About the Artist …

Suzie Althens lives near the Matanuska Glacier, fifty miles east of Palmer. She and her husband Lee have spent several months in South Africa and hope to return in January to help their “neighbors” on the other side of the world. Suzie paints in watercolor, publishing several prints and cards of Alaska botanicals and landscapes.

Aspen Light
Aspens shimmer in the fall sun and the leaves speak in soft whispers as the wind blows through their heart-shaped leaves.

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 5 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, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy, or parenthood. 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).
## FALL 2004 SEMESTER

- **Telephone/Web Registration**: April 5–September 3
- **On-site Registration Begins**: July 12
- **Instruction Begins**: August 30
- **Add/Drop Registration Period**: August 30–September 13
- **Payment Deadline**: September 3
- **Labor Day Holiday**: September 6–7
- **Add/Drop, Audit-to-Credit, Credit/No Credit Deadline**: September 13
- **Graduation Application Deadline/December Grads**: September 10
- **Directed/Independent Study Deadline**: November 10
- **Web Registration for Spring 2004**: November 1
- **Open-Entry Registration Deadline**: November 22
- **Withdrawal, Credit-to-Audit Deadline**: November 22
- **Thanksgiving Holiday**: November 24–28
- **Semester Ends**: December 18
- **Grades Available on UA Online**: December 23

## SPRING 2005 SEMESTER

- **Web Registration Begins**: November 1
- **On-site Registration Begins**: November 29
- **Instruction Begins**: January 10
- **Add/Drop Registration Period**: January 10–24
- **Payment Deadline**: January 14
- **Alaska Civil Rights Day**: January 17 (campus closed/no classes)
- **Graduation Application Deadline/May Grads**: January 24
- **Add/Drop, Audit-to-Credit, Credit/No Credit Deadline**: January 24
- **Spring Break–MSC**: March 14–19 (campus closed March 18 & 19)
- **Directed/Independent Study Deadline**: March 25
- **Open-Entry Registration Deadline**: April 11
- **Withdrawal, Credit-to-Audit Deadline**: April 11
- **Semester Ends**: May 2
- **Grades Available on WolfLink**: May 4
- **Commencement**: May 6

Computerized assessment testing (COMPASS) is available Monday - Friday. Call 745-9762 or stop by Student Services/Advising & Assessment in FSM 102 to make an appointment.
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For general information, voice mail menu, or cancellations due to weather call 745-9774.

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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 9, “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 towards a degree.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Human Services
• Conflict Resolution

CISCO
• CISCO Local Academy Networking

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
• 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
Welcome to Matanuska-Susitna College

About MSC
Accreditation
Mission
History of the University of Alaska
Campus Diversity and Compliance
Free Speech and Academic Inquiry
Harassment
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 approximately 1,800 students per semester.

The Mat-Su College campus is located on a 940 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, and a cafeteria/snack bar.

MSC offers a general program 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 degrees 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 Anchorage (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 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
Accreditation is a process of recognizing educational institutions for performance, integrity, and quality that entitles them to the confidence of the educational community and the public. The dedication of UAA to the continuation of that performance, integrity, and quality is displayed in the credentials and accomplishments of the faculty, the breadth, depth, and substance of the academic programs, and in the availability and quality of services to the students and the community.

Matanuska-Susitna College is accredited through the University of Alaska Anchorage and the Northwest Commission on Colleges and Universities (NWCCU) one of six Regional Institutions of Higher Education Regional Accrediting Associations recognized by the U.S. Department of Education. The Alaska State Approving Agency for veteran’s educational benefits approves many programs of study at Mat-Su College. See the UAA Catalog for specific program accreditation.

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 instructional method is 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.

CAMPUS DIVERSITY AND COMPLIANCE
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.

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, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood, 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).

FREE SPEECH AND ACADEMIC INQUIRY
In the pursuit of knowledge, any member of the university community shall be free to investigate and question any fact, context, action, purpose or belief that is encountered in any discipline. Any member shall be free to articulate discoveries, opinions and judgments that are found or formed in the process. MSC enables and encourages this activity and creates a culture of inquiry that is open to the expression and debate of ideas, whether or not they are popular, judicious, or refined.

HARASSMENT
Mat-Su College is a community that cherishes free and open exchange of ideas in the pursuit of knowledge. Maintaining this freedom and openness requires the presence of safety and trust; it requires the absence of coercion, intimidation, and exploitation. Therefore, harassment of any kind has no place in the University. Anyone who believes he or she has been a victim of harassment should contact the appropriate Dean/Director office(s), 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).
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Matanuska-Susitna College 2004-2005 Bulletin
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Food Service
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  Email Services
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  Student Insurance
  Alcohol/Drug Policy
  Tobacco Free Environment
  Safety
  Wildlife/Animals on Campus
  Parking
  Lost & Found
  Children on Campus
  Photo & Videotape Policy
STUDENT LIFE

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. Many student clubs are active on campus:

Art Club, Human Services Club, Math Club, and Photo Club

STUDENT EMPLOYMENT
http://www.matsu.alaska.edu/Employment/default.htm
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
http://www.matsu.alaska.edu/studentgovt/
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.

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.

BOOKSTORE/CASHIER
http://www.matsu.alaska.edu/Faculty&Staff/Departments/bookstore_cashiering.htm
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 approximately $500 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**

http://www.matsu.alaska.edu/CTS/

# Campus General Access Computer Labs:
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 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. Lab Aides may answer questions, but they are not tutors. Student use copy machine is also housed in the computer lab. Lab hours are posted.

# E-Mail Services:
E-mail accounts are available to all students, staff, and faculty. Usernames and passwords are assigned automatically. For student account information please contact UAA Call Center at 877-633-3888. 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 and procedures posted on the UAA Technology website: http://technology.uaa.alaska.edu/admin/PoliciesAndProcedures/

# UAA ONLINE
www.uaonline.alaska.edu
UAA Online is the primary web source for information about distance learning and associated technologies. Many UAA instructors use this resource and place course materials online. From this web location, students, prospective students, faculty, and the community can learn about UAA's distance education courses, Blackboard, support services, and faculty training workshops. (See Chapter 8, “Educational Delivery Methods and Non-Traditional Credit,” for further information.)

**STUDENT INSURANCE**

Students are responsible for their own insurance needs.

**Student Health Insurance**
http://studenthealth.uaa.alaska.edu/hci.html
A group student health insurance plan is available for purchase to currently registered UAA/MSC students. For an additional premium, dependents and major medical expenses may be covered. For more information, contact Student Services in FSM 101 or FSM 102. Health insurance is mandatory for international students on student visas.

**Accident and Travel Insurance**
Supplemental accident insurance for field trips, fieldwork, laboratory, practica, internships, and special UAA/MSC events is available for purchase. Depending on departmental policy, either the student or the department assumes the cost of this insurance. This insurance is in excess of other insurance covering the student and is made available to students through the Statewide Risk Management office. It is the student’s responsibility to contact departments for further information. www.alaska.edu/swrisk

**Auto 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 LIFE

ALCOHOL POLICY
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 and public 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.

CAMPUK ALCOHOL POLICY
The primary objectives of MSC/UAA's policy and procedures on alcoholic beverages are to ensure responsible behavior and attitudes among all members of the college community, to educate the college community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making and to help individuals experiencing difficulties associated with the use of alcohol. The Chancellor or the Dean of Students 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 may be granted on designated premises for private College-sanctioned events. The sale of alcoholic beverages at College-sanctioned events on campus is not permissible. 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 Rights and Responsibilities” section in this bulletin.

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 Aiano 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
Smoking is not permitted in University facilities. All UAA facilities are covered by this policy (Anchorage, Kenai Peninsula College, Kodiak College, and Mat-Su College). Coverage includes facilities owned, leased, or rented by the University or under control of the University, as well as all University vehicles. Violation of the smokefree environment policy by staff, faculty, or students is subject to disciplinary action. Campus buildings are posted with NO SMOKING signs, notifying all visitors of the smoke-free policy. When using tobacco outdoors on MSC property, remember to use it only in designated areas and to keep the campus clean.

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 http://studentaffairs.uaa.alaska.edu/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.
| **WILDLIFE/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 wild animals are dangerous and unpredictable. Maintain a safe distance from all wildlife and notify MSC Security of their presence. Feeding and/or harassment of any wildlife is a violation of the University Student Code of Conduct and the state law. Anyone wishing to bring a pets onto campus must first contact MSC Security. Pets are not permitted in any of the campus buildings without prior permission. Any animals outside of the buildings must be on a leash, in a cage, or under some form of restraint. Students experiencing disabilities need to contact Disability Support Services (DSS) for the approval process to bring service animals into classrooms. |
| **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 State of Alaska Department of Motor Vehicles. Motorists who park illegally in disabled spaces may be ticketed. Illegally parked vehicles may be impounded at owner expense. |
| **LOST & FOUND** | The college has a centralized lost and found area in the Admissions & Records Office. |
| **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. |
| **PHOTO & 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. |
Residency for Tuition Purposes
   Residents and Non-Residents Tuition
   WUE
   Tuition
   Fees
Financial Obligations
Payment Procedure
Refund Policy
Cancelled Classes
Withdrawal from Classes
Non-credit, CEU, and Self-Support Classes
Regular Tuition, Credit Courses
Refund Policy Complaint Procedures
Petition for Exception to University Policy on Refund of Tuition & Fees

Senior Citizen Tuition Waiver
   Financial Aid
      Financial Aid Application Procedures
      Financial Aid Eligibility
      Federal Verification
      Satisfactory Academic Progress for Financial Aid
      Financial Aid Appeal Policy
      Return of Federal Financial Aid Policy
   Types of Financial Aid
      Grants
      Loans
   Scholarships
   Federal Workstudy Program
   Student Employment
   Veterans Assistance
RESIDENCY FOR TUITION PURPOSES

Resident and Non-Resident Tuition

Students eligible for Alaska resident tuition include:

• Alaska residents as defined below
• Members of the United States military on active duty (stationed in Alaska) and members of the Alaska National Guard, their spouses and dependent children
• Residents of British Columbia, the Yukon, Northwest or Nunavut Territories
• Students from other states or provinces whose public universities waive non-resident charges for Alaska residents and students from foreign cities and provinces that have partnerships with Alaska or specific Alaska communities (lists of approved programs are published online in University of Alaska Board of Regents regulations)
• Students participating in the UA Scholars Program
• Students participating in the University of Alaska College Savings Program who meet eligibility criteria as
  • Established by the Education Trust of Alaska

RESIDENTS

For purposes of tuition assessment, a "resident" is any person who, prior to the published first day of instruction at his or her home campus:

• Has been physically present in Alaska for two years (apart from documented absences due to illness, vacations, attending another educational institution while maintaining Alaska residency, or other absences not exceeding a total of 120 days in the two-year period)
• And declares the intention to remain in Alaska indefinitely

A dependent child (one who is unmarried, younger than age 24, and financially dependent on his or her parent or guardian) will be considered a resident if he or she has a parent or guardian that qualifies as an Alaska resident as defined above. Dependent children of alumni who have received an associate, baccalaureate, or graduate degree from the University of Alaska also qualify for resident tuition.

NON-RESIDENTS

A student will be considered non-resident if within two years prior to applying for residency he or she:

• Carried out any act inconsistent with Alaska residency
• Was claimed as a dependent child of a non-resident of Alaska for federal income tax purposes during the most recent tax year
• Paid resident tuition at an educational institution in another state during the past two years.

Students having non-immigrant visa status are not eligible for Alaska residency.

BONA FIDE RESIDENTS

A student who has initially registered as a non-resident may apply for resident status after residing in the state for one year under the University's “bona fide resident” provision. Bona fide resident status can be based on either:

Or satisfying five (5) of the following conditions:

• Eligibility to receive the Alaska Permanent Fund Dividend
• Voter registration in Alaska
• Vehicle registration in Alaska for at least nine months
• Motor vehicle operator’s license in Alaska for at least nine months
• Evidence of one or more years of physical presence in Alaska within the past three years — you may not have enrolled in more than six credit hours at a college or university during the three-year time frame
• Ownership of real property in Alaska
• Active checking or saving accounts in Alaska
• Other evidence of residence deemed satisfactory by the University's chief enrollment officer or designee

Students who want to apply for resident status should file an application for residency with required documentation at the appropriate university office prior to the published first day of instruction at their home campus. For additional information and applications contact Student Services.
EXCHANGE PROGRAMS

Western Undergraduate Exchange (WUE)
MSC/UAA participates in the WUE program of the Western Interstate Commission for Higher Education (WICHE) and other western states. Through WUE, certain students who are not Alaska residents may enroll in designated UAA programs. They pay resident tuition plus 50 percent of that amount (plus other fees that are paid by all students). WUE students do not pay the higher non-resident student tuition. Because UAA participates in WUE, residents of Alaska may enroll under the same terms in designated institutions and programs in other states. Information about WUE programs at UAA may be obtained from Student Services. Alaska residents may obtain information about WUE programs in the 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 99800
(907) 465-2855

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.

Preparatory and Lower-Division–Undergraduate (course numbers 050 - 299)
Resident $99.00 per credit hour
*Non-resident $330.00 per credit hour

Upper-division–Undergraduate (course numbers 300 - 499)
Resident $112.00 per credit hour
*Non-Resident $343.00 per credit hour

Graduate (course numbers 600 - 699)
Resident $222.00 per credit hour
*Non-resident $453.00 per credit hour

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.

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

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 tuition rates or fees at any time. Fees are charges students must pay either in addition to or in place of tuition.

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

Application for Admission
A $40 fee will be charged for each Application for Admission submitted.

Assessment Test (COMPASS)
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.
TUITION, FEES, AND FINANCIAL AID

Distance Ed
A Distance Education fee is charged for each distance education course. The fee varies.

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. $25 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, or a student’s current registration may be cancelled. A student is held financially responsible for all courses for which they register. Interest, late fees, or collection costs will be added to a student’s account. Past due accounts will be sent to a collection agency and reported to the credit bureau.

PAYMENT PROCEDURES
All tuition, fees, and other charges for the semester must be paid by the applicable deadline or at the time of registration. Payment may be made in cash, by check, or by Visa, MasterCard, or Discover Card. A student requiring a payment plan may enroll with Tuition Management Systems (1-800-722-4867). Refer to the course schedule for the available payment plan options. Tuition and fee charges may be audited, corrected, and adjusted before the end of the current semester. A student is notified of adjustments by mail. No refunds are issued for $5.00 or less. MSC reserves the right to change its tuition or fees at any time. A student with verifiable financial aid may inquire at the Financial Aid Office for possible deferment.
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 forfeits 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.

CANCELLLED 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 refundd 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 academic counselor in Student Services, 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 within this time frame 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 or faxed to: (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).

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 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.
FINANCIAL AID
www.matsu.alaska.edu/financialaid/

The Financial Aid Office assists students and prospective students in applying for state and federal aid programs. State and federal governments, the University, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student’s financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Types and amount of financial aid can vary according to state and federal guidelines, student need, and availability of funds.

APPLICATION PROCEDURES
Interested students should contact the Financial Aid Office for information and applications. Students should submit applications at least 6 months before the beginning of the semester for which they are applying. 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 through the Admissions & Records Office. Note: UAA has application deadlines.
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.

ELIGIBILITY
To be considered for financial aid, a student must:
1. Have a high school diploma, GED, or Ability to Benefit (see page 38).
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/financialaid/).

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.

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 graduate students.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID
In order to receive financial aid from any of 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. A complete copy of the Satisfactory Academic Progress Policy may be obtained online at: www.uaa.alaska.edu/financialaid/policies.cfm

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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. Please see the guidelines for financial aid appeal policy on the web at: www.uaa.alaska.edu/financialaid/policies.cfm

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally 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 totally 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. www.uaa.alaska.edu/financialaid/policies.cfm

Types of Financial Aid

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 Supplemental Education Loan
Current information is available at: http://alaskaadvantage.state.ak.us

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.
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 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. A student interested in applying for scholarships may stop by the Financial Aid Office in FSM 102 to view scholarship listings and obtain applications or visit the website: http://www.matsu.alaska.edu/financialaid/scholarships.htm.

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.

# UAA website: www.uaa.alaska.edu/financialaid/

# UA Scholars Program website: www.alaska.edu/scholars/
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.

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.

**MSC STUDENT EMPLOYMENT**

MSC provides employment opportunities for qualified students. Student employment will normally not exceed 20 hours per week during a semester. For information on eligibility criteria for student employment refer to the University of Alaska Board of Regents and Regulations at: www.alaska.edu/bor.

The MSC 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 or on the website at: www.matsu.alaska.edu/Employment/default.htm. Applicants needing reasonable accommodations to participate in the application or interview process should contact the personnel technician in the Business Office.

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
http://www.matsu.alaska.edu/Students/veterans_assistance.htm
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 FSM 102), 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 DVA.

Admission to MSC
All veteran students receiving DVA benefits must be officially admitted to a degree program. Contact the Admissions & Records Office in FSM 101 for information on requirements.

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 DVA 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 DVA may withhold benefits until this requirement is satisfied. For further information, please call (907)745-9762.
Student Freedoms, Rights, and Responsibilities
Freedom of Expression
Freedom of Access
Freedom of Association
Freedom from Unreasonable Search/Seizure
Student Participation in Institutional Government

Access to Student Records/University Student Educational Records (FERPA) Policy

Academic Rights of Students
Academic Integrity
Student Code of Conduct

University Student Judicial Review and Procedure
Sex Offense Policy

Student Dispute/Complaint Resolution Process
Academic Dispute Resolution Procedure
Copyright & Intellectual Property

Computer Use & Software Copyright Policy
STUDENT FREEDOMS, RIGHTS, AND RESPONSIBILITIES

The role of Matanuska-Susitna College is to encourage people of all ages to develop their skills and talents differently, according to individual abilities and interests, so that collectively they contribute to the continuum of society. University policies, procedures, and regulations are formulated to guarantee each student's freedom to learn and to protect the constitutional rights of all.

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 MSC College Bulletin, the UAA Catalog, and in the Admissions & 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.

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.

ACCESS TO STUDENT RECORDS UNIVERSITY STUDENT EDUCATIONAL RECORDS (FERPA) POLICY

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. 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 they believe is inaccurate or misleading. Students 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. 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 and may be released to the public by UAA/MSC:

- Names of students
- Dates of attendance at UAA
- 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

A student 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 the Registrar 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.

A 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 are on the web site: www.alaska.edu/bor/contents/pt9.html.

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.

ACADEMIC INTEGRITY
Academic integrity is a basic principle which requires that students only take credit 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 that is based on sources prohibited by the faculty member. Academic dishonesty is further defined below in the “Student Code of Conduct.” 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 the UAA Fact Finder/Student Handbook. Disputes regarding academic actions are reviewed under the Academic Dispute Resolution Procedure contained in the UAA Fact Finder/Student Handbook.

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:
STUDENT RIGHTS & RESPONSIBILITIES

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 STUDENT JUDICIAL REVIEW AND PROCEDURE

A judicial procedure is a review undertaken by the University to establish whether there is substantial information to determine whether it is more likely than not that a student violated the Code. A complete copy of the University Student Judicial Review Procedures can be found in the UAA Fact Finder/Student Handbook. www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

SEX OFFENSE POLICY

It is the policy of MSC/UAA 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. A complete copy of the Sex Offense Policy can be found in the UAA Fact Finder/Student Handbook. www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

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. A complete copy of the Student Dispute/Complaint Resolution Process can be found in the UAA Fact Finder/Student Handbook. www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

ACADEMIC DISPUTE RESOLUTION PROCEDURE

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to the procedure that implements the UA Board of Regents Policy 09.03.02 and its University Regulation on Resolution of Disputes Regarding Academic Decisions or Actions. Appropriate issues for the procedure include such things as considerations of 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. A complete copy of the Academic Dispute Resolution Procedure can be found in the UAA Fact Finder/Student Handbook. www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

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. http://info.alaska.edu/active/level2/copyright.html

COMPUTER USE AND SOFTWARE COPYRIGHT POLICY
All faculty, staff, and students who use any computer at the University are responsible for using computer resources in an ethical and legal manner. For detailed information see the Acceptable Use Policy on the UAA ITS website at:
http://technology.uaa.alaska.edu
Academic Advising
Testing
Disability Support Services
Learning Resource Center
Library
ACADEMIC ADVISING
Each student is encouraged to meet with an academic counselor 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. An academic counselor can guide the student on University policies and procedures, general and degree requirements.

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

Academic counselors can usually be seen either by appointment or on a walk-in basis. For further information, phone 745-9762 or stop by Student Services/Advising & Assessment in FSM 102.

TESTING
Assessment
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 counselor to determine the appropriate entry level of instruction. Individual departments and disciplines may require additional testing or assessment. There is a fee charged for the assessment testing. A picture ID must be presented at time of testing.

Other
Testing services, such as proctoring correspondence and other exams are also available.

DISABILITY SUPPORT SERVICES (DSS)
Student Services/Disability Support Services (DSS) is the designated office responsible for coordinating academic support services for an MSC student who experiences disabilities. To access support services, a student must contact Student Services/DSS and provide current disability documentation which supports the requested services. Services include 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.

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.

LEARNING RESOURCE CENTER (LRC)
The Elizabeth J. Fallon Learning Resource Center (LRC), located in Snodgrass Hall, room 120, 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.

For current LRC hours go to: www.matsu.alaska.edu/Students/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
Admissions
- General Admission Information
- Transcripts and Test Scores
- Ability to Benefit
- Advising Requirements

University Admission Requirements

Academic Planning
- Program Selection
- Course Selection
- Special Courses
- Registering for Classes and Course Load
- Special Students
- Residency and Resident Credit
- Catalog Year
- Age Limit of Credits
- Transfer Credits
- Class Standing
- Academic Petition

Registration
- Registration by Proxy
- Fax Transmission
- Biographic/Demographic Information
- Registration Changes
- Faculty Signature
- Auditing Classes
- Cancellation of Classes

Course Performance
- Class Attendance
- Student Initiated Drop or Withdrawal
- Faculty Initiated Withdrawals
- Participation and Preparation
- Course Materials
- Assignments and Testing
- Syllabus and Course Procedures

Course Completion
- Grading
- Grade Changes
- Grade Point Average Computation (GPA)
- Academic Standing
- Academic Eligibility for Student Activities
- Honors Lists

Program Completion
- Graduation Application
- Graduation with Honors
- Commencement
ADMISSIONS
All students intending to register for one or more courses must apply for admission. Applications for admission are available online at www.matsu.alaska.edu/Students/Admissions/default.htm or from Student Services.

Mat-Su College offers the following admission options for students:
• **Certificate and associate degree programs** emphasize technical or job-related skills in demand in the workplace and/or can be used as preparation for a bachelor’s program.
• **The non-degree-seeking option** offers students the opportunity to take classes for either personal or professional interests.

GENERAL INFORMATION
This chapter covers university admission requirements that apply to all undergraduate programs and students and to all non-degree-seeking students. See Chapter 8, “Undergraduate Programs” for specific program requirements.

TRANSCRIPTS AND TEST SCORES
Degree-seeking students must submit transcripts (and in some cases test scores) documenting their academic history and readiness for the desired level of study. Non-degree-seeking students are not required to submit transcripts or test scores except as required for placement in certain courses.

All required transcripts and test scores must be official documents submitted directly from the issuing high school, college, university, or testing agency directly to Enrollment Services. Students may hand carry documents only if they are in original sealed envelopes from issuing institutions. The University cannot accept student copies of transcripts or test scores.

Transcripts from private high schools are recognized in the same manner as transcripts from state supported high schools. Transcripts are acceptable only if the school is accredited through a regional accrediting agency, affiliated with an accredited high school or registered with the state. Otherwise, the student must go through the Ability to Benefit process for admission.

Degree-seeking students who have attended institutions outside the United States or Canada may be required to submit an official statement of educational equivalency from a recommended international credentials evaluation service. A list of evaluation services may be obtained from Student Services. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation. Students are expected to provide records in English for transfer credit evaluation.

All transcripts, test scores, and other supporting documents submitted for admission or transfer credit evaluation become the property of the University and are only released or copied for use within the University of Alaska system. They cannot be reissued, copied, or returned to the student.

A student may consult the following websites for more information on obtaining transcripts.

Department of Education: Directories for State of Alaska Schools:
http://www.educ.state.ak.us/Alaskan_Schools/public/home.html

High School Transcripts:
www.google.com  (type in name of school to search for website)

GED Transcripts:
http://www.acenet.edu/clll/ged/gedadmin1-A.cfm

Transcripts from other colleges:
www.collegenet.com

ABILITY TO BENEFIT
A degree-seeking student who is at least 18 years old but has not earned a high school diploma, GED, or at least 60 college-level semester credits, must demonstrate his/her ability to benefit from higher education by achieving federally determined scores on an approved test administered by Student Services/Advising & Assessment.

After taking the exam, students must meet with an advisor to review the test results and determine an appropriate entry level of instruction. The advisor must sign and return the Ability to Benefit form to Student Services/Admissions & Records before admission can be completed. Interested individuals should contact Student Services to make an appointment.
ALL STUDENTS should meet with a faculty or academic counselor prior to each semester’s registration. Advising helps students clarify their goals, make suitable course selections, and understand academic expectations. New degree-seeking students are directed to an appropriate advisor as part of the admission process. Some students may be required to meet with an advisor prior to registration. (See Chapter 5, “Advising and Academic Support,” for further information.)

UNIVERSITY ADMISSION REQUIREMENTS

UNDERGRADUATE PROGRAMS

Mat-Su College admission leads to certificates or to associate degrees.

