not appear on student transcript. Students are not permitted to drop or withdraw from a course after it has ended.</td>
<td>No faculty signature required. Form filed with A&amp;R. Courses will appear on student transcript with a grade of W.</td>
<td>Not permitted</td>
</tr>
</tbody>
</table>

CHANGE IN GRADING OPTION. The grading option for a course may be changed as follows:

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Week 1 of Semester</th>
<th>Weeks 3 through 12 of Semester</th>
<th>After Week 12 of Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDIT/ NO CREDIT</td>
<td>Form filed with A&amp;R.</td>
<td>Not Permitted.</td>
<td>Not Permitted</td>
</tr>
<tr>
<td>CREDIT TO AUDIT</td>
<td>Form filed with A&amp;R.</td>
<td>Faculty signature required. Form filed with A&amp;R.</td>
<td>Not Permitted</td>
</tr>
<tr>
<td>AUDIT TO CREDIT</td>
<td>Faculty signature required. Form filed with A&amp;R.</td>
<td>Not Permitted.</td>
<td>Not Permitted</td>
</tr>
</tbody>
</table>

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 help 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. All new students are encouraged to register in GUID A150A Survival Skills for College Students (1 CR) offered prior to each semester.

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.

For help with career planning or changing, program planning, prerequisite-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 scores are valid for six months from the date taken. 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.

English COMPASS Scores & Placement
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.

<table>
<thead>
<tr>
<th>Reading Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 61</td>
<td>see advisor</td>
</tr>
<tr>
<td>62 - 72</td>
<td>PRPE A076</td>
</tr>
<tr>
<td>73 - 82</td>
<td>PRPE A107</td>
</tr>
<tr>
<td>83 - 100</td>
<td>no reading course required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 31</td>
<td>see advisor</td>
</tr>
<tr>
<td>32 - 42</td>
<td>PRPE A084</td>
</tr>
<tr>
<td>43 - 57</td>
<td>PRPE A086</td>
</tr>
<tr>
<td>58 - 86</td>
<td>PRPE A108</td>
</tr>
<tr>
<td>87 - 100</td>
<td>ENGL A111</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>ACT (English) Score</th>
<th>SAT 1 Verbal Score</th>
<th>English Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-29</td>
<td>530-619</td>
<td>ENGL A111</td>
</tr>
<tr>
<td>30+</td>
<td>620+</td>
<td>ENGL A211 *</td>
</tr>
<tr>
<td>30+</td>
<td>620+</td>
<td>ENGL A212 *</td>
</tr>
<tr>
<td>30+</td>
<td>620+</td>
<td>ENGL A213 *</td>
</tr>
<tr>
<td>30+</td>
<td>620+</td>
<td>ENGL A214 *</td>
</tr>
</tbody>
</table>

* 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 COMPASS Scores & Placement

<table>
<thead>
<tr>
<th>Course</th>
<th>0 - 24</th>
<th>25 - 46</th>
<th>47 - 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Algebra</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Algebra</td>
<td>0 - 25</td>
<td>26 - 45</td>
<td>46 - 65</td>
</tr>
<tr>
<td></td>
<td></td>
<td>47 - 65</td>
<td>66 - 100</td>
</tr>
<tr>
<td>College Algebra</td>
<td>0 - 45</td>
<td>46 - 65</td>
<td>66 - 100</td>
</tr>
<tr>
<td>Geometry</td>
<td>0 - 39</td>
<td>40 - 64</td>
<td>65 - 100</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>0 - 45</td>
<td>46 - 65</td>
<td>66 - 100</td>
</tr>
</tbody>
</table>

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:

**ACT (Math)**

- - -
18-21 480-519 MATH A055
22-25 520-589 MATH A105
26+ ** 590+ ** MATH A200

** 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 2. 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
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Chapter 4
Tuition, Fees and Financial Aid

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TUITION

Tuition is determined by the number of credit hours enrolled, the level of the course, and the residency status of the student. The following fee schedule is for resident and non-resident tuition. All Mat-Su College fees are approved by the University of Alaska Board of Regents and are subject to change.

<table>
<thead>
<tr>
<th>Lower-Division – (course numbers 050 - 299)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$90.00 per credit hour</td>
</tr>
<tr>
<td>*Non-resident</td>
<td>$281.00 per credit hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upper-division – (course numbers 300 - 499)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$102.00 per credit hour</td>
</tr>
<tr>
<td>*Non-Resident</td>
<td>$293.00 per credit hour</td>
</tr>
</tbody>
</table>

Graduate

<table>
<thead>
<tr>
<th>Graduate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$202.00 per credit hour</td>
</tr>
<tr>
<td>*Non-resident</td>
<td>$393.00 per credit hour</td>
</tr>
</tbody>
</table>

See current semester course schedule for tuition updates.

* 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.

RESIDENCY FOR TUITION PURPOSES

A student may be asked to verify residency status and provide documentation to prove residency. Acceptable examples of proof of residency include rent receipts, copies of checks written to local merchants throughout the year, a statement from an Alaskan employer, current driver’s license, military ID, or Alaska high school or college transcripts. Ask for the Residency for Tuition Purposes form in the Admissions & Records Office or on our web: www.matsu.alaska.edu/forms/residency%20tuition%20WEB.pdf

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 British Columbia, Northwest, Nunavut, and the Yukon 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.
FEES
In addition to tuition, any course may use materials, supplies or services which necessitate an additional fee. Fees may also be charged for administrative and/or instructional services. 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 Dantess 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 Application
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 I.D 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
Official transcripts requested directly from UAA cost $5 for regular processing or $10 for rush processing. Official transcripts requested via the 24-hour on-line access site cost $7. Unofficial transcripts are available at MSC Students Services or on-line at no charge.

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. 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, the Bookstore/Cashier, and the college website: www.matsu.alaska.edu/Student/forms.htm.

   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 on-line the credit card account will be credited. If the tuition was paid by credit card in the MSC Bookstore a refund check will be issued. 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 (if paid on-line, refund will be applied to your credit card account, if paid at MSC Bookstore a refund check will be issued), 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 6).
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 Financial 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. We recommend you apply online at www.fafsa.ed.gov. It’s faster and more accurate.
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 returns
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 completion of the UAA Academic Success Review form which is available on the UAA website at www.uaa.alaska.edu/finaid/uc_forms. This form must be completed with the student’s academic advisor. 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.
   b. 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.
   c. 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.
   d. 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 loan programs, or from institutional funds, a student must be fully admitted to an eligible 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 eligible 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 for 12 or more credits) must successfully complete at least 12 credits each term with a minimum cumulative GPA of 2.0. See Probation.
   b. A three-quarter time undergraduate student (a student registering for 9, 10 or 11 credits) must successfully complete at least 9 credits each term with a minimum cumulative GPA of 2.0. See Probation.
   c. A half-time undergraduate student (a student registering for 6, 7 or 8 credits) must successfully complete at least 6 credits each term with a minimum cumulative GPA of 2.0. See Probation.
   d. A full-time graduate student (a student registering for 9 or more graduate credits) must successfully complete at least 9 graduate credits each term with a minimum cumulative GPA of 3.0. See Probation.
   e. A half-time graduate student (a student registering for 6, 7 or 8 graduate credits) must successfully complete at least 6 graduate credits each term with a minimum cumulative GPA of 3.0. See Probation.
   f. All students attending less than half-time during any term must successfully complete at least 1 credit each term with a minimum cumulative GPA of 2.0 (3.0 for graduate students). See Probation.

2. Academic progress will be reviewed at the end of each term to ensure that the student has maintained the minimum cumulative GPA and to ensure that the student has completed the required minimum number of credits.

3. Probation: Students in section 1.a. who complete at least 9 credits in a term will be placed on probation for their next term and will be eligible to receive financial aid during their term of probation. Students in section 1.b. who complete at least 6 credits in a term and students in section 1.d. who complete at least 6 graduate credits in a term will be placed on probation for their next term and will be eligible to receive financial aid during their term of probation. Students in sections 1.c., 1.e., and 1.f. have no probation period if they fail to complete the minimum number of credits. Undergraduate students whose cumulative GPA falls below 2.0, but who complete the required number of credits, will be placed on probation for their next term. Failure to regain good standing status within the one semester of probation will result in the suspension of financial aid.

4. Continuing Probation: Undergraduate students who are placed on probation and who complete the required number of credits within the one semester of probation with a semester GPA of 2.0 or higher, but whose cumulative GPA is still below 2.0, will continue on probation for the next term of attendance.

5. If a student’s ineligibility is based on academic performance at the University of Alaska that is more than five academic years in the past, then the student will be placed on probation for their first term of re-attendance. Failure to reestablish good standing status within the one semester of probation will result in the suspension of financial aid.

6. 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.

7. First-time freshman and transfer students with no prior academic history within the University of Alaska system are considered to be making satisfactory academic progress for the first semester of enrollment.

8. Satisfactory academic progress must be maintained even during terms in which aid is not received.

9. 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 comprise 150% of the basic graduation requirements. The credit count 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.

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.

Remedial Course Work: A student who registers in remedial course work (less than 100 level) may receive financial aid. [Note: some remedial course work, such as MATH 054 at UAS, 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 that they register (year-long correspondence courses are NOT eligible for financial aid).]

Challenge Courses and 500-level Courses: These courses are NOT fundable by any type of financial aid.

Withdrawals: A student who totally withdraws from the University, after receiving financial aid, will be suspended from receiving future financial aid and may 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 UA 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 #9 above).
4. Meet the requirements of an appeal approval. A student who is suspended again after failing to meet these requirement, MUST attend on his/her own without financial aid and earn the required cumulative GPA in order to regain eligibility (see Makeup.) [Subsequent appeals may be considered is a student has experienced unusual, extenuating circumstances.]

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. 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 and the student must meet the condition(s) of his/her appeal. Failure to regain good standing status within the probation semester will result in suspension of future financial aid. [Consult the Financial Aid Office for specific information on the appeal process.]
2. Makeup: A student who does not wish to appeal or whose appeal has been denied may regain eligibility by attending course(s) during a subsequent term, at the student’s expense. A student must complete the number of credits for which she/he received aid and must earn the required cumulative GPA. This process may take no more than two consecutive semesters. It is the student’s responsibility to notify the Financial Aid Office when 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 for 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:

   \[
   \text{Percent of term completed} = \frac{\text{Number of days completed by student}}{\text{Total number of days in term}} \times 100
   \]

   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:

   \[
   \text{Amount returned to program(s)} = \text{Total institutional charges} \times \text{percent of unearned aid}
   \]

   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. For more information, contact the local BIA area office or your Native regional corporation.

FEDERAL PELL GRANT
The Federal Pell Grant makes funds available to eligible students with financial need. To be eligible for a Pell Grant, a student must be working toward their first baccalaureate degree.

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: 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 and a $5 administrative fee is charged. A student may receive one EBL per semester, subject to Financial Aid Disbursement approval. For more information pick up the Mary Lou Marsh Memorial Emergency Book Fund form in Student Services.

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFELP)
I. 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 on 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.

II. 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. MSC/UAA requires a student 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 usually awarded for academic achievement or talent. 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.
# Mat-Su College Scholarships

- 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 purpose of the **Molly Ann Mishler Memorial Scholarship** is to offer financial assistance for tuition and other educational expenses to students who are enrolled in Early Childhood Development courses at Matanuska-Susitna College. Applicant must be at least a part-time student at UAA/MSC with a minimum cumulative grade point average of 2.0. Applicant must be enrolled in Early Childhood Development courses or have already completed 6 credits in ECD courses. Preference will be given to those applicants formally admitted into the Early Childhood Development program.

