

Matanuska-Susitna College

UNIVERSITY of ALASKA ANCHORAGE

2004-2005 BULLETIN



Aspen Light by Suzie Althens





Matanuska-Susitna College
UNIVERSITY *of* ALASKA ANCHORAGE

2004 - 2005 Bulletin

www.matsu.alaska.edu

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).

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

ACADEMIC CALENDAR

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

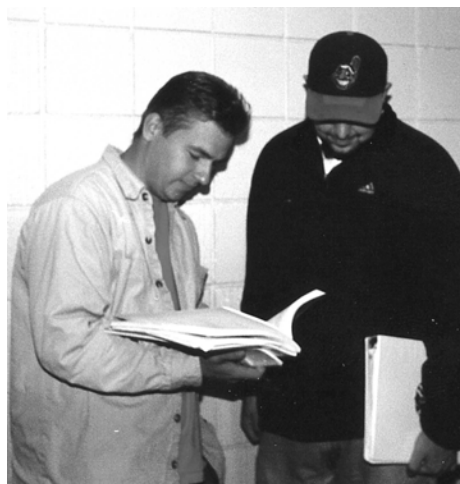
FALL 2004 SEMESTER

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 1
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

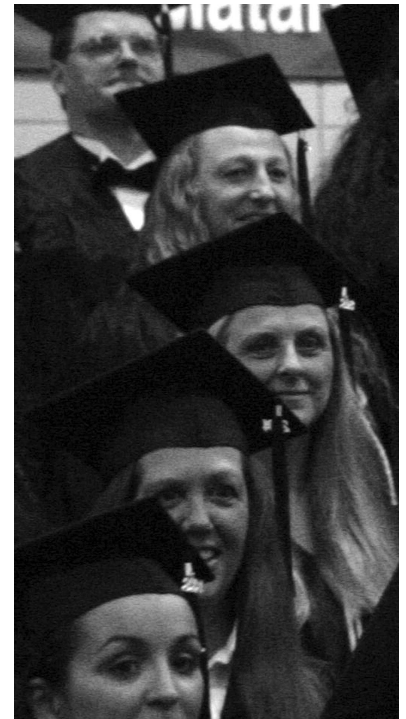
Web Registration Begins
November 1
On-site Registration Begins
November 29
Instruction Begins
January 10
Add/Drop Registration Period
January 10–24
Payment Deadline
January 14
Alaska Civil Rights Day
January 17 (campus closed/no classes)
Graduation Application Deadline/May Grads
January 24
Add/Drop, 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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SOURCES OF INFORMATION

For general information, voice mail menu, or cancellations due to weather call 745-9774.

ADMINISTRATION	College Director's Office.	745-9726 or 9779
	FAX.	745-9769
	Academic Affairs Office.	745-9752 or 9754
	FAX.	745-9711
BUSINESS OFFICE	Business Manager.	745-9723
	Accounts Payable.	745-9725
	Payroll.	745-9718
	Purchasing.	745-9723
	Personnel.	745-9767
	FAX.	745-9711
BOOKSTORE/ CASHIER	Textbooks.	745-9707 or 9739
	Supplies	
	Clothing	
	Financial Aid Disbursements.	745-9724
	Student Accounts	
	Refunds	
COMPUTER CENTER	FAX.	745-9700
	Computing and Technology Services.	745-9738
	Computer Labs	
LIBRARY	FAX.	745-9711
	Circulation Desk.	745-9740 or 9714
PHYSICAL PLANT	FAX.	745-9777
	Building & Grounds Maintenance, Security.	745-9750
STUDENT SERVICES	FAX.	745-9711
	Admissions/Graduation.	745-9746
	Registration/Student Records.	745-9799
	Academic Advising.	745-9762
	Financial Aid	
	Testing	
	Veterans Information	
	FAX.	745-9747
ADDITIONAL NUMBERS	Art Department Coordinator.	745-9755
	CIOS Skill Center.	745-9763
	Electronics Technology Lab.	745-9756
	Learning Resource Center.	745-9706
	Prometric Testing Center.	746-9302
	Student Government Office.	745-9759
	TTY.	745-9751

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 toward a degree.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MATANUSKA-SUSITNA COLLEGE CERTIFICATES AND DEGREES

Nontranscribed 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
- Medical Office Support
- Administrative Office Support
- Legal Office Support

Refrigeration & Heating Technology

Telecommunications, Electronics & Computer Technology

- Computer & Networking Technology

Associate Degrees

Associate of Arts

Associate of Arts with Baccalaureate Link

Associate of Applied Science Degrees

Accounting

Architectural & Engineering Technology

Computer Information & Office Systems

- Office Technology
- Bookkeeping
- Web Foundations
- Desktop Publishing & Graphics
- Medical Office Support
- Administrative Office Support
- Legal Office Support

Computer Systems Technology

Fire Service Administration

Human Services

- General Emphasis
- Substance Abuse Emphasis
- Family and Youth Emphasis
- Disabilities Emphasis

Refrigeration and Heating Technology

Small Business Administration

Telecommunications, Electronics & Computer Technology

- Computer and Networking Track

UAF/MSC Partnership Degrees

University of Alaska Fairbanks Statewide
Certificate and Associate of Applied Science Degree
Information Technology Specialist

University of Alaska Fairbanks
Palmer Research Center
Bachelor of Science
Natural Resources Management

Chapter 1

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 Fairbanks (UAF).

Vocational programs are offered providing certificates in Architectural & Engineering Technology, Computer Information & Office Systems, Computer & Networking Technology, Refrigeration & Heating Technology, and the Information Technology Specialist through UAF. Non-credit vocational and personal enrichment courses, continuing education courses, and selected upper division courses are also offered as demand warrants.

Mat-Su College offers professional development courses and provides selected college level classes to area high school students through Tech Prep, Academic Concurrent Enrollment, and District-wide course agreements with the Matanuska-Susitna Borough School District. The college provides a variety of services to surrounding communities, including meeting facilities for organizations and for special events.

ACCREDITATION

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 UAAMSC.

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 AHA/NA Student Programs Office, the Office of Student Affairs and Disability Support Services or the U.S. Department of Labor (Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska) for advice on discrimination complaints.

Among the federal and state laws and regulations prohibiting discrimination in employment and education that pertain to Matanuska-Susitna College are the 5th and 14th Amendments of the U.S. Constitution, Section 1981 of the Civil Rights Act of 1866, the Civil Rights Act of 1871, Equal Pay Act of 1963, Title VI and Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act of 1967, Executive Order 11246 as amended, Titles VII and VIII of the Public Health Service Act as amended, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as amended, the Vietnam Era Veterans' Act of 1973 as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 as amended, the Age Discrimination Act of 1975, the Pregnancy Discrimination Act of 1978, the Immigrant Reform and Control Act of 1986, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the Rehabilitation Act of 1992, the Family Medical Leave Act of 1993, and Alaska Statutes Chapters 14 and 18. Inquiries regarding application of these and other regulations should be directed either to the UAA Office of Campus Diversity and Compliance (907-786-4680); the UAA Human Resource Services Department (907-786-4608); the Office of Civil Rights (Department of Education, Washington, D.C.); the Equal Employment Opportunity Commission (Seattle, WA); the Office of Federal Contract Compliance Programs, Department of Labor (Anchorage, AK); or the Alaska State Commission for Human Rights (Anchorage, AK).

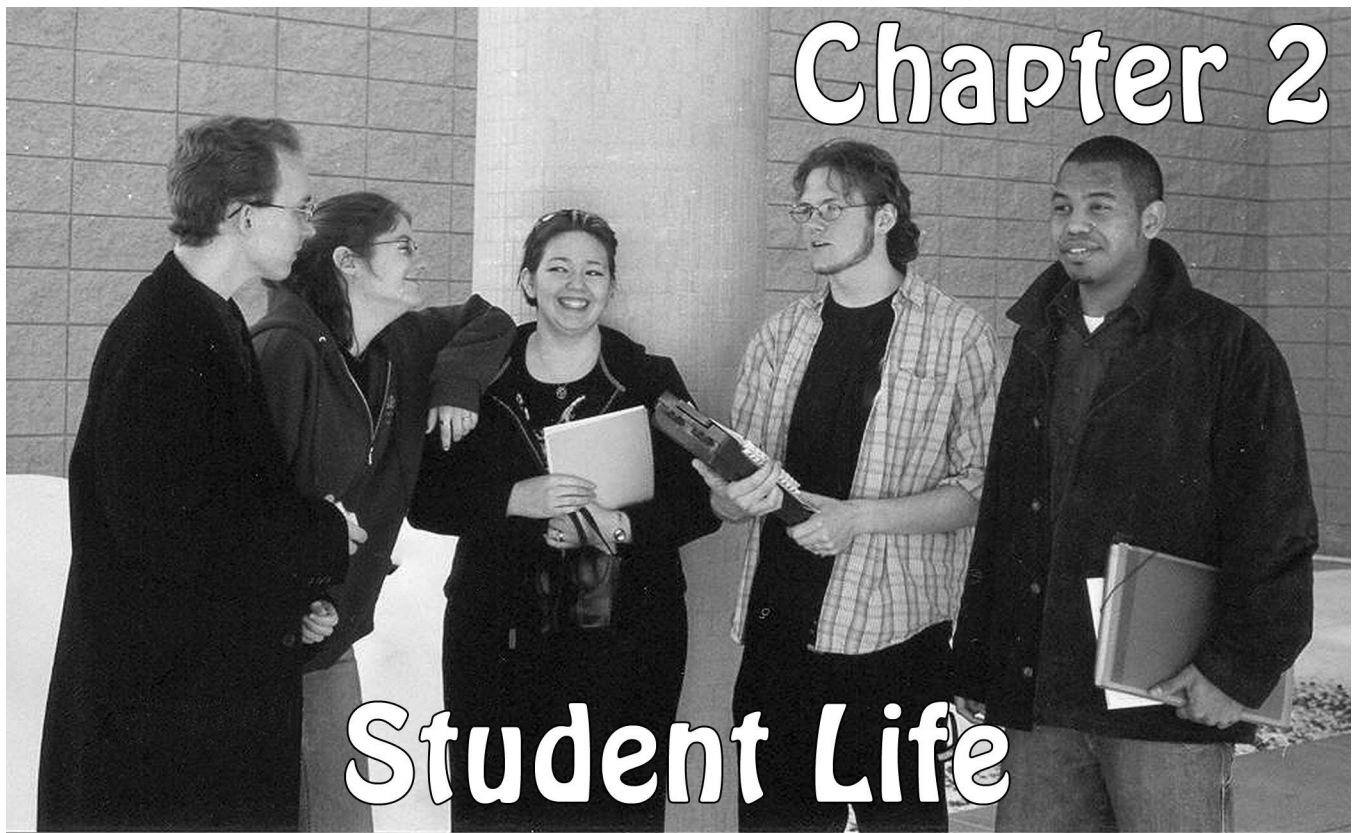
FREE SPEECH AND ACADEMIC INQUIRY

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).