ADMISSION TO CERTIFICATE AND ASSOCIATE DEGREE PROGRAMS

To qualify for admission to certificate or associate degree programs a student must either:

1. Have earned a high school diploma, GED, or at least 60 college-level semester credits; or
2. Be 18 years of age or older and have participated in MSC’s Ability to Benefit process as described in this chapter.

Some associate degree programs have additional admission requirements, selective admission criteria or limited space. (See Chapter 8, “Undergraduate Programs,” for specific information.)

FRESHMEN (STUDENTS WITH FEWER THAN 30 COLLEGE-LEVEL SEMESTER CREDITS)

Certificate or associate degree-seeking freshmen must submit:

1. Final official high school transcripts showing graduation date or official GED scores. Students still attending high school must submit both a partial transcript at the time of application and a final transcript after graduation that confirms the graduation date.
2. Official transcripts from all regionally accredited colleges and universities and all institutions attended outside the United States. (Exception: Students do not need to request transcripts from any University of Alaska campus.)

TRANSFER STUDENTS (UNDERGRADUATES WITH AT LEAST 30 COLLEGE-LEVEL SEMESTER CREDITS)

Undergraduate degree-seeking applicants with 30 or more college-level semester credits must submit official transcripts from all regionally accredited colleges and universities and all institutions attended outside the United States. (Exception: Students do not need to request transcripts from any University of Alaska campus.)

Students who wish to transfer college-level course work from institutions outside the United States or Canada must submit official transcripts and English translations as well as an official statement of educational equivalency from a recommended international credentials evaluation service. A list of evaluation services may be obtained from Student Services. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation.

INTERNATIONAL UNDERGRADUATE STUDENTS

International students who intend to reside in the U.S. for the purpose of pursuing a certificate or degree as F-1 visa students and need a Form I-20 Certificate of Eligibility for Nonimmigrant F-1 Student Status must meet University and degree program admission requirements. In addition to being admitted to an undergraduate program, international students must submit the following:

1. An official TOEFL (Test of English as a Foreign Language) score of at least 450 for the paper-based test or 133 for the computer-based test.
2. A statement of financial support for the anticipated period of study and evidence of availability of funds such as a bank statement.
3. English translations of all required documents. International students in F-1 visa status must be formally admitted, full-time degree-seeking students. Health insurance is also mandatory. Contact Student Services for details.
RELATED UNDERGRADUATE ADMISSION POLICIES

CATALOG YEAR

A student who wishes to earn an undergraduate certificate or degree must meet the requirements specified in the catalog/bulletin in effect at the time of admission or the catalog/bulletin in effect at the time of graduation. A certificate and associate student has five (5) years to complete his/her certificate or degree requirements under the terms of the catalog/bulletin in effect at the time of admission.

CHANGE OF ADMISSION LEVEL

To change from a certificate/associate program to a baccalaureate program or vice versa a student must reapply for admission and meet all the requirements for the new admission level.

CHANGE OF MAJOR OR DEGREE PROGRAM

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. No fee is required with a change of major or degree at the same level.

A student who changes his/her major or degree must meet the bulletin requirements for the new major or degree in effect at the time of the change or the bulletin in effect at the time of graduation.

CONCURRENT DEGREES

A student may pursue concurrent degrees as long as he/she has formally applied and been accepted to each program through Enrollment Services. (See Chapter 8, “Undergraduate Programs,” for further information.)

PRE-MAJORS OR UNDECLARED

Students applying to programs with selective admission criteria or limited space may initially be admitted to a pre-major or undeclared status. Admission to pre-major or undeclared status does not guarantee subsequent admission to the major. Students are advised to contact their program advisor at the earliest opportunity for further information about the program’s special requirements and for guidance in selecting appropriate preparatory classes.

Students admitted to pre-major status must satisfy all requirements for formal admission to the major and then complete the Change of Major process. Such changes will not affect a student’s degree requirements or catalog year.

TRANSFER EVALUATIONS

Transfer evaluations will be completed for all undergraduate degree-seeking students who have attended other regionally accredited colleges and universities. Once the student has been admitted to a degree program, transcripts will be evaluated. Only transcripts from regionally accredited institutions declared at the time of admission are considered for transfer evaluation.

A student may view most courses that have been previously evaluated by UAA by visiting the transfer credit web site at www.uaonline.alaska.edu. For more information see Transfer Credits in this chapter.

APPLICATION AND ADMISSION STATUS FOR UNDERGRADUATE DEGREE-SEEKING STUDENTS: TERMS AND DEFINITIONS

Applications must be submitted prior to the application deadline and all necessary documents must be submitted prior to the end of the semester in order to be admitted. Applications for a particular semester received after the application deadline will be moved to the following semester.

Semester Application Deadline

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>November 1</td>
</tr>
<tr>
<td>Spring</td>
<td>April 1</td>
</tr>
<tr>
<td>Summer</td>
<td>July 1</td>
</tr>
</tbody>
</table>

International students must apply by the application deadline in effect at the UAA Anchorage campus in order to be admitted and attend MSC. All admissions still incomplete at the end of the semester will be withdrawn (see definitions listed below).
Incomplete Application
An incomplete application is one that is not accompanied by all required documents; generally, an application is considered incomplete until all required official transcripts and test scores have been received.

Pending Application
A pending application has met University requirements and is awaiting departmental recommendation for admission.

Postponed Application
Students may postpone their applications for up to one year by notifying Student Services prior to the end of the semester for which they originally applied.

Withdrawn Before Admission
Students must complete or postpone their admission by the end of the semester for which they have applied. At the end of each semester, all applications still incomplete or not postponed will be withdrawn. Students whose applications have been withdrawn must reapply for admission if they later choose to attend MSC.

Complete Admission
All required documents have been received and all admission standards met.

Incomplete Admission
In-progress transcripts have been received, but final high school or college transcripts are still missing. All admissions still incomplete at the end of the semester will be withdrawn. (Please note: financial aid will not be released on an incomplete admission.)

Provisional Admission
University admission requirements have been met, but the student still needs to complete one or more department-specified provisions.

Postponed Admission
Students may postpone their admission for up to one (1) year by notifying Student Services prior to the end of the semester for which they originally applied.

Withdrawn After Admission
Admission will be withdrawn when students do not attend classes during or postpone their admission by the end of their admission semester. Students whose admissions have been withdrawn must reapply for admission if they later choose to attend MSC.

Returning Students – No Attendance outside the UA System
Undergraduate degree-seeking students who have had a break in their MSC attendance but have not attended another institution outside the UA system and who wish to retain their original admission catalog may update their admission status. Individual departments reserve the right to refuse students readmission to their programs.

Returning Students – With Attendance outside the UA System
Undergraduate degree-seeking students who attend another institution outside the University of Alaska system following their MSC admission must reapply for admission unless one or more of the following criteria have been met:
- Prior department approval via petition to take classes at another institution(s).
- Enrollment at outside institution was concurrent with MSC enrollment.
- Enrollment at outside institution occurred during summer semester.
- Enrollment was in correspondence courses.
- Student participated in a National or International Student Exchange.
- Student is participating in the Servicemembers Opportunity Colleges (SOC)-approved military programs.
- Outside institution was unaccredited at time of attendance.
- Outside institution was Community College of the Air Force or Excelsior (formerly Regents) College.
GENERAL INTEREST AND NON-DEGREE-SEEKING OPTIONS
A student who wishes to take classes for general interest or personal/professional development and who does not wish to earn a certificate or degree from MSC may apply for admission as non-degree-seeking student.

A non-degree-seeking student may take noncredit, professional development, and regular credit courses for which they have the prerequisite skills and experience. They are not required to submit transcripts or test scores for admission, but still must meet placement requirements and prerequisites for individual courses. Students with little or no previous college experience are strongly encouraged to complete an approved exam and meet with an academic counselor to determine appropriate entry levels of instruction. A student who wishes to register for graduate courses must have the Department Chair’s or faculty member’s signature, and are strongly advised to contact the department at the earliest opportunity.

To qualify for non-degree-seeking admission, a student must meet one of the following requirements:
1. Have earned a high school diploma or GED; or
2. Be at least 18 years of age; or
3. Have completed MSC’s Secondary School Student Enrollment process as described in this chapter.

Admission as a non-degree-seeking student does not guarantee future admission to a degree program. Credits earned as a non-degree-seeking student may be applied to degree programs only as specified in admission to the individual degree-seeking programs.

A non-degree-seeking student does not qualify for federal or state financial aid benefits, nor do they qualify to receive a Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status.

INTERNATIONAL STUDENTS, NON-DEGREE-SEEKING
A non-degree-seeking student does not qualify to receive a Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status. Those with certain other types of visas including B-1 or B-2 visitor visas, F-2 visas and those on the visa waiver program may only take English as a Second Language (ESL) or recreational/vocational courses. Contact Student Services for further details. An individual with permanent resident status may be admitted to any program according to the procedures and requirements.

SECONDARY SCHOOL STUDENTS
A secondary school student is under the age of 18 and in the 9th, 10th, 11th, or 12th grade and has not yet already earned his/her high school diploma or completed a GED. For more information see the Secondary School Student Enrollment Policy as described in this chapter.

RELATED NON-DEGREE-SEEKING ADMISSION POLICIES

TRANSFER CREDITS
Non-degree-seeking students are not eligible to have transfer credits evaluated. Transferring credit is an option for degree-seeking students only. A student who wishes to get an unofficial estimation of how his/her credits might transfer can visit www.uaonline.alaska.edu.

NON-TRANSCRIPTED DEPARTMENTAL CERTIFICATE PROGRAMS
Several technical areas offer non-transcripted departmental certificate programs that are open to non-degree-seeking students who have met department and/or course prerequisites. Non-degree-seeking students who complete these programs may earn departmental certificates of completion. Certificates of completion do not appear on the UAA/MSC transcript, and a student in these programs is not eligible for financial aid or the Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status.

CHANGE OF MAJOR OR DEGREE
No majors or degrees are offered in the general interest and non-degree-seeking options. A student initially admitted as non-degree-seeking who later decides to pursue MSC certificates or degrees must submit a new application and all required documents and meet admission requirements for the corresponding degree program and level.
ACADEMIC PLANNING
Proper academic planning allows a student to complete his/her chosen course, program, or degree successfully and efficiently. A student is advised to consider his/her personal circumstances (e.g., job schedules, financial aid, family situations, childcare) as well as short (1-2 semesters), medium (1-2 years), and long-term educational goals when planning their academic programs. The MSC Student Services/Advising & Assessment office offers general academic advising and testing and assessment services as well as orientations and special workshops for all MSC students.

PROGRAM SELECTION
A student's selection of a program of study is usually based upon academic interests, vocational objectives, and personal goals. MSC offers many programs at the certificate and 2-year levels. While all programs have differences, students generally must complete:
- Admission Requirements, which are set by the individual program. For example, a program may require prior course work, specific entrance exam scores, or particular job-related competencies.
- General University Requirements (GURs), General Education Requirements (GERs), and College Requirements, which establish policies that must be followed but which allow students to select from a restricted offering of courses.
- Specific Program Requirements, which vary according to the program. Programs may also call for specific GUR, GER, or prerequisite courses to fulfill specific program needs. The program may also be divided into two or more categories, often as follows:
  - Core Courses that are required of every student in the program.
  - Program selective courses (sometimes called options, tracks, concentrations, emphases, or specialties) that allow students to pursue their own interests within the program
  - Elective Courses, which can be taken from a number of departments (depending upon the program) to fill the remaining credits in the degree or program. Additionally, in a number of programs, students also have the option to complete a minor field of study.

Because requirements vary greatly among certificate and degree programs, a student is strongly encouraged to meet with an academic counselor prior to entering a program or declaring a major, both to ensure that they understand the program requirements prior to registering for classes and to enable proper academic planning.

COURSE SELECTION
Proper course selection is essential to the efficient completion of a program and must take into account the specific requirements for the major, the offerings available each year, the timing of offerings within each semester, and the order in which courses must be completed.

After a student has met with an academic counselor and developed an academic plan detailing which courses they must take for their program and the order in which they must be taken based upon the program requirements, a student is prepared to select their courses each semester and to plan for coming semesters.

A student has three opportunities to register for the classes they select: Early registration (during the prior semester), Registration (immediately before the semester begins), and Add/Drop (after the semester has begun). The specific dates of each are specified in the MSC Bulletin and Course Schedule. A student can consult the online or printed Course Schedule to select their courses for the coming semester and register either in person, via proxy, or via UA Online. (See Registration later in this chapter for details).

While general academic advising is available through Student Services, the planning, selection, registration, and completion of courses, programs, and degrees are ultimately the responsibility of the student.
appropriate course placement is an essential component of academic success. A student is encouraged to meet with academic advisors prior to registration to discuss educational goals, placement scores, and course prerequisites for appropriate course selection.

If registering for the first time in English or Mathematics courses students must show evidence of appropriate placement. For English and Mathematics course placement purposes, ACT and SAT are valid for two years from the date taken. COMPASS test scores are valid for six months 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, Mathematics, and Reading placement tests are administered through MSC Student Services/Advising & Assessment in FSM 102. Contact Advising & Assessment for information on testing appointments and how to access student guides with sample questions. Call 745-9762.

English and Reading Course Placement – COMPASS Scores

<table>
<thead>
<tr>
<th>Writing</th>
<th>Reading</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>90+</td>
<td>83+</td>
<td>ENGL A111</td>
</tr>
<tr>
<td>61-89</td>
<td>73-82</td>
<td>ENGL A109/PRPE A108</td>
</tr>
<tr>
<td>46-60</td>
<td>62-72</td>
<td>PRPE A086</td>
</tr>
<tr>
<td>35-45</td>
<td>32-61</td>
<td>PRPE A084</td>
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<tr>
<td>---</td>
<td>73-82</td>
<td>PRPE A107</td>
</tr>
<tr>
<td>---</td>
<td>62-72</td>
<td>PRPE A076</td>
</tr>
</tbody>
</table>

English Course Placement – ACT & SAT Scores

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 Course Placement – COMPASS

<table>
<thead>
<tr>
<th>Pre-Algebra</th>
<th>see advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 24</td>
<td></td>
</tr>
<tr>
<td>25 - 46</td>
<td>MATH A054</td>
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<td>47 - 100</td>
<td>MATH A055</td>
</tr>
<tr>
<td>Algebra</td>
<td></td>
</tr>
<tr>
<td>0 - 25</td>
<td>MATH A054</td>
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<tr>
<td>26 - 45</td>
<td>MATH A055</td>
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<tr>
<td>46 - 65</td>
<td>MATH A105</td>
</tr>
<tr>
<td>66 - 100</td>
<td>MATH A107</td>
</tr>
<tr>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>0 - 45</td>
<td>MATH A105</td>
</tr>
<tr>
<td>46 - 65</td>
<td>MATH A107</td>
</tr>
<tr>
<td>66 - 100</td>
<td>MATH A108</td>
</tr>
<tr>
<td>Geometry</td>
<td>see advisor</td>
</tr>
<tr>
<td>0 - 39</td>
<td>see advisor</td>
</tr>
<tr>
<td>40 - 64</td>
<td>see advisor</td>
</tr>
<tr>
<td>65 - 100</td>
<td>see advisor</td>
</tr>
<tr>
<td>Trigonometry</td>
<td></td>
</tr>
<tr>
<td>0 - 45</td>
<td>MATH A107</td>
</tr>
<tr>
<td>46 - 65</td>
<td>MATH A108</td>
</tr>
<tr>
<td>66 - 100</td>
<td>MATH A200</td>
</tr>
</tbody>
</table>
Math Course Placement – ACT & SAT Scores
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:

<table>
<thead>
<tr>
<th>ACT (Math)</th>
<th>SAT 1 (Math)</th>
<th>Math Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>- - -</td>
<td>400-479</td>
<td>MATH A055</td>
</tr>
<tr>
<td>18-21</td>
<td>480-519</td>
<td>MATH A105</td>
</tr>
<tr>
<td>22-25</td>
<td>520-589</td>
<td>MATH A107</td>
</tr>
<tr>
<td>26+ **</td>
<td>590+ **</td>
<td>MATH A200</td>
</tr>
</tbody>
</table>

** 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.

CONTACT HOURS
MSC/UAA academic policy has established the following minimum contact times. Most lecture/discussion courses require a minimum of 750 minutes of contact time and a minimum of 1500 minutes of course related work completed outside the classroom to award 1 credit. Some courses require more than 750 minutes of contact time and more than 1500 minutes of course related work 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 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 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:
**ACADEMIC STANDARDS & REGULATIONS**

**A001-A049:** Non-credit courses. Offered as special interest courses for continuing education and leisure time instruction. Not applicable to any degree requirements (even by petition). They have no regular tuition fees but do have other special fees.

**A050-A099:** Courses applicable to some vocational certificates but not to associate or associate of applied science degrees, baccalaureate degrees, master’s degrees, or professional certificates.

**A100-A199:** Freshman-level, lower division courses. Applicable to certificates, associate, and baccalaureate degrees.

**A200-A299:** Sophomore-level, lower division courses. Applicable to certificates, associate, and baccalaureate degrees.

**A300-A399:** Junior-level, upper-division courses. Applicable to certificate, associate, and baccalaureate degrees.

**A400-A499:** 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. Courses may be applied to only one (1) degree or certificate program.

**A500-A599:** 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 A050-A499 or A600-A699.

**A600-A699:** Graduate-level. Applicable to master’s degrees and graduate certificate programs 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. Courses may be applied to only one (1) degree or certificate program. 600-level courses demand rigorous analysis, synthesis, and research skills.

**AC001-AC049:** Continuing Education Unit (CEU) courses. CEUs are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with one (1) CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential learning where the student’s investigation and discovery is largely independent.

The following second and third digits or course numbers are used for specific types of courses:
- 90 selected topics
- 92 seminars and workshops
- 93 special topics courses, to be offered only once
- 94 trial (experimental) courses intended to become permanent
- 95 practicums and internships
- 97 independent studies
- 98 individual research
- 99 thesis

*Note: Courses ending with -93 or -94 will not satisfy General Education Requirements.*

**COURSE LEVEL EXPECTATIONS FOR ACADEMIC COURSE LEVELS**

In general, advances in course level (lower, upper, and 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 definitions describe the types of courses that can be expected at each level:

**PREPARATORY COURSES**

**A050-A099:** Provide supplemental preparation for introductory college courses.
ACADEMIC STANDARDS & REGULATIONS

LOWER-DIVISION COURSES
A100-A199: Introduce a field of knowledge and/or develop basic skills. These are usually foundation or survey courses.

A200-A299: 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
Require 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.

A300-A399: Build upon previous course work and require familiarity with the concepts, methods, and vocabulary of the discipline.

A400-A499: Require the ability to analyze, synthesize, compare and contrast, research, create, innovate, develop, elaborate, transform, and/or apply course materials to solving complex problems. These courses are generally supported by a substantial body of lower level courses.

GRADUATE LEVEL COURSES
A600-A699 – Require a background in the discipline, and an ability to contribute to written and oral discourse on advanced topics in the field at a level beyond that required by a bachelor’s degree. Require the ability to read, interpret and evaluate primary literature in the field.

Students analyze raw data, evaluate models used in research and draw independent conclusions. Preparation includes demonstrated accomplishment in a specific course or discipline, or completion of a significant and related program of studies. Student activities are often self-directed and aimed not only at the formation of supportable conclusions, but also at a clear understanding of the process used in those formations.

PREREQUISITES
A student is expected to meet prerequisites for all courses prior to registering. Prerequisites are listed with the individual course descriptions and 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, he/she may request permission from the instructor of the course to enroll in the class. A faculty withdrawal may withdraw students who enroll without first completing prerequisites or obtaining instructor permission.

CO-REQUISITES
Co-requisites are courses that must be taken concurrently. Students are responsible for registering and attending all co-requisite courses in the same semester. Co-requisites are listed in the individual course descriptions. A faculty member may withdraw students who do not enroll for the appropriate co-requisites.

REPEATABLE COURSES
Some courses (such as Special Topics) may be taken more than once for additional credit. Only those courses for which repeatability for additional credit is explicitly noted in the course description qualify for this option.

RETAking COURSES
Any course for which a student has received a transcripted grade may be retaken at the student’s option, if permitted by the Program offering the course. The student’s transcript will reflect all grades earned by the student in each semester in which the course is taken. Only the credits and chronologically last grade earned are applied toward graduation requirements, prerequisite fulfillment, and cumulative MSC/UAA GPA calculation.

The Credit/No Credit grading option cannot be selected when courses are to be retaken for GPA improvement. Students may not retake a course through credit-by exam, correspondence, or through work at another college or university for the purpose of raising their grade point average at MSC/UAA. To determine eligibility for graduation with honors, all credits and grades from retaken courses are included in GPA calculations.

REGISTRATION
In addition to prerequisites, registration restrictions are conditions a student must meet before enrolling in a course. Examples include, but are not limited to, admission requirements, special approval, level requirements, special licenses or credentials.
SPECIAL NOTES
In addition to prerequisites and registration restrictions, special notes may describe other qualities and expectations about the course that may impact student success. Special notes include, but are not limited to, additional information about academic environment, degree planning, or repeatability options.

SPECIAL COURSES

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 fall and spring semesters, the deadline for directed study registration is the end of the 9th week.
5. For the summer semester, the deadline for directed study registration is prorated according to the length of the session.
6. 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.
7. Only regular 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 regular term faculty member is 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 members involved;
   c. see that the material is presented in a full and timely manner;
   d. evaluate student's progress in achieving student outcomes;
   e. generate course grade and see that the grades are turned in to Student Services;
   and
   f. assume responsibility for academic issues that arise in the course.
8. Faculty members must have taught the permanent course or a related course prior to teaching a directed study.
9. The initiation of directed studies must come from the faculty members in the discipline and must be approved by the College Director.

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 Dean/Director. These courses are not duplications of and must differ significantly from any catalog course. The independent study provides the opportunity for students who have completed most of the required courses in their program to study topics which are not offered. The policies are as follows:
1. Retroactive registration is not permitted.
2. Independent study courses cannot be used to fulfill GER. This policy is 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 (1) credit each week.
5. For fall and spring semesters, the deadline for independent study registration is the end of the ninth week.
6. For the summer semester, the deadline for independent study registration is prorated according to the length of the session.
7. Only regular or term faculty are allowed to be the Instructor of Record for the Independent Study courses. The College Director may function as Instructor of Record when no regular or term faculty 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 a full and timely manner;
   d. evaluate student's progress in achieving student outcomes;
   e. generate course grade and see that the grades are turned in to Student Services;
   and
   f. assume responsibility for academic issues that arise in the course.
8. The initiation of independent study courses must come from faculty in the discipline and must be approved by the College Director.
STACKED COURSES
Two or more courses from the same discipline (prefix) covering common course content, but at different course levels, may be taught together. These courses are stacked, and students may register for the course level that meets their objectives, and for which they meet the prerequisites. A student enrolled in stacked courses either meets at the same time and location or receives instruction by the same delivery mode. Expectations for student performance and achievement reflect course level. Catalog/bulletin descriptions of these courses include the phrase “Stacked with.” The semester course schedule indicates if a class is being offered in stacked format.

CROSS-LISTED COURSES
A course that contains content related to two or more disciplines may be offered under the prefixes that identify those disciplines. These courses are termed “cross-listed.” A student may enroll in cross-listed courses under the discipline and prefix of his/her choice. Catalog/bulletin descriptions of these courses include the phrase “Cross-listed with.” The semester course schedule will indicate if a class is being offered in cross-listed format.

INTERNSHIP
An internship is a student work experience in which the employer or agency is the student’s immediate supervisor, is active in planning the expected outcomes, and is involved in the evaluation of the student’s achievements. A faculty member must act as instructor and approve the work activities, the outcomes, and the evaluation method. The instructor reviews all of the final documents upon completion of the assignment and assigns the final grade.

Internships require that the student completes a minimum of 45 hours of work with the employer for each credit earned. Final course grades are generally based on hours worked, outcomes achieved, employer and instructor ratings of work performance, and evaluation of required journals or reports.

PRACTICUM
A practicum is a student work experience, for which the academic department establishes the objectives and outcomes. The instructor facilitates, monitors, and evaluates student accomplishments, and assigns the final grade.

FLEXIBLE TIME COURSES
Certain courses are offered in flexible formats. They include:

Self-Paced
These courses offer an alternative to the traditional lecture class and are especially suited to motivated, self-directed learners. Self-paced courses allow students to work in a low-anxiety, supportive environment. They include some or all of the following:
   a. group study
   b. tutorial study
   c. scheduled lectures
   d. diverse learning aids such as video, audio, computer, and library resources.

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.

Variable Credit
These courses may be taken for a variable number of credits with prior approval of the faculty member. Workload and tuition depend on the number of credits selected.

Short: Short courses offer the content of a full semester course in a shorter time frame.
Mini: Mini courses are offered for fewer than three (3) credits and usually in a shorter time period than a full semester.
A student may attend classes in a course offered at MSC only after he/she has properly completed the registration process for that course. An undergraduate student who is enrolled at MSC/UAA for 12 or more credits is classified as full-time. An undergraduate student who is enrolled at MSC/UAA for fewer than 12 credits is classified as part-time. Audited courses, credit-by-exam courses, and Continuing Education Units (CEUs), and Professional Development courses (500-level) are not included in the computation of study load for full-time or part-time status.

COURSE LOAD

A student may register for a maximum of 19 credits during the Fall and Spring semesters, and a lighter load is recommended for summer session although a student may register for a maximum of 15 credits. A student who wants to register for additional credits must request overload approval at registration. An Academic Advisor must sign overload petitions.

A student should consider his/her graduation timeline when planning his/her study load. The minimum number of required credits is 60 for an associate degree and 120 for a baccalaureate degree. To complete an associate degree in two years (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.