- The purpose of the **Dr. Betty J. Boyd-Beu & Edwin G. Beu, Jr. 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. Applicant must be a formally admitted part-time student. Applicant must be a non-traditional student and should have graduated high school prior to 2000. Applicant must have worked prior to enrolling or returning to college, thereby, re-entering college to complete a degree or enrolling to re-train for another position in the workplace.

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**STUDENT EMPLOYMENT**

**FEDERAL WORK STUDY PROGRAM**

The Financial Aid Office awards Work Study to the eligible students. It is based on financial need, which is calculated from the information provided on the Free Application for Federal Financial Aid (FAFSA). The student accepts work study by securing a job on campus. 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.

**PART-TIME EMPLOYMENT**

A student who is not eligible for the Federal Work Study Program may still find 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 3.
Chapter 5
Student Life

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Matanuska-Susitna College
STUDENT LIFE

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 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 MSC/UAA 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 they 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 6 of this Bulletin.
ACADEMIC DISHONESTY

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 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/MSC, encompasses the legal definitions of sexual assault contained in Alaska state
statutes. It includes, but is not limited to: rape, acquaintance or date rape, as well as rape by a stranger. Sexual assault is against
the law and is defined as sexual misconduct that is forced or coerced against the will of the victim. The same definition applies
regardless of whether the assailant is a stranger or an acquaintance (date, friend, or someone known casually). This type of threat
may involve physical violence, coercion, or the threat of harm.

A person who has been the victim of sexual assault should report the crime to 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 UAA “Fact Finder” student handbook contains additional resource information or on-line at: www.uaa.alaska.edu/studentaffairs/FactFinder/Index.html.

### STUDENT DISPUTE/COMPLAINT RESOLUTION PROCESS

MSC students have a variety of procedures available to them to process complaints or disputes about actions or inaction by members of the college community which adversely affect them. The process used will depend on the nature of the complaint.

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 U.S. 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 complaint in writing.

For other 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/UA'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**

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.

**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.

**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 MSC Security 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.

**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, and Photo Club.
CHAPTER 5

CAMPAIGN RESOURCES

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, prerequisite-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 cashiering, financial aid disbursements, receipt of tuition and fees payments, initiation of Tuition Management Services (TMS) payments, and refund processing. The MSC Bookstore inventory includes textbooks for current MSC course offerings and supplies and MSC apparel and mementos.

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

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.

# E-Mail Services: E-mail accounts are available to all students, staff, and faculty. Usernames and passwords are assigned automatically. Students paying a Computer Use Fee can access their webmail account from the general access lab in JKB 115. Handouts with more information 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 Oksesor 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 during the fall and spring semesters.

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](http://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.
Chapter 6
Academic Policies

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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 5 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 accompanying University Regulation on Resolution of Disputes Regarding Academic Decisions or Actions. Appropriate issues for this procedure include such things as alleged arbitrary and capricious dismissal from or denial of admission to an academic program based upon academic considerations or alleged grading error or arbitrary and capricious grading for a final grade assignment. Grades assigned prior to the final grade received in a course are not subject to review under this procedure. Only the course instructor or an academic decision review committee may authorize a change in the assignment of a final grade.

ACADEMIC DECISION REVIEW COMMITTEE
An academic decision review committee is an ad hoc committee to formally review a contested final grade assignment or other academic decision. The committee will be composed of faculty, a non-voting committee chair who may be a faculty, and a non-voting student representative. The campus director or designee will appoint faculty or staff committee members. The campus student government president will appoint the student representative, from a list of students recommended by the campus director or designee. To be eligible, the student must be currently enrolled in at least three credits, in good disciplinary standing, with a cumulative grade point average of 3.0 or higher.

ARBITRARY AND CAPRICIOUS GRADING
Arbitrary and capricious grading means the assignment of a final course grade on a basis other than performance in the course; 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 standard or criteria (see also “grading error.”)

CLASS DAY
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 a review. Final examination periods are counted as class days.

FINAL GRADE
The final grade is the grade assigned for a course upon its completion.

GRADING ERROR
A grading error is a mathematical miscalculation of a final grade or an inaccurate recording of the final grade (see also “arbitrary and capricious grading.”)

NEXT REGULAR SEMESTER
The next regular semester is the fall or spring semester following the semester in which the disputed academic decision was made. For example, it would be the fall semester for a final grade issued for a course completed during the previous spring semester or summer session. The spring semester is the next regular semester for an academic decision made during the previous fall semester.

PROCEDURES FOR RESOLVING DISPUTES REGARDING FINAL GRADE ASSIGNMENT
A student may challenge a final grade assignment on the basis of alleged grading error or arbitrary and capricious grading.

Because grades can affect such things as a student’s eligibility for continued financial aid, students must learn their final grades and initiate a review, where desired, as soon as possible.

The time schedule outlined in this procedure stipulates maximum time periods within which to complete stages of the review. However, permission for extensions of time may be granted, in writing, by the campus director or designee.

PROCEDURES AND PENALTIES FOR ACADEMIC DISHONESTY
In addition to any adverse academic action which may result from engaging in academically dishonest behavior, the University specifically reserves the right to address and sanction the conduct involved through the “Student Judicial Review Procedures” outlined in Chapter 5 of the UAA Catalog. Academic actions are reviewable under the Academic Dispute Resolution Procedure.

INFORMAL PROCEDURE FOR ACADEMIC DISPUTES REGARDING FINAL GRADE ASSIGNMENT
Where possible, a student will be expected to first request an informal resolution of the final grade assignment with the course instructor or the assistant director for academic affairs. This process must be initiated by the 15th class day of the next regular semester at Matanuska-Susitna College. The instructor or the assistant director for academic affairs must respond to the request within 5 class days of receipt.
CHAPTER 6 ACADEMIC POLICIES

If the course 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 assistant director for academic affairs. Within 5 class days of such notification, the assistant director for academic affairs 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 unavailable, the student must notify the assistant director for academic affairs 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.

FORMAL PROCEDURES FOR ACADEMIC DISPUTES REGARDING FINAL GRADE ASSIGNMENT
A student formally requesting a review of a final grade assignment must provide the college director or designee a signed, written request for a formal review, indicating the basis for requesting a change of grade.

The request must be filed by the 20th class day of the next regular semester or within 5 class days of receipt of notification of the process for filing a formal review by the assistant director for academic affairs after completion of any informal review. The college director or designee will convene an academic decision review committee.

The written request for a formal review from the student will be forwarded to the academic decision review committee by the college director or designee. The committee chair will convene the committee within 10 class days of receipt of the student’s written request for review. The committee will first consider whether the facts submitted by the student warrant a formal hearing and, if so, conduct the hearing. The student and the course instructor must be notified in writing at least 3 class days in advance of the time and place the request will be considered and of the process to be followed.

If on initial review the academic decision review committee determines that the facts as presented would not constitute arbitrary or capricious grading or a grading error, the committee will dismiss the case without a formal hearing. This decision will constitute the final decision of the University. The committee’s decision will be provided in writing by the committee chair to the student, the course instructor, the assistant director for academic affairs and college director.

ACADEMIC DECISION REVIEW COMMITTEE HEARINGS
If the academic decision review committee determines that the facts as presented might constitute arbitrary or capricious grading or a grading error, the committee will proceed to a formal hearing. The committee will consider information provided by the student, the course instructor if available, and others as it sees fit.

Academic dispute hearings will normally be closed. Requests for an open proceeding must be made in writing by a party prior to the start of the hearing to the committee chair. Such requests will be granted to the extent allowed by law unless the committee chair determines that all or part of a proceeding should be closed based upon considerations of fairness, justice, and other relevant factors. A party may choose an advisor to be present at all times during the proceedings. However, the advisor may not speak on behalf of the party.

The committee may direct that witnesses, but not the parties or their advisors, be excluded from hearing except during their testimony. The deliberations of the committee will be closed to the public, the parties, and their advisors.

ACADEMIC DECISION REVIEW COMMITTEE DECISIONS
The academic decision review committee proceedings will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:

1. The request for a grade change is denied;
2. The request for a grade change is upheld and the committee requests the course instructor to change the grade and the course instructor changes the grade; or
3. The request for a grade change is upheld and the course instructor is either unavailable to change the grade or refuses to do so. The committee directs the college director or designee to initiate the process to change the grade to that specified by the review committee.

The decision of the academic decision review committee constitutes the final decision of the University, and will be provided in writing to the student, the course instructor, assistant director for academic affairs and the college director. The committee chair will be responsible for the preparation of a record of the hearing.

Unless an extension has been granted by the college director or designee, disputes concerning final grades must be completed by the end of the next regular semester following the assignment of the grade.

OTHER ACADEMIC DECISIONS
Review procedures for all academic decisions may be obtained from the UAA course catalog.

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 University, 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 University 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.

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

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. Petitioned courses, other than those from UAF/UAS, must meet Transfer Credit criteria prior to final approval.

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.

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
Placed on 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; a governmental entity or any other entity with which a student is placed as part of his or her education; 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 at UAA 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: www.alaska.edu/bor/contents/pt9.html.
ACADEMIC POLICIES

CHAPTER 6

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 5 of this Bulletin or to the UAA Student Handbook for specifics.

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 ceremony that is most accessible and convenient. In order to reserve a space in the commencement ceremony, an additional application for graduation must be submitted to MSC Student Services at least 3 weeks prior to commencement.

COPYRIGHT AND INTELLECTUAL PROPERTY
The University of Alaska provides network and computing infrastructure to promote the basic missions of the University in learning, research, and service by facilitating communications, collaboration, and access to information resources. Users of this infrastructure must be mindful of and respect ownership of intellectual property and copyrighted information to which this infrastructure can provide access.

Copyright and intellectual property rights may attach to files of any media type including software, texts, databases, images, video, music, and other audio files. Abuse of computing or network technologies to copy or distribute materials in violation of copyright, license, or intellectual property rights undermines the free exchange of ideas and access to information resources central to the University’s mission and is expressly forbidden by university policy and regulation.

The University of Alaska aggressively investigates specific claims of such abuse including abuses using personally owned computers connected to the university’s network. Verified abuses may lead to immediate suspension of access to university networks and/or computing resources, subject violators to possible university disciplinary actions, and expose them to fines, other civil penalties, and criminal prosecution by copyright owners.

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 domestic and international institutions for which there is an approved affiliation or exchange 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, Colleges, and Universities
   • 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 equivalence from a recommended credentials evaluation service. Addresses are available from Student Services. The student is responsible to pay evaluation fees which depend 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication Skills</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Sciences/Fine Arts</td>
<td>15</td>
</tr>
<tr>
<td>Quantitative Skills/Natural Sciences</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

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, faculty 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 corequisites, prerequisites, or required instructor permission.

Faculty Add/Drop forms are available from the Admissions & Records Office or on the college website.

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** Honor grade; indicates comprehensive mastery of required work.
- **B** Indicates high level of performance in meeting course requirements.
- **C** Indicates satisfactory 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.

With the exception of letter grades assigned to 500-level Professional Development courses, these letter grades carry grade points and are used to calculate GPAs.