Enrollment Fall 2003			Ethnicity of Student Enrollment			Age Distribution		
Total headcount	1,783	--	Indian/Native	106	5.9%	<20	546	30.6%
Fall FTE	758	--	Asian	31	1.7%	20-24	337	18.9%
Student CR	12,07	--	Black	21	1.2%	25-29	144	8.1%
Hours	0	97.6%	Hispanic	30	1.7%	30-39	252	14.1%
In-state	1,740	1.7%	White	1,473	82.6%	40-49	329	18.5%
Out-of-state	30	0.7%	Not Reported	122	6.8%	50+	174	9.8%
Foreign	13	65.1%	TOTAL	1,783	100%	Age unknown	1	0.1%
Women	1,160	34.9%				Average Age	29	
Men	623	10.5%						
Minority	188	3.4%						
UA Scholars	61	5.2%						
First-time freshmen	93							



Chapter 2

Student Life

Activities
Student Employment
Student Government
Food Service
Bookstore & Cashier
Computing & Technology Services
Email Services
UAA Online
Student Insurance
Alcohol/Drug Policy
Tobacco Free Environment
Safety
Wildlife/Animals on Campus
Parking
Lost & Found
Children on Campus
Photo & Videotape Policy

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/CASHIE
R**

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.uaaonline.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/MSU 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/MSU 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.

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.

CAMPUS 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 Alano Club at 901 Snohomish, Wasilla or call 376-8669.

Drug and Alcohol Counseling Resources

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

The National Institute on Drug Abuse Hotline (1-800-662-HELP) is an information and referral line that directs callers to treatment centers in the local community.

TOBACCO-FREE ENVIRONMENT

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 pet 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.

Chapter 3



Tuition, Fees, & Financial Aid

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:

- Eligibility to receive the Alaska Permanent Fund Dividend

Or satisfying five (5) of the following conditions:

- 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.

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 ID is free. A \$5 fee is charged for student ID card replacement.
Technology Fee	Mandatory fee to provide up-to-date equipment, software, maintenance, training, and support for student use. \$5 per credit hour to a maximum of \$60.
Tech Prep Course Fee	A non-refundable per credit fee is charged for Tech prep courses approved through articulation. \$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.

CANCELLED CLASSES	If MSC cancels a class, a student may add another class of equal cost at no additional tuition charge. If a replacement class is not added, a 100% refund of tuition and course fees is automatically processed.
WITHDRAWN CLASSES	No tuition refund or exchange will be allowed if the student withdraws after the drop deadline.
NON-CREDIT, CEU, AND SELF-SUPPORT CLASSES	100% of all tuition charged is refunded if the student officially drops at least two business days before the first class begins. There is no refund after this time.
REGULAR TUITION, CREDIT COURSES	<ol style="list-style-type: none">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.
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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

**FINANCIAL AID
APPEAL POLICY**

Students who wish to appeal for reinstatement of their financial aid must provide sufficient evidence to support their assertion that unusual circumstances prevented them from maintaining satisfactory academic progress. Please see the guidelines for financial aid appeal policy on the web at: www.uaa.alaska.edu/financialaid/policies.cfm

**RETURN OF
FEDERAL FINANCIAL
AID POLICY**

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student 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.

**FEDERAL FAMILY
EDUCATION LOAN
PROGRAM (FFELP)**

- I. Federal Stafford Loan Program
The Stafford Student Loan program enables a student to borrow directly from lending institutions after they have qualified by completing the Free Application for Federal Aid (FAFSA). Any undergraduate or graduate student enrolled at least half-time may apply for a Stafford Student Loan. This is a separate application process. The Financial Aid Office has application forms and information for students' consideration.
- A. Federal Subsidized Stafford Student Loan
Dependent and independent students who have qualified using the FAFSA and determined to have need according to the Federal methodology can borrow up to:
\$2,625 as a first year undergraduate student
\$3,500 as a second year undergraduate student and for students in a baccalaureate degree.
\$5,500 as a third, fourth and fifth year undergraduate student.
\$8,500 as a graduate student.

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

The subsidized Stafford Loan means the Federal government pays the interest while the student is attending postsecondary education at least half-time and for six months after graduation or after the student has left their postsecondary educational experience.
- B. Federal Unsubsidized Stafford Student Loan
This loan is considered a non-need based loan. Students are responsible for paying the interest on this loan immediately upon the inception of the signing of the promissory note. An independent freshman or sophomore undergraduate student can borrow up to \$4,000 annually in addition to the amount borrowed on the subsidized Stafford. An independent junior or senior can borrow up to the limits of the subsidized loan and up to \$5,000 annually in addition to the amount borrowed on the subsidized loan. A graduate student can borrow up to \$10,000 annually in addition to the amount they are eligible for on the subsidized loan. An undergraduate student can borrow up to a maximum loan limit of \$23,000 on unsubsidized loan borrowing. A graduate student can borrow up to a maximum of \$73,000 on the unsubsidized loan program, including the amount borrowed as an undergraduate student.
- II. Federal Parents' Loans for Undergraduate Student (PLUS)
A parent 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/MSU 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.

Chapter 4



Student Rights & Responsibilities

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 designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit a written (letter or FAX) request to Student Services that identifies the record(s) they wish to inspect. Student Services will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by Student Services, Student Services designated staff refer the student to the appropriate personnel or office to access the record.

2. The right to request the amendment of a record that 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 UAAMSC:

- 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:

- 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

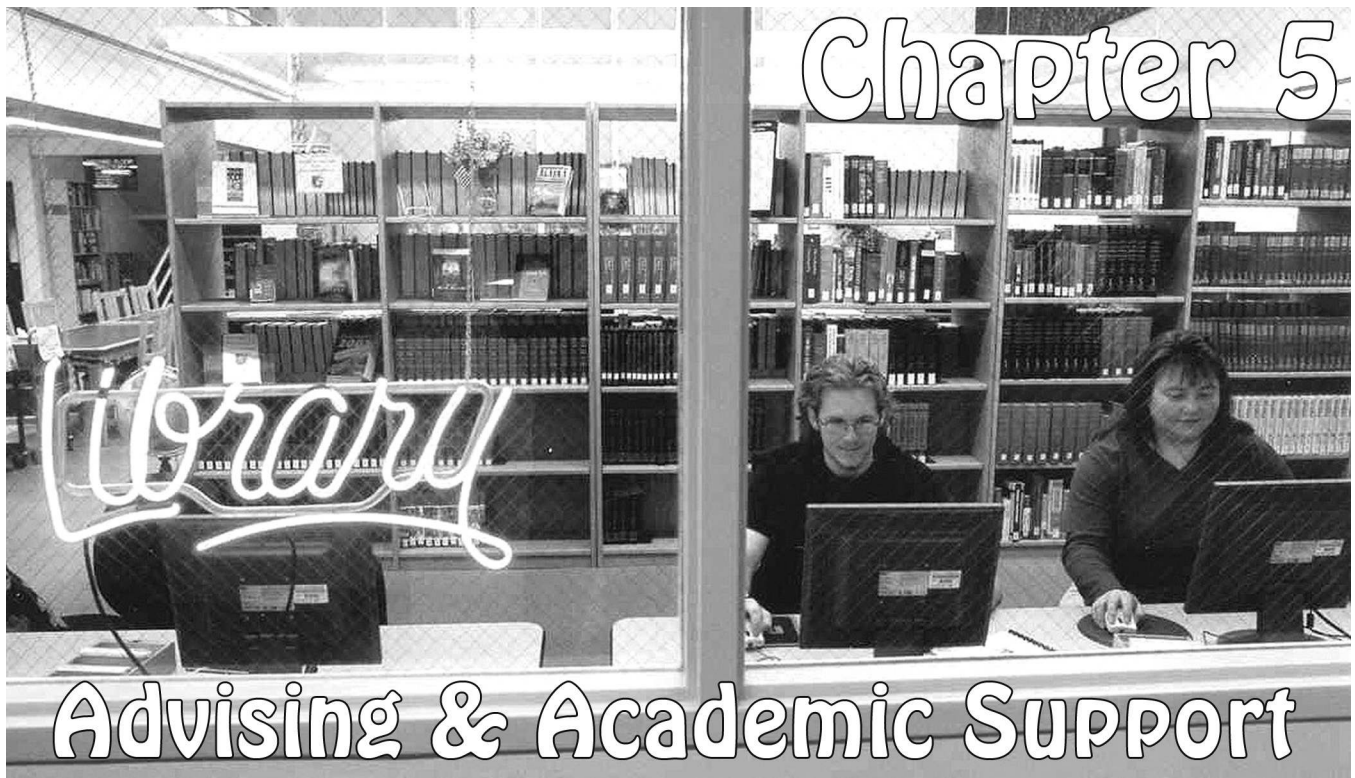
The University of Alaska provides network and computing infrastructure to promote the basic missions of the University in learning, research, and service by facilitating communications, collaboration, and access to information resources. Users of this infrastructure must be mindful of and respect ownership 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 counselors 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

Chapter 6

Academic Standards & Regulations

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.