SPECIAL STUDENTS

Additional policies apply to the following categories of students:

SECONDARY SCHOOL STUDENT ENROLLMENT POLICY

Mat-Su College welcomes students of all ages who meet the University admissions requirements for certificate, degree, or non-degree seeking status set forth in this catalog. The following policy applies to all applicants under the age of 18 who are in the 9th, 10th, 11th or 12th grade and have not already earned their high school diplomas or GEDs.

SECONDARY SCHOOL STUDENT ENROLLMENT PROCEDURES

In order to promote academic success and to facilitate a smooth transition to postsecondary education, the following procedures have been established.

ADMISSION PROCESS: Secondary school applicants may be admitted on a semester-by-semester basis to non-degree-seeking status only.

REGISTRATION PROCESS: To complete the registration process, secondary students must:

1. Meet with an academic counselor to discuss course selection, enrollment procedures, and appropriate placement. Placement testing may be required.
2. Obtain signed approvals on the Secondary School Student Signature Form from the local area School District designees. The designees will assess the student’s social and academic maturity and readiness for success and safety in the courses requested. If the student is home schooled, the home-school organization director will serve as the local area School District designee;
3. Obtain signed approval of the course instructor on the Secondary School Student Signature Form for registration in a course. The course instructor’s approval is based on the instructor’s judgment that the student meets factors 1 through 4 in the University Determination section of this policy. Course instructors may require copies of high school transcripts and SAT, ACT, or an approved test to determine appropriate course placement;
4. Complete a Secondary School Student and Parent/Guardian Statement of Understanding. This needs to be signed by the student and parent/guardian;
5. Complete a Proxy for Registration Form if someone other than the student is processing the request. This needs to be signed by the student and parent/guardian;
6. Submit forms named above to MSC Student Services for review and final approval. The campusdesignee will review the student packet for completeness and assess the student’s social and academic maturity and readiness for success and safety in the courses requested;
7. Register on a space available basis, as priority is given to degree seeking students. Enrollment guidelines for qualified secondary school students are as follows:
   a. Enrollment may not exceed seven credits per semester;
   b. Prerequisites for the courses requested must be met;
   c. Courses must be at the 200 level or lower (MATH A054, MATH A055, PRPE A076, PRPE A084, PRPE A086, PRPE A107, PRPE A108, ENGL A109 are considered remedial and are not available to secondary school students.) Exceptions must be approved by the course instructor, department chair, and Dean, Director, or designee;
8. Pay all tuition, course, and student fees;
9. Adhere to UAA policies and procedures found in the catalog and student handbook;
10. Attain a grade of at least “C” (2.00 on a 4.00 scale) from each UAA course to receive permission to register for future semesters; and
11. Meet other program requirements established for secondary school students at the community campuses.

STUDENT AND PARENT/GUARDIAN AGREEMENT
The registration process at UAA requires all secondary school student applicants and their parents/guardians to complete a Secondary School Student and Parent/Guardian Statement of Understanding. Signing the agreement signifies understanding of, and agreement with/to all of the following:
1. University work is much more rigorous and much less guided than secondary education course work;
2. The courses taken will establish an official transcript that will follow the student throughout the student’s college and/or university career;
3. Adult themes and diverse perspectives are essential to University materials and discourse;
4. A secondary school student who registers in University courses is responsible for maintaining at least a “C” (2.00 on a 4.00 scale) cumulative high school grade point average in order to register for college level credit;
5. The University will not act in a parental or supervisory role;
6. A parent or guardian may not attend a course in which their secondary school student is registered unless and until the parent or guardian is also officially registered for the course;
7. A secondary school student who registers in University courses is fully responsible for complying with all policies and procedures of the University. This includes being aware of and adhering to the University Student Code of Conduct.

A permanent University disciplinary record is established for all students who are found responsible for violating the Code of Conduct.

UNIVERSITY DETERMINATION
The University reserves the right to deny or discontinue the enrollment of a student in a course or courses if the University determines that the student lacks the maturity, the legal or intellectual ability or the academic preparedness to participate on an equal footing with other students, or if it is otherwise not in the legitimate interest of the University for the student to participate. Factors that may be considered in such a determination include, but are not limited to, the following:
1. Whether the parents (including guardians) of the student support the student’s enrollment in the course;
2. Whether, in the judgment of the faculty member, the student:
   a. possesses the intellectual and academic resources to participate meaningfully on an equal footing with other students,
   b. has the emotional maturity to absorb and appreciate the significance of material covered in the course,
   c. has the potential to behave appropriately so as to not disrupt the class or distract the faculty member or other students in the course,
   d. is independent and will not require undue care, attention, or monitoring by the faculty member, and
   e. possesses the physical ability to perform physical functions in the course without undue risk;
3. Whether the course involves high risk activities for which the University requires a release of claims of all students, in light of the fact that such a release is not enforceable as to a student under the age of 18; and
4. Whether the student can lawfully participate in the course.
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.

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.
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).

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 UAA campus health services and programs.

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 polices, 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.

Most students receiving Tech Prep credit are concurrently enrolled in MSC and the partnership institution. Students who did not concurrently enroll and are requesting Tech Prep credit (up to two years after completion of the partnership course), through the non-traditional transfer credit process, must first apply and be accepted as a certificate or degree-seeking student at MSC, must complete the Tech Prep Request for Non-Traditional Transfer Credit, provide MSC with an official partnership transcript reflecting course completion and final grades received in the articulated course, and pay an administrative fee. MSC reserves the right to reject credit or to require an examination before awarding non-traditional transfer credit.

Only Tech Prep courses completed with a grade of C (2.00) or higher will be considered for nontraditional transfer credit.

Credit awarded through the non-traditional transfer credit process will not be reflected as a concurrent registration in a MSC course and will not be included in the student’s MSC grade point average (GPA).

Credit will not be awarded for a course that duplicates one for which MSC credit was already received.
There is no limit on the total number of MSC credits a student may receive through the nontraditional transfer credit process. However, there may be limits to the number of those credits that may apply toward a specific degree. Where possible, partnership courses in the Tech Prep Program will be articulated and equated to specific MSC lower division courses (100 or 200 level). However, some courses may be articulated to MSC lower division elective credit.

**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.

**INTERNATIONAL STUDENTS**

International students with Permanent Residency or Immigrant visas may be admitted to either degree-seeking programs or non degree-seeking options. Those with visa types including B-1 or B-2 visitor visas, F-2 visas and those on the visa waiver program may only take English as a Second Language (ESL) or recreational/vocational courses. Individuals seeking the Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status must be formally admitted to degree-seeking status. Individuals with other visa types are advised to contact the International Student Advisor at the UAA Enrollment Services (786-1573) for information or contact the Admissions & Records Office at MSC (745-9746). See the Admission section of this bulletin for more information.

**SENIOR CITIZENS**

Alaska residents 60 years of age or older may qualify for tuition and special fee consideration. (See Chapter 3, “Tuition, Fees, and Financial Aid,” for further information.)

**VETERANS, SERVICE MEMBERS, AND ELIGIBLE DEPENDENTS OF VETERANS**

Individuals in this category may qualify for tuition and special fee consideration. (See Chapter 3, “Tuition, Fees, and Financial Aid,” for further information.)

**NON-HIGH SCHOOL GRADUATES**

Individuals 18 and over who do not have a high school diploma or GED may still enroll in classes. See the Admission section of this bulletin for information.

**NON-DEGREE-SEEKING STUDENTS**

Individuals in this category are not currently seeking a MSC certificate or degree. See the Admission section of this bulletin for information.
RESIDENCY AND RESIDENT 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. (See Chapter 7, "Educational Delivery Methods and Non-Traditional Credit" for further information.

CATALOG YEAR

CERTIFICATE AND ASSOCIATE DEGREES

Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a certificate program or associate degree or the catalog in effect at the time of graduation. If the requirements for a certificate or associate degree as specified in the entry-level catalog are not met within five (5) years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the current admission and graduation requirements in effect at the time of readmission or graduation.

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 more information.

TRANSFER CREDITS

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. Only course work that clearly and demonstrably satisfies the intent of a UAA General Education or College Requirement 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 admitted as a degree-seeking student.

CRITERIA FOR ACCEPTANCE OF TRANSFER CREDIT

1. Transfer credit is 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 Commission on Colleges and Universities
   —Southern Association of Colleges and Schools
   —Western Association of Schools and Colleges

2. Only undergraduate college-level (100 to 499) courses completed with grades equal to "C" (2.00) or higher are considered for transfer.

3. Students who plan to transfer credits from outside the United States 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. UAF and/or UAS residence credit posted on an official transcript will be transferred to MSC/UAA subject to applicability toward degree requirements.

7. Credits from unaccredited institutions are only accepted under special institutional arrangements.
Transfer credit equivalents vary among semester, unit and quarter universities. Courses equated to MSC/UAA courses that are 1.00 credit or less meet MSC/UAA course requirements without requiring a petition. To complete credit requirements greater than 1.00 credits, a student can either take another MSC class or request an Academic Petition from an academic counselor. A student is ultimately responsible for ensuring that they complete the total number of credits for their degrees.

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 credits minimum</td>
</tr>
<tr>
<td>Oral Communication Skills</td>
<td>3 credits minimum</td>
</tr>
<tr>
<td>Humanities/Social Sciences/Fine Arts</td>
<td>15 credits minimum</td>
</tr>
<tr>
<td>At least 3 credits in the arts</td>
<td></td>
</tr>
<tr>
<td>At least 3 credits in the general humanities</td>
<td></td>
</tr>
<tr>
<td>At least 6 credits in the social sciences from 2 different disciplines</td>
<td></td>
</tr>
<tr>
<td>Quantitative Skills/Natural Sciences</td>
<td>10 credits minimum</td>
</tr>
<tr>
<td>At least 3 credits in mathematics</td>
<td></td>
</tr>
<tr>
<td>At least 4 credits in the natural sciences including a Lab</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>34 credits minimum</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 transfer students 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.

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. Students who have received a baccalaureate degree from UAS or UAF will be considered as having met UAA's General Education Requirements.

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. Undergraduate degree-seeking students are classified as follows:

<table>
<thead>
<tr>
<th>Freshman/First Year</th>
<th>Sophomore/Second Year</th>
<th>Junior 60-89</th>
<th>Senior 90+ Credits</th>
</tr>
</thead>
</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.

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 for Acceptance 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. The student will be notified of the decision.

Changes in course level, grading, or number of credits awarded cannot be petitioned. UAA courses not on the approved baccalaureate General Education Requirements (GERs) list may not be petitioned to meet a GER.

REGISTRATION
Registration is the process of signing up and paying for classes for a particular semester. A student may attend classes in a course offered at MSC only after they have properly completed the registration process for that course. Class offerings, dates, times, deadlines and other important registration details specific to each semester are published in that semester’s Course Schedule. Not every course listed in this catalog is offered each semester. Non-credit and Continuing Education Unit courses have special registrations.

A student may register in person or use the web registration system during the dates published in that semester’s Course Schedule. Non-credit, Continuing Education Unit (CEU), and Professional Development (500-level) courses have special registrations; interested students are advised to contact the appropriate school or college for more information.

For Fall and Spring semesters, a two-week late registration and add/drop period begins on the first day of the semester. Registration for semester-length classes is not allowed after the tenth class 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 tuition and fees are 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 he/she must officially drop or withdraw from his/her courses 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.

A student may adjust his/her schedules and add or drop courses throughout the late registration and add/drop period. Some courses may require instructor approval for this activity. Caution: Dropping or auditing courses may affect eligibility for current and future financial aid. A student receiving financial aid should check with the Financial Aid Office before dropping or auditing a course. (See Chapter 3, “Tuition, Fees and Financial Aid,” for further information.)

All students should meet with an academic counselor prior to registering each semester. Advising can help students clarify their goals, make suitable course selections, and understand academic expectations. However, the student is ultimately responsible for meeting university requirements.

REGISTRATION BY PROXY
A student 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.

FACSIMILE (FAX) TRANSMISSION
Because the original source of a document received through a FAX transmission cannot always be accurately determined, official 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.

BIOGRAPHIC & DEMOGRAPHIC INFORMATION
Matanuska-Susitna College must comply with state and federal reporting requirements and therefore requires a student to provide specific biographic or demographic information on registration or admission forms. MSC 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. The University does not discriminate on the basis of this information.

CHANGE OF NAME
A student’s name on official records at MSC must be the student’s full legal name. A Change of Name form may be processed through Student Services and must be supported by legal documentation, i.e., social security card, 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 Student Services 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.

SOCIAL SECURITY NUMBER
The University of Alaska has begun the process of establishing student identification numbers and moving away from the practice of using social security numbers as default ID numbers. The University is still required to collect a valid social security number from each student for tax, employment, and Federal financial aid purposes.

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 and on our website 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 they plan to attend and to complete all courses for which they register. (See the Table for Add/Drop, Withdrawal, Credit/No Credit and Audit for more information.)

FACULTY SIGNATURE
Some course descriptions include "Instructor Permission" as a prerequisite. A student must obtain the signature of the faculty member instructing the course section or appropriate approval before registering.

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. Requirements for auditing the course are determined by the faculty. Faculty may withdraw a student if they fail to comply with the agreed-upon terms.

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 Student Services.

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

### ADD/DROP, WITHDRAWAL, CR/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>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</td>
<td>Weeks 3 through 12 of Semester</td>
<td>After Week 12 of Semester</td>
</tr>
<tr>
<td>DROP OR WITHDRAWAL</td>
<td>No faculty signature required. Form filed with A&amp;R. Course will not appear on student transcript.</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 Not Permitted.</td>
</tr>
<tr>
<td>DROP OR WITHDRAWAL</td>
<td>No faculty signature required. Form filed with A&amp;R. Course will not appear on student transcript.</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 Not Permitted.</td>
</tr>
<tr>
<td>TOTAL WITHDRAWAL FROM MAT-SU COLLEGE</td>
<td>No faculty signature required. Form filed with A&amp;R. Courses will not appear on student transcript.</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 Not Permitted.</td>
</tr>
<tr>
<td>CHANGE IN GRADING OPTION. The grading option for a course may be changed as follows:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desired Change</td>
<td>Week 1 through 2 of Semester</td>
<td>Weeks 3 through 12 of Semester</td>
<td>After Week 12 of Semester</td>
</tr>
<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.

### CANCELLATION OF CLASSES

Matanuska-Susitna College reserves the right to cancel or combine classes, to change the time, 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.
COURSE PERFORMANCE
Successful performance in individual courses contributes to overall satisfaction with the educational experience at MSC and ultimately will provide for successful completion of a course of study or degree.

Faculty members design course activities that assist students to acquire, comprehend, and apply knowledge and skills in a variety of subject areas. The course syllabus is designed to provide information about the structure of the course and methods of determining successful course completion.

In order to evaluate student learning, grades are assigned by faculty to individual students that indicate achievement of course objectives. Student behaviors such as class attendance, class participation, completion of all assignments, and achievement of passing marks on all graded activities are the foundation for success of the student.

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.

OFFICIAL COLLEGE ABSENCES
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.

STUDENT-INITIATED DROP OR WITHDRAWAL
A student may drop a class according to the information found in the published class schedule each semester. Deadlines are determined by the start date of the class and usually occur within the first two weeks of class (for Fall and Spring semesters), prorated for shorter semesters. There is a fee for this option, and no grade will be issued for classes dropped by the deadlines.

After the last deadline for dropping a class, a student may withdraw from the class through the twelfth week of class (for Fall and Spring semesters), prorated for shorter semesters. This will produce a designation “W” for the course on the cumulative transcript. After such a withdrawal, an academic grade for the course may only be obtained by retaking the course. No tuition or fees are returned to students who withdraw from a class.

FACULTY INITIATED WITHDRAWALS
A faculty member may drop/withdrawal from a class a student who fails to meet published individual course requirements (see next paragraph). A student who fails to attend class within the first seven (7) calendar days of the semester is also eligible for this action. The deadlines for faculty-initiated drop or withdrawal are the same as for student-initiated drop or withdrawal.

The requirements which a student must meet include all catalog/bulletin pre- or co-requisites for the course, as well as other registration restrictions. Faculty may initiate a withdrawal for a student in audit status for a class according to criteria for audit status distributed in the class syllabus.

Faculty are not obliged to initiate drops or withdrawal for any reason. A student who needs to be excused from first-week attendance must contact the faculty member and receive permission before the first class meeting of the semester.

Faculty Withdrawal forms are available from Student Services/Admissions & Records or on the college website.

PARTICIPATION AND PREPARATION
Preparation for a class begins by having the necessary prerequisites for the class and obtaining appropriate advising and counseling regarding enrollment in a class. Active participation in the class necessitates a willingness to prepare for classes by reading materials assigned for the class in either print or electronic format, participating in classroom discussion and asking questions of the instructor about material presented. Participation includes a willingness to evaluate the class in a constructive manner at the completion of the course.

COURSE MATERIALS
Having access to the materials assigned for the course improves success in a course. Therefore, it is the student’s responsibility to have available all the materials, books, and notes for the course. If materials are in an electronic format, students are responsible for accessing them through personal computers or in the computer labs on campus.
ASSIGNMENTS AND TESTING

A student should be aware of specific assignments, the scope of the assignments, due dates, grading criteria, and the application of the assignment to the course grade. A student should clarify these points with the faculty member prior to submitting the assignment for grading.

A student should be aware of testing policies as written in the course syllabus. A student is responsible for arranging alternate testing times and arrangements with faculty members, if they are allowed these options, prior to the test date. This includes needs for Disability Support Services and absences on the day of the exam for illness or family issues. A student should clarify how to address alternate testing with the individual faculty prior to the first exam.

SYLLABUS AND COURSE PROCEDURES

The course syllabus is the student guide to the course. A student should receive a syllabus at the beginning of each course that describes the course, policies within the course, and procedures that govern the delivery of the course.

A student is responsible for obtaining the syllabus, or for having access to it electronically, and understanding the course policies in the syllabus. Any questions regarding information in the syllabus should be directed to the instructor for clarification.

COURSE COMPLETION

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

ACADEMIC LETTER GRADES

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.

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.

NON-ACADEMIC GRADES

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

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.

OTHER DESIGNATIONS

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

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

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 Student Services. 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 deferred grade (DF) is used when the student is making satisfactory progress, but completion of the course project (such as thesis, project, research courses, internships, etc.) typically requires more than a semester. Credit is withheld, without academic penalty, until the course requirements are met. If course work is not completed prior to fulfilling graduation requirements or if the student fails to maintain enrollment for one (1) 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.

INCOMPLETE GRADE (I)
An incomplete grade (I) is assigned only at the discretion of the instructor. 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.

NO GRADE (NG)
Indicates no grade such as a lab where grade is calculated with lecture.

PASS/NO PASS (P/NP)
In some courses students are graded “P/NP” (Pass/No Pass). This grading option is established at the time the course is approved and must apply to the class as a whole. Pass/No Pass grading is not a student option. When a course is graded Pass/No Pass, the faculty member must clearly explain this fact to the students at the beginning of the class. For performance comparison only, a grade of “P” (Pass) is considered equivalent to a grade of “C” or higher in undergraduate courses and a grade of “B” or higher in graduate courses. Pass/No Pass grades are used to determine satisfactory academic progress. However, P/NP grades do not carry grade points and are not used in GPA calculations.

HOW TO ACQUIRE YOUR GRADES
A student may use 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.uaonline.alaska.edu. Individual grade reports will not be mailed. A student may also request a printed copy of semester grades. This is available in Student Services/Admission & Records Office in FSM 101.
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 Student Services/Admissions & Records Office by the appropriate faculty member. Change of Grade forms will not be accepted if submitted to Student Services by the student.

GRADE POINT AVERAGE COMPUTATION (GPA)
MSC/UAA uses the 4-point system as a measure of scholastic success. Academic letter grades carry the following values:

- A = 4.00
- B = 3.00
- C = 2.00
- D = 1.00
- F = 0.00

A quality hour (Q Hrs) is defined as one (1) credit hour for a course graded A-F. For each course the student takes with quality hours, that number of quality hours for the course is multiplied by the point value of the grade to give the total grade points (Q Pts) for that course. The sum of the total grade points for all courses is then divided by the total number of quality hours to compute the grade point average (GPA).

For example, a student who took three (3) courses and earned an A for a three-credit course, a C for a one-credit course, and a P (Pass) for a two-credit course would have a total of four (4) quality hours. The total grade points for the first course would be 12 points and for the second would be two (2) points. The GPA would be calculated by dividing the sum of 12 and 2 by 4, the number of quality hours, to determine a grade point average of 3.50.

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.

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 retaken courses are also included in calculating the student’s GPA for graduating with honors.

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 does not qualify for financial aid and International Students 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 post-secondary 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 Student Services/Admissions & Records Office in FSM 101.

**Departmental Probation or Removal from a Major Program**

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. Those students’ major program will be changed to Undeclared. Students will remain in a certificate or undergraduate degree-seeking status as long as the University's minimum academic standards are met. Undeclared students must use the Change of Major/Degree form and process to request re-admission or admission to a new program. Forms are available from Student Services.

**ACADEMIC ELIGIBILITY FOR STUDENT ACTIVITIES**

A student with satisfactory academic performance is eligible for participation in intercollegiate competition or co-curricular 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.

**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.
PROGRAM COMPLETION

GRADUATION APPLICATION

MSC issues diplomas three times a year: in January following the Fall semester, in June following the Spring semester, and in September following the Summer session. To be eligible for graduation at the end of a given semester, a student must:

- Be formally admitted to the degree or certificate program during the previous semester.
- 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.

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 accredited institutions attended and for all course used to fulfill the degree program 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

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.

COMMENCEMENT

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

A student who has applied for graduation from another University of Alaska campus may participate in commencement ceremonies at Mat-Su College. UA encourages a student enrolled in a distance delivered program 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.
Distance Education
  Proctoring Services
  Correspondence Study
Non-Traditional Credit
  Language Credit by Placement
  Certified Experience Credit
  Local Credit by Examination
  Military Credit
  National Credit by Exam
  Advanced Placement Program
  College-Level Examination Program (CLEP)
  Dantes/USAFI Examination
  Excelsior College Exam
  International Baccalaureate
Tech Prep After High School Eligibility
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 several things, one of the primary reasons technology is employed in education is to provide distance education. Many distance courses are run in an "asynchronous" mode. This means that the student may engage in the coursework 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.

Key points about UAA's distance courses: Distance courses can be applied toward UAA degree programs in the same way as on-campus courses. No distinction is made on a student's transcripts between distance and on-campus courses. Most distance courses are not self-paced.

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 are listed in the course schedule.

Many different technologies are used to deliver distance education. Most courses use a combination of the following:

- Audio Conferencing
- CD-ROM Instruction
- Correspondence
- Instructional TV
- Streaming Media
- Video/Audio Tapes
- Web-Based Instruction

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.

An experienced and helpful staff at the Academic Technology Services Department at UAA 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 or visit their website at: www.uaaonline.alaska.edu

CORRESPONDENCE STUDY

Center for Distance Education and Independent Learning

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.

The Center for Distance Education and Independent Learning is part of the College of Rural Alaska. The Independent Learning Program (IL) is the oldest distance delivery program at the University of Alaska and has offered correspondence courses for more than forty years. There are more than 100 courses available, though the variety of courses is not designed to meet the requirements of any specific degree program. Some required courses for various degree programs, however, are included in the IL offerings. The University of Alaska correspondence study is considered resident credit at UAA.

For further information contact:

Center for Distance Education and Independent Learning
P. O. Box 756700
Fairbanks, Alaska 99775-6700

Phone: (907) 474-5353
Fax: (907) 474-5402
www.distance.uaf.edu/
distance@uaf.edu
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 below.

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 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. In order to receive credit, the student must complete the appropriate form from Student Services and pay an administrative fee.

CERTIFIED EXPERIENCE CREDIT
This program allows crediting of certified, but not accredited, institution-sponsored learning. With documentation, the University may award elective credit or specific course credit. National/State/Local Certificates: Persons who have met certain standards and/or passed certain tests may be awarded academic credit. Credit agreements are currently in effect for the following:

- Alaska Emergency Medical Services
- Alaska State Troopers
- Anchorage Police Department
- Apprenticeship Technologies
- Certified Professional Legal Secretary (CPLS) Examination
- Certified Professional Secretary (CPS) Examination
- Child Development Certificate
- Federal Aviation Administration
- Federal Wildland Fire Management Training Program
- National Council Licensure Exam (NCLEX)
- National Occupational Competency Testing Institute (NOCTI) Examination
- U.S. Department of Labor Bureau of Apprenticeship and Training
- U.S. Paramedic Licensure

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.

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 Student Services. There is a fee charged for local credit by exam. General criteria for local credit by examination include:

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

Up to 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 the primary 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 applied toward an associate degree and no more than 30 semester credits are applied toward a baccalaureate degree. Exceptions are granted only to a student enrolled in the SOC programs.