**NON-ACADEMIC GRADES**

- **CR** Indicates credit received for course.
- **NC** Indicates no credit received for course.
- **DF** Deferred; temporary grade which indicates course requirements cannot be completed by end of semester.
- **I** Incomplete; temporary grade that indicates additional work must be completed to receive a final grade.
- **P** Indicates passing work.
- **NP** Indicates work that is not passing.

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

**OTHER DESIGNATIONS**

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

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

**CREDIT/NO CREDIT 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.

This option may not be used in courses that meet General Education Requirements (GER), or major or minor requirements in a student’s program. 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 fulfilling a graduation requirement or if the student fails to maintain enrollment for one year, 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.
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 (QPts) earned at MSC/UAA by the total quality hours (QHrs) attempted. A (QHrs) quality hours is a credit hour for a course graded A-F.

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", "NP" and letter grades assigned to 500-level courses. In addition, "AU" and "W" are not grades and are not used in GPA calculations.

An "I" (Incomplete) is a temporary grade. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. The Incomplete Grade Contract (a signed contract form between the student and the faculty member that stipulates the assignment(s) required to complete the course) is required and must be completed and filed with the Admissions & Records Office. 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.

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

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.

A student may use the web 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 University of Alaska's website at: www.uonline.alaska.edu. 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.

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 at the end of a given semester, a student must:

1. Be formally admitted to the degree or certificate program during the previous semester.
2. Submit an Application for Graduation and pay the appropriate 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 meets all requirements by the end of the semester, the certificate or degree is awarded after completion 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 appropriate 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, 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 (A102-A302) 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

This program allows crediting of certified, but not accredited institution-sponsored learning. With documentation, the College may award elective credit or specific course credit.
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 International Associate of Administrative Professionals (IAAP) Examination, the Child Development Certificate, the National Occupational Competency Testing Institute (NOCTI) Examination, Apprenticeship Technologies, 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 SOCNAN programs.

The Service Members Opportunity Colleges (SOCAD and SOCNAN) 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/UAA 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.

<table>
<thead>
<tr>
<th>Advanced Placement Exam</th>
<th>MSC/UAA Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART: Studio Art</td>
<td>ART A261/A262</td>
</tr>
<tr>
<td>History of Art</td>
<td></td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL A102/A103 + 4 credit lower-division biology elective</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>CHEM A105/A105L</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CS A201/A202</td>
</tr>
<tr>
<td>ECONOMICS: Macroeconomics</td>
<td>ECON A201</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>ECON A202</td>
</tr>
<tr>
<td>ENGLISH: Language &amp; Composition</td>
<td>ENGL A111</td>
</tr>
<tr>
<td>Literature &amp; Composition</td>
<td>ENGL A121</td>
</tr>
<tr>
<td>ENVIRONMENTAL SCIENCE</td>
<td>ENVI A202 + 1 credit GER-Natural Science Lab</td>
</tr>
<tr>
<td>FRENCH: Level 3: French Language</td>
<td>FREN A101/A102</td>
</tr>
<tr>
<td>Level 3: French Literature</td>
<td>FREN A201/A202</td>
</tr>
<tr>
<td>GERMAN: Level 3: German Language</td>
<td>8 credits lower-division German elective</td>
</tr>
<tr>
<td>GOVERNMENT AND POLITICS: American Government and Politics</td>
<td>PS A101</td>
</tr>
<tr>
<td>Comparative Government and Politics</td>
<td>PS A102</td>
</tr>
<tr>
<td>HISTORY: American History</td>
<td>HIST A131/A132</td>
</tr>
<tr>
<td>European History</td>
<td>HIST A102</td>
</tr>
<tr>
<td>World History</td>
<td>HIST A101/HIST A102</td>
</tr>
<tr>
<td>LATIN: Virgil</td>
<td>4 credits lower-division Latin elective</td>
</tr>
<tr>
<td>Catullus-Horace</td>
<td>4 credits lower-division Latin elective</td>
</tr>
<tr>
<td>MATHEMATICS: Calculus AB</td>
<td>MATH A107/A108/A200</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MATH A107/A108/A200/A201</td>
</tr>
<tr>
<td>MUSIC: Music Theory</td>
<td>MUS A111</td>
</tr>
<tr>
<td>Music Listening &amp; Literature</td>
<td>MUS A121</td>
</tr>
<tr>
<td>PHYSICS: Physics B</td>
<td>PHYS A123/A123L</td>
</tr>
<tr>
<td>Physics C</td>
<td>PHYS A211/A211L</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>PSY A111</td>
</tr>
<tr>
<td>SPANISH: Level 3: Spanish Language</td>
<td>SPAN A101/A102</td>
</tr>
<tr>
<td>Level 3: Spanish Literature</td>
<td>SPAN A201/A202</td>
</tr>
<tr>
<td>STATISTICS</td>
<td>AS A252</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>0</td>
</tr>
<tr>
<td>No credit awarded</td>
<td></td>
</tr>
<tr>
<td>English Composition with essay</td>
<td>3</td>
</tr>
<tr>
<td>ENGL A111 - GER</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Lower Division Elective, non-GER</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td>6</td>
</tr>
<tr>
<td>BIOL A102 - GER and</td>
<td></td>
</tr>
<tr>
<td>Lower Division Elective, non-GER</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Humanities and/or Fine Arts - GER</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Humanities - GER or</td>
<td></td>
</tr>
<tr>
<td>Social Sciences - GER</td>
<td></td>
</tr>
</tbody>
</table>

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
- University of Alaska Fairbanks
- Phone: (907) 474-5353
- Fax: (907)-474-5402
- email: distance@uaf.edu
- website: www.distance.uaf.edu
- 3352 College Road, Suite A
- P.O. Box 756700
- Fairbanks, AK 99775-6700

**DISTANCE EDUCATION SERVICES at UAA**
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, tapes-at-home, and audio conferencing. 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 CAFÉ' (Center for Advancing Faculty Excellence) and the UAA Complex Systems Lecture Series, Distance Education also supports web-streaming for special topic presentations and we will continue to expand our streaming video capability in support of distance courses. UAA Distance Ed is also researching the possibilities of adding video conferencing courses.

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: www.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 provides a variety of support services to both faculty and students. For more information, call 907-786-4646, or 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/UA 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 www.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). Web-based courses are facilitated using an on-line teaching platform called Blackboard. Blackboard allows instructors to display course document (e.g. a syllabus, a set of readings, etc.) or to orchestrate specific class activities (e.g., a group discussion, a class test) through a series of specially designed web pages.

- **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 15 (Anchorage) and KAKM Channel 7. A broadcast schedule of these courses can be found on the UAA Distance Learning website at: www.uaaonline.alaska.edu.

- **Video/Audio Tapes:** Course materials are distributed via VHS video tapes or audio cassettes. Students enrolled in these courses will be mailed their videotapes one week prior to the beginning of each semester.

- **Streaming Media:** Instructional video or audio is broadcast via the Internet. Streaming material can be viewed live or it can be archived and viewed at a later date.

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

- **Correspondence:** Correspondence between instructor and student can be achieved by using several methods. The course instructor will communicate which method he or she feels works best for their course. Course materials (e.g. homework) are mailed to and from the student. Students are responsible for contacting the UAA bookstore and acquiring the necessary books for the course they are enrolled in.

- **Proctoring Services:** Student quizzes, tests, and exams are administered at remote testing sites such as public schools, libraries, or community centers. Students are required to contact an assigned location with an approved proctor before taking an exam.

**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. Approve the course of study.
   b. Approve the credentials of other faculty involved.
   c. See that the material is presented in full in a timely manner.
   d. Evaluate students progress in achieving student outcomes.
   e. Generate course grade and see that the grades are turned in to the Admissions & Records Office.
   f. Agree to assume responsibility for academic issues that arise in the course.
7. The initiation of independent study courses must come from faculty in the discipline.

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

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 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 Signature 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 Bulletin (www.matsu.alaska.edu/students), 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 7
Course Descriptions

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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/UA 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 area 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 the University 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 A111 is ordinarily taken by first-year students, and ENGL A313 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 master’s degrees with prior approval of the student’s Graduate Study Committee. May not be applied to both a baccalaureate and a master’s degree.
500-599
Professional development courses.
Designed to provide continuing education for various professional groups. Courses are
neither graduate nor undergraduate in nature. Not applicable to any degree requirements
(even by petition). 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
- Natural Sciences
- Social 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

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<th>EMG</th>
<th>Emergency Medical Technology</th>
<th>LSIC</th>
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**Accounting ACCT**

**ACCT A101 Principles of Financial Accounting I**  
3 CR  
Contact Hours: 3 + 0  
Prerequisites: ACCT A101.  
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.  

**ACCT A120 Bookkeeping for Business I**  
3 CR  
Contact Hours: 3 + 0  
Prerequisites: ACCT A101.  
Special Note: May be offered as either classroom or open-entry, individualized course.  
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 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.  
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 and Accounting**  
3 CR  
Contact Hours: 3 + 0  
Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIS 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 CIS 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.

**ACCT A301 Intermediate Accounting I**  
3 CR  
Contact Hours: 3 + 0  
Prerequisites: ACCT A202.  
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.  
In-depth study of the accounting sequence, principles and rules governing financial statements and balance sheet accounts including cash, receivables, inventory, property, plant and equipment and intangibles.

**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 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.

Alaska Outdoor and Experiential Education
AOEE

AOEE A135
SCUBA
2 CR  Contact Hours: 1.5 + 1
Special Fees.
Special Note: Students may need to pay a dive-equipment fee as well as rent or purchase additional gear for practical sessions. Course meets Professional Association of Diving Instructors (PADI) and National Association of Underwater Instructors (NAUI) standards. Certification fees are not included in course fees.
Introduces skills for open water snorkeling and SCUBA diving.
Emphasizes selection and use of specialized equipment, hyperbaric theory, proper planning, diving rescue skills, use of recreational dive tables, and first-aid specific to the activity. Heavy emphasis placed on hazard assessment and safety issues.

American Sign Language
ASL

ASL A101
Elementary American Sign Language I
3 CR  Contact Hours: 3 + 0
Course Attributes: GER Humanities Requirement.
Prerequisites: ASL A101.
Course Attributes: GER Humanities Requirement.
Special Fees.
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: GER Humanities Requirement.
Special Fees.
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: GER Humanities Requirement.
Special Fees.
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: GER 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: GER 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: GER 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: GER 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: GER 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 A631 Field Methods in Archaeology**  
1-8 CR  
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 director. 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: GER 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: GER 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 type.

**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.
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, reference systems, sheet organization, code requirements, and research methods for detailing light commercial buildings.

AET A131
Structural Drafting
3 CR Contact Hours: 2 + 3
Prerequisites: AET A101 and AET A102.
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, reference systems, sheet organization, code requirements, and research methods for detailing light commercial buildings.

AET A142
Mechanical and Electrical Technology
4 CR Contact Hours: 3 + 2
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.
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.
Introduces 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.
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 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.
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 A181
Intermediate CADD for Building Construction
4 CR Contact Hours: 2 + 4
Prerequisites: AET A101 and AET A102.
Introduces intermediate level CADD (computer-aided design and drafting) skills for architectural, civil, structural, mechanical, and electrical drawings used in building construction.