**ADVISING
REQUIREMENTS**

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	<p>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.</p> <p>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.</p>
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	<p>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.</p> <p>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.</p>
TRANSFER EVALUATIONS	<p>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.</p> <p>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.</p>

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

Fall	November 1
Spring	April 1
Summer	July 1

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).

**APPLICATION
STATUS****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.

ADMISSION STATUS**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-transcribed 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/MSU 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 MSU 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.

COURSE PLACEMENT

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 1 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

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

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:

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

* 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

Pre-Algebra	0 - 24	see advisor
	25 - 46	MATH A054
	47 - 100	MATH A055
Algebra	0 - 25	MATH A054
	26 - 45	MATH A055
	46 - 65	MATH A105
	66 - 100	MATH A107
College Algebra	0 - 45	MATH A105
	46 - 65	MATH A107
	66 - 100	MATH A108
Geometry	0 - 39	see advisor
	40 - 64	see advisor
	65 - 100	see advisor
Trigonometry	0 - 45	MATH A107
	46 - 65	MATH A108
	66 - 100	MATH A200

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:

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

** Must also take trigonometry or precalculus course.

Advanced Placement

MATH A200 Score of 3 on Calculus AB test.

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

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:

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.

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.

RETAKEING COURSES

Any course for which a student has received a transcribed 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
RESTRICTIONS**

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 crosslisted format.
INTERNSHIP	<p>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.</p> <p>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.</p>
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	<p>Certain courses are offered in flexible formats. They include:</p> <p>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:</p> <ul style="list-style-type: none"> a. group study b. tutorial study c. scheduled lectures d. diverse learning aids such as video, audio, computer, and library resources. <p>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.</p> <p>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.</p> <p>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.</p>

REGISTERING FOR CLASSES AND COURSE LOAD

FULL-TIME/PART-TIME STATUS & COURSE LOAD

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

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 campus designee 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.

**TECH PREP
GRADES**

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

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

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

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

**TECH PREP
REGISTRATION**

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

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

Students registered through the Tech Prep program in one (1) or more MSC credits may elect to pay the non-refundable Student Activities Fee for access to available activities and facilities. Students registered in six (6) or more MSC credits may elect to pay the non-refundable Student Health Center Fee for access to 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 policies, regulations, procedures and deadlines associated with the Tech Prep Program as well as those reflected in the current MSC Bulletin (www.matsu.alaska.edu/students), pertaining to open enrollment, formal admission, registration, academic action and certificate or degree completion.

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

**TECH PREP
PROGRAM CREDIT
(NON-CONCURRENT)**

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

RESIDENCY: See Chapter 3, "Tuition, Fees, and Financial Aid," for information.

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:

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

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:

Freshman/First Year	Sophomore/Second Year	Junior 60-89	Senior 90+ Credits
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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 can not 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. Noncredit, 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):

<i>Desired Change</i>	<i>Week 1 of Semester</i>	<i>Week 2 of Semester</i>	<i>After Week 2 of Semester</i>
ADD OR LATE REGISTRATION	Faculty signature required if course closed. Form filed with A&R.	Faculty signature required. Form filed with A&R.	Not permitted.

<i>Desired Change</i>	<i>Begin 7th calendar day of Semester through Week 2 of Semester DROP</i>	<i>Weeks 3 through 12 of Semester WITHDRAWAL <u>Please see Course Schedule for specific dates.</u></i>	<i>After Week 12 of Semester</i>
FACULTY INITIATED DROP OR WITHDRAWAL	Form filed by faculty member with A&R. Course will not appear on student transcript.	Form filed by faculty member with A&R. Course will appear on student transcript with a grade of W.	Not Permitted.

<i>Desired Change</i>	<i>Weeks 1 through 2 of Semester DROP</i>	<i>Weeks 3 through 12 of Semester WITHDRAWAL <u>Please see Course Schedule for specific dates.</u></i>	<i>After Week 12 of Semester</i>
DROP OR WITHDRAWAL	No faculty signature required. Form filed with A&R. Course will not appear on student transcript. Students are not permitted to drop or withdraw from a course after it has ended.	No faculty signature required. Form filed with A&R. Courses will appear on student transcript with a grade of W.	Not Permitted.

<i>Desired Change</i>	<i>Weeks 1 through 2 of Semester DROP</i>	<i>Begin Week 3 of Semester WITHDRAWAL <u>Please see Course Schedule for specific dates.</u></i>	<i>After Last Day of Semester</i>
TOTAL WITHDRAWAL FROM MAT-SU COLLEGE	No faculty signature required. Form filed with A&R. Courses will not appear on student transcript. Students are not permitted to drop or withdraw from a course after it has ended.	No faculty signature required. Form filed with A&R. Courses will appear on student transcript with a grade of W.	Not Permitted.

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

<i>Desired Change</i>	<i>Weeks 1 through 2 of Semester</i>	<i>Weeks 3 through 12 of Semester</i>	<i>After Week 12 of Semester</i>
CREDIT/ NO CREDIT	Form filed with A&R.	Not Permitted.	Not Permitted.
CREDIT TO AUDIT	Form filed with A&R.	Faculty signature required. Form filed with A&R.	Not Permitted.
AUDIT TO CREDIT	Faculty signature required. Form filed with A&R.	Not Permitted.	Not Permitted.

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

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 obligated 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**GRADING**

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.

Chapter 7

Educational Delivery Methods & Non-Traditional Credit

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

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.

<u>Advanced Placement Exam</u>	<u>MSC/UAA Equivalent</u>
Art.....	Studio Art 4 credits lower-division art elective
	History of Art ART A261/A262
Biology.....	Biology BIOL A102/A103+ 4 credits
	lower-division biology elective
Chemistry.....	Chemistry CHEM A105/A105L
	Computer Science CS A201/3 credits
	lower division CS elective
	Environmental Science ENVI A202 + 1 credit
	GER-Natural Science Lab
Economics.....	Macroeconomics ECON A201
	Microeconomics ECON A202
English.....	Language and Composition ENGL A111
	Literature and Composition ENGL A121
Languages.....	Level 3: French Language FREN A101/A102
	Level 3: French Literature FREN A201/A202
	Level 3: German Language 8 credits lower-division
	German elective
	Virgil 4 credits lower-division
	Latin elective
	Catullus-Horace 4 credits lower-division
	Latin elective
	Level 3: Spanish Language SPAN A101/A102
	Level 3: Spanish Literature SPAN A201/A202
Government & Politics.....	American Government and Politics PS A101
	Comparative Government and Politics PS A102
History.....	American History HIST A131/A132
	European History HIST A102
	World History HIST A101/A102
Mathematics.....	Calculus AB MATH A107/A108/A200
	Calculus BC MATH A107/A108/A200/A201
Music.....	Music Theory MUS A111
	Music Listening and Literature MUS A121
Physics.....	Physics B PHYS A123/A123L
	Physics C PHYS A211/A211L
Psychology.....	Psychology PSY A111
Statistics.....	Statistics AS A252

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:

English Comp. No Essay..... 0 Credits	Natural Science. 6 Credits
No credit awarded	BIOL A102 - GER and
	Low er Division Elective, non-GER
English Composition w ith essay..... 3 Credits	
ENGL A111 - GER	Humanities. 6 Credits
	Humanities and/or Fine Arts - GER
Mathematics. 3 Credits	
Low er Division Elective, non-GER	Social Sciences. 6 Credits
	Humanities - GER or
	Social Sciences - GER

A student must request that an official report of exam scores be sent to 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/USAFI EXAMINATIONS

Credit may be awarded for successful completion of the Defense Activity for Non-Traditional Education Support (DANTES) examinations. Credit for exams will be elective credit or, through agreements with departments, will be equated to MSC/UAA courses. An official copy of the DANTES/USAFI transcript must be submitted to 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

UAA 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.



Chapter 8

Undergraduate Programs

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 transcribed 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) | |
| <i>and one of the following:</i> | |
| 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 Sys.
Computer Information Systems
Computer & Networking Technology
Computer Systems Engineering
Culinary Arts
Dental Assisting
Dental Hygiene
Dietetics and Nutrition
Early Childhood Development
Education
Electrical Engineering
Electronics Technology
Emergency Medical Technology
Engineering Design & Drafting
Engineering Science
Engineering & Science Management
English-As-A-Second Language
Environmental Studies
Family & Consumer Services
Fire Service Administration
Fisheries Technology
Floral Design
Geographic Information Systems
Geomatics
Health
Health Care Assisting
Health Sciences
Human Services
Interior Design
Journalism & Public Communications
Justice
Library Science
Logistics
Logistics Operations
Marine Technology
Massage Therapy
Mechanical Technology

Medical Assisting
Medical Laboratory Technology
Nursing
Nursing - Practical Nursing
Nursing Science
Occupational Safety & Health
Paralegal Studies
Paramedical Technology
Petroleum Technology
Pharmacology
Physical Education
Process Technology
Radiologic Technology
Refrigeration & Heating
Social Work
Technology
Vocational Education
Vocational Skills
Wastewater Treatment
Welding Technology

HUMANITIES

Alaska Native Studies
American Sign Language
Art
Chinese
Communication
Creative Writing and Literary Arts
Dance
English **
French
German
History *
Humanities
Italian
Japanese
Journalism & Public Comm. (JPC A215 & A367 only)
Korean
Languages
Latin
Liberal Studies Integrated Core
Linguistics
Music
Philosophy
Political Science (PS A331, 332, & 333 only)
Preparatory English **
Russian
Spanish
Theatre
Women's Studies *

MATH AND NATURAL SCIENCES

Anthropology (ANTH A205 only)
Applied Statistics
Astronomy
Biological Sciences
Chemistry
Computer Science
Environmental Studies (ENVI A202 only)
Geography (GEOG A205 and A205L only)
Geology
Liberal Studies Integrated Science
Mathematics (MATH A101 not applicable as Math Requirement for an AA degree)
Philosophy (PHIL A101 only)
Physics

SOCIAL SCIENCES

Anthropology
Business Administration (BA A151 only)
Counseling
Economics
Environmental Studies (ENVI A201 only)
Geography (except GEOG A205 and A205L)
Guidance
Health Sciences (HS A220 only)
History*
Human Services (HUMS A106 only)
International Studies
Journalism & Public Communications (JPC A101 only)
Justice (JUST A110 and A330 only)
Liberal Studies Social Science
Paralegal Studies (PARL A101 only)
Political Science
Psychology
Social Work (SWK A106 and SWK A243)
Sociology
Women's Studies *

* History and Women's Studies may be used for either Humanities or Social Sciences credit, but not for both.