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

Eligibility for entrance to these programs requires three semester credits to be completed in residence at MSC/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 above with grade(s) of C 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 with an overall GPA of 2.0. Please contact Student Services 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 Student Services at MSC. 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</td>
<td>Studio Art</td>
</tr>
<tr>
<td>Biology</td>
<td>History of Art</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>Languages</td>
<td>Language and Composition</td>
</tr>
<tr>
<td>Government &amp; Politics</td>
<td>American History</td>
</tr>
<tr>
<td>History</td>
<td>European History</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Calculus AB</td>
</tr>
<tr>
<td>Music</td>
<td>Music Theory</td>
</tr>
<tr>
<td>Physics</td>
<td>Physics B</td>
</tr>
<tr>
<td>Psychology</td>
<td>Psychology</td>
</tr>
<tr>
<td>Statistics</td>
<td>Statistics</td>
</tr>
<tr>
<td>Art</td>
<td>4 credits lower-division art elective</td>
</tr>
<tr>
<td>History of Art</td>
<td>ART A261/A262</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL A102/A103+ 4 credits</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM A105/A105L</td>
</tr>
<tr>
<td>Computer Science</td>
<td>CS A201/3 credits</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>ENVI A202 + 1 credit</td>
</tr>
<tr>
<td>Economics</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>English</td>
<td>ECON A201</td>
</tr>
<tr>
<td>Literature and Composition</td>
<td>ENGL A111</td>
</tr>
<tr>
<td>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>Level 3: German Language</td>
<td>8 credits lower-division</td>
</tr>
<tr>
<td>Latin elective</td>
<td>4 credits lower-division</td>
</tr>
<tr>
<td>Latin elective</td>
<td>4 credits lower-division</td>
</tr>
<tr>
<td>Level 3: Spanish Language</td>
<td>SPAN A101/A102</td>
</tr>
<tr>
<td>European History</td>
<td>HIST A102</td>
</tr>
<tr>
<td>History of Art</td>
<td>HIST A101/A102</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MATH A107/A108/A200</td>
</tr>
<tr>
<td>Music Theory</td>
<td>MUS A111</td>
</tr>
<tr>
<td>Music Listening and Literature</td>
<td>MUS A121</td>
</tr>
<tr>
<td>Physics B</td>
<td>PHYS A123/A123L</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY A111</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 Student Services.

General Exams
MSC/UAA awards up to 24 credits for CLEP general exams to a student who earns a score of 500 or higher for paper based test and 58 or higher for computer based test. Credit for CLEP general exams are awarded according to the following standards:

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

A student must request that an official report of exam scores be sent to Student Services. Examinations may not be repeated for a minimum of 6 months.

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/USAHI 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/USAHI transcript must be submitted to Student Services.

EXCELSIOR COLLEGE EXAM
Credit may be awarded for successful completion of the Excelsior College Exam. Credit for exams is elective credit or, through agreements with departments, is equated to UAA courses. An official copy of the student’s exam scores must be sent to Student Services.

INTERNATIONAL BACCALAUREATE
UAU awards credit for satisfactory performance (a score of 5 or higher), on the International Baccalaureate Examinations.

TECH PREP
For more information on MSC's Tech Prep Program see Chapter 6 “Academic Standards & Regulations”.

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 completion of the course. 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.
The Curriculum
Academic Programs
Certificates
Non-Transcripted Certificates
Associate Degrees

General University Requirements for Undergraduate Certificates and Associate Degree Programs
Concurrent Associate Programs
  Double Majors
  Double Degrees

Second Associate Degree
Associate of Arts Degree Requirements
Associate of Arts with Baccalaureate Degree General Education Requirements Link
Associate Degree Course Classifications

General Education Requirements (GER) for Baccalaureate Degrees
Petitions for General Education and/or University Requirement

General Education Classification List
Associate of Applied Science General Degree Requirements
Associate of Applied Science and Certificate Program Listings
THE CURRICULUM
Matanuska-Susitna College provides curricula that offer its students the opportunity to acquire the intellectual skills, habits of minds, and ethical sensibilities necessary to develop into individuals who make informed judgments and interpretations about their community and the broader world, who take full responsibility for their beliefs and actions, who recognize the connection between knowing and acting, and who commit themselves to lifelong learning. The MSC curricula emphasizes that while the acquisition of knowledge is an end in itself, each MSC graduate must enter the world beyond the College fully equipped to live resiliently in a changing world and be willing to apply theories and methodologies to examine and resolve the problems of their own communities, and those of an increasingly diverse and interdependent world.

The College does not prescribe specific courses for all students. It is the responsibility of each student to determine an appropriate program of courses within the framework of their academic program in consultation with an academic counselor. (See Chapter 5, “Advising and Academic Support,” for further information.) The requirements for each degree include completion of a minimum number of courses, resident credits, fulfillment of the General University Requirements and the General Education Requirements, and completion of program requirements.

ACADEMIC PROGRAMS
CERTIFICATES
Undergraduate certificates are programs of 30 credits or more that offer focused instruction in a concentrated area. They are particularly appropriate in a scientific or technical area such as health care, computer systems, transportation or industrial technology. Certificates often provide the knowledge and skills needed for entry level positions in specific employment sectors.

NON-TRANSCRIPTED CERTIFICATES: A Non-Transcripted Certificate documents that an individual has completed a program of formal instruction that may satisfy the training requirement(s) in a code or license regulated field, while not contributing towards either the associate or the baccalaureate degree equivalency.

ASSOCIATE DEGREES
Associate degrees are programs of 60 credits or more that combine focused coursework in a major field with broad studies in the general education areas of written communication, oral communication, humanities, mathematics, natural sciences, and social sciences.

An Associate of Arts degree provides a broad-based program of studies that may be used to satisfy a student’s educational need, or may be used as a basis for transfer into a selected baccalaureate degree field. Associate of Applied Science degrees provide focused curriculum that prepares students for a position in a particular field of employment, or for a particular type of endeavor. Students in these degree programs build knowledge and skills needed to carry out specific tasks while they develop abilities in the essential elements of communications, computation, and human relations.

GENERAL UNIVERSITY REQUIREMENTS FOR UNDERGRADUATE CERTIFICATE AND ASSOCIATE DEGREE 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, admission expires and the student must reapply for admission and meet the admission and graduation 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 (AA) 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 (AAS) 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:

• A student must earn a minimum of 60 credits for either an AA or an AAS degree.
• A student must complete at least 15 credits in residence. Additional residency credit requirements, to meet program accreditation standards, may be established.
• 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.
• 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.
• 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, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of formal acceptance.
• 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.
• All courses for an Associate of Applied Science degree must be at the 100-level or above.
• 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 Admission to Certificate and Associate Degree Programs Requirements located in Chapter 6, "Academic Standards and Regulations."

General University Requirements

Complete the Associate Degrees 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 a 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 77.

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 A260A Business Communications (3)
     - ENGL A211 Academic Writing About Literature (3)
     - ENGL A212 Technical Writing (3)
     - ENGL A213 Writing in the Social/Natural Sciences (3)
     - ENGL A214 Persuasive Writing (3)

3. 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 78.
ASSOCIATE OF ARTS (AA)
with Baccalaureate Degree General Education Requirements 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 Writing 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 78.
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 Systems
- 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
- General Studies
- 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 Communications
- Latin
- Language Studies
- Liberal Studies Integrated Core
- Linguistics
- Music
- Philosophy
- Political Science
- Preparatory English **
- Russian
- Spanish
- Theatre
- Women’s Studies *

### MATH AND NATURAL SCIENCES
- Anthropology
- Applied Statistics
- Astronomy
- Biological Sciences
- Chemistry
- Computer Science
- Environmental Studies
- Geography
- Geology
- Liberal Studies Integrated Science
- Mathematics
- Nursing
- 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

### SOCIAL SCIENCES
- Anthropology
- Business Administration
- Counseling
- Economics
- Environmental Studies
- Geography
- Geology
- Liberal Studies Social Science
- Paralegal Studies
- Political Science
- Psychology
- Social Work
- 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. General University Requirements for all baccalaureate degrees are as follows:

- earn a minimum of at least 120 credits at the 100-level or above
- earn a minimum of 42 upper division credits including 24 upper division credits in residence
- earn at least 30 credits in residence – in addition, transfer students must earn in residence at least 12 credits in each major field and, where applicable, at least three (3) credits in each minor field
- 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

Note: For further information, refer to the UAA Catalog.
GENERAL EDUCATION REQUIREMENTS (GERs) FOR UAA BACCALAUREATE DEGREES

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 in forming responsible citizenship.

All students who earn a baccalaureate degree 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.

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 a General Education Requirement are also identified in the course description area of the UAA Catalog or MSC Bulletin.

PETITIONS FOR GENERAL EDUCATION AND/OR UNIVERSITY REQUIREMENTS

Petitions pertaining to general education requirements and/or general university requirements must be processed through the Office of Academic Affairs, with final authority to deny or approve resting with the 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 (GER) list cannot be petitioned to meet a GER. For more information, see Academic Petition section in chapter 6 of this bulletin.

GENERAL EDUCATION CLASSIFICATION LIST

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 fashion through instruction accompanied by practice. Courses completed at MSC/UA must be selected from the following:
    - COMM A111 Fundamentals of Oral Communication
    - COMM A235 Small Group Communication
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/Mngrl 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 A102 Elementary French II
- FREN A201 Intermediate French I
- FREN A202 Intermediate French II
- GER A101 Elementary German I
- GER A102 Elementary German II
- GER A201 Intermediate German I
- GER A202 Intermediate German II
- HIST A101 Western Civilization I
- HIST A102 Western Civilization II
- HIST A121 East Asian Civilization I
- HIST A122 East Asian Civilization II
- HIST A131 History of United States I
- HIST A132 History of United States II
- HIST A341 History of Alaska
- HUM A211 Introduction to Humanities I
- HUM A212 Introduction to Humanities II
- HUM A250 Myths and Contemporary Culture
- ITAL A101 Elementary Italian I
- ITAL A102 Elementary Italian II
- JPC A215 History of Mass Communication
- JPC A367 History of Photography
- JPN A101 Elementary Japanese I
- JPN A102 Elementary Japanese II
- JPN A201 Intermediate Japanese I
- JPN A202 Intermediate Japanese II
- KOR A101 Elementary Korean I
- KOR A102 Elementary Korean II
- LAT A101 Elementary Latin I
- LAT A102 Elementary Latin II
- LING A101 The Nature of Language
- MUS A221 History of Music I
- MUS A222 History of Music II
- PHIL A101 Introduction to Logic
- PHIL A201 Introduction to Philosophy
- PHIL A211 History of Philosophy I
- PHIL A212 History of Philosophy II
- PHIL A301 Ethics
- PHIL A313B Eastern Philosophy and Religion
- PHIL A314 Western Religion
- PS A331 Political Philosophy
- PS A332 History of Political Philosophy I: Classical
- PS A333 History of Political Philosophy II: Modern
- RUSS A101 Elementary Russian I
- RUSS A102 Elementary Russian II
- RUSS A201 Intermediate Russian I
- RUSS A202 Intermediate Russian II
- SPAN A101 Elementary Spanish I
- SPAN A102 Elementary Spanish II
- SPAN A201 Intermediate Spanish I
- SPAN A202 Intermediate Spanish II
- THR A311 Representative Plays I
- THR A312 Representative Plays II
- THR A411 History of the Theatre I
- THR A412 History of the Theatre II
- WS A200 Introduction to Women’s Studies

5. Fine Arts* ..................................................................... 3 CR

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 An Appreciation
- ART A261 History of World Art I
- ART A262 History of World Art II
- ART A367 History of Photography
- DANCE 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
6. **Social Sciences** .................................................. 6 CR

(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 the United States I
- HIST A132 History of the 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 A101 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

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 A260A Business Communications (3)
   ENGL A211 Academic Writing About Literature (3)
   ENGL A212 Technical Writing (3)
   ENGL A213 Writing in the Social/Natural Sciences (3)
   ENGL A214 Persuasive Writing (3)

3. General Requirements 6
   Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 78.) 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 38.

GENERAL UNIVERSITY REQUIREMENTS
• Complete the General University Requirements for Associate Degrees listed on page 74.
• 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 A260A Business 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 78.) 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)
   - CIOS A110 Business Communication (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
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 38.

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. Completion of 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)
   - or COMM A235 Small Group Communication (3)
   - or COMM A241 Public Speaking (3)
   - ENGL A111 Methods of Written Communication (3)
   - General Requirement Course (3)
   - (MATH A105 is recommended)

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

MECHANICAL & ELECTRICAL DRAFTING (Certificate)

Certificate Requirements

1. Completion of the following required courses:
   - AET A101 Fund of CADD for Bldg Constr (4)
   - AET A102 Methods of Building Constr (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)
   - 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)
   - General Requirement Course (3)

A student must complete four specialty areas and the General Education Requirements (GERs) to earn an Associate of Applied Science Degree in Architectural & Engineering Technology. This will require a minimum of three years of continuous study.

A student must enroll in required CAD classes as they are offered or they will not complete the AAS degree/certificates in a timely manner at Mat-Su College.

A tentative long-range schedule is available to help you plan your classes. If you have any questions about the class schedule, please contact Student Services.
UNDERGRADUATE PROGRAMS

(MATH A105 is recommended)

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

# STRUCTURAL 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 A131 Structural Drafting (3)
   - AET A181 Intermediate CADD for Bldg 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)
   - General Requirement Course (3)
(MATH A105 is recommended)

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

Associate of Applied Science, Architectural and Engineering Technology

ADMISSION REQUIREMENTS
See Admission to Undergraduate Programs on page 38.

COURSE REQUIREMENTS
Certain courses require prerequisites or faculty permission.

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

GENERAL UNIVERSITY REQUIREMENTS
1. Complete the General University Requirements for Associate Degrees on page 74.
2. Complete the Associate of Applied Science requirements (15 credits). GEOL A111 and MATH A105 are recommended.

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 A260A Business 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 78.) GEOL A111 and MATH A105 are recommended.
* Any English course used to satisfy the Humanities general requirement must be different from the written communications requirement and have a course number higher than ENGL A111.

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

2. Electives (6 credits)
   - AET A295 is strongly recommended.

3. A total of 63 credits is required for the degree.
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 nontranscripted 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 P) in all CIOS courses required in order to be awarded a nontranscripted Departmental Certificate of Completion. Contact Gloria Hensel, Associate Professor at 745-9763.

▲ Office Technology (Nontranscripted)

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A101A</td>
<td>Keyboarding A (1) [25 wpm minimum]</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A113</td>
<td>Operating Systems: MS Windows (1)</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A130A</td>
<td>Word Processing I: MS Word (1)</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A135A</td>
<td>Spreadsheets I: MS Excel (1)</td>
<td>1</td>
</tr>
<tr>
<td>CIOS A146</td>
<td>Internet Concepts and Applications I (1)</td>
<td>1</td>
</tr>
</tbody>
</table>

2. Complete 3 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A101*</td>
<td>Keyboarding (3)</td>
</tr>
<tr>
<td>CIOS A101B*</td>
<td>Keyboarding B (1)</td>
</tr>
<tr>
<td>CIOS A101C*</td>
<td>Keyboarding C (1)</td>
</tr>
<tr>
<td>CIOS A102</td>
<td>Keyboarding Skill Building (1-3)</td>
</tr>
<tr>
<td>CIOS A201A</td>
<td>Document Processing (3)</td>
</tr>
</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A125A</td>
<td>Electronic Comms I: MS Outlook (1)</td>
</tr>
<tr>
<td>CIOS A160</td>
<td>Business English (3)</td>
</tr>
<tr>
<td>CIOS A161A</td>
<td>Proofreading (1)</td>
</tr>
<tr>
<td>CIOS A164</td>
<td>Filing (1)</td>
</tr>
</tbody>
</table>

4. Complete 2 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A282</td>
<td>Office Internship (1-2)</td>
</tr>
<tr>
<td>CIOS</td>
<td>Advisor-approved Electives (1-2)</td>
</tr>
</tbody>
</table>

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

▲ Bookkeeping (Nontranscripted)

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A101A</td>
<td>Keyboarding A [25 wpm minimum required]</td>
</tr>
<tr>
<td>CIOS A113</td>
<td>Operating Systems: MS Windows (1)</td>
</tr>
<tr>
<td>CIOS A130A</td>
<td>Word Processing I: MS Word (1)</td>
</tr>
<tr>
<td>CIOS A135A</td>
<td>Spreadsheets I: MS Excel (1)</td>
</tr>
<tr>
<td>CIOS A146</td>
<td>Internet Concepts and Applications I (1)</td>
</tr>
</tbody>
</table>

2. Complete 3 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT A101</td>
<td>Principles of Financial Accounting I (3)</td>
</tr>
<tr>
<td>ACCT A120</td>
<td>Bookkeeping for Business I (3)</td>
</tr>
<tr>
<td>ACCT A201</td>
<td>Principles of Financial Accounting (3)</td>
</tr>
</tbody>
</table>

3. Complete the following 17 credits:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS A115</td>
<td>Business Calculators (1)</td>
</tr>
<tr>
<td>CIOS A118</td>
<td>Payroll Procedures (2)</td>
</tr>
<tr>
<td>CIOS A120A</td>
<td>Bookkeeping Software Apps I: QuickBooks</td>
</tr>
<tr>
<td>CIOS A125A</td>
<td>Electronic Communications I: MS Outlook (1)</td>
</tr>
<tr>
<td>CIOS A140A</td>
<td>Databases I: MS Access (1)</td>
</tr>
<tr>
<td>CIOS A160</td>
<td>Business English (3)</td>
</tr>
<tr>
<td>CIOS A165</td>
<td>Office Procedures (3)</td>
</tr>
<tr>
<td>CIOS A220A</td>
<td>Bookkeeping Software Apps II: QuickBooks</td>
</tr>
<tr>
<td>CIOS A235A</td>
<td>Spreadsheets II: MS Excel (2)</td>
</tr>
</tbody>
</table>

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

2. **Complete 3 credits from the following:**
   - CIOS A101A* Keyboarding A (1) [25 wpm min. required]
   - CIOS A101B* Keyboarding B (1)
   - CIOS A101C* Keyboarding C (1)
   - CIOS A102 Keyboarding Skill Building (1-3)
   - CIOS A201A Document Processing (3)

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

4. **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)

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

**Web Foundations (Nontranscripted)**
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.

2. **Complete the following 20 credits:**
   - CIOS A108 Graphic Design Fundamentals for Computer Applications (3)
   - CIOS A117 Logic Concepts for Computer Technology (1)
   - CIOS A140A Databases I: MS Access (1)
   - CIOS A152A Digital Imaging Concepts and Applications: Photoshop (3)
   - CIOS A153B Web Site Design: Dreamweaver (3)
   - CIOS A156 Web Graphics: Fireworks (1)
   - CIOS A246 Internet Concepts and Applications II (2)
   - CIOS A259 Preparing Electronic Documents: Adobe Acrobat (1)
   - CIOS – Advisor-approved Electives (6)

   Recommended: Programming Fundamentals, Information Security

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

**Desktop Publishing and Graphics (Nontranscripted)**
The Desktop Publishing and Graphics nontranscripted Departmental Certificate of Completion is designed to give students the ability to be proficient in a variety of digital software programs in order to produce professional-quality print documents and visual presentations. 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.

2. **Complete the following 20 credits:**
   - CIOS A108 Graphic Design Fundamentals for Computer Applications (3)
   - CIOS A152A Digital Imaging Concepts and Applications: Photoshop (3)
   - CIOS A154A Desktop Publishing I: PageMaker (1)
   - CIOS A160 Business English (3)
   - CIOS A230A Word Processing II: MS Word (1)
   - CIOS A251A Desktop Publishing Concepts and Applications: InDesign (3)
   - CIOS A254A Desktop Publishing II: PageMaker (2)
   - CIOS A259 Preparing Electronic Documents: Adobe Acrobat (1)

   Recommended: CIOS 260 Business Communications (3)
UNDERGRADUATE PROGRAMS

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 A265 Office Management (3)
   CIOS A270 Project Management Fundamentals (2)

4. Complete 3 credits from the following:
   CIOS A282 Office Internship (1-3)
   CIOS A282 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.

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 38.

ACADEMIC PROGRESS
Students must earn a satisfactory grade C 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 74.

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 (1) [25 w pm 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 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 Interpersonal 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):
   a. Office Technology (Certificate) (20)
      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)
      CIOS A215 Electronic Communications: 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)
   b. Complete the following 15 credits:
      CIOS A125A Electronic Communications: 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)
CIOS A259  Preparing Electronic Docs: Adobe Acrobat (1)
CNT A165  Customer Service Fundamentals (1)

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

**a. Complete the following 20 credits:**

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

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

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Office Support</td>
<td>20</td>
</tr>
<tr>
<td>Administrative Office Support</td>
<td>20</td>
</tr>
<tr>
<td>Legal Office Support</td>
<td>20</td>
</tr>
</tbody>
</table>

**Undergraduate Programs**

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**Medical Office Support (Certificate) (20)**

- **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 A201  Document Processing (3)

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

**Complete the following 7 credits:**

- CIOS A164  Filing (1)
- CIOS A150  Business English (3)
- CIOS A264A  Records Management (2)
- CIOS A282  Office Internship (1)

**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)

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

---

**Web Foundations (Certificate) (20)**

- **Complete the following 20 credits:**
  - CIOS A108  Graphic Design Fundamentals for Computer Applications (3)
  - CIOS A117  Logic Concepts for Computer Technology (1)
  - CIOS A140A  Databases I: MS Access (1)
  - CIOS A152A  Digital Imaging Concepts/Applications: 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.**

---

**Desktop Publishing & Graphics (Certificate) (20)**

- **Complete the following 20 credits:**
  - CIOS A108  Graphic Design Fundamentals for Computer Applications (3)
  - CIOS A152A  Digital Imaging Concepts and Applications: Photoshop (3)
  - CIOS A154A  Desktop Publishing I: PageMaker (1)
  - CIOS A160  Business English (3)
  - CIOS A230A  Word Processing II: MS Word (2)
  - CIOS A251A  Desktop Publishing Concepts/App: InDesign (3)
  - CIOS A254A  Desktop Publishing II: PageMaker (2)
  - CIOS A259  Preparing Electronic Docs: Adobe Acrobat (1)

  Recommended:  CIOS 260 Business Communications (3)

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

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f. Complete the following 5 credits:
   CIOS A269  Alaska Rules of Civil Procedure (3)
   CIOS A282  Office Internship (2)
   Recommended: Law Office Experience

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 38.

ACADEMIC PROGRESS

Students must earn a satisfactory grade C 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 74.
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 List 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 A260A  Business 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 78.) 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 A101*  Keyboarding A (1) [25 w pm 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

   # Office Technology (AAS) (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 A201A  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 15 credits:
      CIOS A125A  Electronic Communications: 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)
      CIOS A259  Preparing Electronic Docs: Adobe Acrobat (1)
      CNT A165  Customer Service Fundamentals (1)
   c. Complete 2 credits from the following:
      CIOS A282  Office Internship (1-2)
      CIOS – Advisor-approved Electives (1-2)

   # Bookkeeping (AAS) (20)
   a. 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)
   b. Complete the following 17 credits:
      CIOS A115  Business Calculators (1)
      CIOS A118  Payroll Procedures (2)
      CIOS A120A  Bookkeeping Software Apps I: QuickBooks (1)
      CIOS A25A  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)

   # Web Foundations (AAS) (20)
   a. Complete the following:
      CIOS A108  Graphic Design Fund for Computer Apps (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
## Desktop Publishing and Graphics (AAS) (20)

a. **Complete the following:**
   - CIOS A108 Graphic Design Fundamentals for Computer Applications (3)
   - CIOS A152A Digital Imaging Concepts/Applications: Photoshop (3)
   - CIOS A154A Desktop Publishing I: PageMaker (1)
   - CIOS A160 Business English (3)
   - CIOS A230A Word Processing II: MS Word (2)
   - CIOS A251A Desktop Publishing Concepts/Applications: InDesign (3)
   - CIOS A254A Desktop Publishing II: PageMaker (2)
   - CIOS A259 Preparing Electronic Docs: Adobe Acrobat (1)

b. CIOS – Advisor-approved Electives (2)

   **Recommended:** CIOS 260 Business Communications (3)

## Medical Office Support (AAS) (20)

a. **Complete 3 credits from the following:**
   - CIOS A101* Keyboarding (3)
   - CIOS A101A Keyboarding (1)
   - CIOS A101B Keyboarding (1)
   - CIOS A102 Keyboarding Skill Building (1-3)
   - CIOS A201 Document Processing (3)

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)

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

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

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 A240A Databases II: MS Access (2)
   - CIOS A241 Integrated Applications (3)
   - CIOS A246A Records Management (2)

   **CIOS A265 Office Management (3)**

   **CIOS A270 Project Management Fundamentals (2)**

   **Recommend:** CIOS 260 Business Communications (3)

## Legal Office Support (AAS) (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: 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 A251A Presentations II: MS PowerPoint (2)

   **CIOS A260A Business Communications (3)**

   **CIOS A270 Project Management Fundamentals (2)**

   **Complete 3 credits from the following:**
   - CIOS A267 Law Office Procedures: Client Documents (3)
   - CIOS A265 Office Management (3)
   - CIOS A266 Law Office Procedures: Litigation Docs (3)
   - BA A241 Business Law I (3)
   - PARL A101 Introduction to Law (3)

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

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

   **Recommended:** Law Office Experience

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

### FACULTY

Gloria Hensel, Associate Professor
Brenda Forsythe, Instructor
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
1. Complete the General University Requirements for Associate Degrees listed in the MSC Bulletin.
2. Complete the Associate of Applied Science General Degree Requirements (including Oral Communications and ENGL A111) 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 A237 Interpersonal 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.

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 A214 Administering and Supporting Windows 2000 Professional and Server (3)
   CNT A242 Windows 2000 Ntwrk Infrastructure Admin (3)
   CNT A243 Windows 2000 Directory Services Admin (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, Assistant Professor

Major Requirements
The Fire Service Administration program is currently under revision at Mat-Su College. New students will not be admitted to the program during the 2004-05 academic year. Contact Dan Melke, Coordinator of Vocational Technology at (907) 745-9715 for more information.