AET A282
Advanced CADD Techniques
4 CR Contact Hours: 2 + 4
Prerequisites: AET A181.
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. Special Note: Does not meet AET certificate or degree requirements.
Introduces practical techniques and methods for planning, designing, constructing and remodeling owner-built single-family houses.
ART A100
Two Dimensional Activities: Select Drawing, Painting, Design, or Computer Topics
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 drawing, painting, design or computers may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

ART A101
Three Dimensional Activities: Select Metals, Sculpture, or Ceramics Topics
1-3 CR  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: Select Fiber, Basket Making, or Weaving Topics
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 fibers, basket making or weaving may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.

ART A103
Multi Process Activities: Select Printmaking, Papermaking, or Photography Topics
1-3 CR  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 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 A261  
History of World Art I  
3 CR  
Contact Hours: 3 + 0  
Prerequisites: ENGL A111.  
Course Attributes: GER Fine Arts Requirement GER Humanities Requirement.  
Special Fees.  
Origins and development of painting, sculpture, and architecture. Covers the history of art from prehistory through the Medieval Period emphasizing art of the Western World.

ART A262  
History of World Art II  
3 CR  
Contact Hours: 3 + 0  
Prerequisites: ENGL A111.  
Course Attributes: GER Fine Arts Requirement GER Humanities Requirement.  
Special Fees.  
Origins and development of painting, sculpture, and architecture. The course covers the history of art from the Renaissance through the modern period with emphasis on the art of the Western World.

ART A271  
Beginning Surface Design  
3 CR  
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 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 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 A472.  
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 A473.  
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 Fees.  
Special Note: Two hours in Flight Training Device required.  
Prepares students for FAA Private Pilot Knowledge Test. Includes basic aerodynamics, aircraft engine operation and flight instruments, navigation, weather information, and dissemination services. Covers FAA regulations, the Aeronautical Information Manual, radio communication, and navigation are also covered.

AT A116  Instrument Ground School  3 CR  Contact Hours: 3 + 0  
Registration Restrictions: Private Pilot Certificate or AT A100.  
Special Fees.  
Special Note: Two hours in Flight Training Device required.  
Preparation for FAA Instrument Pilot Knowledge Test. Includes attitude instrument flying, air traffic control and navigation facilities, pilot responsibilities, IFR en route charts, approach plates, airspace, and airway route system.

Biological Sciences  
BIOL

BIOL A102  Introductory Biology  3 CR  Contact Hours: 3 + 0  
Course Attributes: GER Natural Sciences Requirement.  
Special Note: Primarily for non-science majors. Satisfies GER 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).  
Course Attributes: GER Natural Sciences w/ Lab.  
Special Fees.  
Special Note: Primarily for non-science majors. Satisfies GER 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: GER Natural Sciences w/ Lab.
Special Note: Accepted for biology major credit only by petition. Satisfies UAA general education and CAS natural science degree requirements for specified baccalaureate degree programs. One 3-hour lab per week.
An introduction to human structure and function. The integumentary, skeletal, muscular, nervous and endocrine systems are considered.

BIOL A112
Human Anatomy and Physiology II
4 CR Contact Hours: 3 + 3
Prerequisites: BIOL A111.
Corequisite: BIOL A112L.
Course Attributes: GER Natural Sciences w/ Lab.
Special Note: Accepted for biology major credit only by petition. Satisfies UAA general education and CAS natural science degree requirements for specified baccalaureate programs. One 3-hour lab per week.
A continuation of BIOL A111. The circulatory, respiratory, digestive, excretory, reproductive and immune systems are considered.

BIOL A113
Lectures in Human Anatomy and Physiology I
3 CR 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: GER 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: GER 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 A200
Introduction to Complexity
3 CR Contact Hours: 3 + 0
Prerequisites: MATH A107.
An introduction to the science of complexity, currently used to predict system behavior in the physical, life, and social sciences. Emphasis is placed on complex systems in biology.

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.

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, 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.
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.
CHAPTER 7

BA A151  Introduction to Business  
3 CR  Contact Hours:  3 + 0  
Course Attributes: GER 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 condonatory 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 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: CIS 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. Discloses 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: GER 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, amines, amides, halides.

CHEM A103L
Survey of Chemistry Laboratory
1 CR Contact Hours: 0 + 3
Prerequisites: (CHEM A103 or concurrent enrollment).
Course Attributes: GER Natural Sciences w/ Lab.
Special Fees.
Introductory laboratory to teach the basics of laboratory equipment, data gathering, analysis, and reporting.

CHEM A104
Introduction to Organic Chemistry & Biochemistry
3 CR Contact Hours: 3 + 0
Prerequisites: CHEM A103.
Course Attributes: GER 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
Intro to Organic Chemistry & Biochemistry Lab
1 CR Contact Hours: 0 + 3
Prerequisites: CHEM A103 and (CHEM A104 or concurrent enrollment).
Course Attributes: GER Natural Sciences w/ Lab.
Special Fees.
Laboratory sequence based on the concepts presented in CHEM 104.

CHEM A105
General Chemistry I
3 CR 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: GER 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: GER Natural Sciences w/ Lab.
Special Fees.
Laboratory designed to teach the fundamentals of working with laboratory equipment, data gathering, analysis, and reporting.

CHEM A106
General Chemistry II
3 CR 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: GER 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.

COMM A111
Fundamentals of Oral Communication
3 CR Contact Hours: 3 + 0
Course Attributes: GER Oral Communications Requirement.
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: GER 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: GER 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: GER 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.

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.
Familiarizes 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 A101
Keyboarding
3 CR Contact Hours: 0+3 or 0+9
Special Note: Credit will not be counted for both (CIOS A101) and (CIOS A101A and CIOS A101B and CIOS A101C).
Introduces keyboarding skills and emphasizes correct techniques and development of speed, accuracy, and proofreading. Introduces word processing concepts to produce personal and business letters, tables, and reports.

CIOS A101A
Keyboarding A
1 CR Contact Hours: 0+1 or 0+3
Special Note: Credit will not be counted for both (CIOS A101) and (CIOS A101A and CIOS A101B and CIOS A101C).
Introduces the keyboard alphabet, number, and symbol keys. Emphasizes techniques and mechanics of keyboarding by touch.

CIOS A101B
Keyboarding B
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A101A.
Special Note: Credit will not be counted for both (CIOS A101) and (CIOS A101A and CIOS A101B and CIOS A101C).
Introduces keyboarding of memos, personal and business letters, and envelopes in a word processing program and continues to develop keyboarding skill and accuracy.

CIOS A101C
Keyboarding C
1 CR Contact Hours: 0+1 or 0+3
Special Note: Credit will not be counted for both (CIOS A101) and (CIOS A101A and CIOS A101B and CIOS A101C).
Introduces keyboarding of simple reports and tables in a word processing program and continues to develop keyboarding speed and accuracy.

CIOS A102
Keyboarding Skill Building
1 CR Contact Hours: 0 + 3
Prerequisites: CIOS A101A.
Grade Mode: Pass/No Pass.
Special Fees. Special Note: May be repeated with only 1 credit in each semester. Emphasizes development of keyboarding speed and accuracy.

CIOS A108
Graphic Design Fundamentals for Computer Applications
3 CR Contact Hours: 3 + 0
Prerequisites: CIOS A113 and [CIOS A130A or CIOS A130B].
Introduces the fundamentals of graphic design and art as they relate to media production.

CIOS A113
Operating Systems: MS Windows
1 CR Contact Hours: 0+1 or 0+3
Introduces the MS Windows operating system. Includes file and disk management, the control panel, desktop, utilities, MS Windows setup, and maintenance.

CIOS A115
Business Calculators
1 CR Contact Hours: 0+1 or 0+3
Introduces the touch method of keyboarding on a 10-key electronic business calculator while developing speed and accuracy in solving basic business mathematical problems.
COURSE DESCRIPTIONS

CIOS A116
Business Calculations
3 CR Contact Hours: 0+3 or 0+9
Prerequisites: [MATH A054 with minimum grade of C or ASSET Numerical Skills with score of 43].
Introduces business calculations and use of calculators by touch to solve problems in bank records, payroll, trade and cash discounts, mark-up and markdown, interest, consumer credit, depreciation, inventory, financial statements, insurance, and taxes.

CIOS A117
Logic Concepts for Computer Technology
1 CR Contact Hours: 0+1 or 0+3
Introduces how computers deal with numbers, calculations, and logic.

CIOS A118
Payroll Procedures
2 CR Contact Hours: 0+2 or 0+6
Introduces payroll procedures including calculating various types of payroll, keeping payroll records, federal laws, and reporting procedures.

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 A120A
Bookkeeping Software Applications I: QuickBooks
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A101A and CIOS A113.
Special Note: Knowledge of bookkeeping principles is recommended. Students are strongly encouraged to complete CIOS A221A to gain a fuller understanding of this topic.
Introduces the QuickBooks accounting program. Covers basic bookkeeping procedures for company setup and maintenance, data input for check register, accounts receivable, accounts payable, banking, and sales tax.

CIOS A125A
Electronic Communications I: MS Outlook
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A101A and CIOS A113.
Introduces features of the Microsoft Outlook communication software. MS Outlook is a full-featured program that offers e-mail, contact, time, and task management features.

CIOS A130A
Word Processing I: MS Word
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A101A or concurrent enrollment.
Introduces fundamentals, concepts, and applications of word processing. Students learn basic commands needed to create, format, edit, and print documents.

CIOS A130B
Word Processing I: WordPerfect
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: (CIOS A101A or concurrent enrollment).
Special Note: Students strongly encouraged to complete CIOS A230B to gain a fuller understanding of this topic.
Introduces fundamentals, concepts, and applications of word processing. Students learn basic commands needed to create, format, edit, and print documents.

CIOS A135A
Spreadsheets I: MS Excel
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A101A and CIOS A113.
Special Note: Students are strongly encouraged to complete CIOS A235A to gain a fuller understanding of this topic.
Introduces fundamental concepts in the design and use of spreadsheets. Includes basic commands, formulas and functions, and inserting of charts, objects, and hyperlinks.

CIOS A140A
Databases I: MS Access
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A101A and CIOS A113.
Special Note: Students are encouraged to complete CIOS A240A to gain a fuller understanding of this topic.

CIOS A146
Internet Concepts and Applications I
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A101A and CIOS A113.
Special Note: Students are encouraged to complete CIOS A246 to gain a fuller understanding of this topic.
Introduces basic concepts, tools, and uses of the Internet. Explores using electronic mail and browsing for research, academic, and personal use.

CIOS A150A
Presentations I: MS PowerPoint
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A101A and CIOS A113.
Special Note: Students are strongly encouraged to complete CIOS A151A to gain a fuller understanding of this topic.
Introduces fundamentals and concepts of presentation software and design techniques for development of graphic slides, including embedded graphs, tables, and visuals.

CIOS A151A
Presentations II: MS PowerPoint
2 CR Contact Hours: 0+2 or 0+6
Prerequisites: CIOS A150A.
Applies advanced skills in designing and presenting computer presentations.

CIOS A152A
Digital Imaging Concepts and Applications: Photoshop
3 CR Contact Hours: 3 + 0
Prerequisites: (CIOS A108 or concurrent enrollment) and (CIOS A130A or CIOS A130B) and CIOS A146.
Introduces the fundamentals, concepts, and applications of digital imaging techniques, including basic color theory, manipulating images, adding images to documents, and using digital images in animation and Web documents.

CIOS A153A
Web Site Design: HTML
1 CR Contact Hours: 1 + 0
Prerequisites: CIOS A146.
Introduces designing Web pages and documents using HyperText Markup Language (HTML), the source language for every page/document formatted for the World Wide Web (WWW). Sound design principles will be emphasized. No programming experience required.