** Any English course used to satisfy the Humanities general requirement (applies only to the AAS degree, not the AA) must be different from the written communications requirement and have a course number higher than ENGL A111.

GENERAL UNIVERSITY REQUIREMENTS (GURs) FOR UAA BACCALAUREATE DEGREES

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

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. <u>Oral Communication Skills</u>..... 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 | <p>instruction accompanied by practice. Courses completed at MSC/UAA must be selected from the following:</p> <p>COMMA111 Fundamentals of Oral Communication</p> <p>COMMA235 Small Group Communication</p> |
|--|--|

- COMMA237 Interpersonal Communication
COMMA241 Public Speaking
2. Written Communication Skills. 6 CR
Courses that fulfill this requirement are those which emphasize the acquisition of English language skills in organizing and communicating ideas and information through expository writing. Courses completed at MSC/UAA must be selected from the following:
ENGL A111 Methods of Written Communication
ENGL A211 Academic Writing About Literature
ENGL A212 Technical Writing
ENGL A213 Writing in the Social and Natural Sciences
ENGL A214 Persuasive Writing
ENGL A311 Advanced Composition
ENGL A312 Advanced Technical Writing
ENGL A414 Research Writing
3. Quantitative Skills. 3 CR
Courses that fulfill this requirement are those which emphasize the development and application of quantitative problem-solving skills as well as skills in the manipulation and/or evaluation of quantitative data. Courses completed at MSC/UAA must be selected from the following:
AS A252 Elementary Statistics
AS A307 Probability and Statistics
MATH A107 College Algebra
MATH A108 Trigonometry
MATH A109 Precalculus
MATH A200 Calculus I
MATH A201 Calculus II
MATH A270 Applied Finite Math/Mngl Sciences
MATH A272 Calculus for Managerial Sciences
4. Humanities (outside the major). 6 CR
Courses that fulfill this requirement are those which introduce the student to the humanistic fields of language, arts, literature, history, and philosophy within the context of their traditions. (**Note:** History and Women's Studies may be applied to either the Humanities or the Social Sciences requirements but not to both. The student may not count one or more history course toward one requirement and an additional history course or courses toward the other.) Courses completed at MSC/UAA must be selected from the following:
AKNS A101 Alaska Native Languages I
AKNS A102 Alaska Native Languages II
AKNS A201 Native Perspectives
ART A261 History of World Art I
ART A262 History of World Art II
ART A367 History of Photography
ASL A101 Elementary American Sign Language I
ASL A102 Elementary American Sign Language II
ASL A201 Intermediate American Sign Language I
ASL A202 Intermediate American Sign Language II
CHIN A101 Elementary Chinese I
CHIN A102 Elementary Chinese II
ENGL A121 Introduction to Literature
ENGL A201 Masterpieces of World Literature I
ENGL A202 Masterpieces of World Literature II
ENGL A301 Literature of Britain I
ENGL A302 Literature of Britain II
ENGL A305 Topics in National Literatures
ENGL A306 Literature of the United States I
ENGL A307 Literature of the United States II
ENGL A310 Ancient Literature
ENGL A383 Film Interpretation
ENGL A445 Alaska Native Literatures
FREN A101 Elementary French I
FREN 102 Elementary French II
FREN A201 Intermediate French I
FREN A202 Intermediate French II
GER A101 Elementary German I
GER A102 Elementary German II
GER A201 Intermediate German I
GER A202 Intermediate German II
HIST A101 Western Civilization I
HIST A102 Western Civilization II
HIST A121 East Asian Civilization I
HIST A122 East Asian Civilization II
HIST A131 History of United States I
HIST A132 History of United States II
HIST A341 History of Alaska
HUMA211 Introduction to Humanities I
HUMA212 Introduction to Humanities II
HUMA250 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 Art Appreciation
ART A261 History of World Art I
ART A262 History of World Art II
ART A367 History of Photography
DNCE A170 Dance Appreciation
JPC A367 History of Photography
MUS A121 Music Appreciation *
MUS A221 History of Music I *
MUS A222 History of Music II *
THR A111 Introduction to the Theatre
THR A311 Representative Plays I
THR A312 Representative Plays II
THR A411 History of the Theatre I

THR A412 History of the Theatre II

6. Social Sciences 6 CR
(outside the major; from 2 different disciplines)

Courses that fulfill this requirement are broad survey courses which provide the student with exposure to the theory, methods, and data of the Social Sciences. (**Note:** History and Women's Studies may be applied to either the Humanities or the Social Sciences requirement but not to both. The student may not count one or more history courses toward one requirement and an additional history course or courses toward the other.) Courses completed at MSC/UAA must be selected from the following:

ANTH A101 Introduction to Anthropology
ANTH A200 Natives of Alaska
ANTH A202 Cultural Anthropology
ANTH A250 The Rise of Civilization
BA A151 Introduction to Business
ECON A201 Principles of Macroeconomics
ECON A202 Principles of Microeconomics
ENVI A201 Living on Earth: Introduction to Environmental Studies
GEOG A101 Introduction to Geography
HIST A101 Western Civilization I
HIST A102 Western Civilization II
HIST A121 East Asian Civilization I
HIST A122 East Asian Civilization II
HIST A131 History of United States I
HIST A132 History of United States II
HIST A341 History of Alaska
HS A220 Core Concepts in the Health Sciences
HUMS A106 Introduction to Social Welfare
INTL A301 Canada: Introductory Survey
JPC A101 Introduction to Mass Communication
JUST A110 Introduction to Justice
JUST A330 Justice and Society
PARL A101 Introduction to Law
PS A101 Introduction to American Government
PS A102 Introduction to Political Science
PS A311 Comparative Politics
PS A351 Political Sociology
PSY A111 General Psychology
PSY A150 Life Span Development
SOC A101 Introduction to Sociology
SOC A201 Social Problems and Solutions
SOC A202 The Social Organization of Society
SOC A222 Small and Rural Communities
SOC A342 Sexual, Marital and Family Lifestyles
SOC A351 Political Sociology
SWK A106 Introduction to Social Welfare
SWK A243 Cultural Diversity & Community Services
WS A200 Introduction to Women's Studies

7. Natural Sciences (must include a laboratory course) . 7 CR
Courses that fulfill this requirement are those that provide the student with broad exposure and include general introduction to the theory, methods, and disciplines of the natural sciences. Courses completed at MSC/UAA must be selected from the following:

ASTR A103 Introductory Astronomy I
ASTR A104 Introductory Astronomy II
BIOL A102 Introductory Biology
BIOL A103 Introductory Biology Laboratory
BIOL A111 Human Anatomy and Physiology I
BIOL A112 Human Anatomy and Physiology II
BIOL A115 Fundamentals of Biology I
BIOL A116 Fundamentals of Biology II
BIOL A178 Fundamentals of Oceanography
BIOL A179 Fundamentals of Oceanography Lab
CHEM A103 Survey of Chemistry
CHEM A103L Survey of Chemistry Laboratory
CHEM A104 Intro to Organic Chemistry & Biochemistry

CHEMA104L Intro to Organic Chem & Biochem Lab
CHEMA105 General Chemistry I
CHEMA105L General Chemistry I Laboratory
CHEMA106 General Chemistry II
CHEMA106L General Chemistry II Laboratory
ENVI A202 Earth as an Ecosystem: Introduction to Environmental Science
GEOG A205 Elements of Physical Geography
GEOG A205L Elements of Physical Geography Laboratory
GEOL A111 Physical Geology
GEOL A112 Historical Geology
GEOL A115 Environmental Geology
GEOL A115L Environmental Geology Laboratory
GEOL A178 Fundamentals of Oceanography
GEOL A179 Fundamentals of Oceanography Lab
LSIS A101 Discoveries in Science
LSIS A102 Earth-Solar Systems-Life
LSIS A201 Life on Earth
LSIS A202 Concepts and Processes: Natural Sciences
PHYS A101 Physics of Poets
PHYS A123 Basic Physics I
PHYS A123L Basic Physics I Laboratory
PHYS A124 Basic Physics II
PHYS A124L Basic Physics II Laboratory
PHYS A211 General Physics I
PHYS A211L General Physics I Laboratory
PHYS A212 General Physics II
PHYS A212L General Physics II Laboratory

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

ASSOCIATE OF APPLIED SCIENCE (AAS)

Degree Requirements

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

1. **Oral Communication Skills** **3**
 COMM A111 Fundamentals of Oral Communication (3)
 COMM A235 Small Group Communication (3)
 COMM A237 Interpersonal Communication (3)
 COMM A241 Public Speaking (3)
2. **Written Communication Skills** **6**
 ENGL A111 Methods of Written Communication (3)
and one of the following:
 CIOS 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.
4. **Major Specialty (See Degree Programs)** **Varies**
5. **Electives** **Varies**
6. **Total Minimum Credits** **60**

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

MAJORS:

- Accounting
- Architectural & Engineering Technology
- 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):

COMMA111 Fundamentals of Oral Communication (3)
 COMMA235 Small Group Communication (3)
 COMMA237 Interpersonal Communication (3)
 COMMA241 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)
 BAA151 Introduction to Business (3)
 BA/JUST A241 Business Law I (3)
 CIS A110 Computer Concepts in Business (3)
 ECON A201 Principles of Macroeconomics (3)

2. Complete 12 credits of electives.

Students may choose any course at the 100-level or above in ACCT, BA, CIS, 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.