### Associate of Applied Science, Fire Service Administration

#### ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 38.

#### GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 74.
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 A260A 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

Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 78.) 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, Sociology, 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.

NONTRANSCRIPTED 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/Hum Serv Professional (3)

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

ASSOCIATE DEGREE REQUIREMENTS (15 credits):
- Associate of Applied Science, Human Services

ADMISSION REQUIREMENTS
See Admission to Undergraduate Programs on page 38.

GENERAL UNIVERSITY REQUIREMENTS
1. Complete the General University Requirements for the Associate Degrees listed on page 74.
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 A214 Persuasive Writing (3)
  - ENGL A212 Technical Writing (3)

- HUMS A434 Group Facilitation/Hum Serv Professional (3)

- Sociology of Human Services (3 credits): See Admission to Undergraduate Programs on page 38.

- Written Communication Skills (6 credits):
  - ENGL A111 Methods of Written Communication (3)

   and one of the following:
   - CIOS A260A 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)


dated Requirements (6 credits)
Satisfied under Major Requirements.

MAJOR REQUIREMENTS

1. Complete the following required courses: (29 credits):
   - HUMS A101 Introduction to Human Services (3)
   - HUMS A105 Social Work (3)
   - HUMS A110 Social Welfare (3)
   - HUMS A122 Substance Abuse/Contemporary Problem (3)
   - HUMS A123 Public Educ & Prevention in Sbstnc Abuse (3)
   - HUMS A124 Intro to Physiology/Pharmacology of Sbstnc Abuse (3)
   - HUMS A226 Intervention Continuin/Sbst Abuse Counseling (3)
   - HUMS A226 Intervention Continuin/Sbst Abuse Counseling (3)
   - HUMS A226 Intervention Continuin/Sbst Abuse Counseling (3)
   - HUMS A226 Intervention Continuin/Sbst Abuse Counseling (3)
   - HUMS A226 Intervention Continuin/Sbst Abuse Counseling (3)
   - HUMS A226 Intervention Continuin/Sbst Abuse Counseling (3)
   - HUMS A226 Intervention Continuin/Sbst Abuse Counseling (3)
   - HUMS A226 Intervention Continuin/Sbst Abuse Counseling (3)
   - HUMS A226 Intervention Continuin/Sbst Abuse Counseling (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 A140 Family Mediation (3)
- HUMS A223 Intro to Paraprofessional Counseling I (3)
- HUMS A256 Groups and Organizations (3)
- HUMS A324 Intro to Paraprofessional Counseling II (3)
- PSY A111 General Psychology (3)
- PSY A150 Life Span Development (3)

# SUBSTANCE ABUSE EMPHASIS
Complete 6 credits from the following:
- HUMS A140 Family Mediation (3)
- HUMS A223 Intro to Paraprofessional Counseling I (3)
- HUMS A256 Groups and Organizations (3)
- HUMS A324 Intro to Paraprofessional Counseling II (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 A140 Family Mediation (3)
- HUMS A231 Applied Behavioral Analysis I (3)
- HUMS A232 Applied Behavioral Analysis II (3)
- HUMS A350 Men and Masculinity (3)
- HUMS A416 Substance Abuse & the Older Adult (3)
UNDERGRADUATE PROGRAMS

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 A202  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 16 credits of electives in consultation with faculty advisor or academic counselor.

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

FACULTY
Ann Yaros, Assistant Professor
UNDERGRADUATE PROGRAMS

REFRIGERATION & 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.

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 (Nontranscripted)

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.

▲ Commercial HVAC Systems (Nontranscripted)

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.

▲ Residential and Light Commercial Air-Conditioning and Refrigeration (Nontranscripted)

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 (Nontranscripted)

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.
Certificate, Refrigeration and Heating Technology

ADMISSION REQUIREMENTS
See Admission to Undergraduate Programs on page 38.

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

GENERAL UNIVERSITY REQUIREMENTS
Complete the General University Requirements for Certificates listed on page 74.

1. Complete the following requirement courses: (51 credits)

First Year, First Semester (Fall)
RH A101 Refrigeration & Air Conditioning Fund (4)
RH A103 Technical Math for Industrial Trades (3)
RH A105 Electrical Circuits for R & H I (3)
RH A109 Principles of Thermodynamics (3)

First Year, Second Semester (Spring)
RH A122 Refrigeration & Air Conditioning (4)
RH A126 Electrical Circuits for R & H II (3)
RH A132 Troubleshooting HVAC/R Systems (3)

Second Year, First Semester (Fall)
RH A201 Commercial and Ammonia Refrigeration (4)
RH A203 HVAC/R Basic Controls (3)
RH A209 Codes for HVAC/R (2)
RH A211 Customer Relations and Job Etiquette (1)
RH A225 Heating Fund & Forced Air Heat (4)

Second Year, Second Semester (Spring)
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 51 credits is required for the certificate.

Associate of Applied Science, Refrigeration and Heating Technology

ADMISSION REQUIREMENTS
See Admission to Undergraduate Programs on page 38.

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 74.
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)
and one of the following:
CIOS A260A Business 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 78.) 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: (51 credits)

First Year, First Semester (Fall)
RH A101 Refrigeration & Air Conditioning Fund (4)
RH A103 Technical Math for Industrial Trades (3)
RH A105 Electrical Circuits for R & H I (3)
RH A109 Principles of Thermodynamics (3)

First Year, Second Semester (Spring)
RH A122 Refrigeration & Air Conditioning (4)
RH A126 Electrical Circuits for R & H II (3)
RH A132 Troubleshooting HVAC/R Systems (3)

Second Year, First Semester (Fall)
RH A201 Commercial and Ammonia Refrigeration (4)
RH A203 HVAC/R Basic Controls (3)
RH A209 Codes for HVAC/R (2)
RH A211 Customer Relations and Job Etiquette (1)
RH A225 Heating Fund & Forced Air Heat (4)

Second Year, Second Semester (Spring)
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.
SMALL BUSINESS ADMINISTRATION

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

**Associate of Applied Science, Small Business Administration**

**ADMISSION REQUIREMENTS**
See Admission to Undergraduate Programs on page 38.

**GENERAL UNIVERSITY REQUIREMENTS**
1. Complete the General University Requirements for Associate Degrees listed on page 74.
2. Complete the Associate of Applied Science General Degree 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 A260A Business Communication (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 78.) 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 (12-16 credits):
   - ACCT A101 Principles of Financial Accounting I (3)
   - ACCT A102 Principles of Financial Accounting II (3)
   or
   - ACCT A201 Principles of Financial Accounting (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 Mngl 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 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)
   - BAJUST A242 Business Law II (3)
   - BA A261 Advertising & Sales Promotion (3)
   - BA A263 Practices in Consumer Behavior (3)

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

**FACULTY**
Brad Bradshaw, Assistant Professor
UNDERGRADUATE PROGRAMS

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. Students 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 38.

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 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 38.

GENERAL UNIVERSITY REQUIREMENTS
1. Complete the General University Requirements for Associate Degrees listed on page 74.
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 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)

(CIOS A260A Business Communication (3)
- CIOS A260A Business Communication (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)
UNDERGRADUATE PROGRAMS

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 78.) 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)

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 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 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
INFORMATION TECHNOLOGY SPECIALIST (ITS)
College of Rural Alaska • Tanana Valley Campus • 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.tv.c.uaf.edu/its/

Note Financial Aid: UAF services the students admitted to the ITS Certificate or Degree. Check with a Financial Aid Advisor for more information.
UAF's federal financial aid code: 001063

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

UAF-College of Natural Resources Management
School of Natural Resources & Agricultural Science
Agriculture and Forestry Experiment Station
Palmer Research Center

Phone: (907) 746-9454
E-mail: pnplc@ualaska.edu
Website: www.uaf.edu/sarm/
or www.matsu.alaska.edu/nrm/

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.

Natural resources management degree curriculum focuses on making and implementing decisions to develop, maintain or protect ecosystems to meet human needs and values. The core curriculum provides students with a broad education in the various natural resources and their related applied fields. Programs may be tailored to enhance a student's depth or breadth in a given field of interest. The program is designed for student's desiring to pursue 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 Agriculture 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 Mgmt 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.

   * 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.

4. Complete the Plant, Animal and Soil Sciences Option Requirements
   a. Complete the following:
      - BIOL 331--Systematic Botany (4)
      - NRM 211--Introduction to Applied Plant Science (3)
      - NRM 290--Resource Mgmt 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 204--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)
      - NRM 370--Introduction to Watershed Mgmt (3)
      - NRM 404--Processes of Nrt 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 counselor prior to attaining senior standing.
   e. Minimum credits required (130 credits).
# Course Descriptions

**Course Designators**

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<td>Agriculture</td>
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<td>Anthropology</td>
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<td>AOEN</td>
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<td>ART</td>
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<td>ASL</td>
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<td>BIOL</td>
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<td>Computer Information &amp; Office Systems</td>
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<td>CS</td>
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<td>Creative Writing &amp; Literary Arts</td>
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<td>DN</td>
<td>Dietetics &amp; Nutrition</td>
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<td>ECD</td>
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<tr>
<td>ECON</td>
<td>Economics &amp; Emergency Medical Technology</td>
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<td>ET</td>
<td>Electronics Technology</td>
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<td>VS</td>
<td>Vocational Skills</td>
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<tr>
<td>WS</td>
<td>Women's Studies</td>
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</tbody>
</table>
Accounting ACCT

ACCT A101 Principles of Financial Accounting I 3 CR
Contact Hours: 3 + 0
Registration Restrictions: MATH A055 with minimum grade of C or equivalent Math Placement Test.
Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102.
First semester principles of accounting. Introduces concepts and procedures for financial accounting. Emphasis on accounting cycle, recording, summarizing, and interpreting accounting data through presentation of formal financial statements.

ACCT A102 Principles of Financial Accounting II 3 CR
Contact Hours: 3 + 0
Prerequisites: ACCT A101.
Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102.

ACCT A120 Bookkeeping for Business I 3 CR
Contact Hours: 3 + 0
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 Financial Accounting 3 CR
Contact Hours: 3 + 0
Registration Restrictions: MATH A105 or equivalent Math Placement Test.
Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102.
Introduction to financial accounting concepts and principles. Emphasis on the accounting cycle, recording and summarizing accounting data through the presentation of formal financial statements.

ACCT A202 Principles of Managerial Accounting 3 CR
Contact Hours: 3 + 0
Prerequisites: [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] or CIS A110.
Studies the uses of accounting data internally by managers in directing the affairs of business and nonbusiness activities. Planning and control techniques include budgeting, product costing, breakeven analysis, and relevant cost 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. Emphasizes federal income tax preparation 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.
Introduces necessary accounting control 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 workpapers 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.

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, ornamental plant flowers and trees.

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.
American Sign Language

ASL A101  Elementary American Sign Language I 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement.
Introduction to American Sign Language for beginners with no prior knowledge. This course emphasizes receptive comprehension, sign production, and everyday vocabulary. Students are also introduced to basic grammatical and sentence structures, and to the Deaf community and culture.

ASL A102  Elementary American Sign Language II 3 CR
Contact Hours: 3 + 0
Prerequisites: ASL A101.
Course Attributes: UAA GER Humanities Requirement.
Continuation of ASL A101, designed for students able to comprehend and initiate very basic conversations on everyday topics. Students gain confidence in asking and answering questions, learn to sustain modest conversations, increase their vocabulary and knowledge of grammatical and sentence structures, and deepen their understanding of Deaf community and culture.

ASL A201  Intermediate American Sign Language I 3 CR
Contact Hours: 3 + 0
Prerequisites: ASL A102.
Course Attributes: UAA GER Humanities Requirement.
Development of receptive and expressive proficiency, with continued emphasis on purposeful communication. Students gain greater confidence in producing signed discourse, become more adept at creating with the language, and begin to sustain extended conversation. Grammatical structures are examined more in-depth, and a wider range of current topics is introduced.

ASL A202  Intermediate American Sign Language II 3 CR
Contact Hours: 3 + 0
Prerequisites: ASL A201.
Course Attributes: UAA 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 A101  Introduction to Anthropology 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA 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 A200  Natives of Alaska 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA 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: UAA 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.

Applied Statistics

AS AS252  Elementary Statistics 3 CR
Contact Hours: 3 + 0
Prerequisites: MATH A105 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, two years of high school algebra with grade of C or higher or Math Placement Test is required.
Course Attributes: UAA GER Quantitative Skill Requirement.
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.

Architectural & Engineering Technology

AET A100  Fundamentals of Drafting 3 CR
Contact Hours: 1 + 2
Offered only at Matanuska-Susitna College.
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
Crosslisted with: CM A101.
Special Fees.
Introduces basic CADD (computer aided drafting and design) skills necessary in civil, architectural, structural, mechanical, and electrical drafting within the construction industry. Defines the working relationship between design and construction professionals and drafters/technicians.
AET A102 Methods of Building Construction
Contact Hours: 3 + 0
 crossed with: CM A102.
 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
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
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
Contact Hours: 3 + 0
Prerequisites: AET A101 and AET A102.
 crossed with: CM A123.
 Special Fees.
 Provides an introduction and overview of the fundamental provisions of the building codes used for plan review, life-safety evaluation of the buildings, and community development.

AET A131 Structural Drafting
Contact Hours: 2 + 3
Prerequisites: AET A181.
 Special Fees.
 Introduces technical skills needed by structural drafters and technicians to work with structural engineers. Includes office practices, staff relationships, and structural drawing production. Develops computer-aided drafting skills in symbols, conventions, dimensioning systems, sheet organizations, code analysis and research methods for steel, wood, and reinforced concrete buildings.

AET A142 Mechanical and Electrical Technology
Contact Hours: 3 + 2
 crossed with: CM A142.
 Special Fees.
 Introduces the basic mechanical and electrical systems required in all buildings for the safety, health, comfort, and convenience of occupants. Emphasizes design criteria, code requirements, and interpretation of construction drawings.

AET A143 Mechanical and Electrical Drafting
Contact Hours: 2 + 3
Prerequisites: AET A101 and AET A102.
 Special Fees.
 Introduces technical analysis, theory, code requirements, and CADD techniques to produce construction drawings for mechanical and electrical building systems. Includes drafting conventions, drawing symbols, terminology, and research methods for residential and commercial building systems and equipment.

AET A171 Building Your Own Home
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
Contact Hours: 2 + 4
Prerequisites: AET A101 and AET A102.
 Special Fees.
 Develops intermediate level CADD (computer-aided design and drafting) skills for architectural, civil, structural, mechanical, and electrical drawings used in building construction. Includes 3-D space, surface modeling, and solid modeling.

AET A201 Specifications Practice and Development
Contact Hours: 4 + 0
Prerequisites: AET A101 and AET A102.
 Special Fees.
 Examines the building project manual. Examines project delivery systems, contract agreements, standard contract general and supplementary conditions, and written technical specifications. Includes fundamentals of specification development, Construction Specifications Institute Masterformat, SectionFormat, and contract administration concepts.

AET A213 Civil Technology
Contact Hours: 2 + 4
Prerequisites: AET A111 and AET A181.
 crossed with: CM A213.
 Special Fees.
 Outlines elements of civil design, including soils and soil mechanics, foundations, roads, utilities using local, state, and Federal regulations. Students will also be introduced to elements of construction surveying.

AET A231 Structural Technology
Contact Hours: 2 + 4
Prerequisites: AET A101 and AET A102.
 crossed with: CM A231.
 Special Fees.
 Examines structural theory and the physical principles that underlie structural behavior. Includes the use of materials in a manner to maintain structural stability against the natural forces of gravity, wind, snow, and earthquakes. Covers connection detailing and code requirements for wood, steel, and reinforced concrete.

AET A282 Advanced CADD Techniques
Contact Hours: 2 + 4
Prerequisites: AET A181.
 Special Fees.
 Continues skill development in CADD (computer-aided design and drafting) at an advanced level for the production of architectural, civil, structural, mechanical, and electrical drawings used in construction. Includes 3-D, surface modeling, solid modeling, shading, rendering, and animation techniques.

AET A295 Architectural and Engineering Technology Internship
Contact Hours: 0 + 13
 Registration Restrictions: Sophomore standing and faculty permission.
 Grade Mode: Pass/No Pass.
 Special Fees.
 Places students in generalized and specialized architectural, engineering, or building construction offices related to student educational program and occupational objectives. Direct supervision by architect, engineer, or contractor professional, program faculty, and Cooperative Education Director.

Art

ART

ART A105 Beginning Drawing
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
Contact Hours: 0 + 6
 Special Fees.
 Study of organization, structure, and composition of form through use of basic design elements such as line, shape, and value. Emphasis is on development of design as related to two-dimensional art.
ART A112  Color Design  3 CR  
Contact Hours: 0 + 6  
Special Fees.  
Two-dimensional study of fundamentals of color and visual perception.  
Design projects will emphasize evaluation and mixing of color and include  
development of a color wheel to acquire understanding of contrast in hue,  
value, and intensity.  

ART A113  Three-Dimensional Design  3 CR  
Contact Hours: 0 + 6  
Special Fees.  
Exploration of three-dimensional design, employing such materials as  
paper, card, wood, sheet metal, plastic and wire using simple hand and  
machine techniques.  Analysis and discussion of three-dimensional  
perception will be directed by projects that develop awareness.  Seeks to  
stimulate discussion and analysis of three-dimensional perception.  

ART A160  Art Appreciation  3 CR  
Contact Hours: 3 + 0  
Course Attributes: UAA GER Fine Arts Requirement.  
Special Fees.  
Special Note: Course meets General Education Requirement except for Art  
majors.  
Development of an appreciation of all the visual arts.  Course emphasis  
is on the theories, practice, materials, and techniques of the visual arts.  

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

ART A209  Beginning Metalsmithing and Jewelry  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and  
ART A261 and ART A262.  
Stacked with: ART A309 and ART A409.  
Special Fees.  
Special Note: May be repeated once for credit.  
Introduces basic techniques of metalsmithing and jewelry.  

ART A211  Beginning Sculpture  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and  
ART A261 and ART A262.  
Stacked with: ART A311 and ART A411.  
Special Fees.  
Special Note: May be repeated once for credit.  
Exploration of fundamental elements of form, mass, volume, scale,  
material and surface.  Introduction to aesthetics and history of modern  
sculpture.  Acquaints student with the tools, techniques and materials  
available to the sculptor.  

ART A212  Beginning Watercolor Painting  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and  
ART A261 and ART A262.  
Stacked with: ART A312 and ART A412.  
Special Fees.  
Special Note: May be repeated once for credit.  
Exploration of aquarelle techniques.  Emphasizes composition as  
affected by color, value, stylistic considerations, and individual expression;  
exhibition procedures are included.  

ART A213  Beginning Painting  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and  
ART A261 and ART A262.  
Stacked with: ART A313 and ART A413.  
Special Fees.  
Special Note: May be repeated once for credit.  
Introduction to basic materials and techniques in oil or acrylic painting.  
Emphasizes understanding form in space and light, and the interaction of  
form with color, value, and texture in paint.  

ART A215  Beginning Printmaking  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and  
ART A261 and ART A262.  
Stacked with: ART A315 and ART A415.  
Special Fees.  
Special Note: Two processes will be focused on each semester.  May be  
repeated once for credit.  
Beginning lithography, serigraphy, intaglio and relief history and  
techniques are investigated.  Encourages creativity and craftsmanship in the  
development and printing of multiples, augmented with an awareness of  
traditional and contemporary methods and skills.  

ART A224  Beginning Photography  3 CR  
Contact Hours: 0 + 6  
Crosslisted with: JPC A224.  
Special Fees.  
Basic principles including camera functions and the utilization of these  
functions for artistic expression through the processing and printing of black  
and white film.  

ART A252  Beginning Graphic Design and Illustration  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and  
ART A261 and ART A262.  
Special Fees.  
Special Note: May be repeated for credit.  
Idea development and problem solving skills for the commercial market.  
Introduction to client identity, printing, and production process.  Survey of  
industry history.  

ART A261  History of World Art I  3 CR  
Contact Hours: 3 + 0  
Prerequisites: ENGL A111.  
Course Attributes: UAA GER Fine Arts Requirement UAA 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: UAA GER Fine Arts Requirement UAA 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 A272  Beginning Fiber Structures  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and  
ART A261 and ART A262.  
Stacked with: ART A372 and ART A472.  
Special Note: May be repeated for credit.  
Introduction to hand constructed textiles, adapting traditional  
methodology to the production of contemporary art.  

ART A273  Beginning Woven Forms  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and  
ART A261 and ART A262.  
Stacked with: ART A373 and ART A473.  
Special Note: May be repeated for credit.  
Introduction to European floor loom.  Various on-loom techniques are  
utilized in the production of the art fabric.  

ART A305  Advanced Drawing  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and  
ART A261 and ART A262.  
Stacked with: ART A205, ART A205, and ART A405.  
Special Fees.  
Special Note: May be repeated for credit.  
Development and refinement of individual problems in drawing.  

COURSE DESCRIPTIONS
ART A307  Life Drawing and Composition  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262.  
May be stacked with: ART A356.  
Special Fees.  
Special Note: May be repeated for credit.  
Drawing from live models to explore possibilities in design composition. Emphasizes form and space using charcoal, pen, brush, and other media.  

ART A309  Intermediate Metalsmithing and Jewelry  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A209.  
Stacked with: ART A209 and ART A409.  
Special Fees.  
Special Note: May be repeated for credit.  
Further investigation of material processes and techniques for metalsmithing and jewelry with more emphasis on design.  

ART A311  Intermediate Sculpture  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A211.  
Stacked with: ART A211 and ART A411.  
Special Fees.  
Special Note: May be repeated for credit.  
Further exploration of sculptural concepts and processes with emphasis given to the aesthetics and history of modern sculpture. Continued development of construction skills with access to more advanced machine tools and processes.  

ART A312  Intermediate Watercolor Painting  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A212.  
Stacked with: ART A212 and ART A412.  
Special Fees.  
Special Note: May be repeated for credit.  
Continued and intensified development of expressive skills in watercolor painting. Reviews techniques and refines material usage with the emphasis on individual approaches to pictorial and conceptual problems in watercolor.  

ART A313  Intermediate Painting  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A213.  
Stacked with: ART A213 and ART A413.  
Special Fees.  
Special Note: May be repeated for credit.  
Continued and intensified development of expressive skills in painting. Reviews techniques and refines material usage with the emphasis on individual approaches to pictorial and conceptual problems in oil and acrylic.  

ART A324  Intermediate Photography  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A224 or JPC A224.  
Co-listed 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.  
Analysis of the working 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 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.  
Explor[es 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 Note: May be repeated for credit.  
Continued investigation of materials and processes with an introduction to hollowware skills and forging.  

ART A472  Advanced Fiber Structures  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A372.  
Stacked with: ART A272 and ART A372.  
Special Note: May be repeated for credit.  
Development and refinement of individual problems in fiber structures with an emphasis on personalized imagery and techniques.  

ART A473  Advanced Woven Forms  3 CR  
Contact Hours: 0 + 6  
Prerequisites: ART A373.  
Stacked with: ART A273 and ART A373.  
Special Note: May be repeated for credit.  
Further development of advanced loom weaving techniques and refinement of personal imagery and problems related to approaches to fiber art.  

Aviation Technology  AT  

AT A100  Private Pilot Ground School  3 CR  
Contact Hours: 3 + 0  
MSC Special Note: Does not meet the UAA Aviation Technology degree requirement.  
Prepares students for FAA Private Pilot Knowledge Test. Includes basic aerodynamics, aircraft engine operation and flight instruments, navigation, weather information, and dissemination services. Covers FAA regulations, the Aeromedical 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.  
MSC Special Note: Does not meet the UAA Aviation Technology degree requirement.  
Preparation for FAA Instrument Pilot Knowledge Test. Includes attitude instrument flying, air traffic control and navigation facilities, pilot responsibilities, IFR en route charts, approach plates, airspace, and airway route system.  

Biological Sciences  BIOL  

BIOL A102  Introductory Biology  3 CR  
Contact Hours: 3 + 0  
Course Attributes: UAA GER Natural Sciences Requirement.  
Special Note: Primarily for non-science majors. Satisfies UAA general education and CAS Natural Science degree requirements.  
One semester freshman level course for students with little or no biology background. Includes basic organization of cells, organs, organisms, populations, evolution and functional relationships relevant to modern living.  

BIOL A103  Introductory Biology Laboratory  1 CR  
Contact Hours: 0 + 3  
Prerequisites: (BIOL A102 or concurrent enrollment).  
Course Attributes: UAA GER Natural Science w/ Lab.  
Special Fees.  
Special Note: Primarily for non-science majors. Satisfies UAA general education and CAS Natural Science degree requirements.  
Laboratory part of BIOL A102. Exercises are designed to illustrate principles and concepts developed in BIOL A102.
**BIOL A111** Human Anatomy and Physiology I 4 CR
Contact Hours: 3 + 3
Corequisite: BIOL A112, or BIOL A113.
Course Attributes: UAA GER Natural Science 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
Corequisite: BIOL A111.
Prerequisites: BIOL A111.
Course Attributes: UAA GER Natural Science 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 A110 or BIOL A113.
Registration Restrictions: Current Alaska registered nurse license and permission of both the associate dean of nursing and the course instructor.
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 A115.
Course Attributes: UAA GER General Science 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.
Registration Restrictions: One year of high school biology, one year of high school chemistry, and working knowledge of the metric system.
Corequisite: BIOL A116.
Course Attributes: UAA GER General Science 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.
General introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology.