CIOS A153B
Web Site Design: Dreamweaver
3 CR Contact Hours: 3 + 0
Prerequisites: (CIOS A130A or CIOS A130B) and CIOS A146 and (CIOS A152A or concurrent enrollment) and (CIOS A156 or concurrent enrollment).
Introduces the concepts and skills used to create web pages and web sites using HTML and web editors. Emphasis is given on good page layout from the perspective of commercial web site design. Dreamweaver software is introduced for students to utilize HTML code and web page design.
CHAPTER 7

C IOS A153C
Web Site Design: MS FrontPage
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A113.
Introduces planning, designing, and creation of a website. Covers basic Microsoft FrontPage commands and functions.

C IOS A154A
Desktop Publishing I: PageMaker
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A101A.
Special Note: Students are strongly encouraged to complete CIOS A254A to gain a fuller understanding of this topic.
Introduces fundamentals and concepts of desktop publishing and design elements used to create a variety of documents for publication, including flyers, brochures, and newsletters.

C IOS A154B
Desktop Publishing I: MS Publisher
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A101A.
Special Note: Students are strongly encouraged to complete CIOS A254B to gain a fuller understanding of this topic.
Introduces fundamentals and concepts of desktop publishing and design elements used to create a variety of documents for publication, including flyers, brochures, and newsletters.

C IOS A156
Web Graphics: Fireworks
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: [CIOS A130A or CIOS A130B] and CIOS A146 and CIOS A153.
Introduces the concepts and skills used to create web graphics such as animated GIFs, slices, and image maps. Teaches proper optimization of graphics and gives general guidance on proper use of graphics in a web site.

C IOS A160
Business English
3 CR Contact Hours: 3 + 0
Prerequisites: [PRPE A086 with minimum grade of C or ASSET Writing Skills with score of 40].
Special Fees.
Special Note: Recommend CIOS A161A and CIOS A260A.
Analyzes sentence structure and usage in business communications for application to proofreading and editing documents.

C IOS A161A
Proofreading
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: CIOS A101 and CIOS A160.
Introduces basic proofreading techniques. Includes instruction and practice in proofreading for content, usage, grammar, punctuation, and spelling.

C IOS A162A
Shorthand
3 CR Contact Hours: 0+3 or 0+9
Prerequisites: CIOS A101.
Introduces an alphabetic shorthand system designed for fast note taking or dictation.

C IOS A164
Filing
1 CR Contact Hours: 0+1 or 0+3
Special Note: Students are encouraged to complete CIOS A264A to gain a fuller understanding of this topic.
Introduces terminology, filing techniques, and ARMA (American Records Management Association) filing rules as they apply to alphabetic, numeric, subject, and geographic filing systems.

C IOS A165
Office Procedures
3 CR Contact Hours: 3 + 0
Prerequisites: CIOS A101 and [CIOS A130A or CIOS A130B].
Introduces students to the duties and responsibilities of office employees in the following areas: mail, records management, office communications, reprographics, public relations, travel, meetings, conferences, and employment procedures.

C IOS A201A
Document Processing
3 CR Contact Hours: 0+3 or 0+9
Prerequisites: CIOS A101A.
Applies keyboarding and word processing skills to letters, mail merges, tabulations, reports, business forms, and other office documents while building speed and accuracy.

C IOS A207
Machine Transcription
1 CR Contact Hours: 0 + 3
Prerequisites: CIOS A160 and CIOS A201A.
Registration Restrictions: Prerequisite or keyboarding skill and speed of 45 wpm.
Applies word processing and business English skills to create quality documents using transcription equipment. Designed for students with no previous transcription experience.

C IOS A208
Medical Transcription
3 CR Contact Hours: 0 + 9
Prerequisites: CIOS A160 and CIOS A201A.
Registration Restrictions: Prerequisite or keyboarding skill and speed of 45 wpm.
Applies word processing and business English skills to machine transcription of medical dictation to produce accurate, quality documents. Designed for students with no previous transcription experience. Students will learn needed medical terminology.

C IOS A209A
Legal Transcription
1-3 CR Contact Hours: 0 + 3-9
Prerequisites: CIOS A160 and CIOS A201A.
Registration Restrictions: Prerequisite or demonstrated equivalent skill and speed of 45 wpm.
Applies word processing and business English skills to machine transcription of legal dictation to produce accurate legal documents. Designed for students with no previous transcription experience.

C IOS A220A
Bookkeeping Software Applications II: QuickBooks
2 CR Contact Hours: 0+2 or 0+6
Prerequisites: CIOS A120A.
Applies skills learned in CIOS A120A to more advanced applications of creating financial reports, period-end procedures, payroll, inventory, jobs and time tracking, accounting issues, and integration with other software.

C IOS A230A
Word Processing II: MS Word
2 CR Contact Hours: 0+2 or 0+6
Prerequisites: CIOS A130A.
Applies skills acquired in CIOS A130A to learn intermediate and advanced word processing and desktop publishing features. Includes styles, graphics, merging documents, object linking and embedding, publishing as a web page, working with master documents, indexes, tables of contents, on-screen business forms, and macros.

C IOS A230B
Word Processing II: WordPerfect
2 CR Contact Hours: 0+2 or 0+6
Prerequisites: CIOS A130B.
Applies skill acquired in CIOS A130B to learn intermediate and advanced word processing and desktop publishing features. Includes styles, graphics, merging documents, object linking and embedding, publishing as a web page, working with master documents, indexes, tables of contents, on-screen business forms, and macros.

C IOS A235A
Spreadsheets I: Excel
2 CR Contact Hours: 0+2 or 0+6
Prerequisites: CIOS A135A.
Applies skills learned in CIOS A135A to designing more complex spreadsheets. Includes concepts and techniques for problem-solving and the decision-making process. Topics include design and construction of spreadsheets and templates, macros, data exchange, database features, enhancing charts, and other advanced functions.
COURSE DESCRIPTIONS

CIOS A240A Databases II: MS Access
2 CR Contact Hours: 0+2 or 0+6
Prerequisites: CIOS A140A.
Applies skills learned in CIOS A140A to more complex databases. Includes database concepts and techniques, queries, forms, filters, relationships, and integration with other applications.

CIOS A241 Integrated Applications
3 CR Contact Hours: 0+3 or 0+9
Prerequisites: CIOS A151A and [CIOS A230A or CIOS A230B] and CIOS A235A and CIOS A240A.
Applies the powerful integration capabilities of word processing, spreadsheet, database, and other applications, including the World Wide Web. Builds skill in application integration through a variety of projects that include using critical thinking, work organization, time management, and teamwork skills.

CIOS A246 Internet Concepts and Applications II
2 CR Contact Hours: 0+2 or 0+6
Prerequisites: CIOS A146.
Applies Internet concepts, utilities, and tools. Includes study of security and ethics issues, search strategies, communication tools, basic HTML, and new Internet technologies.

CIOS A251A Desktop Publishing Concepts and Applications: InDesign
3 CR Contact Hours: 0+3 or 0+9
Prerequisites: CIOS A108 and [CIOS A130A or CIOS A130B].
Presents design techniques and the utilization of desktop publishing software to generate sophisticated publications. Topics include the mechanics of desktop publishing, graphic design and printing, and planning and implementation of publishing projects.

CIOS A254A Desktop Publishing II: PageMaker
2 CR Contact Hours: 0+2 or 0+6
Prerequisites: CIOS A154A.
Applies skills learned in CIOS A154A to more advanced desktop publishing concepts and techniques. Presents design techniques and the use of desktop publishing software to generate sophisticated publications. Topics include scanning, graphic formats, typography, and integration with other applications.

CIOS A254B Desktop Publishing II: MS Publisher
2 CR Contact Hours: 0+2 or 0+6
Prerequisites: CIOS A154B.
Applies skills learned in CIOS A154B to more advanced desktop publishing concepts and techniques. Presents design techniques and the use of desktop publishing software to generate sophisticated publications. Topics include scanning, graphic formats, typography, and integration with other applications.

CIOS A259 Preparing Electronic Documents: Adobe Acrobat
1 CR Contact Hours: 0+1 or 0+3
Prerequisites: [CIOS A130A or CIOS A130B] and CIOS A146.
Covers publishing documents in portable document format, designing and creating forms and documents that can be emailed, uploaded, and accessed on the World Wide Web, placed on intranet file systems, or permanently stored on any media storage device.

CIOS A260A Business Communications
3 CR Contact Hours: 3 + 0
Prerequisites: ENGL A111.
Registration Restrictions: Keyboarding and word processing skills, knowledge of document formats.
Special Note: Recommend CIOS A160 and CIOS A161A.
Applies techniques of communications to business situations requiring problem solving and an understanding of human relations. Topics include communication principles, written communications (letters, memorandums, and reports), oral presentations, and technology used to enhance written and oral communications.

CIOS A261A Interpersonal Skills in Organizations
3 CR Contact Hours: 3 + 0
Prerequisites: CIOS A165.
Examines theories and practices of human behavior that deal with the work place. Emphasizes leadership theory; problems in communication and motivation; and interpersonal skills that enhance the ability to function successfully with others in an organization.

CIOS A262A Professional Development
3 CR Contact Hours: 3 + 0
Registration Restrictions: Instructor permission. Special Note: Must be taken in final semester of program.
Focuses on the knowledge and attitudes necessary to develop critical job survival skills, increase productivity, and improve job satisfaction and success. Each student will assess individual talents and goals, and create a career portfolio.

CIOS A264A Records Management
2 CR Contact Hours: 0+2 or 0+6
Prerequisites: CIOS A164.
Applies principles learned in CIOS A164 to management of information and records. Covers the field of records management, legal and ethical issues, and controls and technology related to creation, use, maintenance, protection, retrieval, and disposition of paper and electronic records.

CIOS A265 Office Management
3 CR Contact Hours: 3 + 0
Prerequisites: CIOS A160 and CIOS A165.
Examines workplace trends, management techniques, communication, conflict resolution, ethics, diversity, technology, legal issues, and changing roles of the administrative professional.

CIOS A266 Law Office Procedures: Litigation Documents
3 CR Contact Hours: 3 + 0
Prerequisites: CIOS A201A and [CIOS A230A or CIOS A230B]. Special Note: Students are encouraged to complete CIOS A267 and CIOS A269.
Applies word processing and computer skills to the preparation of legal documents used in civil litigation with emphasis on accuracy, style, and purpose of documents. Studies the process of a civil action through the court system from the filing of a complaint through an appeal, some applicable civil rules, and legal vocabulary. Other topics include criminal actions and federal court actions.

CIOS A267 Law Office Procedures: Client Documents
3 CR Contact Hours: 3 + 0
Prerequisites: CIOS A201A and [CIOS A230A or CIOS A230B]. Special Note: Students are encouraged to complete the complementary course, CIOS A266.
Applies word processing and computer skills to preparation of legal documents in the areas of corporate, family, probate, real estate, and bankruptcy law with emphasis on accuracy, style, and understanding the purpose of the documents. Studies legal procedures and legal vocabulary in these areas and examines law office organization and legal ethics.

CIOS A269 Alaska Rules of Civil Procedures
3 CR Contact Hours: 3 + 0
Prerequisites: CIOS A266.
Studies Alaska Rules of Civil Procedure and Alaska Rules of Appellate Procedure in depth as they apply particularly to lawyers' assistants working with litigation documents.