A student must complete four speciality 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.

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. Complete the following required courses:

AET A101 Fund of CADD for Bldg Constr (4)
 AET A102 Methods of Building Constr (3)
 AET A121 Architectural Drafting (3)
 AET A123 Codes and Standards (3)
 AET A181 Intermediate CADD for Bldg Constr (4)
 AET A282 Advanced CADD Techniques (4)
 COMM A111 Fund of Oral Communication (3)
 or COMM A235 Small Group Communication (3)
 or COMM A237 Interpersonal Communication (3)
 or COMM A241 Public Speaking (3)
 ENGL A111 Methods of Written Communication (3)
 General Requirement Course (3)
 (MATH A105 is recommended)

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

! CIVIL DRAFTING (Certificate)

Certificate Requirements

1. Complete the following required courses:

AET A101 Fund of CADD for Bldg Constr (4)
 AET A102 Methods of Building Constr (3)
 AET A111 Civil Drafting (3)
 AET A181 Intermediate CADD for Bldg Constr (4)
 AET A213 Civil Technology (4)
 AET A282 Advanced CADD Techniques (4)
 COMM A111 Fund of Oral Communication (3)
 or COMM A235 Small Group Communication (3)
 or COMM A237 Interpersonal Communication (3)
 or COMM A241 Public Speaking (3)
 ENGL A111 Methods of Written Communication (3)
 General Requirement Course (3)
 (MATH A105 is recommended)

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

! MECHANICAL & ELECTRICAL DRAFTING (Certificate)

Certificate Requirements

1. Complete the following required courses:

AET A101 Fund of CADD for Bldg Constr (4)
 AET A102 Methods of Building Construction (3)
 AET A142 Mechanical and Electrical Tech (4)
 AET A143 Mechanical and Electrical Drafting (3)
 AET A181 Intermediate CADD for Bldg Constr (4)
 AET A282 Advanced CADD Techniques (4)
 COMM A111 Fundamentals of Oral Comm (3)
 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.

! 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)
 - COMMA111 Fundamentals of Oral Comm (3)
 - or COMMA235 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):

- COMMA111 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 nontranscribed departmental certificates of completion and job enrichment courses. The CIOS program will provide the student the opportunity to develop the skills and qualities required to succeed in a world of technology and rapid change.

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

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

▲ NONTRANSCRIPTED DEPARTMENTAL CERTIFICATE OF COMPLETION

A nontranscribed Departmental Certificate of Completion is a certificate awarded by an academic department. Nontranscribed 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 nontranscribed Departmental Certificate of Completion. Contact Gloria Hensel, Associate Professor at 745-9763.

▲ Office Technology (Nontranscribed)

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

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

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

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

2. Complete 3 credits from the following:

CIOS A101*	Keyboarding (3)
CIOS A101B*	Keyboarding B (1)
CIOS A101C*	Keyboarding C (1)
CIOS A102	Keyboarding Skill Building (1-3)
CIOS A201A	Document Processing (3)

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

3. Complete the following 15 credits:

CIOS A125A	Electronic Comms I: MS Outlook (1)
CIOS A160	Business English (3)
CIOS A161A	Proofreading (1)
CIOS A164	Filing (1)

CIOS A165	Office Procedures (3)
CIOS A230A	Word Processing II: MS Word (2)
CIOS A235A	Spreadsheets II: MS Excel (2)
CIOS A259	Preparing Electronic Documents: Adobe Acrobat (1)
CNT A165	Customer Service Fundamentals (1)

4. Complete 2 credits from the following:

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

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

▲ Bookkeeping (Nontranscribed)

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

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

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

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

2. Complete 3 credits from the following:

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

3. Complete the following 17 credits:

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

CNT A165 Customer Service Fundamentals (1)

4. A total of 20-25 credits is required for the nontranscribed Departmental Certificate of Completion.

▲ Medical Office Support (Nontranscribed)

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

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

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

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

2. Complete 3 credits from the following:

CIOS A101*	Keyboarding (3)
CIOS A101B*	Keyboarding B (1)
CIOS A101C*	Keyboarding C (1)
CIOS A102	Keyboarding Skill Building (1-3)
CIOS A201A	Document Processing (3)

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

3. Complete the following 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)
or	
CIOS A208	Medical Transcription (3)

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

▲ Web Foundations (Nontranscribed)

The Web Foundations nontranscribed 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 nontranscribed Departmental Certificate of Completion is available after completing this program.

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

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

CIOS A101A	Keyboarding A (1) [(25 wpm min. 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 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	Advisor-approved Electives (6)
Recommended:	Programming Fundamentals
	Web Scripting
	Information Security

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

▲ Desktop Publishing and Graphics (Nontranscribed)

The Desktop Publishing and Graphics nontranscribed 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 nontranscribed Departmental Certificate of Completion is available after completing this program.

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

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

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

2. Complete 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 and Applications: InDesign (3)
CIOS A254A	Desktop Publishing II: PageMaker (2)
CIOS A259	Preparing Electronic Documents: Adobe Acrobat (1)
CIOS –	Advisor-approved Electives (2)
Recommended:	CIOS 260 Business Communications (3)

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

▲ Administrative Office Support (Nontranscribed)

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

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

2. Complete 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:

CIOA A140A	Databases I: MS Access (1)
CIOA A150A	Presentations I: MS PowerPoint (1)
CIOA A240A	Databases II: MS Access (2)
CIOA A241	Integrated Applications (3)
CIOA A264A	Records Management (2)
CIOA A265	Office Management (3)
CIOA A270	Project Management Fundamentals (2)

4. Complete 3 credits from the following:

CIOA A282	Office Internship (1-3)
CIOA --	Advisor-approved Electives (1-3)
Recommended:	CIOA 260 Business Communications (3)

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

▲ Legal Office Support (Nontranscripted)

The Legal Office Support nontranscripted Departmental Certificate of Completion offers concentrated study in skills that a legal office support professional will need to succeed. A nontranscripted Departmental Certificate of Completion is available after completing this program.

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

2. Complete 6 credits from the following:

CIOA A120A	Bookkeeping Software Appls I QuickBooks (1)
CIOA A140A	Databases I: MS Access (1)
CIOA A150A	Presentations I: MS PowerPoint (1)
CIOA A207	Machine Transcription (1)
CIOA A240A	Databases II: MS Access (2)
CIOA A241	Integrated Applications (3)
CIOA A151A	Presentations II: MS PowerPoint (2)
CIOA A260A	Business Communications (3)
CIOA A270	Project Management Fundamentals (2)

3. Complete 3 credits from the following:

CIOA A267	Law Office Procedures: Client Documents (3)
CIOA A265	Office Management (3)

4. Complete 3 credits from the following:

CIOA A266	Law Office Procedures: Litigation Docs (3)
BA A241	Business Law I (3)
PARL A101	Introduction to Law (3)

5. Complete 3 credits from the following:

CIOA A201A	Document Processing (3)
CIOA A209A	Legal Transcription (3)

6. Complete the following 5 credits:

CIOA A269	Alaska Rules of Civil Procedure (3)
CIOA A282	Office Internship (2)
Recommended:	Law Office Experience

7. 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 CIOA 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 CIOA A113 Operating Systems: MS Windows as the first course.

CIOA A101A*	Keyboarding A (1) [25 wpm minimum required]
CIOA A113	Operating Systems: MS Windows (1)
CIOA A130A	Word Processing I: MS Word (1)
CIOA A135A	Spreadsheets I: MS Excel (1)
CIOA 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:
CIOA A261A Interpersonal Skills in Organizations (3) (recommended)
PSY A153 Human Relations (3)
Complete 3 credits from the following:
CIOA A116 Business Calculations (3)
MATH A102 Business Math (3)
Complete the following 3 credits:
CIOA A262A Professional Development (3)

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

! Office Technology (Certificate) (20)

a. Complete 3 credits from the following:

CIOA A101*	Keyboarding (3)
CIOA A101B*	Keyboarding B (1)
CIOA A101C*	Keyboarding C (1)
CIOA A102	Keyboarding Skill Building (1-3)
CIOA A201A	Document Processing (3)

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

b. Complete the following 15 credits:

CIOA A125A	Electronic Communications: MS Outlook (1)
CIOA A160	Business English (3)
CIOA A161A	Proofreading (1)
CIOA A164	Filing (1)
CIOA A165	Office Procedures (3)
CIOA A230A	Word Processing II: MS Word (2)

- CIOA A235A Spreadsheets II: MS Excel (2)
 CIOA A259 Preparing Electronic Docs: Adobe Acrobat (1)
 CNT A165 Customer Service Fundamentals (1)
- c. **Complete 2 credits from the following:**
 CIOA A282 Office Internship (1-2)
 CIOA --Advisor-approved Electives (1-2)