**BIOL A241** Lectures in Introductory Microbiology for Health Sciences 3 CR
Contact Hours: 3 + 0
Registration Restrictions: Concurrent enrollment in BIOL A112, or 8 hours in biology or chemistry.
Special Note: BIOL A241 is the lecture part of BIOL A240 only; it does not have a lab session.
Recommended for students who have previously received credit for a microbiology course and who need to update their understanding of health science-related microbiology. Not open to students who have completed BIOL A240 or BIOL A340 during the previous five years.
Lectures in general introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology.

**BIOL A242** Fundamentals of Cell Biology 4 CR
Contact Hours: 3 + 3
Prerequisites: BIOL A116 and CHEM A106 and CHEM A106L.
Corequisite: BIOL A242L.
Special Note: Core course for Biology majors. One 3-hour lab per week. Examination of the structure, including ultrastructure, and function of cells. Isolation, composition, and biochemical properties of cell components.

**BIOL A252** Principles of Genetics 4 CR
Contact Hours: 3 + 3
Prerequisites: BIOL A242 and CHEM A106 and CHEM A106L and MATH A107.
Corequisite: BIOL A252L.
Principles of inheritance in prokaryotes and eukaryotes and physicochemical properties of genetic systems.

**Business Administration** BA

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

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

**BA A151** Introduction to Business 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA 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 A216  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. Students will be introduced to one or more computer packages for statistical business and economic data. Includes descriptive statistics for univariate and bivariate data; elementary probability and sampling distributions; estimation of means, proportions, and simple regression coefficients; and 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; estimation of means, proportions, and simple regression coefficients. Students will be introduced to one or more computer packages for statistical data analysis.

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 commensatory 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  
Prerequisites: JUST A241. 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 sureties, 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  
Prerequisites: BA A260. 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; estimation of means, proportions, and simple regression coefficients. Students will be introduced to one or more computer packages for statistical data analysis.

BA A300  Organizational Theory and Behavior  3 CR  
Contact Hours: 3 + 0  
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing. Discusses literature of organizational theory: emphasizes theoretical concepts, organizational design, dynamics of formal and informal groups, communication in leadership, organizational development, organizational effectiveness, and social science research techniques.

BA A343  Principles of Marketing  3 CR  
Contact Hours: 3 + 0  
Prerequisites: ACCT A201 and ACCT A202 and ECON A201 and ECON A202. Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing. Role of marketing in society and economy. The business firm as a marketing system, and management of the firm's marketing effort.

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. Crosslisted with: UAA GER Natural Science Requirement. Laboratory designed to teach the basic skills of working with laboratory equipment, data gathering, analysis, and reporting.

CHEM A103  Survey of Chemistry  3 CR  
Contact Hours: 3 + 0  
Prerequisites: MATH A055 with minimum grade of C or MATH A060 with minimum grade of C. Registration Restrictions: CHEM A055 with minimum grade of C or high school chemistry. Course Attributes: UAA 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. Introductory to organic chemistry including units covering alkanes, alkenes, alkenes, aromatic compounds, alcohols, phenols, ethers, and halides.

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

CHEM A104  Introduction to Organic Chemistry and Biochemistry  3 CR  
Contact Hours: 3 + 0  
Prerequisites: CHEM A103. Course Attributes: UAA 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, biogentic pathways, nucleic acids, protein synthesis, and selected topics in physiology.

CHEM A104L  Introduction to Organic Chemistry and Biochemistry Laboratory  1 CR  
Contact Hours: 0 + 3  
Prerequisites: CHEM A103 and (CHEM A104 or concurrent enrollment). Course Attributes: UAA GER Natural Science w' Lab. Laboratory sequence based on the concepts presented in CHEM 104.
CHEM A105 General Chemistry I 3 CR
Contact Hours: 3 + 0
Prerequisites: MATH A105 with minimum grade of C.
Registration Restrictions: CHEM A055 with minimum grade of C or high school chemistry.
Course Attributes: UAA 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: UAA GER Natural Science w/ Lab.
Special Fees.
Laboratory designed to teach the fundamentals of working with laboratory equipment, data gathering, analysis, and reporting.

CHEM A106 General Chemistry II 3 CR
Contact Hours: 3 + 0
Prerequisites: CHEM A105 with minimum grade of C and MATH A105 with minimum grade of C or MATH A107 with minimum grade of C.
Course Attributes: UAA 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.

CHEM A106L General Chemistry II Laboratory 1 CR
Contact Hours: 0 + 3
Prerequisites: CHEM A106 or concurrent enrollment and CHEM A105L.
Course Attributes: UAA GER Natural Science w/ Lab.
Special Fees.
Laboratory designed to teach the fundamentals of working with laboratory equipment, data gathering, analysis, and reporting.

CHEM A232 Organic Chemistry II 3 CR
Contact Hours: 3 + 0
Prerequisites: CHEM A231 with minimum grade of C.
Corequisite: CHEM A232L.
Continuation of CHEM A231 which will include the study of spectroscopic techniques for structure determination, and the chemistry of alcohols, ethers, epoxides, thiols, sulfides, carbonyl compounds, amines, carboxylic acids, and amino acids. Emphasizes nomenclature, physical properties, synthetic methods, and reaction mechanisms.

COMM A111 Fundamentals of Oral Communication 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Oral Communication 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 exercises and presentations.

COMM A235 Small Group Communication 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Oral Communication 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 exercises and presentations, and group presentations.

COMM A237 Interpersonal Communication 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Oral Communication Requirement.
Special Fees.
The study of theories and skills related to dyadic communication and the variables which affect it, including conflict, culture, gender, rules, and context. Students will develop oral communication skills designed to improve communication in relationships by engaging in a variety of individual exercises, individual presentations, and group presentations.

COMM A241 Public Speaking 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Oral Communication 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 presentations.

Chemistry

CHEM A321 Organic Chemistry I 3 CR
Contact Hours: 3 + 0
Prerequisites: CHEM A106 with minimum grade of C and CHEM A106L with minimum grade of C.
Investigates the chemistry of carbon compounds including alkanes, alkenes, alkyne, alkyl halides, and amines. Discusses physical properties, nomenclature, synthesis, reactions, reaction mechanisms, and stereochemistry of these compounds.

CHEM A322 Organic Chemistry II 3 CR
Contact Hours: 3 + 0
Prerequisites: CHEM A321 with minimum grade of C.
Investigates the chemistry of carbon compounds including alkenes, alkenes, amines, and amino acids. Emphasizes nomenclature, physical properties, synthetic methods, and reaction mechanisms.

Computer Information & Office Systems

CIOS A101A Keyboarding A 1 CR
Contact Hours: 0 + 3 or 0 + 9
Special Fees.
Note: Credit will not be counted for both (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 A101B Keyboarding B 1 CR
Contact Hours: 0 + 1 or 0 + 3
Special Fees.
Note: Credit will not be counted for both (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 Fees.  
Special Note: Credit will not be counted for both (CIOS A101) and (CIOS A101A and CIOS A101B and CIOS A101C).

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].  
Special Fees.  
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  
Special Fees.  
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.

CIOS A116  Business Calculations  3 CR  
Contact Hours: 0+3 or 0+9  
Prerequisites: [MATHA054 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, markup and markdown, interest, consumer credit, depreciation, inventory, financial statements, insurance, and taxes.

CIOS A118  Payroll Procedures  2 CR  
Contact Hours: 0+2 or 0+6  
Special Fees.  
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.  
Special Fees.  
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 Fees.  
Special Note: Knowledge of bookkeeping principles is recommended. Students are strongly encouraged to complete CIOS A221A to gain a fuller understanding of this topic.

CIOS A125A  Electronic Communications I: MS Outlook  1 CR  
Contact Hours: 0+1 or 0+3  
Prerequisites: CIOS A101A and CIOS A113.  
Special Fees.  
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).  
Special Fees.  
Special Note: Students are strongly encouraged to complete CIOS A230A to gain a fuller understanding of this topic.

CIOS A130B  Word Processing I: WordPerfect  1 CR  
Contact Hours: 0+1 or 0+3  
Prerequisites: (CIOS A101A or concurrent enrollment).  
Special Note: Students are strongly encouraged to complete CIOS A230B to gain a fuller understanding of this topic.

CIOS A135A  Spreadsheets I: MS Excel  1 CR  
Contact Hours: 0+1 or 0+3  
Prerequisites: CIOS A101A and CIOS A113.  
Special Fees.  
Introduces the fundamentals, concepts, and applications of word processing. Students learn basic commands needed to create, format, edit, and print documents.

CIOS A140A  Databases I: MS Access  1 CR  
Contact Hours: 0+1 or 0+3  
Prerequisites: CIOS A101A and CIOS A113.  
Special Fees.  
Introduces the fundamentals, concepts, and applications of database management, the control panel, desktop, utilities, MS Windows setup, and maintenance.

CIOS A141  Presentations I: MS PowerPoint  1 CR  
Contact Hours: 1 + 0  
Prerequisites: CIOS A101A and CIOS A113.  
Special Fees.  
Introduces fundamentals, concepts, and applications of presentation software and design techniques for development of graphic slides, including embedded graphs, tables, and visuals.

CIOS A150A  Presentations II: MS PowerPoint  2 CR  
Contact Hours: 0+2 or 0+6  
Prerequisites: CIOS A151A.  
Special Fees.  
Introduces fundamentals, concepts, and applications 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.  
Special Fees.  
Introduces fundamentals, concepts, and applications of presentation software and design techniques for development of graphic slides, including embedded graphs, tables, and visuals.

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.  
Special Fees.  
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.  
Special Fees.  
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.
COURSE DESCRIPTIONS

C IOS 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.
Special Fees.
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.

C IOS A153C Web Site Design: MS FrontPage 1 CR
Contact Hours: 0-1 or 0-3
Prerequisites: CIOS A113.
Special Fees.
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 Fees.
Introduces an alphabetic shorthand system designed for fast note taking or dictation.

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.
Special Fees.
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.
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 A165 Office Procedures 3 CR
Contact Hours: 3 + 0
Prerequisites: CIOS A101 and [CIOS A130A or CIOS A130B].
Special Fees.
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.
Special Fees.
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 or 0-9
Prerequisites: CIOS A160 and CIOS A201A.
Registration Restrictions: Meet prerequisite or keyboarding skill and speed of 45 wpm.
Special Fees.
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 demonstrated equivalent skill and speed of 45 wpm.
Special Fees.
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.
Special Fees.
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.
Special Fees.
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.
Special Fees.
Applies skills learned in CIOS A130A 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 A230B Word Processing II: WordPerfect 2 CR
Contact Hours: 0-2 or 0-6
Prerequisites: CIOS A130B.
Special Fees.
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 A235A Spreadsheets I: Excel 2 CR
Contact Hours: 0-2 or 0-6
Prerequisites: CIOS A135A.
Special Fees.
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.
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| **CIOS A240A** Databases II: MS Access  
Contact Hours: 0+2 or 0+6  
Prerequisites: CIOS A140A.  
Special Fees.  
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  
Contact Hours: 0+3 or 0+9  
Prerequisites: CIOS A151A and [CIOS A230A or CIOS A230B] and CIOS A235A and CIOS A240A.  
Special Fees.  
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  
Contact Hours: 0+2 or 0+6  
Prerequisites: CIOS A146.  
Special Fees.  
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  
Contact Hours: 0+3 or 0+9  
Prerequisites: CIOS A108 and [CIOS A130A or CIOS A130B].  
Special Fees.  
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  
Contact Hours: 0+2 or 0+6  
Prerequisites: CIOS A154A.  
Special Fees.  
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  
Contact Hours: 0+2 or 0+6  
Prerequisites: CIOS A154B.  
Special Fees.  
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  
Contact Hours: 0+1 or 0+3  
Prerequisites: [CIOS A130A or CIOS A130B] and CIOS A146.  
Special Fees.  
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  
Contact Hours: 3 + 0  
Prerequisites: ENGL A111.  
Registration Restrictions: Keyboarding and word processing skills, knowledge of document formats.  
Special Fees.  
Special Note: Recommend CIOS A160 and CIOS A161A.  
Applies techniques of communicating 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  
Contact Hours: 3 + 0  
Prerequisites: CIOS A165.  
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 A264A** Records Management  
Contact Hours: 0+2 or 0+6  
Prerequisites: CIOS A164.  
Special Fees.  
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 A266** Law Office Procedures: Client Documents  
Contact Hours: 3 + 0  
Prerequisites: CIOS A201A and [CIOS A230A or CIOS A230B].  
Special Fees.  
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: Litigation Documents  
Contact Hours: 3 + 0  
Prerequisites: CIOS A201A and [CIOS A230A or CIOS A230B].  
Special Fees.  
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  
Contact Hours: 3 + 0  
Prerequisites: CIOS A266.  
Special Fees.  
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  
Contact Hours: 2 + 0  
Prerequisites: ENGL A111.  
Registration Restrictions: Keyboarding and word processing skills, knowledge of document formats.  
Special Fees.  
Special Note: Recommend CIOS A160 and CIOS A161A.  
Applies techniques of communicating 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. |
COURSE DESCRIPTIONS

Computer Information Systems

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. Special Fees. 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
Registration Restrictions: Math A105, CIS A105, familiarity with personal computers and basic software applications, and keyboarding 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. Special Fees. 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 A101 Microsoft Office 2000 Fundamentals 2 CR
Contact Hours: 1 + 2.5
Special Fees. 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
Special Fees. 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
Special Fees. 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
Special Fees. 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. Introduces networking fundamentals and develops basic skills in designing, installing, and troubleshooting local area networks. Topics include cabling, cabinet, 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. Special Fees. Covers the hardware associated with computer interfacing, including bus structures, system resources, timing and control, ports, communication interfaces, multimedia access, infrared devices, and PC/POMCIA cards.

CNT A181 PC Auxiliary Storage 1 CR
Contact Hours: 1 + .5
Prerequisites: CNT A160 and CNT A161 and CNT A162. Special Fees. Covers 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. Special Fees. Introduces auxiliary 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. Special Fees. 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. Special Fees. Presents transmission control protocol/internet protocol, including structure, addressing, data transfer, software, applications, and troubleshooting.

CNT A190 Selected Topics in MOUS Certifications 1 CR
Contact Hours: .5 + 1
Prerequisites: CNT A101. Special Fees. 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.
COURSE DESCRIPTIONS

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

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

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

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

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

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

CNT A244  Designing Secure Windows 2000 Networks  3 CR
Contact Hours:  2 + 2
Prerequisites: CNT A242.
Special Fees. Provides students with the knowledge and skills to design a security framework for small, medium, and enterprise networks using Microsoft Windows 2000 technologies. This course also prepares students to take Microsoft exam 70-220: Designing Security for a Microsoft Windows 2000 Network.

CNT A245  Windows 2000 Directory Services Design  2 CR
Contact Hours:  1 + 2
Prerequisites: CNT A243.
Special Fees. Provides students with the knowledge and skills to design a Microsoft Windows 2000 directory services infrastructure in an enterprise network. This course also prepares students to take Microsoft exam 70-219: Designing a Windows 2000 Directory Services Infrastructure.

CNT A246  Windows 2000 Network Infrastructure Design  2 CR
Contact Hours:  1 + 2
Prerequisites: CNT A244.
Special Fees. Provides students with the knowledge and skills to design a Microsoft Windows 2000 networking services infrastructure that supports the network applications required for the needs of an organization. This course also prepares students to take Microsoft exam 70-221: Designing a Microsoft Windows 2000 Network Infrastructure.

CNT A260  Wide Area Networking  2 CR
Contact Hours:  1.5 + 2
Prerequisites: CNT A184.
Special Fees. Examines wide area network fundamentals, communications, hardware, and protocols, including physical layer protocol, data link layer protocol, and higher layer protocol.

CNT A261  CISCO Router Fundamentals  3 CR
Contact Hours:  2 + 3
Prerequisites: CNT A212 or CNT A261.
Special Fees. Provides details of CISCO routers and router interfaces including, configuration, software control, user modes, IP addressing, and routing protocols.

CNT A262  Computer Technical Support  2 CR
Contact Hours:  1.5 + 2
Prerequisites: CNT A185 and CNT A184.
Special Fees. Develops skills necessary for evaluating and implementing various technical support functions, including hardware and software needs assessments, training development, preventive maintenance, and effective communication and documentation.

CNT A264  Introduction to Information Security  3 CR
Contact Hours:  3 + 0
Prerequisites: CNT A212 or CNT A261.
Special Fees. Provides students with an understanding of the core concepts that relate to the practice of network security. This course will help prepare students for the CompTIA Security+ exam.

CNT A270  CISCO Academy LAN Management  3 CR
Contact Hours:  2 + 3
Prerequisites: CNT A261.
Special Fees. Covers local area network management and provides skill development in managing traffic and network devices to ensure optimal throughput. Topics include router and switch configuration, IPX configuration and filtering, and identifying and resolving network congestion problems.

CNT A271  CISCO Academy WAN Management  3 CR
Contact Hours:  2 + 3
Prerequisites: CNT A270.
Special Fees. Covers wide area networking services, design, and management. Topics include area network technology, devices, link options, frame encapsulation formats, design, protocols and configurations.

CNT A276  Independent Project  3 CR
Contact Hours:  0 + 11
Registration Restrictions: Faculty Permission; and working knowledge of CNT topics.
Special Fees. Develops, implements, and completes a project based on a relevant technological issue. Student works closely with faculty to produce an end product and report.

CNT A280  Server Operating Systems  3 CR
Contact Hours:  2 + 3
Prerequisites: CNT A184.
Special Fees. 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.
Special Fees. Provides advanced computer and network training leading to CompTIA A+ and Network+ certifications.

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COURSE DESCRIPTIONS

CNT A232  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
Special Fees.
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

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.
Special Fees.
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 Fees.
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 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 Fees.
Special Note: May be repeated for credit with a change in language.
Problem analysis and solution using a selected programming language.

Construction Management  CM

CM A101  Fundamentals of CADD for Building Construction  4 CR
Contact Hours: 2 + 4
Crosslisted with: AET A101.
Special Fees.
Introduces basic CADD (computer-aided drafting and design) skills necessary in civil, architectural, structural, mechanical, and electrical drafting within the construction industry. Defines the working relationship between design and construction professionals and drafters/technicians.

CM A102  Methods of Building Construction  3 CR
Contact Hours: 3 + 0
Crosslisted with: AET A102.
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.

CM A123  Codes and Standards  3 CR
Contact Hours: 3 + 0
Prerequisites: CM A101 and CM A102.
Crosslisted with: AET A123.
Special Fees.
Provides an introduction and overview of the fundamental provisions of the building codes used for plan review, life-safety evaluation of buildings, and community development.

CM A142  Mechanical and Electrical Technology  4 CR
Contact Hours: 3 + 2
Prerequisites: CM A101 and CM A102.
Crosslisted with: AET A142.
Special Fees.
Introduces the basic mechanical and electrical systems required in all buildings for the safety, health, comfort, and convenience of the occupants. Emphasizes design criteria, code requirements, and interpretation of construction drawings.

CM A213  Civil Technology  4 CR
Contact Hours: 2 + 4
Prerequisites: CM A101 and CM A102.
Crosslisted with: AET A213.
Special Fees.
Outlines elements of civil design, including soils and soil mechanics, foundations, roads, utilities using local, state, and Federal regulations. Students will also be introduced to elements of construction surveying.

CM A231  Structural Technology  4 CR
Contact Hours: 2 + 4
Prerequisites: CM A101 and CM A102.
Crosslisted with: AET A231.
Special Fees.
Examines structural theory and the physical principles that Underlie structural behavior. Includes the use of materials in a manner to maintain structural stability against the natural forces of gravity, wind, snow, and earthquakes. Covers connection detailing and code requirements for wood, steel, and reinforced concrete.

Counseling  COUN

COUN A101  Introduction to Career Exploration  1 CR
Contact Hours: 1 + 0
Grade Mode: Pass/No Pass
An introduction to career exploration. Includes exploring self-concept, values, interests, skills, aptitudes, work orientation, occupational information and decision making.

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

COUN A208  Career Planning and Changing  3 CR
Contact Hours: 3 + 0
Presents an innovative approach to career life planning and job hunting. Emphasizes self-awareness and an ongoing process to define who you are and what you want from life. Includes skills identification, prioritizing, information gathering, resume writing, interviewing, salary negotiations and techniques to control the job hunt.

Creative Writing & Literary Arts  CWLA

CWLA A260A  Introduction to Creative Writing: Multiple Forms  3 CR
Contact Hours: 3 + 0
Special Fees.
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
Early Childhood Development

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.
Prerequisites: 0
Special Fees.

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.
Prerequisites: 0
Special Fees.

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.
Prerequisites: 0
Special Fees.

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.
Prerequisites: 0
Special Fees.

ECD A121 Physical Activities for Young Children 1 CR
Contact Hours: 1 + 0
Prerequisites: 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 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
Prerequisites: 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 that 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
Prerequisites: 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
Prerequisites: 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 A125 Safe and Healthy Learning Environments 1 CR
Contact Hours: 1 + 0
Emphasizes physical/emotional security for children, helping each child to accept and take pride in himself/herself, and to develop a sense of independence.

ECD A126 Learning Environment/ Physical Activities 1 CR
Contact Hours: 1 + 0
Emphasizes learning appropriate to developmental levels and learning styles of children. Includes planning and scheduling activities, selecting equipment and materials to promote physical development of children.

ECD A127 Social/Sense of Self Development 1 CR
Contact Hours: 1 + 0
Emphasizes providing physical/emotional security for children, helping each child to accept and take pride in his/herself, and to develop a sense of independence.

ECD A130 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.
Emphasizes social development of young children by the encouragement of empathy and mutual respect among children and adults. Also discusses the development of cooperation among children and between children and adults.

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.
Emphasizes social development of young children by the encouragement of empathy and mutual respect among children and adults. Also discusses the development of cooperation among children and between children and adults.

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.
Emphasizes social development of young children by the encouragement of empathy and mutual respect among children and adults. Also discusses the development of cooperation among children and between children and adults.

ECD A210 Guiding Young Children 3 CR
Contact Hours: 2 + 0
Prerequisites: ECD A105.
Registration Restrictions: Departmental Approval; Admission to the School of Education, pre-major status or admission to Associate of Applied Science in Early Childhood Development.
Examination of the learning principles relevant to guidance of young children. The course introduces the social, emotional, and intellectual development of young children and the implications for effective child guidance and motivation in the classroom.
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.

ECD A215 Introduction to Inclusive Early Education: Strategies 3 CR
Contact Hours: 3 + 0
Special Fees: 1 + 0
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 A216 Family and Community Issues: Supporting a Child with Special Needs 3 CR
Contact Hours: 3 + 0
Prerequisites: ECD A215.
Registration Restrictions: If prerequisite is not met, permission of UAS program advisor is required.
Examination of family and community dynamics in caring for and supporting children, birth to age eight, with special needs. Includes study of preventive strategies, rural settings and cultural issues.

ECD A217 Behavioral Health: Young Children with Special Needs 3 CR
Contact Hours: 3 + 0
Special Fees: 1 + 0
Examination of behavioral health of children with special needs from birth to age eight. Topics include introduction to identification; classification of disabilities; 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
Special Fees: 1 + 0
In-depth look at the legal issues involved in working with young children and 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 A225 Professionalism and Program Management 1 CR
Contact Hours: 1 + 0
Prerequisites: ECD A241 and ECD A210.
Registration Restrictions: Departmental Approval; Admission to the School of Education, pre-major status or admission to Associate of Applied Science in Early Childhood Development.
Emphasizes being a competent organizer, planner, record keeper, communicator, and a cooperative co-worker. Stresses making decisions based on knowledge of early childhood theories and practices, promoting quality in child care services, and taking advantage of opportunities to improve competence, both for personal and professional growth and for the benefit of children and families.

ECD A226 Guidance/Discipline and 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.
Stresses activities to help teachers understand purposes of screening young children and use of screening procedures.

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 assessment of young children, recording of assessment information, and staffing 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. 94/142.

ECD A234 Administration of Early Childhood Programs 1 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 A241 Infant and Toddler Development 3 CR
Contact Hours: 2 + 0
Prerequisites: ECD A105.
Registration Restrictions: Departmental Approval; Admission to the School of Education, pre-major status or admission to Associate of Applied Science in Early Childhood Development.
Examines the development of infants/toddlers, infant/toddler care programs, role of caregivers, and relationships with families. This course will emphasize cognitive, language, emotional, and motor development, and the importance of relationships in the care and education of infants and toddlers.

ECD A242 Family and Community Partnerships 3 CR
Contact Hours: 3 + 0
Prerequisites: ECD A241 and ECD A210.
Registration Restrictions: Departmental Approval; Admission to the School of Education, pre-major status or admission to Associate of Applied Science in Early Childhood Development.
Examines the importance and complexity of children's families and communities. The course will examine programs that support family-centered principles underlying program planning, implementation, and relationship building.
ET A165 Introduction to Digital Devices 1 CR
Contact Hours: 1 + .5
Prerequisites: ECD A105 and ECD A223 and ECD A224 and DN A145 and PSY A245 and ECD A231 and ECD A232 and ECD A233.
Special Fees.
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.

ET A166 Technical Calculations and Applications 2 CR
Contact Hours: 2 + 0
Special Fees.
Prerequisite: ET A165.
Presents applications 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 A175 Technical Introduction to Microcomputers 3 CR
Contact Hours: 3 + 0
Special Fees.
Prerequisite: Faculty permission required. Must have faculty permission to take concurrently with ECD A295B.
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 A180 Data Communications 1 CR
Contact Hours: 1 + .5
Prerequisites: ET A164 and ET A165.
Special Fees.
Prerequisite: ECD A231 and ECD A232 and ECD A233.
Presents basic data communication concepts, including history, data conversion, A/D and D/A protocol, interfacing, direction control, and multiplexing.