CIOS A270 Project Management Fundamentals
2 CR Contact Hours: 2 + 0
Introduces project management fundamentals and develops skills required to contribute as a project team member and leader of small projects that are related to a student's area of technical expertise. Topics include project planning and design, project team skills, project implementation and reporting, and project completion.
CHAPTER 7

CIOS A276A
Independent Project
3 CR Contact Hours: 3 + 0
Registration Restrictions: 12 credits CIOS courses.
Includes learning a new microcomputer application, applying the application to significant problems, and demonstrating the result to other computer users.

CIOS A282
Office Internship
1-3 CR Contact Hours: 0 + 3-9
Prerequisites: CIOS A165.
Registration Restrictions: Minimum of 12 CIOS credits and instructor permission.
Special Note: Requires 45 hours of work experience for each credit.
Places students in business offices related to their educational programs and occupational objectives. Includes conference with faculty coordinator.

Computer Information Systems
CIS

CIS A105
Introduction to Personal Computers and Application Software
3 CR Contact Hours: 3 + 0
Registration Restrictions: Keyboarding skill of 30 wpm or better is recommended.
Introduction to computer literacy emphasizing basic hands-on use of personal computers, operating system, and application software to include word processing, spreadsheets, databases, presentation graphics, and Internet.

CIS A110
Computer Concepts in Business
3 CR Contact Hours: 3 + 0
Prerequisites: MATH A105 and CIS A105.
Registration Restrictions: Familiarity with personal computers and basic software applications, and keyboarding skills of at least 30 wpm are recommended. It is assumed that students have completed a college preparation curriculum in high school including a minimum of three years of mathematics.
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 and database applications.

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
Special Fees.
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, cable 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/PDLCIA 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.

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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: CIS A105.
Provides an 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.
Provides an introduction to networking concepts, features, and capabilities and their implementation within the Windows 2000 environment.

CNT A240
Windows 2000 System Essentials
2 CR  Contact Hours: 1 + 2
Prerequisites: CNT A210.
Provides concepts and skills to install and configure Windows 2000 Professional and Server. 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 A241
Administering and Supporting Windows 2000 Professional and Server
3 CR  Contact Hours: 2 + 2
Prerequisites: CNT A240.
Provides concepts and skills to install and configure Windows 2000 Professional and Server. This course also prepares 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 also prepares students to take Microsoft exams 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 knowledge and skills 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 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.

CNT A290
Selected Topics in Information Technology
1-3 CR Contact Hours: 0-3 + 0-6
Special Fees.
Special Note: Prerequisites will vary with topic.
Provides students with intermediate to advanced knowledge in information technology-related topics.

Computer Science

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 minimum grade of C or Math Placement Test is required.
Special Note: 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. The following basic skills are expected: how to use a web browser, send email, edit with a word processor, copy files, open and save documents, and open and close windows.

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 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

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 A260D
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.
COURSE DESCRIPTIONS

CWL 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.

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.

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.
CHAPTER 7

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 A215
Introduction to Inclusive Early Education: Strategies
3 CR  Contact Hours:  3 + 0
Special Fees.

Introduction to early childhood settings which include children with
special needs. Overview of inclusive strategies in the classroom, home,
and community. Includes introduction to the Individualized Family
Service Plan, Individual Education Plan, and interdisciplinary team roles.

ECD A217
Behavioral Health: Young Children with Special Needs
3 CR  Contact Hours:  3 + 0
Special Fees.

Examination of behavioral health of children with special needs from
birth to age eight. Topics include introduction to identification;
classification of diagnosis; impact of special needs on behavior; child
abuse and neglect; inclusion of children with challenging behaviors; team
approach in behavioral health.

ECD A218
Understanding Legal and Ethical Issues: Young Children with
Special Needs
3 CR  Contact Hours:  3 + 0

In-depth look at the legal issues involved in working with young
children with special needs. Examination of laws ADA and IDEA; IFSP
and IEP processes; crisis intervention; mandated reporting of child abuse
and neglect; cultural issues; legal guardianship. Confidentiality and
service delivery in rural and remote areas stressed.

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 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 childrearing 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
caring, 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 A234
Administration of Early Childhood Programs
3 CR  Contact Hours:  3 + 0
Registration Restrictions: Students should have 3 credits of child
development, or concurrent enrollment in child development course work
and instructor approval.

Survey course designed for practicing and aspiring administrators of
infant/toddler, preschool, or school-age child care programs. Course
content includes: organizational leadership and management, financial
and legal issues, program development, and community relations.

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 A201**  
**Principles of Macroeconomics**  
3 CR  
Contact Hours: 3 + 0  
Course Attributes: GER 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: GER Social Sciences Requirement.  
Theory of prices and markets; industrial organization; public policy; income distribution; and contemporary problems of labor and business.

### Electronics Technology

**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 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 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 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 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 DHSS.  
Intermediate EMT course providing EMT I 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.
CHAPTER 7

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.
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: GER 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
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.
Instructional 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: GER 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: GER 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: GER 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: GER 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: GER 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: GER 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: GER 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: GER Humanities Requirement.
Study of significant writers of the United States, focusing primarily on the 19th century and including literature that reflects important cultural, historical, political, and aesthetic forces.
ENGL A307
Literature of the United States II
3 CR 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: GER Written Communication Requirement.
Study of significant writers of the United States, focusing primarily on the 20th century and including literature that reflects important cultural, historical, political, and aesthetic forces.

ENGL A311
Advanced 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: GER 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: GER 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: GER Written Communication Requirement. Special Fees.

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.
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.
CHAPTER 7

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
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
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
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
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.

FREN

FREN A101
Elementary French I
4 CR Contact Hours: 4 + 0
Course Attributes: GER 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: GER Humanities Requirement. Special Fees.
Continuing study of grammar and vocabulary. The conjugation of the remaining verbal forms: imperfect, future, conditional and various compound tenses will be studied as well as the imperative and the subjunctive moods. Practice in reading, speaking, and writing on themes of contemporary interest will stress good accent along with style.

FREN A201
Intermediate French I
4 CR Contact Hours: 4 + 0
Prerequisites: FREN A102.
Course Attributes: GER Humanities Requirement. Special Fees.
Review of the more complex grammatical structures and expansion of the vocabulary. This course will emphasize the reading of graded literary excerpts by contemporary French authors. Students will attempt to interpret their content while analyzing the structures and the expression. French pronunciation will be enhanced through classroom practice in reading and discussing materials and topics of current interest. Conducted in French.

FREN A202
Intermediate French II
4 CR Contact Hours: 3 + 2
Prerequisites: FREN A201.
Course Attributes: GER 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.

GEOG

GEOG A101
Introduction to Geography
3 CR Contact Hours: 3 + 0
Course Attributes: GER 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: GER 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.
COURSE DESCRIPTIONS

GEOG A205L
Elements of Physical Geography Laboratory
1 CR
Contact Hours: 0 + 3
Course Attributes: GER Natural Sciences w/ Lab.
Special Fees.
Optional laboratory of one additional credit.

Geology

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: GER Natural Sciences w/ Lab.
Special Fees.
Introduction to physical geology. Study of earth, its materials, and processes affecting changes on and within it. Laboratory training in use of topographic maps, and recognition of common rocks and minerals.

GEOL A112
Historical Geology
4 CR
Contact Hours: 3 + 3
Prerequisites: GEOL A111.
Course Attributes: GER Natural Sciences w/ Lab.
Special Fees.
History of earth through geologic time from origin of universe to present, with emphasis on North America. Includes major geologic events, plate tectonics, major life forms of the past, and how they can be inferred from rock records. Lab includes identification of invertebrate fossils, understanding of geologic maps, principles of stratigraphy, and field trip.

GEOL A115
Environmental Geology
3 CR
Contact Hours: 3 + 0
Prerequisites: MATH A055.
Course Attributes: GER Natural Sciences Requirement.
An introduction to the study of applied geology. Environmental issues, focusing on geologic hazards, water and air quality, water supply, waste, energy, global systems, and planning utilizing technical, social, and political approaches to problem management.

GEOL A115L
Laboratory in Environmental Geology
1-2 CR
Contact Hours: 0 + 3-6
Prerequisites: GEOL A100 or GEOL A111 or (GEOL A115 or concurrent enrollment).
Course Attributes: GER Natural Sciences w/ Lab.
Special Fees.
Investigation of problems in environmental geology related to hydrology, acid rain, pollution, and geologic hazards with emphasis on the Anchorage area. Independent study format includes reading, measurements, use of computer programs, and field trips.

German

GER A101
Elementary German I
4 CR
Contact Hours: 4 + 0
Course Attributes: GER 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: GER Humanities Requirement.
Special Fees.
Continuation of GER 101, designed for students able to comprehend and initiate very basic survival conversations on everyday topics, read short texts and write simple paragraphs. Students gain confidence in asking and answering questions, learn to sustain modest conversations, increase their vocabulary, reading and writing skills, and knowledge of grammatical and sentence structures, and deepen their understanding of the German-speaking cultures.

Guidance

GUID A150A
Survival Skills/College
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 Care Assisting

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 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.
CHAPTER 7

Health Sciences
HS

HS A350
Drugs and Drug-Taking Behavior
3 CR
Contact Hours: 3 + 0
Prerequisites: PSY A111.
A 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 or PSY 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: GER Humanities Requirement GER 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: GER Humanities Requirement GER 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: GER Humanities Requirement GER 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: GER Humanities Requirement GER 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: GER Humanities Requirement GER 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: GER Humanities Requirement GER Social Sciences Requirement.

HIST A237
American Civil War
3 CR
Contact Hours: 3 + 0
Course Attributes: GER Humanities Requirement GER Social Sciences Requirement.
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 A306
The Roman Empire
3 CR
Contact Hours: 3 + 0
Prerequisites: HIST A101 and HIST A225.
The Roman Empire from the assassination of Julius Caesar to the "fall" of the Empire in AD 476. Its principal focus is upon the political and social history of the Empire.

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.
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 A355
Major Themes in US History
3 CR
Contact Hours: 3 + 0
Registration Restrictions: Sophomore standing.
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
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
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
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
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 A478
Studies in Early American History
Contact Hours: 3 + 0
Prerequisites: HIST A131.
Special Note: May be repeated for credit with a different subtitle.
An examination of selected fundamental topics in early American history. Areas will be studied as student need and faculty expertise indicate. Subtitle varies.

HIST A479
Studies in Modern American History
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 A486
Studies in Modern Europe
Contact Hours: 3 + 0
Prerequisites: HIST A102.
Special Note: May be repeated for credit with a change of subtitle.
This course is a study of selected important topics in modern European history. These include World War I, European Fascism and National Socialism, European Marxism, and World War II. The course will be offered as student need and faculty expertise indicate. Subtitle varies.

HIST A641
Studies in Alaska History
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 A211
Introduction to Humanities I
Contact Hours: 3 + 0
Prerequisites: ENGL A111.
Course Attributes: GER Humanities Requirement.
Integrated exploration of fundamental principles of literature, music, philosophy, and visual arts.

HUM A212
Introduction to Humanities II
Contact Hours: 3 + 0
Prerequisites: ENGL A111.
Course Attributes: GER Humanities Requirement.
A study of a given historical period or periods with reference to art, literature, philosophy, and music.