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

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

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

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

- a. **Complete the following 20 credits:**
 CIOA A108 Graphic Design Fund for Computer Appl (3)
 CIOA A117 Logic Concepts for Computer Technology (1)
 CIOA A140A Databases I: MS Access (1)
 CIOA A152A Digital Imaging Concepts/Apps: Photoshop (3)
 CIOA A153B Web Site Design: Dreamweaver (3)
 CIOA A156A Web Graphics: Fireworks (1)
 CIOA A246 Internet Concepts and Applications II (2)
 CIOA -- 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)

- a. **Complete the following 20 credits:**
 CIOA A108 Graphic Design Fundamentals for Computer Applications (3)
 CIOA A152A Digital Imaging Concepts and Applications: Photoshop (3)
 CIOA A154A Desktop Publishing I: PageMaker (1)
 CIOA A160 Business English (3)
 CIOA A230A Word Processing II: MS Word (2)
 CIOA A251A Desktop Publishing Concepts/Apps: InDesign (3)
 CIOA A254A Desktop Publishing II: PageMaker (2)
 CIOA A259 Preparing Electronic Docs: Adobe Acrobat (1)
 CIOA -- Advisor-approved Electives (2)
 Recommended: CIOA 260 Business Communications (3)

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

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

- a. **Complete 3 credits from the following:**
 CIOA A101* Keyboarding (3)
 CIOA A101B* Keyboarding B (1)
 CIOA A101C* Keyboarding C (1)
 CIOA A102 Keyboarding Skill Building (1-3)
 CIOA A201 Document Processing (3)
- * Credit will not be counted for BOTH CIOA A101 (3) and CIOA A101A (1), A101B (1), and A101C (1).
- b. **Complete the following 7 credits:**
 CIOA A164 Filing (1)
 CIOA A160 Business English (3)
 CIOA A264A Records Management (2)
 CIOA 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)
 --or--
 CIOA A208 Medical Transcription (3)

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

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

- a. **Must complete the Office Technology emphasis or equivalent before completing the following.** (0-20)
- 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:**
 CIOA A140A Databases I: MS Access (1)
 CIOA A150A Presentations I: MS PowerPoint (1)
 CIOA A240A Databases II: MS Access (2)
 CIOA A241 Integrated Applications (3)
 CIOA A264A Records Management (2)
 CIOA A265 Office Management (3)
 CIOA A270 Project Management Fundamentals (2)
- d. **Complete 3 credits from the following:**
 CIOA A282 Office Internship (1-3)
 CIOA -- Advisor-approved Electives (1-3)
 Recommended: CIOA 260 Business Communications (3)

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

! **Legal Office Support (Certificate)** (20-40)

- a. **Must complete the Office Technology emphasis or equivalent before completing the following.** (0-20)
- b. **Complete 6 credits from the following:**
 CIOA A120A Bookkeeping Software Apps I: QuickBooks (1)
 CIOA A140A Databases I: MS Access (1)
 CIOA A150A Presentations I: MS PowerPoint (1)
 CIOA A207 Machine Transcription (1)
 CIOA A240A Databases II: MS Access (2)
 CIOA A241 Integrated Applications (3)
 CIOA A151A Presentations II: MS PowerPoint (2)
 CIOA A260A Business Communications (3)
 CIOA A270 Project Management Fundamentals (2)
- c. **Complete 3 credits from the following:**
 CIOA A267 Law Office Procedures: Client Documents (3)
 CIOA A265 Office Management (3)
- d. **Complete 3 credits from the following:**
 CIOA A266 Law Office Procedures: Litigation Docs (3)
 BA A241 Business Law I (3)
 PARL A101 Introduction to Law (3)
- e. **Complete 3 credits from the following:**
 CIOA A201A Document Processing (3)
 CIOA A209A Legal Transcription (3)

- 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

- Complete the General University Requirements for Associate Degrees listed on page 74.
- 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 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) |
- Complete 3 credits from the following:**
 CIOS A116 Business Calculations (3)
 MATH A102 Business Math (3)
 - Complete the following:**
 CIOS A262A Professional Development (3)
 - 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 A125A	Electronic Communications I: MS Outlook (1)
CIOS A140A	Databases I: MS Access (1)
CIOS A160	Business English (3)
CIOS A165	Office Procedures (3)
CIOS A220A	Bookkeeping Software Apps II: QuickBooks (2)
CIOS A235A	Spreadsheets II: MS Excel (2)
CNT A165	Customer Service Fundamentals (1)

Web Foundations (AAS) (20)

a. Complete the following:

CIOS A108	Graphic Design Fund for Computer Appls (3)
CIOS A117	Logic Concepts for Computer Technology (1)
CIOS A140A	Databases I: MS Access (1)
CIOS A152A	Digital Imaging Concepts/Appls: 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/Appls: 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/Appl: InDesign (3)
- CiOS A254A Desktop Publishing II: PageMaker (2)
- CiOS A259 Preparing Electronic Docs: Adobe Acrobat (1)
- 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 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).

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)
- or
- 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 A264A Records Management (2)
- CiOS A265 Office Management (3)
- CiOS A270 Project Management Fundamentals (2)

d. **Complete 3 credits from the following:**

- CiOS A282 Office Internship (1-3)
- CiOS – Advisor-approved Electives (1-3)
- Recommend CIOs 260 Business Communications (3)

Legal Office Support (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 Appls I: QuickBooks (1)
- CiOS A140A Databases I: MS Access (1)
- CiOS A150A Presentations I: MS PowerPoint (1)
- CiOS A207 Machine Transcription (1)
- CiOS A240A Databases II: MS Access (2)
- CiOS A241 Integrated Applications (3)
- CiOS A151A Presentations II: MS PowerPoint (2)
- CiOS A260A Business Communications (3)
- CiOS A270 Project Management Fundamentals (2)

c. **Complete 3 credits from the following:**

- CiOS A267 Law Office Procedures: Client Documents (3)
- CiOS A265 Office Management (3)

d. **Complete 3 credits from the following:**

- CiOS A266 Law Office Procedures: Litigation Docs (3)
- BAA241 Business Law I (3)
- PARL A101 Introduction to Law (3)

e. **Complete 3 credits from the following:**

- CiOS A201A Document Processing (3)
- CiOS A209A Legal Transcription (3)

f. **Complete the following 5 credits:**

- CiOS A269 Alaska Rules of Civil Procedure (3)
- CiOS A282 Office Internship (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)
- or—
- MATH A107 College Algebra (4)
- or—
- 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)
- or—
- CNT A282 Work Study (3)
- CNT A210 PC Technician Fundamentals (3)
- CNT A212 Network Technician Fundamentals (3)
- CNT A165 Customer Service Fundamentals (1)
- CNT A160 PC Operating Systems (3)
- CNT A240 Windows 2000 System Essentials (2)
- CNT A241 Administering and Supporting Windows 2000 Professional and Server (3)
- CNT A242 Windows 2000 Ntwrk Infrastructure Admin (3)
- CNT A243 Windows 2000 Directory Services 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

FIRE SERVICE ADMINISTRATION

The Fire Service Administration program provides entry-level knowledge and skills for a student desiring a career in fire protection. The program enhances the ability of current fire department employees and volunteers.

The Associate of Applied Science degree focuses on structural fire control. A student usually completes either two or three courses in Fire Service Administration each semester. Course rotation is dependent on sufficient enrollment. Generally, three years or six semesters are needed to complete the requirements and the electives. The degree cannot be completed in two years. Call 373-8800 for information on this program.

A baccalaureate degree in Fire Service Administration is available through the Western Oregon State College Open Learning Fire Service Program. This is a 186 quarter-hour program. Up to 72 semester credits (108 quarter-hours) including all FSA courses taken at MSC/UAA can transfer into this program. The remaining 78 quarter-hours, including the professional upper division core curriculum courses, can be completed through Western's open learning program via correspondence courses. Information on this program may be obtained through the UAA Fire Service Program at (907) 786-6928.

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 Mielke, 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 (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:

CIOA 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 (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 (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 practice 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 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):

- COMMA111 Fundamentals of Oral Communication (3)
- COMMA235 Small Group Communication (3)
- COMMA237 Interpersonal Communication (3)
- COMMA241 Public Speaking (3)

Written Communication Skills (6 credits):

- ENGL A111 Methods of Written Communication (3)
- and one of the following:**
- CIOA 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 (6 credits)

Satisfied under Major Requirements.

MAJOR REQUIREMENTS

1. Complete the following required courses: (29 credits):

- ANTH A200 Natives of Alaska (3)
- or ANTH A202 Cultural Anthropology (3)
- HUMS A101 Introduction to Human Services (3)
- HUMS/SWK A106 Introduction to Social Welfare (3)
- HUMS A223 Intro to Paraprofessional Couns I (3)
- HUMS A295A Human Services Practicum I (4)
- HUMS A295B Human Services Practicum II (4)
- HUMS A324 Intro to Paraprofessional Couns II (3)
- PSY A111 General Psychology (3)
- PSY A150 Life Span Development (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/PSY A153 Human Relations (3)
- HUMS A256 Groups and Organizations (3)
- HUMS A350 Men and Masculinity (3)
- PSY A245 Child Development (3)
- PSY A261 Research Methods in Psy (4)
- PSY A345 Abnormal Psychology (3)
- SOC A202 Social Organization of Society (3)
- SOC A242 Intro to Marriage, Family & Intmt Rel (3)
- SOC A246 Adolescence (3)
- SOC/PSY A453 Appl of Statistics to Soc Sciences (3)

SUBSTANCE ABUSE EMPHASIS

Complete 6 credits from the following:

- HUMS A122 Substance Abuse/Contemporary Problem (3)
- HUMS A123 Public Educ & Prevention in Sbstnc Abuse (3)
- HUMS A124 Intro to Physiology/Pharmacology of Sbst Abuse (3)
- HUMS A226 Intervention Continuum/Sbst Abuse Counseling (3)
- HUMS A416 Substance Abuse & the Older Adult (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 (2)
- HUMS A232 Applied Behavioral Analysis II (2)
- HUMS A350 Men and Masculinity (3)
- HUMS A416 Substance Abuse & the Older Adult (3)

PSY A245 Child Development (3)
SOC A242 Intro Marriage, Family & Intmt Rel (3)
SOC A246 Adolescence (3)

DISABILITIES EMPHASIS

Complete 6 credits from the following:

ASL A101 Elem American Sign Language I (3)
ASL A102 Elem American Sign Language II (3)
ASL A201 Int American Sign Language I (3)
HUMS A231 Applied Behavioral Analysis I (2)
HUMS A232 Applied Behavioral Analysis II (2)
PSY A445 Strategies of Behavior Change (3)
PSY A455 Best Practices-Mental Health (3)

3. Choose 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

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. The faculty place heavy emphasis on student preparation for job entry-level skills.