ED A101 Introduction to Education 3 CR
Contact Hours: 3 + 0
Registration Restrictions: Faculty Permission; and work knowledge of English Language Arts and English Language Arts TES topics.
ED A216 Children's Literature 3 CR
Contact Hours: 3 + 0
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: Faculty Permission; and working knowledge of TES topics.
ED A226 Independent Project 3 CR
Contact Hours: 0 + 11
Special Fees.
ED A282 Work Study 3 CR
Contact Hours: 0 + 11
Special Fees.
ED A295B Practicum II 3 CR
Contact Hours: 1 + 2
Prerequisites: ECD A295A.
Special Fees.
Supervised experience in an instructor approved early childhood setting. Emphasizes 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.

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

ECON A204 Principles of Microeconomics 3 CR
Contact Hours: 3 + 0
Prerequisites: ECON A203.
Course Attributes: UAA GER Social Sciences Requirement.
Theory of prices and markets; industrial organization; public policy; income distribution; and contemporary problems of labor and business.

ECON A208 Theory of International Trade 3 CR
Contact Hours: 3 + 0
Prerequisites: ECON A203.
Course Attributes: UAA GER Social Sciences Requirement.
Theory of world trade and balance of international payments.

ECON A210 Special Topics 3 CR
Contact Hours: 3 + 0
Prerequisites: ECON A203.
Course Attributes: UAA GER Social Sciences Requirement.
Special Topics: UAA GER Social Sciences Requirement.

ECON A215 Econometrics 3 CR
Contact Hours: 3 + 0
Prerequisites: ECON A203.
Course Attributes: UAA GER Social Sciences Requirement.
Econometrics: UAA GER Social Sciences Requirement.

ECON A220 Financial Institutions and Markets 3 CR
Contact Hours: 3 + 0
Prerequisites: ECON A203.
Course Attributes: UAA GER Social Sciences Requirement.
Financial Institutions and Markets: UAA GER Social Sciences Requirement.

ECON A225 Intermediate Microeconomics 3 CR
Contact Hours: 3 + 0
Prerequisites: ECON A203.
Course Attributes: UAA GER Social Sciences Requirement.
Intermediate Microeconomics: UAA GER Social Sciences Requirement.

ECON A230 Principles of Microeconomics 3 CR
Contact Hours: 3 + 0
Special Fees.
Introduction to microeconomics, the analysis of the behavior of individuals and institutions in personal and business decisions, and the implications of those decisions for distribution of income and wealth and for economic growth.

ECON A234 Principles of Money and Banking 3 CR
Contact Hours: 3 + 0
Prerequisites: ECON A203.
Course Attributes: UAA GER Social Sciences Requirement.
Principles of Money and Banking: UAA GER Social Sciences Requirement.

ECON A235 Principles of International Trade 3 CR
Contact Hours: 3 + 0
Prerequisites: ECON A203.
Course Attributes: UAA GER Social Sciences Requirement.
Principles of International Trade: UAA GER Social Sciences Requirement.

ECON A236 Principles of Money and Banking 3 CR
Contact Hours: 3 + 0
Prerequisites: ECON A203.
Course Attributes: UAA GER Social Sciences Requirement.
Principles of Money and Banking: UAA GER Social Sciences Requirement.

ECON A238 Principles of International Trade 3 CR
Contact Hours: 3 + 0
Prerequisites: ECON A203.
Course Attributes: UAA GER Social Sciences Requirement.
Principles of International Trade: UAA GER Social Sciences Requirement.

Emergency Medical Technology

EMT A110 Emergency Trauma Technician 3 CR
Contact Hours: 2 + 2
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.

EMT A170 Technical Introduction to Microcomputers 3 CR
Contact Hours: 3 + 0
Prerequisites: ECD A105 and ECD A223 and ECD A224 and DN A145 and PSY A245 and ECD A231 and ECD A232 and ECD A233.
Special Fees.
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.

EMT A180 Data Communications 1 CR
Contact Hours: 1 + .5
Prerequisites: ECD A164 and ET A165.
Special Fees.
Prerequisite: ECD A231 and ECD A232 and ECD A233.
Presents basic data communication concepts, including history, data conversion, A/D and D/A protocol, interfacing, direction control, and multiplexing.

EMT A226 Independent Project 3 CR
Contact Hours: 0 + 11
Registration Restrictions: Faculty Permission; and working knowledge of TES topics.
Special Fees.
Develops, implements, and completes a project based on a relevant technological issue. Student works closely with faculty to produce an end project and report.

EMT 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.
Special Fees.
Supervises workplace experience in industry settings. Integrates advanced level knowledge and practices to demonstrate skill competencies.

EMT A295A Practicum I 3 CR
Contact Hours: 1 + 2
Prerequisites: ECD A295A.
Special Fees.
Supervised 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.

EMT A295B Practicum II 3 CR
Contact Hours: 1 + 2
Prerequisites: ECD A295A.
Special Fees.
Supervised 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.

EMT A300 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 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.

EMT A350 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.

EMT A350 Emergency Medical Technician II 3 CR
Contact Hours: 2 + 2
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.

Emergency Medical EMT Technology

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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). MSC 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.
Emphasizes knowledge and skills necessary for a state certified EMT III to apply electrodes and monitor cardiac activity, counter-shock life-threatening arrhythmias, and administer specific pharmacological agents.

English ENGL

Students registering in ENGL A109 and ENGL A111 and Preparatory English classes must have appropriate score on English Placement Test from COMPASS, ASSET, SAT Verbal or ACT English, or a grade of "C" or better in prerequisite course. Check with the Advising & Assessment in FSM 102 for clarification. Mat-Su College administers and places students with the COMPASS placement test.

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

ENGL A109  Introduction to Writing in Academic Contexts  3 CR
Contact Hours:  3 + 0
Prerequisites: PRPE A086 with minimum grade of C.
Registration Restrictions: Meet Prerequisite or appropriate score on English Placement Test.
Special Fees.
Preparation for ENGL A111 and alternative to PRPE A108. Introduces academic essay writing and technology skills in a computer classroom. Develops practical skills for writing and revising, including review of grammar and punctuation.

ENGL A110  Approaches to Academic Study  3 CR
Contact Hours:  3 + 0
Registration Restrictions: Score on Reading Asset Test of 43 or above.
Special Fees.
Instruction in academic skills and critical thinking demanded in college work. Includes library and on-line research, time management, academic vocabulary development, note taking, text comprehension, and test taking.

ENGL A111  Methods of Written Communication  3 CR
Contact Hours:  3 + 0
Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C.
Registration Restrictions: Appropriate score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite.
Course Attributes: UAA 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.
Introductory course emphasizing principles and techniques of thinking better. Focuses on critical and creative thinking and problem solving strategies.

ENGL A121  Introduction to Literature  3 CR
Contact Hours:  3 + 0
Course Attributes: UAA 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: UAA 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: UAA 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
Prerequisites: ENGL A111 with minimum grade of C.
Course Attributes: UAA GER Written Communication Requirement.

ENGL A211  Academic Writing About Literature  3 CR
Contact Hours:  3 + 0
Prerequisites: ENGL A111 or ENGL A109 with minimum grade of C.
Course Attributes: UAA GER Written Communication Requirement.
Special Fees.
Introduction to writing based on close analysis of literature. Develops a broad range of expository writing skills. Research paper required.

ENGL A212  Technical Writing  3 CR
Contact Hours:  3 + 0
Prerequisites: ENGL A111 with minimum grade of C.
Course Attributes: UAA 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: UAA 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: UAA 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.
Course Attributes: UAA 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.
Course Attributes: UAA GER Humanities Requirement.
Study of significant writers of the United States, focusing primarily on the 20th century and including literature that reflects important cultural, historical, political, and aesthetic forces.

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COURSE DESCRIPTIONS
ENGL A311 Advanced Composition 3 CR
Contact Hours: 3 + 0
Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C.
Course Attributes: UAA 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: UAA 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, Steme, Dickens, Zola, Dostoevski, Tolstoy, Joyce, James, Faulkner, and Sartre.

ENGL A414 Research Writing 3 CR
Contact Hours: 3 + 0
Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C or ENGL A311 with minimum grade of C or ENGL A312 with minimum grade of C.
Course Attributes: UAA 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 with a change of subtitle. In-depth studies of particular topics in Native literatures. Primary emphasis American Indian and Alaska Native literatures, but topics may sometimes focus upon other indigenous literatures in the world.

French

FREN A101 Elementary French I 4 CR
Contact Hours: 4 + 0
Course Attributes: UAA 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: UAA 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: UAA 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.

FREN A202 Intermediate French II 4 CR
Contact Hours: 3 + 2
Prerequisites: FREN A201.
Course Attributes: UAA GER Humanities Requirement.
Special Fees.
Review of the more complex grammatical structures and expansion of the vocabulary. This course will emphasize the reading of graded literary excerpts by contemporary French authors. Students will attempt to interpret their content while analyzing the structures and the expression. French pronunciation will be enhanced through classroom practice in reading and discussing materials and topics of current interest. Conducted in French.

Geography

GEOG A101 Introduction to Geography 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Requirement.
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.
Registration Restrictions: GEOG A101 or A103 recommended, but not required.
Course Attributes: UAA GER Natural Sciences Requirement.
Examination 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.

GEOG A205 Elements of Physical Geography 3 CR
Contact Hours: 3 + 0
Prerequisites: ENGL A213 with minimum grade of C or ENGL A212 with minimum grade of C.
Course Attributes: UAA 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.

GEOG A205L Elements of Physical Geography Lab 1 CR
Contact Hours: 0 + 3
Prerequisites: ENGL A213 with minimum grade of C or ENGL A212 with minimum grade of C.
Special Fees.
Optional laboratory of one additional credit.
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COURSE DESCRIPTIONS

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
territory. Designed for people who would like to know more about Alaska,
including where and how some of its natural resources (gold, copper, coal,
oil, etc.) occur.

GEOL A111  Physical Geology  4 CR
Contact Hours: 3 + 3
Prerequisites: MATH A055.
Course Attributes: UAA GER Natural Science w/ Lab.
Introduction to physical geology. Study of earth, its materials, and
processes affecting changes on and within it. Laboratory training in use of
topographic maps, and recognition of common rocks and minerals.

GEOL A115  Environmental Geology  3 CR
Contact Hours: 3 + 0
Prerequisites: MATH A055.
Course Attributes: UAA GER Natural Sciences Requirement.
An introduction to the study of applied geology. Environmental issues,
including 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: 2 + 0
Prerequisites: GEOL A100 or GEOL A111 or (GEOL A115 or concurrent
enrollment).
Course Attributes: UAA GER Natural Science 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.

Guidance

GUID A150A  Survival Skills/College  1 CR
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: 0.5 + 0.5
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
Grade Mode: Non-Graded
MSC Special Note: Upon successful completion of this course, participants
will receive a CPR FOR THE PROFESSIONAL RESCUER certificate/card
which is valid for one year. Students need to bring a sack lunch. The Basic
Life Support book can be purchased in class.
Special Fees.
Designed for health care professionals and consumers who must
respond to cardiac and respiratory emergencies. Includes information on
prevention and early recognition of heart disease, CPR, and techniques for
managing obstructed airways.

Health Sciences

HS A350  Drugs and Drug-Taking Behavior  3 CR
Contact Hours: 3 + 0
Prerequisites: PSY A111.
Comprehensive overview of substance abuse-related disorders. Special
emphasis is given to understanding the nature of alcohol and drugs, and
their action and effects on the body. Theories of addictive disorders,
treatment, and prevention are also addressed.

History

HIST A10  Western Civilization I  3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement UAA 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: UAA GER Humanities Requirement UAA GER Social
Sciences Requirement.
A survey of the developments in Western Civilization from 1650 to the
present. The major political, social, economic, and intellectual
characteristics of Western Society will be emphasized.

HIST A121  East Asian Civilization I  3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement UAA GER Social
Sciences Requirement.
Provides a broad understanding of the historical, cultural, and social
development of Chinese, Japanese, and Korean civilization from their
prehistoric origins through approximately 1600 (the decline of the Ming
Dynasty in China, the successful unification of Japan under the Tokugawa,
and the end of the Japanese invasions of Korea).

HIST A122  East Asian Civilization II  3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement UAA GER Social
Sciences Requirement.
Provides a broad understanding of the historical, cultural, and social
development of East Asian civilization from approximately 1600 (the rise
of the Qing Dynasty in China, the successful unification of Japan under the
Tokugawa, and the revival of the Yi Dynasty in Korea) through the twentieth
century.

HIST A131  History of United States I  3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement UAA 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: UAA GER Humanities Requirement UAA GER Social
Sciences Requirement.
A survey of the Reconstruction of the South, the far West, growth of
industry and labor, "Gilded Age," Imperialism, Progressivism, World War I,
"Roaring Twenties," Great Depression, Isolationism and World War II, Cold
War, modern American society, Vietnam, and after.

HIST A237  American Civil War  3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement UAA GER Social
Sciences Requirement.
A survey of the Reconstruction of the South, the far West, growth of
industry and labor, "Gilded Age," Imperialism, Progressivism, World War I,
"Roaring Twenties," Great Depression, Isolationism and World War II, Cold
War, modern American society, Vietnam, and after.

HIST 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.
**COURSE DESCRIPTIONS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST A306</td>
<td>The Roman Empire</td>
<td>3 CR</td>
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| 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
Stacked with: HIST A461.
Course Attributes: UAA GER Humanities Requirement
Introduction to background of Alaska and its relationship to America and the world, including anthropological aspects of Native groups, land bridge theory, Russian discovery, occupation and management, orthodoxy, purchase, American organization and development, gold rushes, congressional definition and federalism, Native claims history, statehood, oil and the disposition of Alaska lands.

| HIST A355   | Major Themes in US History                      | 3 CR    |
| Contact Hours: 3 + 0
Registration Restrictions: Sophomore standing.
Time, continuity, and change in American history from the Colonial period to the 21st Century with an emphasis on case studies. A speaking and writing intensive course.

| HIST A401   | The History of Warfare                          | 3 CR    |
| Contact Hours: 3 + 0
Prerequisites: HIST A101 and HIST A102.
A study of the history of warfare from the classical age to the present. The following topics are examined: the relationship between war and social, political and economic organization; the evolution of weapons systems; the growth of modern professional and mass armies; the “Laws” of war; the development of modern strategic and tactical thought; and the impact of the atomic age.

| HIST A418   | Tudor and Stuart England                        | 3 CR    |
| Contact Hours: 3 + 0
Prerequisites: HIST A101.
The history of England from accession of Henry VII down to the death of Anne. Major topics are the development of modern instruments of government, the English Reformation, and the ensuing religious struggle, the Civil War and Revolution, and the establishment of parliamentary government.

| HIST A431   | Colonies and Revolution                         | 3 CR    |
| Contact Hours: 3 + 0
Prerequisites: HIST A131 and HIST A132.
Settlement of British America, social, political, economic and ideological development of American colonies, prelude to revolution, the American revolution, drafting of the Constitution, and the Federalist Era.

| HIST A434   | Early National Period, 1800-1850                | 3 CR    |
| Contact Hours: 3 + 0
Prerequisites: HIST A131 and HIST A132.
Jeffersonian policies and ideology; struggle with England and the War of 1812; transcontinental treaties and the Monroe Doctrine; The Age of Jackson and Westward Expansion; the Era of Reform; and the Mexican War.

| HIST A440   | The American West Since 1850                    | 3 CR    |
| Contact Hours: 3 + 0
Prerequisites: HIST A131 and HIST A132.
Study of major themes in Western American history, including economic, social and ideological change, and the historiography of the American West.

| HIST A478   | Studies in Early American History               | 3 CR    |
| Contact Hours: 3 + 0
Prerequisites: HIST A131.
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              | 3 CR    |
| Contact Hours: 3 + 0
Prerequisites: HIST A131 and HIST A132.
Special Note: May be repeated for credit with a different subtitle.
This course is intended to provide an intensive examination of selected fundamental topics in American history. Specific areas will be treated as student need and faculty expertise indicate. Subtitle varies.

| HIST A486   | Studies in Modern Europe                        | 3 CR    |
| 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                       | 3 CR    |
| Contact Hours: 3 + 0
Stacked with: HIST A341.
Special Note: Not available for credit to students who have taken HIST A341.
Advanced study of various topics in Alaska history, including Russian exploration, occupation and development, social conditions in the Russian period, the U.S. Purchase, American development and economic relationships, political development, Native issues, environmental history, and changing perceptions.

### Humanities

**HUM A211** | Introduction to Humanities I                   | 3 CR    |
Contact Hours: 3 + 0
Prerequisites: ENGL A111.
Course Attributes: UAA GER Humanities Requirement
Integrated exploration of fundamental principles of literature, music, philosophy, and visual arts.

**HUM A212** | Introduction to Humanities II                   | 3 CR    |
Contact Hours: 3 + 0
Prerequisites: ENGL A111.
Course Attributes: UAA 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                  | 3 CR    |
Contact Hours: 3 + 0
Special Fees
Overview of human services. Includes traditional and contemporary helping approaches, plus characteristics, values, and professional roles of human service workers. Covers human service consumers, their problems and functioning, helping systems and strategies, environmental change processes, and legal and ethical issues.

**HUMS A106** | Introduction to Social Welfare                  | 3 CR    |
Contact Hours: 3 + 0
Prerequisites: SOC A101.
Crosslisted with: SWK A106.
Course Attributes: UAA GER Social Sciences Requirement
Analyzes social inequality and the American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas-ethical, political, social and economic-explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and their solutions.

**HUMS A121** | Advocating for Victims of Domestic Violence and Sexual Assault | 3 CR |
Contact Hours: 3 + 0
Crosslisted with: SWK A121.
Offered only at Matanuska-Susitna College.
Focuses on helping people who have been victims of domestic violence and sexual assault. Special emphasis may be placed on battered women, and the long-term effects of childhood sexual abuse. Students learn about the characteristics of battering, the social and legal context of intimate violence, and the strategies and interventions used in helping people who are involved in abusive relationships. Special emphasis will be placed on the role of the field of social work in helping battered women and children, and in helping people who have been raped and sexually abused. The course will include a field practicum in an agency that works with battered women and children, and persons who have been raped and sexually abused.

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HUMS A122 Substance Abuse as a Contemporary Problem 3 CR
Contact Hours: 3 + 0
Special Fees: Introduction to current issues in addictions with emphasis on understanding alcohol and other drug use in historical, social, cultural, legal, and public health/policy contexts.

HUMS A123 Public Education and Prevention in Substance Abuse 3 CR
Contact Hours: 3 + 0
Special Fees: Use of community organization knowledge and skills for development of educational and preventive programs in substance abuse.

HUMS A124 Introduction to Physiology and Pharmacology of Substance Abuse 3 CR
Contact Hours: 3 + 0
Prerequisites: PSY A111. Introduction to basic knowledge about psychopharmacological properties and effects of psychoactive substances. Focus will be given to understanding the relationship between infectious diseases and substance use/abuse.

HUMS A140 Family Mediation 3 CR
Contact Hours: 3 + 0
Prerequisites: HUMS A223 and HUMS A222. A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

HUMS A153 Human Relations 3 CR
Contact Hours: 3 + 0
Crosslisted with: PSY A153. 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 A190 Introduction to Behavioral Analysis I 2 CR
Contact Hours: 2 + 0
Prerequisites: HUMS A122 and HUMS A223. 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 A231 Applied Behavioral Analysis I 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 A250 Groups and Organizations 3 CR
Contact Hours: 3 + 0
Provides the most current education in the area of Human Service practice. Specific topics will vary.

HUMS A295A Human Services Practicum I 4 CR
Contact Hours: 1 + 10
Prerequisites: HUMS A101 and HUMS A223. Continuation of HUMS A295A with emphasis on increasing responsibilities for providing direct client services, assessing problems, and planning interventions within the placement agency. Concurrently, students participate in a weekly class seminar structured to facilitate the integration of human service knowledge and theory with practical field application.

HUMS A295B Human Services Practicum II 4 CR
Contact Hours: 1 + 10
Prerequisites: HUMS A295A. Continuation of HUMS A295B with emphasis on increasing responsibilities for providing direct client services, assessing problems, and planning interventions within the placement agency. Concurrently, students participate in a weekly class seminar structured to facilitate the integration of human service knowledge and theory with practical field application.
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 A416 Substance Abuse and the Older Adult 3 CR
Contact Hours: 3 + 0
Prerequisites: HUMS A124 and HUMS A223.
Address the issues related to aging adults who misuse alcohol, drugs, prescription medications, and other substances. Emphasis will be placed on identification, assessment, and intervention strategies.

HUMS A417 Substance Abuse Counseling for Human Service Professionals 3 CR
Contact Hours: 3 + 0
Prerequisites: HUMS A122 and HUMS A123 and HUMS A223.
Special Fees:
Develops advanced counseling theory and skills specifically required by human service professionals in substance abuse treatment. Includes client assessment, diagnosis, and treatment planning. Substance abuse treatment strategies will be compared and contrasted.

HUMS A424 Advanced Counseling for Human Service Professionals 3 CR
Contact Hours: 3 + 0
Prerequisites: HUMS A223 and HUMS A324.
Special Fees:
Comparative counseling systems and theories appropriate in the human service context are presented. Cognitive, affective, behavioral systems will be presented as approaches in a variety of human service settings including education, family and community, rehabilitation, and mental health.

HUMS A434 Group Facilitation for Human Service Professionals 3 CR
Contact Hours: 3 + 0
Prerequisites: HUMS A223 and HUMS A324.
Special Fees:
Advanced facilitation skills appropriate for group work to include goal setting, reciprocation, task identification, and personal growth. Presents a theoretical case in both group dynamics and group leadership. Contemporary ethical and managerial issues are included.

HUMS A461 Crisis Intervention 3 CR
Contact Hours: 3 + 0
Prerequisites: HUMS A101 and HUMS A223 and HUMS A324.
Special Fees:
A systematic and social approach to causes and treatment of human crises. Covers characteristics of crises, intervention strategies, and specific techniques for resolving various crisis situations. Students are expected to research, analyze, and compare community crisis support services.

HUMS A462 Human Services Practicum III 4 CR
Contact Hours: 1.5 + 7.5
Prerequisites: HUMS A262 and HUMS A263.
Registration Restrictions: Admission to the Human Services Bachelor Degree Program.
Special Fees:
Agency placement with advanced levels of responsibility for providing direct client services and/or completing special projects or activities in the agency. Extends development of student's professional and specialized skills. Weekly classroom seminar required.

HUMS A463 Human Services Practicum IV 4 CR
Contact Hours: 1.5 + 7.5
Prerequisites: HUMS A462.
Special Fees:
Continuation of HUMS A462. Agency placement with advanced levels of responsibility for providing direct client services and/or special projects or activities in the agency. Designed to further develop professional skills and to learn new roles or specialized skills. Weekly classroom seminar is required. More time will be spent in direct client contact to enhance interpersonal counseling skills. Increasing independence is emphasized.

ID A41 Interior Design 3 CR
Contact Hours: 3 + 0
Prerequisites: HUMS A101 and HUMS A223.
Contact Hours: 1.5 + 7.5
Prerequisites: HUMS A122 and HUMS A223.
Special Fees:
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 A101 Introduction to Mass Communication 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA 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 A215 History of Mass Communication 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA 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.
Special Fees:
Basic principles including camera functions and the utilization of these functions for artistic expression through the processing and printing of black and white film.

JPC A311 Magazine Writing 3 CR
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.
Special Fees:
Further development of photographic skills. Includes photographic perception of awareness, ideas and concepts, and the "Fine print."

JPC A424 Advanced Photography 3 CR
Contact Hours: 0 + 6
Prerequisites: JPC A324 or ART A324.
Crosslisted with: ART A424.
Special Fees:
Special Note: May be repeated for credit.
Development of images that reflect individual expression. Provides for individual portfolio development.
COURSE DESCRIPTIONS

Liberal Studies

LSIC
LSIC A231  Truth, Beauty, and Goodness  3 CR
Contact Hours: 3 + 0
Prerequisites: (ENGL A111 or concurrent enrollment).
Crosslisted with: PHIL A231.
Integrated approach to the study of critical and normative thinking, including: standards of truth in logic, mathematics, and science; standards of ethical goodness, and standards for the critical appraisal of art and the beautiful.

LSIC A232  Writing in the Disciplines  3 CR
Contact Hours: 3 + 0
Prerequisites: JUST A110, 21, 330, or A221.
Crosslisted with: A231.
A writing and speaking intensive course.

LSIC A236  Liberal Studies Special Topics  1 CR
Contact Hours: 3 + 0
Prerequisites: JUST A110.
Course Attributes: UAA GER Social Sciences Requirement.

Liberal Studies

LSIS
LSIS A101  Discoveries in Science  2 CR
Contact Hours: 1 + 0
Prerequisites: LSIS A101 and (MATH A106 or concurrent enrollment).
Course Attributes: UAA GER Natural Science w/ Lab.
Lecture series covering famous scientists and their discoveries. Historical and societal factors that laid the framework for each discovery and how these discoveries were accepted in their time. How the discoveries affect modern science and society. Scientists from different disciplines will present lectures and lead discussions.

LSIS A102  Origins: Earth-Solar System-Life  5 CR
Contact Hours: 3 + 6
Prerequisites: MATH A105 and (LSIS A101 or concurrent enrollment).
Course Attributes: UAA GER Natural Science 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 and (MATH A107 or concurrent enrollment).
Course Attributes: UAA GER Natural Science 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 and (MATH A107 or concurrent enrollment).
Course Attributes: UAA GER Natural Science w/ Lab.
Fundamental concepts in physics and chemistry. Emphasizes logical connections between quantum mechanical view of matter and major themes of modern chemistry and biochemistry. A writing and speaking intensive course.