Human Services

HUMS A101
Introduction to Human Services
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
Contact Hours: 3 + 0
Prerequisites: SOC A101.
Crosslisted with: SWK A106.
Course Attributes: GER Social Sciences Requirement.
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
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
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
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  
*Contact Hours: 3 + 0*  
Exploration of behaviors, values, attitudes and consequences of contemporary patterns of marriage, divorce and intimate relationships from the perspectives of American Culture, ethnic groups and students. Examines values and attitudes toward family, sex roles, sexuality, marriage and divorce; six traditional and contemporary relationship options; dynamics of intimate relationships; and relationships in the future.

**HUMS A153**  
**Human Relations**  
3 CR  
*Contact Hours: 3 + 0*  
A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

**HUMS A223**  
**Introduction to Paraprofessional Counseling I**  
3 CR  
*Contact Hours: 3 + 0*  
Special Fees.  
Focuses on systematic approach to effective helping and helping skills which fall into the following skill categories: skills for understanding, skills for comfort and crisis intervention, and skills for positive action.

**HUMS A231**  
**Applied Behavioral Analysis I**  
2 CR  
*Contact Hours: 2 + 0*  
Prerequisites: HUMS A231.  
Overview of behavioral analysis and its implementation by direct care providers who work with populations requiring specialized interventions. Includes social learning theory, specific behavior management procedures and techniques, teaching new behaviors, reducing undesirable behaviors, task analysis and data collection and interpretation. Emphasis on student skill development in working with emotionally disturbed and developmentally disabled youth and adults and socially maladapted youth.

**HUMS A232**  
**Applied Behavioral Analysis II**  
2 CR  
*Contact Hours: 2 + 0*  
Prerequisites: HUMS A231.  
Offers in-depth understanding and proficiency in applied behavioral analysis. Application of skills in teaching new behaviors, reducing undesirable behaviors, and managing behaviors among varied populations requiring specialized interventions. Also examines integration of counseling and behavioral programming.

**HUMS A256**  
**Groups and Organizations**  
3 CR  
*Contact Hours: 3 + 0*  
Introduces basic theories, practices and issues of relevance to working in human service agencies and develops skills to work effectively in an organizational setting. As a result of this course, the student should be more effective in observing, and political dynamics of service delivery groups and organizations.

**HUMS A262**  
**Human Services Practicum I**  
4 CR  
*Contact Hours: 1 + 10*  
Prerequisites: HUMS A101 and [PSY A223 or 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 A263**  
**Human Services Practicum II**  
4 CR  
*Contact Hours: 1 + 10*  
Prerequisites: HUMS A262.  
Registration Restrictions: Faculty permission.  
Special Fees.  
Continuation of HUMS A262. Emphasizes increasing responsibility for direct client services. Problem assessment, case planning and management, and preparation for entry-level professional responsibilities. Weekly in class seminar to facilitate integration of knowledge, skills, and values. Agency placement arranged.

**HUMS A324**  
**Introduction to Paraprofessional Counseling II**  
3 CR  
*Contact Hours: 3 + 0*  
Prerequisites: HUMS A223.  
Special Fees.  
Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.

**HUMS A333**  
**Alternative Dispute Resolution**  
3 CR  
*Contact Hours: 3 + 0*  
Prerequisites: [HUMS A223 or PSY A223] and [HUMS A324 or PSY 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 A350**  
**Men and Masculinity**  
3 CR  
*Contact Hours: 3 + 0*  
Prerequisites: SOC A101 or PSY A111.  
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 A390**  
**Selected Topics in Human Service Practice**  
0.5-3 CR  
*Contact Hours: .5-3 + 0*  
Prerequisites: HUMS A101.  
Provides the most current education in the area of Human Service practice. Specific topics will vary.

**HUMS A412**  
**Ethical Issues in Human Services Practice**  
3 CR  
*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.
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 A434
Group Facilitation for Human Service Professionals
3 CR Contact Hours: 3 + 0
Prerequisites: HUMS A223 and HUMS A324.
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.
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.
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.
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 required. More time will be spent in direct client contact to enhance interpersonal counseling skills. Increasing independence is emphasized.

Japanese

JPN A101
Elementary Japanese I
4 CR Contact Hours: 4 + 0
Course Attributes: GER Humanities Requirement.
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: GER Humanities Requirement.

JPC A101
Introduction to Mass Communication
3 CR Contact Hours: 3 + 0
Course Attributes: GER Social Sciences Requirement.
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: GER 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.
Basic principles including camera functions and the utilization of these functions for artistic expression through the processing and printing of black and white film.

JPC A311
Magazine Writing
3 CR Contact Hours: 3 + 0
Prerequisites: JPC A301.
Article writing for publication in magazines, preparation of query letters, market analysis, and manuscript writing. Includes discussion of ethical and legal issues of special concern in magazine writing.

JPC A324
Intermediate Photography
3 CR Contact Hours: 0 + 6
Prerequisites: JPC A224 or ART A224.
Crosslisted with: ART A324.
Further development of photographic skills. Includes photographic perception of awareness, ideas and concepts, and the "Fine print."

Interior Design

ID A141
Interior Design
3 CR Contact Hours: 3 + 0
Beginning interior design survey course. Design theory as related to planning and decorating homes. Particular emphasis on developing individual styles, color schemes, floor, wall and window coverings, basic lighting, and interior furnishings.
JPC A424
Advanced Photography
3 CR Contact Hours: 0 + 6
Prerequisites: JPC A324 or ART A324.
Croslisted with: ART A424.
Special Fees.
Special Note: May be repeated for credit.
  Development of images that reflect individual expression. Provides for individual portfolio development.

JUST A110
Introduction to Justice
3 CR Contact Hours: 3 + 0
Course Attributes: GER 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.
Croslisted 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
Croslisted 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.
Croslisted 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: GER 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.

LAT A101
Elementary Latin I
3 CR Contact Hours: 3 + 0
Course Attributes: GER Humanities Requirement.
Special Fees.
  Introduction to language covering grammar, syntax, vocabulary and pronunciation.

LAT A102
Elementary Latin II
3 CR Contact Hours: 3 + 0
Prerequisites: LAT A101.
Course Attributes: GER Humanities Requirement.
Special Fees.
  Continued development of grammar, syntax, and vocabulary; increasing emphasis on reading selected texts.

LSIC A231
Truth, Beauty, and Goodness
3 CR Contact Hours: 3 + 0
Prerequisites: (ENGL A111 or concurrent enrollment).
Croslisted 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: GER 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: GER Natural Sciences w/ Lab.
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: GER Natural Sciences w/ Lab.
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.

LSIS A202
Concepts and Processes: Natural Sciences
5 CR  Contact Hours: 3 + 6
Prerequisites: LSIS A201.
Course Attributes: GER Natural Sciences w/ Lab.
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
Course Attributes: GER Natural Sciences Requirement.
Cultural 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.

Logistics
LOG

LOG A378
Management of Global Logistics Supply Chains
3 CR  Contact Hours: 3 + 0
Prerequisites: (BA A377 or concurrent enrollment).
Registration Restrictions: College of Business and Public Policy majors must be admitted to upper-division standing.
Introduction to logistics supply chain concepts, structures, design, and management. Logistics supply chain processes, costs, and decisions.

LOG A379
Transportation Management
3 CR  Contact Hours: 3 + 0
Prerequisites: LOG A378.
Registration Restrictions: College of Business and Public Policy majors must be admitted to upper-division standing.
Structure and operating characteristics of the transportation sector. Transportation carrier modes. Procurement and use of transportation services.

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.
CHAPTER 7

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
Prerequisite-Algebra
3 CR  Contact Hours:  3 + 0
Special Fees.
Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.
Basic concepts of prerequisite-algebra mathematics. Includes arithmetic operations and applications, whole numbers, integers, fractions, decimals, ratio and proportion, percent, geometry and measures, exponents, algebraic expressions, polynomials, solution of simple equations, and introduction to graphing and statistics.

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 A102
Business Math
3 CR  Contact Hours:  3 + 0
Designed for students with a modest mathematical background who wish to develop skills in applied business mathematics and financial matters. Topics include simple and compound interest, notes, present value, trade and cash discounts, markup/markdown, payrolls, depreciation, casualty insurance, sales and property tax, installment buying and business statistics.

MATH A105
Intermediate Algebra
3 CR  Contact Hours:  3 + 0
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: GER 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: GER 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: GER 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: GER 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 or equivalent with minimum grade of C.
Registration Restrictions: Department Approval. Minimum grade of C in
GER Quantitative Skills course.
Special Fees.
Special Note: MATH A205 requires a minimum grade of C.

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 automatata, 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 A107.
Registration Restrictions: If prerequisite is not satisfied, two years of high
school algebra or Math Placement Test is required.
Course Attributes: GER 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: GER Quantitative Skills Requirement.
Special Fees.
Functions and graphs, differentiation, exponential and logarithmic
functions, antiderivative and integration, functions of several
variables. Applications of these mathematical concepts.

Medical Assisting
MA
MA A101
Medical Terminology I
3 CR  Contact Hours:  3 + 0
Medical terminology, including analysis of its roots and origins.
Anatomical, diagnostic, operative, and laboratory terminology of human
body systems and selected medical specialties. Emphasis on spelling
and pronunciation.

MA A120
Medical Office Procedures I
4 CR  Contact Hours:  3 + 2
Special Fees.
Introduction and orientation to administrative and business aspects of
medical offices and duties of medical office receptionist or administrative
assistant. Includes medical law and ethics, reception and telephone
procedures, orientation to health sciences, public relations,
professionalism, and psychology of patient care.

MAA140
Medical Transcription I
3 CR  Contact Hours:  1 + 4
Prerequisites: (MA A101 or concurrent enrollment).
Registration Restrictions: 45 WPM keyboarding in Windows word
processing.
Special Fees.
Practice in machine transcribing of medical dictation, including
medical report format and terminology.

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: GER 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 notetreading skills, and six basic fingerstyle guitar
patterns.
CHAPTER 7

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 A152
Voice Class I
1 CR
Contact Hours: 1 + 0
Registration Restrictions: Ability to match pitches.
Special Fees.
Special Note: Ability to read music not a prerequisite.
Study and practice of basic fundamentals of singing and song interpretation, stressing attitude and correct practice habits. Introduces and expands general knowledge of singing: mechanism, technique, repertoire, and performance practices.

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 A164
Private Lessons (Non-Major)
1-2 CR
Contact Hours: 1-2 + 3-6
Special Fees.
Continuation of MUS A163.

MUS A202
Concert Chorus II
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 A221
History of Music I
3 CR
Contact Hours: 3 + 0
Prerequisites: MUS A121 or MUS A131.
Course Attributes: GER Fine Arts Requirement GER Humanities Requirement.
Music before 1750. Explores stylistic developments and structure through Medieval, Renaissance, and Baroque eras within their historical context. Also covers World Music topics, with attention to the Music of the North (Alaska Native).

MUS A222
History of Music II
3 CR
Contact Hours: 3 + 0
Prerequisites: MUS A121 or MUS A131.
Course Attributes: GER Fine Arts Requirement GER 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 within their historical context.

Paralegal Studies
PARL

PARLA101
Introduction to Law
3 CR
Contact Hours: 3 + 0
Course Attributes: GER 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: GER 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: GER 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: GER 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: GER 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: GER Humanities Requirement.
Survey and comparative study of the major religious traditions of the West: Judaism, Christianity, and Islam. Concepts of redemption and revelation, the life of worship, and religious transformation will be stressed.
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.