Professional tests related to the industry are administered as part of this program. If possible, additional training may take place on the job to provide a student with work related experience. Students must successfully pass all of the classes listed in the Core Requirements module before attempting any of the specialty certificate courses.

Program Objective and Expected Outcomes

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

1. Apply the fundamental laws of physics related to the Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R) industry.
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.

FACULTY

Dan Mielke, Assistant Professor
Jack Cypher, Instructor

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):

COMMA111	Fundamentals of Oral Communication (3)
COMMA235	Small Group Communication (3)
COMMA237	Interpersonal Communication (3)
COMMA241	Public Speaking (3)

Written Communication Skills (6 credits):

ENGL A111 Methods of Written Communication (3)

and one of the following:

CIOA 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:

CIOA 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)
and ACCT A102 Principles of Financial Acctg II (3)
or ACCT A201 Principles of Financial Acctg (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 Appld 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/JUST A241 Business Law I (3)
BA A260 Marketing Practices (3)
BA A264 Personal Selling (3)

3. Complete 9-12 credits of electives from the following:

BA A131 Personal Finance (3)
BAA232 Fundamentals of Organizational Mgmt (3)
BA/JUST A242 Business Law II (3)
BAA261 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

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:

- CIO A135A Spreadsheets I: MS Excel (1)
- CIO A120A Bookkeeping Software Appl I: QuickBooks (1)
- CIO A140A Databases I: MS Access (1)
- CIO A113 Operating Systems: MS Windows (1)
- CIO A150A Presentations I: MS PowerPoint (1)
- CIO A130A Word Processing I: MS Word (1)
- CIO A130B Word Processing I: WordPerfect (1)
- CIO 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):

- COMMA111 Fundamentals of Oral Communication (3)
- COMM A235 Small Group Communication (3)
- COMMA237 Interpersonal Communication (3)
- COMMA241 Public Speaking (3)

Written Communication Skills (6 credits):

- ENGL A111 Methods of Written Communication (3)

and one of the following:

- CIO 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)

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)
- ET A183 Data Communications (1)

2. Complete 3 credits from the following courses:

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

3. Complete 3 credits from the following courses:

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

4. Complete 3 credits from the following courses:

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

5. Complete 3 credits from the following courses:

- CS A100 Intro to Computers (3)
- CS 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.tvc.uaf.edu/its/

Note Financial Aid: UAF services the students admitted to the ITS Certificate or Degree. Check with a Financial Aid Advisor for 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@uaf.edu
Website: www.uaf.edu/salrm/
-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 students desiring careers in resources management or in other fields requiring knowledge of resources management, students planning advanced study, as well as those wishing to be better informed citizens.

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

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

Bachelor of Science, Natural Resources Management

1. **Complete the general university requirements.** (As part of the core curriculum requirements, complete a MATH--Calculus course.)
2. **Complete the B.S. degree requirements** (see page 34 of the UAF catalog).
3. **Complete the following (major) requirements:***
 - AS 252--Elementary Probability and Statistics*** (3)
 - BIOL 115X--Fundamentals of Biology I** (4)
 - BIOL 116X--Fundamentals of Biology II** (4)
 - BIOL 271--Principles of Ecology (4)
 - CHEM 105X--General Chemistry*** (4)
 - CHEM 106X--General Chemistry*** (4)
 - ECON 235--Introduction to Natural Resource Economics (3)
 - NRM 101 or AGRI 104--Natural Resources Conservation and Policy (3) Note: AGRI 104 may be substituted for NRM 101 with advisor approval
 - NRM 106--Orientation to Natural Resource Management (1)
 - NRM 304O--Perspectives in Natural Resources Mgmt (3)
 - NRM 380W--Soils and the Environment (3)
 - NRM 405W--Senior Thesis in Natural Resources Mgmt I (2)
 - NRM 406W--Senior Thesis in Natural Resources Mgmt II (2)
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)
- and/or
 - 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 Ntrl Resources Decision Making (3)
 - NRM 412--Field Crop Production (3)
 - NRM 420--Animal Nutrition and Metabolism (3)
 - NRM 425--Ungulate Mgmt and Production Systems (3)
 - NRM 485--Soil Biology (3)
- d. Complete at least 12 credits beyond those taken to fulfill categories above in a support field which is a group of courses selected for its clear pertinence to a cohesive program. Support fields may include but are not limited to: animal science, chemistry, communications, education, engineering, forestry, geography, marketing, natural resources management, nutrition, plant science, rural development and soils. The courses must be approved by the student's academic counselor prior to attaining senior standing.
- e. Minimum credits required (130 credits)

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

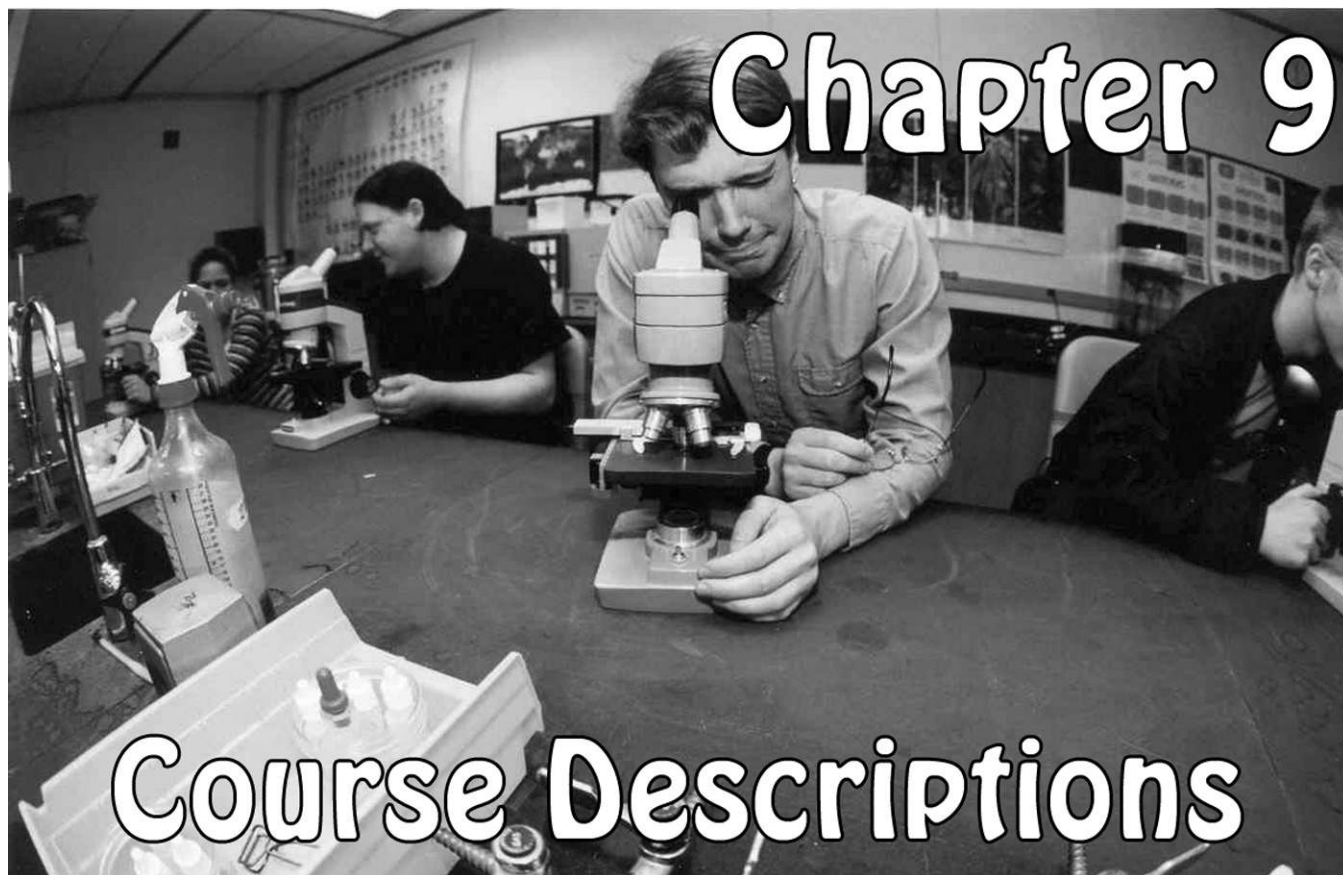
** Satisfies core natural science requirement.

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

**** Or approved alternative.

***** Courses other than those listed must be approved by student's advisor.

***** If used to fulfill the baccalaureate core requirement for ethics/values and choices in the perspectives on the human condition, NRM 303X may not also count toward a natural resources management major.