LSIS A103  Discoveries in Social Science  2 CR
Contact Hours: 1 + 0
Prerequisites: LSIS A101 and (MATH A106 or concurrent enrollment).
Course Attributes: UAA GER Social Sciences Requirement.

Liberal Studies

LSSS
LSSS A111  Cultural Foundations of Human Behavior  3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Requirement.
Study of 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

JUST A110  Introduction to Justice  3 CR
Contact Hours: 3 + 0
Course Attributes: UAA 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.
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
Prerequisites: JUST A242 or BA A242.
Emphasizes basic principles, institutions, and administration of law in sureties, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.

JUST A242  Business Law II  3 CR
Contact Hours: 3 + 0
Prerequisites: JUST A241 or BA A241.
Crosslisted with: BA A241.
Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate, and insurance.

JUST A251  Criminology  3 CR
Contact Hours: 3 + 0
Prerequisites: JUST A110.
The study of deviant behavior and theories of crime causation and their relationship to society, law and law enforcement.

JUST A255  Criminal Investigation  3 CR
Contact Hours: 3 + 0
Prerequisites: JUST A110.
Fundamentals of investigation. Crime scene search and recording, collection and preservation of physical evidence, and scientific aids. Modus operandi, sources of information, interviews and interrogations, follow-up, and case preparation.

JUST A320  Crime Prevention  3 CR
Contact Hours: 3 + 0
Examination of crime prevention strategies and concepts not usually found in law enforcement efforts. The legal, moral and ethical considerations and problems of human and environmental manipulation are explored in an interdisciplinary context. Emphasizes new and innovative approaches to preventing criminal behavior.

JUST A330  Justice and Society  3 CR
Contact Hours: 3 + 0
Prerequisites: JUST A110.
Course Attributes: UAA 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
Course Attributes: UAA GER Social Sciences Requirement.
JUST 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.
### Library Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS A101</td>
<td>Library Resources and Information Retrieval</td>
<td>1 CR</td>
</tr>
<tr>
<td>LS A111</td>
<td>Methods and Materials for Library Research</td>
<td>2 CR</td>
</tr>
</tbody>
</table>

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.

### Logistics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG A290</td>
<td>Selected Topics in Logistics</td>
<td>Varies</td>
</tr>
</tbody>
</table>

Explores topics relating to current issues in logistics and supply chain management. Focuses on evaluating the decision tools used in the development, enhancement, and management of logistics and supply chain management systems both in domestic and international settings.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG A378</td>
<td>Management of Global Logistics</td>
<td>3 CR</td>
</tr>
<tr>
<td>LOG A379</td>
<td>Transportation Management</td>
<td>3 CR</td>
</tr>
<tr>
<td>LOG A415</td>
<td>Purchasing Management</td>
<td>3 CR</td>
</tr>
<tr>
<td>LOG A416</td>
<td>International Logistics and Transportation Management</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

Contact Hours: 1 + 0

Special Fees.

### Mathematics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH A050A</td>
<td>Basic Mathematics</td>
<td>1 CR</td>
</tr>
<tr>
<td>MATH A050B</td>
<td>Review of Mathematical Concepts</td>
<td>1 CR</td>
</tr>
<tr>
<td>MATH A054</td>
<td>Pre-Algebra</td>
<td>3 CR</td>
</tr>
<tr>
<td>MATH A055</td>
<td>Elementary Algebra</td>
<td>3 CR</td>
</tr>
<tr>
<td>MATH A102</td>
<td>Business Math</td>
<td>3 CR</td>
</tr>
<tr>
<td>MATH A105</td>
<td>Intermediate Algebra</td>
<td>3 CR</td>
</tr>
<tr>
<td>MATH A107</td>
<td>College Algebra</td>
<td>4 CR</td>
</tr>
</tbody>
</table>

Contact Hours: 1 + 0

Registration Restrictions: MATH A050A or Placement Test.

Special Fees.

Contact Hours: 3 + 0

Prerequisites: 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.

### CONTACTS

Registration Restrictions: MATH A050A or Placement Test.

Special Fees.

Contact Hours: 3 + 0

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.

Registration Restrictions: If prerequisite is not satisfied, Math Placement Test is required.

Special Fees.

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.

### CONTACTS

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

### Registration Restrictions

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

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Library Science LS

LOG A111 Methods and Materials for Library Research CSS

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.

Contact Hours: 1 + 0

Registration Restrictions: 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.
MUS A121   Music Appreciation 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA 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 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 bass, clarinet, 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.

PHIL A101   Introduction to Logic 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA 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: UAA 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: UAA 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: UAA 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: UAA 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.

Physical Education

PE A119   Fitness for Life 2 CR
Contact Hours: 1 + 2
Special Fees.
Introduces key concepts associated with lifetime personal fitness.
Presents a variety of physical activities for improved health-related fitness.
Combines lecture with lab sessions.

Physics

PHYS A123   Basic Physics I 3 CR
Contact Hours: 3 + 0
Prerequisites: MATH A105.
Registration Restrictions: High school trigonometry.
Course Attributes: UAA 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 A123L  Basic Physics I Laboratory 1 CR
Contact Hours: 0 + 3
Prerequisites: MATH A105 and (PHYS A123 or concurrent enrollment).
Registration Restrictions: High school trigonometry.
Course Attributes: UAA GER Natural Science w/ Lab.
Special Fees.
Introductory physics laboratory, with experiments in mechanics, fluids,
and thermodynamics.
PHYS A124 Basic Physics II 3 CR
Contact Hours: 3 + 0
Prerequisites: PHYS A123 with minimum grade of C.
Course Attributes: UAA 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 (PHYS A123 or concurrent enrollment). Course Attributes: UAA GER Natural Science w/ Lab.
Special Fees.
Introductory physics laboratory, with experiments in thermodynamics, electricity and magnetism, waves, and optics.

Political Science PS

PS A101 Introduction to American Government 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA 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 A201 Topics in Politics 1-3 CR
Contact Hours: 1-3 + 0
Special Note: Subtitle varies; may be repeated for credit with a different subtitle.
A topic of contemporary or continuing interest in Alaska politics, American politics, comparative politics, and/or international relations, treated at the introductory level.

Preparatory English PRPE

Students registering in ENGL A109 and ENGL A111 and Preparatory English classes must have appropriate score on English Placement Test from COMPASS, ASSET, SAT Verbal or ACT English, or a grade of "C" or better in prerequisite course. Check with the Advising & Assessment Center (FSM 102) for clarification. Mat-Su College administers and places students better in prerequisite course. Check with the Advising & Assessment Center English classes must have appropriate score on English Placement Test.

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

PRPE A076 Reading Strategies 3 CR
Contact Hours: 3 + 0
Prerequisites: ASSET Reading Skills with score of 34.
Special Fees.
Reviews the basics of effective sentences in Standard American English for college writing. Includes critical reading skills to enhance textbook comprehension and retention. Explores the connection between reading and writing needed for success in 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.

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.

PS 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 literacy and critical reading skills, academic vocabulary, and textbook comprehension and retention. Explores the connection between reading and writing needed for success in college classes.

PS 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: UAA 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 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: UAA 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.
## COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PSY A153</strong></td>
<td>Human Relations</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
</tr>
<tr>
<td></td>
<td>Crosslisted with: HUMS A153.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td><strong>PSY A168</strong></td>
<td>Human Sexuality</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
</tr>
<tr>
<td></td>
<td>Introduces topics of human sexual functioning including physiology, psychology, sociology, philosophy, and morality of human sexual practices and love.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td><strong>PSY A170</strong></td>
<td>Rational Living</td>
<td>1 CR</td>
<td>Contact Hours: 1 + 0</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td><strong>PSY A230</strong></td>
<td>Psychology of Adjustment</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
</tr>
<tr>
<td></td>
<td>Registration Restrictions: One social science course.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td><strong>PSY A245</strong></td>
<td>Child Development</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
</tr>
<tr>
<td></td>
<td>Registration Restrictions: One social science course.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td><strong>PSY A245L</strong></td>
<td>Child Development Laboratory</td>
<td>1 CR</td>
<td>Contact Hours: 0 + 3</td>
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<tr>
<td></td>
<td>Prerequisites: PSY A245 or concurrent enrollment.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td><strong>PSY A250</strong></td>
<td>Statistics for Psychology</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: PSY A111 and MATH A105.</td>
<td></td>
<td>Special Note: Does not satisfy the General Education Quantitative requirement.</td>
</tr>
<tr>
<td><strong>PSY A261</strong></td>
<td>Research Methods in Psychology</td>
<td>4 CR</td>
<td>Contact Hours: 3 + 3</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: PSY A111.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td><strong>PSY A345</strong></td>
<td>Abnormal Psychology</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
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<tr>
<td></td>
<td>Prerequisites: PSY A111.</td>
<td></td>
<td>Special Fees.</td>
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<tr>
<td><strong>PSY A368</strong></td>
<td>Personality</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
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<td>Prerequisites: PSY A111 or PSY A150.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td><strong>PSY A375</strong></td>
<td>Social Psychology</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
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<td></td>
<td>Prerequisites: PSY A111 or PSY A150.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td><strong>PSY A445</strong></td>
<td>Strategies of Behavior Change</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
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<tr>
<td><strong>PSY A453</strong></td>
<td>Application of Statistics to the Social Sciences</td>
<td>4 CR</td>
<td>Crosslisted with: SOC A453.</td>
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<tr>
<td><strong>PSY A455</strong></td>
<td>Best Practices in Mental Health Services</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: PSY A345 or SWK A342 or HUMS A324 or NS A405.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td><strong>RH A101</strong></td>
<td>Refrigeration and Heating</td>
<td>4 CR</td>
<td>Contact Hours: 3 + 2</td>
</tr>
<tr>
<td><strong>RH A103</strong></td>
<td>Technical Mathematics for Industrial Trades</td>
<td>3 CR</td>
<td>Offered only at Matanuska-Susitna College.</td>
</tr>
<tr>
<td><strong>RH A105</strong></td>
<td>Electrical Circuits for Refrigeration and Heating</td>
<td>3 CR</td>
<td>Offered only at Matanuska-Susitna College.</td>
</tr>
<tr>
<td><strong>RH A109</strong></td>
<td>Principles of Thermodynamics</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
</tr>
<tr>
<td></td>
<td>Corequisite: RH A103.</td>
<td></td>
<td>Special Fees.</td>
</tr>
</tbody>
</table>

### Refrigeration and Heating (RH)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RH A101</strong></td>
<td>Refrigeration and Heating</td>
<td>4 CR</td>
<td>Contact Hours: 3 + 2</td>
</tr>
<tr>
<td></td>
<td>Offered only at Matanuska-Susitna College.</td>
<td></td>
<td>Special Fees.</td>
</tr>
<tr>
<td><strong>RH A103</strong></td>
<td>Technical Mathematics for Industrial Trades</td>
<td>3 CR</td>
<td>Offered only at Matanuska-Susitna College.</td>
</tr>
<tr>
<td><strong>RH A105</strong></td>
<td>Electrical Circuits for Refrigeration and Heating</td>
<td>3 CR</td>
<td>Offered only at Matanuska-Susitna College.</td>
</tr>
<tr>
<td><strong>RH A109</strong></td>
<td>Principles of Thermodynamics</td>
<td>3 CR</td>
<td>Contact Hours: 3 + 0</td>
</tr>
<tr>
<td></td>
<td>Corequisite: RH A103.</td>
<td></td>
<td>Special Fees.</td>
</tr>
</tbody>
</table>

### Air Conditioning Fundamentals

- **RH A101**: Refrigeration and Heating
- **RH A103**: Technical Mathematics for Industrial Trades
- **RH A105**: Electrical Circuits for Refrigeration and Heating
- **RH A109**: Principles of Thermodynamics
RH A122 Refrigeration and Air Conditioning 4 CR
Contact Hours: 3 + 2
Prerequisites: RH A101 and RH A103 and RH A105 and RH A107.
Offered only at Matanuska-Susitna College.
Special Fees.
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. Introduction in the safe handling and storage of refrigerants.

RH A126 Electrical Circuits for Refrigeration and Heating II 3 CR
Contact Hours: 2 + 2
Prerequisites: RH A101 and RH A103 and RH A105 and RH A107.
Offered only at Matanuska-Susitna College. Special Fees.
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. Special Fees.
Emphasis on systematically analyzing and troubleshooting HVAC/R systems to include mechanical, electrical, piping, and control systems. Heavy emphasis on lab activities and training devices. Actual equipment with component faults is used to strengthen and test troubleshooting skills.

RH A201 Commercial and Ammonia Refrigeration 4 CR
Contact Hours: 3 + 2
Prerequisites: RH A122.
Offered only at Matanuska-Susitna College. Special Fees.
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. Special Fees.
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 A222 Heating Fundamentals and Forced Air Heat 4 CR
Contact Hours: 3 + 2
Prerequisites: RH A105 and RH A126.
Offered only at Matanuska-Susitna College. Special Fees.
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 A225 Commercial HVAC/R Systems 4 CR
Contact Hours: 3 + 2
Prerequisites: RH A105.
Offered only at Matanuska-Susitna College. Special Fees.
Introduces commercial heating, ventilation, and air conditioning systems by category and application types. Includes both air-side and water-side systems along with humidification, ventilation, and air filtration requirements.

RH A229 HVAC/R Control Systems 3 CR
Contact Hours: 2 + 2
Prerequisites: RH A126.
Offered only at Matanuska-Susitna College. Special Fees.
Provides a survey of heating, ventilation, and air conditioning control systems and control theory. Topics will include pneumatic, electronic, and direct digital control systems. Lab exercises will be performed on training equipment for each of these system types.

RH A232 HVAC/R Sheet Metal 3 CR
Contact Hours: 2 + 2
Offered only at Matanuska-Susitna College. Special Fees.
Introduces the fundamentals of layout, cutting, forming, and fabricating of sheet metal and air conditioning. Blends basic principles with contemporary tools and Sheet Metal and Air Conditioning Contractors National Association (SMACNA) Duct Construction Standards.

RH A290 Selected Topics in Refrigeration and Heating 1-3 CR
Offered only at Matanuska-Susitna College. Special Fees.
Special Note: May be repeated up to 6 credits with change of subtitle.
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
Contact Hours: 4 + 0
Course Attributes: UAA GER Humanities Requirement.
Introduces Russian language and culture for students with no background in Russian. Students learn alphabet and past and future tenses, and read simple paragraphs. Focuses on life in the Russian-speaking countries. Emphasizes conversation.

RUSS A102 Elementary Russian II 4 CR
Contact Hours: 4 + 0
Prerequisites: RUSS A101.
Course Attributes: UAA GER Humanities Requirement.
Students learn rudiments of Russian grammar while continuing to build vocabulary and conversational skills. Use of Russian language newspapers, magazines and atlases to enhance reading skills.
### Social Work SWK

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWK A106</td>
<td>Introduction to Social Welfare</td>
<td>3 CR</td>
</tr>
<tr>
<td>SWK A121</td>
<td>Advocating for Victims of Domestic Violence and Sexual Assault</td>
<td>3 CR</td>
</tr>
<tr>
<td>SWK A122</td>
<td>Introduction to Hospice: Volunteer Training</td>
<td>2 CR</td>
</tr>
<tr>
<td>SWK A206</td>
<td>Introduction to Social Work</td>
<td>3 CR</td>
</tr>
<tr>
<td>SWK A342</td>
<td>Human Behavior in the Social Environment</td>
<td>3 CR</td>
</tr>
<tr>
<td>SWK A471</td>
<td>Addictions and Social Work</td>
<td>3 CR</td>
</tr>
<tr>
<td>SWK A481</td>
<td>Case Management in Social Work Practice</td>
<td>3 CR</td>
</tr>
<tr>
<td>SWK A490</td>
<td>Selected Topics in Social Work</td>
<td>1-3 CR</td>
</tr>
</tbody>
</table>

### Sociology SOC

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC A101</td>
<td>Introduction to Sociology</td>
<td>3 CR</td>
</tr>
<tr>
<td>SOC A201</td>
<td>Social Problems and Solutions</td>
<td>3 CR</td>
</tr>
<tr>
<td>SOC A202</td>
<td>The Social Organization of Society</td>
<td>3 CR</td>
</tr>
<tr>
<td>SOC A203</td>
<td>Juvenile Delinquency</td>
<td>3 CR</td>
</tr>
<tr>
<td>SOC A242</td>
<td>An Introduction to Marriage, Family and Intimate Relationships</td>
<td>3 CR</td>
</tr>
</tbody>
</table>
SPAN A101  Elementary Spanish I  4 CR
Course Attributes: UAA GER Humanities Requirement.
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
Course Attributes: UAA GER Humanities Requirement.
Foundations of oral and written Spanish: continuation of basic Spanish vocabulary and grammar. Impersonal, future and conditional tenses, including their compound forms, will be studied along with other verb patterns.

SPAN A201  Intermediate Spanish I  4 CR
Course Attributes: UAA GER Humanities Requirement.
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
Course Attributes: UAA GER Humanities Requirement.
Continuation of SPAN 201. Includes review of grammar and study of new vocabulary and expressions. Emphasizes reading and writing of short compositions or essays. Articles from magazines and newspapers on issues of current interest will be analyzed and discussed to expand ability of students to read, write and speak fluently.

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 A280  Seminar in Contemporary Issues  3 CR
Contact Hours: 3 + 0
May be crosslisted with: HIST A280 and PSY A280.
Special Note: Subtitle varies; may be repeated for credit with a different subtitle. Crosslisting varies each semester depending on topic. Analyzes contemporary issues from a variety of social science perspectives.

SOC A310  Sociology of Aging  3 CR
Contact Hours: 3 + 0
Prerequisites: SOC A101 or SOC A110.
A comparative analysis of the social status and role of the aging in various societies with emphasis on problems of aging in contemporary U.S.

SOC A343  Sociology of Deviant Behavior  3 CR
Contact Hours: 3 + 0
Prerequisites: SOC A101.
A study of the social etiology of deviant behavior, both criminal and non-criminal with an emphasis on the nature of group interaction, and an examination of the institutions involved.

SOC A453  Application of Statistics to the Social Sciences  4 CR
Contact Hours: 3 + 2
Registration Restrictions: AS A252 for BA Sociology or AS A253 for BS Sociology or PSY A260 for BA/BS Psychology, and SOC A361 or PSY A261. Crosslisted with: PSY A453.
Special Fees.
Demonstrates application of statistics to various types of studies in the social sciences. Students analyze social science journal articles that utilize statistics.

Spanish  SPAN

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.
Prerequisites: VS A100.
Special Note: Each student will design and construct a project that is approved by the instructor.

Vocational Skills  VS

WS A200  Introduction to Women's Studies  3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Humanities Requirement UAA GER Social Sciences Requirement.
A study of women's roles, world images of women, stereotypes of femininity, women and political power, and media images of women.
University of Alaska Board of Regents
UA Statewide Administration
UAA Administrative Officers
UAA Extended Colleges
UAA Extension Centers
MSC Administrative & Support Staff
MSC Full-Time Faculty
MSC Adjunct Faculty
The Regents of the University of Alaska are appointed by the Governor and are approved by the Legislature.
### MATANUSKA-SUSITNA COLLEGE ADMINISTRATIVE AND SUPPORT STAFF

#### DIRECTOR’S OFFICE
- Dr. Paul Dauphinais: College Director
- Bette Belanger: Assistant to the Director
- Suzan Beatty-Slover: Administrative Assistant
- **Dr. Charles Snare**: Assist. Director for Academic Affairs
- Gretchen Germer: Administrative Assistant
- Manisha Gowd: Administrative Assistant
- **Suzanne Bach**: Art Department Coordinator

#### BUSINESS OFFICE
- **Debbie Dickey**: Business Manager
- Robin Burdick: Cashier/Admin. Clerk
- Lela Davis: Personnel/Payroll Technician
- Tracy Edwards: Bookstore Clerk
- Andrea Laughlin: Accounting Supervisor
- Marina Nelson: Accounting Technician
- Gretchen O’Barr: Copy Center Clerk
- Roxanne Swallows: Accounting Technician

#### COMPUTING & TECHNOLOGY SERVICES
- **Finn Rye**: Network Administrator
- Cory Dodds: IS Net Technician
- Gary Foster: IS Net Technician

#### LIBRARY
- **Craig Ballain**: Library Director
- Judy Carlson: Library Assistant, Technical Services
- Jo Didiano: Library Assistant, Circulation Services
- Korry Dunham: Library Assistant, Technical Services
- Virginia Geary: Library Technician, Public Services
- Betsy Korzeniewski: Library Clerk, Media Services

#### PHYSICAL PLANT
- **Eric Blomskog**: Physical Plant Coordinator
- Ken Fennell: Crafts & Trades
- Pat Smith: Maintenance Service Worker
- Jim Taliaferro: Maintenance Service Worker

#### STUDENT SERVICES
- Admissions & Records / Advising & Assessment
  - Sandra Gravely: Student Services Manager
  - Jeanni Angus: Administrative Assistant
  - Connie Cannon: Financial Aid Officer
  - Dana Dodds: Enrollment Specialist
  - LuJean Fetchenhier: Support Services Technician
  - Connie Fues: Academic Counselor
  - Cheryl Page: Administrative Assistant
  - Francesca Russell: Admissions Specialist
  - Bonnie Wendl: Publications Technician/Webmaster

#### TITLE III GRANT OFFICE
(Program ends October 2004)
- **Glenn Massay**: Project Director
- Sherri Duff: Project Assistant
- LuJean Fetchenhier: Support Services Technician
- Foxy Hanners: Project Administrator

### MATANUSKA-SUSITNA COLLEGE FULL-TIME FACULTY

#### Kim Bloomstrom
- Assistant Professor of Counseling
- M.S. Grand Valley State University
- Teaching Certification, Western Michigan University
- B.A. Bethel College

#### Donald “Brad” Bradshaw
- Assistant Professor of General Business
- Department Coordinator (ACCT, BA, CIS, ECON, LOG, PS)
- M.S., University of La Verne, 1997
- B.S., Wayland Baptist University, 1993
- A.A.S., Wayland Baptist University, 1993

#### Dr. Ping-Tung Chang
- Professor of Mathematics
- Ph.D., Georgia State University, 1977
- M.S., Indiana State University, 1966
- B.E., National Taiwan Normal University, 1960

#### Dr. Benson M. Curtis
- Assistant Professor of Science
- Department Coordinator (AS, BIOL, CHEM, DN, GEOG, GEOL, MATH, PHYS)
- Ph.D., University of Washington, 1986
- M.S., Stanford University, 1978
- B.A., Princeton University, 1976

#### Jack Cypher
- Instructor of Refrigeration & Heating Technology
- A.A.S., Matanuska-Susitna College, 1989

#### Brenda Forsythe
- Instructor of Computer Information & Office Systems
- B.S., Colorado State University, 1979
- Microsoft Office Specialist Master Instructor, 2002

#### Connie Fues
- Assistant Professor of Counseling
- M.P.S., Cornell University, 1995
- B.S., Cornell University, 1983

#### Charles Hamby
- Assistant Professor of Information Technology
- Department Coordinator (CISCO, CNT, CS, ET, MCSE, TECT)
- M.S., Info Technology, Capella University, 2004
- B.S., University of Alaska Fairbanks, 1996
- Credentials: MS Certified Systems Engineer (MCSE), CompTIA
- Network+, CompTIA A+, Cisco (CCNA)

#### Gloria Hensel
- Associate Professor of Computer Information & Office Systems
- Department Coordinator (ACCT, BA, CIS, ET, MCSE, TECT)
- M.S., M.S., Univ. of Alaska Anchorage, 1996
- B.S., Columbia Union College, 1969

#### Dr. Erik Hirschmann
- Assistant Professor of Social Science/History
- Ph.D., Univ. of New Mexico, 1999
- M.A., Univ. of New Mexico, 1994
- B.A., Humboldt State University, 1991

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

Dan Mielke
Assistant Professor, Refrigeration and Heating Technology
Department Coordinator (AGRI, AET, AT, CED (voc), EMT, FSA, HCA/HCD, RH, VS)
A.A.S., Matanuska-Susitna College, 1978

Dr. Joan O’Leary
Assistant Professor of English
Department Coordinator (ANTH, COMM, CWLA, ENGL, HIST, JPC, GUID, Languages, PHIL, PRPE)
Ph.D., University of Washington, 1991
M.A., University of Alaska Anchorage, 1987
B.A., University of Alaska Anchorage, 1985

Dr. Pete Praetorius
Assistant Professor of Communication
Ph.D., Michigan Technological Univ., 2000
M.A., Clemson Univ., 1996
B.A., Whittier College, 1984

John Rogers
Associate Professor of Electronic Technology
B.A., University of Washington, 1973

MATANUSKA-SUSITNA COLLEGE – ADJUNCT FACULTY - FALL 2004

MATANUSKA-SUSITNA COLLEGE – EMERITI

Elizabeth J. Fallon
Professor Emeritus
Leza Madsen
Professor Emeritus
Glenn Massay
Director Emeritus
Alvin Okeson
Director Emeritus
Check out the job postings at the Business Office in JKB 106

Matanuska-Susitna College
FSM—Fred and Sara Machetanz Building
OLB—Okeson Library Building
JKB—Jalmar Kerttula Building
SNOD—Snodgrass Hall

Snodgrass Hall view from SNOD front parking lot.
Bridge connecting FSM & SNOD.
Entrance to the Fred & Sarah Machetanz Building (FSM).
Road/walkway behind JKB connecting to SNOD.
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