PHYS A123  
Basic Physics I  
3 CR  
Contact Hours: 3 + 0  
Prerequisites: MATH A105.  
Registration Restrictions: High school trigonometry.  
Course Attributes: GER 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 A124L  
Basic Physics I Laboratory  
1 CR  
Contact Hours: 0 + 3  
Prerequisites: PHYS A123 with minimum grade of C.  
Course Attributes: GER Natural Sciences w/ Lab.  
- Introductory physics laboratory, with experiments in mechanics, fluids, and thermodynamics.

PHYS A123L  
Basic Physics II  
3 CR  
Contact Hours: 3 + 0  
Prerequisites: PHYS A123 with minimum grade of C.  
Course Attributes: GER 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: GER Natural Sciences w/ Lab.  
- Introductory physics laboratory, with experiments in thermodynamics, electricity and magnetism, waves, and optics.

PE A119  
Fitness for Life  
2 CR  
Contact Hours: 1 + 2  
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 A130  
Beginning Yoga  
1 CR  
Contact Hours: .5 + 1  
Special Fees.  
Special Note MSC: Iyengar (Hatha) type yoga is taught, no Kundalini yoga.  
- Introduces Kundalini Yoga physical exercises, breathing techniques, and relaxation exercises.

PE A230  
Intermediate Yoga  
1 CR  
Contact Hours: .5 + 1  
Prerequisites: PE A130.  
Special Fees.  
Special Note MSC: Iyengar (Hatha) type yoga is taught, no Kundalini yoga.  
- Presents intermediate level Kundalini Yoga physical exercises, breathing techniques, meditation, and relaxation exercises.

PS A101  
Introduction to American Government  
3 CR  
Contact Hours: 3 + 0  
Course Attributes: GER 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: GER 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.

PRPE A076  
Reading Strategies  
3 CR  
Contact Hours: 3 + 0  
Prerequisites: ASSET Reading Skills with score of 34.  
- 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.  
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 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] or PRPE A084 with minimum grade of C.  
Registration Restrictions: Minimum score on an English placement test or prerequisite.  
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.
CHAPTER 7

**PRPE A105**
*Basic College Study Skills*
1-3 CR  Contact Hours: 1-3 + 0
Prerequisites: ASSET Reading Skills with score of 39.
Special Fees.
Introduces study skills necessary for success in college-level courses. Presents strategies for information processing, lecture and textbook note-taking, and test taking in academic settings.

**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 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] or PRPE A086 with minimum grade of C.
Registration Restrictions: Minimum score on English placement test or prerequisite.
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: GER 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 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 A143**
*Death and Dying*
3 CR  Contact Hours: 3 + 0
Special Fees.
An examination of the event of death and the process of dying in contemporary society. Psychological aspects of loss, grieving, and acceptance of one's own mortality are presented along with an exploration of helping services available in the local community. Social issues involving death are discussed.

**PSY A150**
*Life Span Development*
3 CR  Contact Hours: 3 + 0
Course Attributes: GER 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 A168**
*Human Sexuality*
3 CR  Contact Hours: 3 + 0
Introduces topics of human sexual functioning including physiology, psychology, sociology, philosophy, and morality of human sexual practices and love.

**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.
Explores 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.

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PSY A245L
Child Development Laboratory
1 CR
Contact Hours: 0 + 3
Prerequisites: (PSY A245 or concurrent enrollment).
Special Fees.
Laboratory experience that extends the understanding of cognitive, affective, social, and physical development of children gained from PSY A245, Child Development. Includes field observations of and interactions with children in settings such as daycare centers, schools, and community-based service organizations.

PSY A252
Research Methods in Psychology
3 CR
Contact Hours: 3 + 2
Conducts and analyzes the chemical composition and properties of physical and materials. 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.

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.

PSY A261
Abnormal Psychology
3 CR
Contact Hours: 3 + 0
Prerequisites: PSY A111.

PSY A345
Social Psychology
3 CR
Contact Hours: 3 + 0
Prerequisites: PSY A111 or PSY A150.
Focuses on individuals in social situations and the scientific study of how individuals think about, influence, and relate to one another. Includes theory and research on subjective beliefs about the self and the social world; attitudes and behaviors; genes and culture; conformity; persuasion; group dynamics; prejudice; aggression; attraction; and altruism.

PSY A375
Strategies of Behavior Change
3 CR
Contact Hours: 3 + 0
Prerequisites: PSY A111 or PSY A150.
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 A445
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.
Corequisite: SOC A453.

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.

Refrigeration and Heating RH

RH A101
Refrigeration and 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, ratio 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 A122
Refrigeration and Air Conditioning
4 CR
Contact Hours: 3 + 2
Prerequisites: RH A101 and RH A103 and RH A105.
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.
CHAPTER 7

RH A126 Electrical Circuits for Refrigeration and Heating II
3 CR Contact Hours: 2 + 2
Prerequisites: RH A101 and RH A103 and RH A105.
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 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.

RH A290 Selected Topics in Refrigeration and Heating
1-3 CR Contact Hours: 0-3 + 0-9
Special Fees.
Special Note: May be repeated up to 6 credits with change of subtitle.
Offered only at Matanuska-Susitna College.
Topics in heating, ventilating, air conditioning, and refrigeration (HVAC/R); such as theory, problem solving, system operation, economic analysis, specialized applications, performance optimization, or specialized study in an area of the trade.
Russian

RUSS A101
Elementary Russian I
4 CR
Course Attributes: GER Humanities Requirement.
Special Fees.
Special Note: Requires use of language lab outside of class time.
Introduces Russian language and culture for students with no background in Russian. Students learn alphabet and past and future tenses, and read simple paragraphs. Focuses on life in the Russian-speaking countries. Emphasizes conversation.

RUSS A102
Elementary Russian II
4 CR
Prerequisites: RUSS A101.
Course Attributes: GER Humanities Requirement.
Special Fees.
Special Note: Requires use of language lab outside of class time.
Students learn rudiments of Russian grammar while continuing to build vocabulary and conversational skills. Use of Russian language newspapers, magazines and atlases to enhance reading skills.

RUSS A201
Intermediate Russian I
4 CR
Prerequisites: RUSS A102.
Course Attributes: GER Humanities Requirement.
Special Fees.
Special Note: Requires use of language lab outside of class time.
Continuing study of rudimentary Russian grammar. Emphasizes vocabulary expansion, along with enhancement of speaking skills in real-life situations.

RUSS A202
Intermediate Russian II
4 CR
Prerequisites: RUSS A201.
Course Attributes: GER Humanities Requirement.
Special Fees.
Special Note: Requires use of language lab outside of class time.
Introduces intermediate grammar concepts. Students read independently and discuss readings in class. Cultural material incorporated at all times.

Social Work

SWK

SWK A106
Introduction to Social Welfare
3 CR
Prerequisites: SOC A101.
Course Attributes: GER 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 A122
Introduction to Hospice: Volunteer Training
2 CR
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 A306
Introduction to Social Work
3 CR
Prerequisites: SWK A106 or HUMS A106.
Introduces the profession of social work and its place in the social welfare institution. Special emphasis is placed upon client-centered generalist social work and the knowledge, skills, abilities and values necessary for professional practice. Fields of practice are studied in terms of the programs and services provided to client systems and social work's role within these fields.

SWK A342
Human Behavior in the Social Environment
3 CR
Prerequisites: PSY A150.
Registration Restrictions: Human biology course content equivalent to one 3-credit course.
Identification and analysis of various theoretical frameworks for understanding human behavior with emphasis on interactions between the individual and the environment. A social systems model serves as the organizing framework for addressing the behavior and development of individuals, groups, families, organizations, and communities with emphasis on the reciprocal influences between individuals, societal institutions, and diverse economic, political, and psychological variables which impact and influence behavior, growth, development and change.

SWK A343
Human Behavior: Diversity and Discrimination
3 CR
Prerequisites: SWK A342.
Examines human diversity in relation to ethnic, racial, cultural and other minority group affiliation and membership. Discrimination against various groups will be addressed with focus on individual and group development, opportunity, aspirations and self-concept.

SWK A360
Introduction to Generalist Social Work Practice
3 CR
Prerequisites: [SWK A106 or HUMS A106] and SWK A306.
Special Fees.
Overview, identification, understanding, and skill development for communication, problem solving, and planned change efforts in generalist social work practice with individuals. Emphasis on client strengths, person in environment context, professional values, self awareness, diversity, and the development of a professional framework for interviewing, intervention, and change. A planned volunteer experience in a community agency is included in the laboratory experience.

SWK A471
Addictions and Social Work
3 CR
Prerequisites: [SWK A106 or HUMS A106] and SWK A306.
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 A101
Introduction to Sociology
3 CR Contact Hours: 3 + 0
Course Attributes: GER 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: GER 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 A202
The Social Organization of Society
3 CR Contact Hours: 3 + 0
Course Attributes: GER 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

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 A275
Social Psychology
3 CR Contact Hours: 3 + 0
Prerequisites: SOC A101 or PSY A111. Examination of the effects of group interaction on individuals' values, attitudes and behavior. Focuses on such topics as perception, interpersonal relationships, conformity, aggression and helping behavior. Emphasizes theory, research, and application.

SOC A310
Sociology of Aging
3 CR Contact Hours: 3 + 0
Prerequisites: SOC A101 or SOC A110. Registration Restrictions: SOC A110 for Gerontology Minors. 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.

Spanish

SPAN A101
Elementary Spanish I
4 CR Contact Hours: 4 + 0
Course Attributes: GER Humanities Requirement. Special Fees. Special Note: Use of language lab is required outside of class time. Foundations of 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: GER Humanities Requirement. Special Fees. Special Note: Use of language lab is required outside of class time. Foundations of oral and written Spanish: continuation of basic Spanish vocabulary and grammar. Imperfect, future and conditional tenses, including their compound forms, will be studied along with other verbal patterns.

SPAN A201
Intermediate Spanish I
4 CR Contact Hours: 4 + 0
Prerequisites: SPAN A102. Course Attributes: GER Humanities Requirement. Special Fees. Special Note: Use of language lab is required outside of class time. Reviews fundamental structures of Spanish grammar and vocabulary. Gives special attention to command forms and present and past subjunctive. Familiarizes students with normal sound and usage of the language by taking dictation, reading and writing short compositions. Enhances essentials of conversational fluency through study of thematic vocabularies and idiomatic expressions.
SPAN A202
Intermediate Spanish II
4 CR Contact Hours: 4 + 0
Prerequisites: SPAN A201.
Course Attributes: GER Humanities Requirement.
Special Fees.
Special Note: Use of language lab is required outside of class time.
Continuation of SPAN 201. Includes review of grammar and study of
new vocabulary and expressions. Emphasizes reading and writing of
short compositions or essays. Articles from magazines and newspapers
on issues of current interest will be analyzed and discussed to expand
ability of students to read, write and speak fluently.

Theatre
THR

THR A111
Introduction to the Theatre
3 CR Contact Hours: 3 + 0
Course Attributes: GER 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.

THR A195
Theatre Practicum: Performance
1-3 CR Contact Hours: 0 + 3-9
Registration Restrictions: Faculty permission and audition.
Stacked with: THR A395.
Participation in mainstage production as an actor, director, or
assistant director.

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: GER Humanities Requirement GER 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.

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

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MATANUSKA-SUSITNA COLLEGE ADJUNCT FACULTY - FALL 2003

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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

Matanuska-Susitna College

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