Chapter 9

Course Descriptions

Course Designators

ACCT. Accounting
 AET. Architectural & Engineering Technology
 AGRI. Agriculture
 ANTH. Anthropology
 AOEN. Alaska Outdoor Education (NC)
 ART. Art
 AS. Applied Statistics
 ASL. American Sign Language
 AT. Aviation Technology
 BA. Business Administration
 BIOL. Biological Sciences
 CED. Community Education
 CHEM. Chemistry
 CIOS. Computer Information & Office Systems
 CIS. Computer Information Systems
 CM. Construction Management
 CNT. Computer and Networking Technology
 COMM. Communication
 COUN. Counseling
 CS. Computer Science
 CWLA. Creative Writing & Literary Arts
 DN. Dietetics & Nutrition
 ECD. Early Childhood Development
 ECON. Economics
 ENGL. English
 ET. Electronics Technology
 FREN. French
 FSA. Fire Service Administration
 GEOG. Geography
 GEOL. Geology
 GER. German
 GUID. Guidance
 HCA. Health Care Assisting
 HCD. Health Career Development

HIST. History
 HS. Health Sciences
 HUM. Humanities
 HUMS. Human Services
 ID. Interior Design
 JPC. Journalism & Public Communications
 JPN. Japanese
 JUST. Justice
 LAT. Latin
 LOG. Logistics
 LS. Library Science
 LSIC. Liberal Studies Integrated Core
 LSIS. Liberal Studies Integrated Studies
 LSSS. Liberal Studies Social Science
 MA. Medical Assisting
 MATH. Math
 MUS. Music
 PARL. Paralegal
 PE. Physical Education
 PHIL. Philosophy
 PHYS. Physics
 PRPE. Preparatory English
 PRT. Process Technology
 PS. Political Science
 PSY. Psychology
 RH. Refrigeration & Heating
 RUSS. Russian
 SOC. Sociology
 SPAN. Spanish
 SWK. Social Work
 THR. Theatre
 VS. Vocational Skills
 WS. Women's Studies

Accounting

ACCT

ACCT A101 Principles of Financial Accounting I 3 CR

Contact Hours: 3 + 0

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

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

First semester principles of accounting. Introduces concepts and procedures for financial accounting. Emphasis on accounting cycle, recording, summarizing, and interpreting accounting data through presentation of formal financial statements.

ACCT A102 Principles of Financial Accounting II 3 CR

Contact Hours: 3 + 0

Prerequisites: ACCT A101.

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

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

ACCT A120 Bookkeeping for Business I 3 CR

Contact Hours: 3 + 0

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 ACCT A201 with minimum grade of C and 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, break-even analysis, and relevant costing decision analysis.

ACCT A210 Income Tax Preparation 3 CR

Contact Hours: 3 + 0

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

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

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

ACCT A222 Introduction to Computers and Accounting 3 CR

Contact Hours: 3 + 0

Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIS A110. Special Fees.

Identifies necessary accounting controls in a computerized environment; illustrates conversion of manual to computerized accounting system; demonstrates processing of accounting data on a computer.

ACCT A225 Accounting for Payroll, Receivables and Payables 3 CR

Contact Hours: 3 + 0

Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIS A110. Special Fees.

Considers in detail, special accounting problems associated with processing and reporting on payroll, receivables and payables cycles. Covers manual and computerized applications.

ACCT A230 Financial Statement Preparation and Presentation 3 CR

Contact Hours: 3 + 0

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

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

ACCT A301 Intermediate Accounting I 3 CR

Contact Hours: 3 + 0

Prerequisites: ACCT A202.

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

In-depth study of the accounting sequence, principles and rules governing financial statements and balance sheet accounts including cash, receivables, inventory, property, plant and equipment and intangibles.

Agriculture

AGRI

AGRI A113 Practical Horsemanship I 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

Basic health, feeding, and physical care. Coupled responsibilities of horse ownership. Fundamental behavior and training for the beginner.

AGRI A115 Basic Horse Behavior and Training I 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

Introduces principles necessary for understanding horse behavior and physical development of the riding horse. Presents principles and procedures of communication, and horse training from halter training to mounted work. Includes actual handling and training of horses.

AGRI A136 Introduction to Horticulture 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

Reviews plant structure and growth; soils; plant nutrition; plant propagation; potting media; fertilizers; indoor plant care; light management; container gardening; interior landscaping; greenhouse growing and plant forcing.

AGRI A138 Organic Gardening 1-3 CR

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

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

AGRI A139 Modern Home Gardening 3 CR

Contact Hours: 3 + 0

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

AGRI A213 Practical Horsemanship II 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

Introduces fundamentals of training and care of light horses. Covers theories of horse behavior as related to training and performance. Emphasizes health and care of horses in Alaska's environment. Intended to be academic but practical course with hands-on training.

AGRI A215 Basic Horse Behavior and Training II 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

Focuses on practical psychology of riding, and introduces basic principles and methods of training the performance horse from mounting of the horse to training skills under saddle. Includes the actual starting and training of green horses.

**AGRI A227 Landscape Design:
A Home Owner's Approach 1 CR**

Contact Hours: 1 + 0
Registration Restrictions: AGRI A136 or AGRI A139 recommended.
Grade Mode: Pass/No Pass.

Designed for the beginning home landscaper. Covers the first phases of landscape design including site inventory, site analysis, conceptual design, and preliminary design. Construction phasing, final design components, and additional resources will be discussed briefly.

**AGRI A240 Greenhouse Operation
and Management 3 CR**

Contact Hours: 3 + 0
Offered only at Matanuska-Susitna College.

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

AGRI A245 Master Gardener 3 CR

Contact Hours: 3 + 0
Registration Restrictions: Experienced gardeners in Alaska, plus a commitment to volunteer 40 hours to CES in gardening subject areas.

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

American Sign Language **ASL**

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 such prior knowledge. This course emphasizes receptive comprehension, sign production, and everyday vocabulary. Students are also introduced to basic grammatical and sentence structures, and to the Deaf community and culture.

ASL A102 Elementary American Sign language II 3 CR

Contact Hours: 3 + 0
Prerequisites: ASL A101.
Course Attributes: UAA 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**

ANTH A101 Introduction to Anthropology 3 CR

Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Requirement.
Special Note: Recommended for majors and non-majors.

Introduction to fundamentals of the four subfields of anthropology: archaeology, cultural anthropology, biological anthropology and anthropological linguistics. The course introduces basic ideas, methods and findings of anthropology.

ANTH A200 Natives of Alaska 3 CR

Contact Hours: 3 + 0
Course Attributes: 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.

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 A250 The Rise of Civilization 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**

AS A252 Elementary Statistics 3 CR

Contact Hours: 3 + 0
Prerequisites: MATH A105 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, two years of high school algebra with grade of C or higher or Math Placement Test is required.

Course Attributes: UAA GER Quantitative Skill Requirement.
Special Note: A student may apply no more than 3 credits from AS A252 or BA A273 toward the graduation requirements for a baccalaureate degree.

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

Architectural & Engineering Technology **AET**

AET A100 Fundamentals of Drafting 3 CR

Contact Hours: 1 + 2
Offered only at Matanuska-Susitna College.
Special Note: For non-majors only.

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

**AET A101 Fundamentals of CADD
for Building Construction 4 CR**

Contact Hours: 2 + 4
Cross-listed 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.

COURSE DESCRIPTIONS

AET A102	Methods of Building Construction	3 CR
Contact Hours: 3 + 0 Crosslisted 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	3 CR
Contact Hours: 2 + 3 Prerequisites: AET A181. Special Fees. Introduces technical skills needed by drafters and technicians to work with civil engineers and surveyors. Includes office practices, staff relationships, and civil drawing production. Develops computer-aided drafting skills for mapping used in site development.		
AET A121	Architectural Drafting	3 CR
Contact Hours: 2 + 3 Prerequisites: AET A181. Special Fees. Introduces technical skills needed by architectural drafters and technicians to work with architects. Includes office practices, staff relationships, and architectural drawing production. Develops computer-aided drafting skills in architectural drawing symbols, conventions, dimensioning systems, reference systems, sheet organization, code requirements, and research methods for detailing light commercial buildings.		
AET A123	Codes and Standards	3 CR
Contact Hours: 3 + 0 Prerequisites: AET A101 and AET A102. Crosslisted 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	3 CR
Contact Hours: 2 + 3 Prerequisites: AET A181. Special Fees. Introduces technical skills needed by structural drafters and technicians to work with structural engineers. Includes office practices, staff relationships, and structural drawing production. Develops computer-aided drafting skills in symbols, conventions, dimensioning systems, sheet organizations, code analysis and research methods for steel, wood, and reinforced concrete buildings.		
AET A142	Mechanical and Electrical Technology	4 CR
Contact Hours: 3 + 2 Crosslisted 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	3 CR
Contact Hours: 2 + 3 Prerequisites: AET A101 and AET A102. Special Fees. Introduces technical analysis, theory, code requirements, and CADD techniques to produce construction drawings for mechanical and electrical building systems. Includes drafting conventions, drawing symbols, terminology, and research methods for residential and commercial building systems and equipment.		
AET A171	Building Your Own Home	3 CR
Contact Hours: 1 + 1 Registration Restrictions: Basic high school English and math skills recommended. Special Fees. Special Note: Does not meet AET certificate or degree requirements. Introduces practical techniques and methods for planning, designing, constructing and remodeling owner-built single-family houses.		

AET A181	Intermediate CADD for Building Construction	4 CR
Contact Hours: 2 + 4 Prerequisites: AET A101 and AET A102. Special Fees. Develops intermediate level CADD (computer-aided design and drafting) skills for architectural, civil, structural, mechanical, and electrical drawings used in building construction. Includes 3-D space, surface modeling, and solid modeling.		
AET A201	Specifications Practice and Development	4 CR
Contact Hours: 4 + 0 Prerequisites: AET A101 and AET A102. Special Fees. Investigates the building Project Manual. Examines project delivery systems, contract agreements, standard contract general and supplementary conditions, and written technical specifications. Includes fundamentals of specification development, Construction Specifications Institute Masterformat, SectionFormat, and contract administration concepts.		
AET A213	Civil Technology	4 CR
Contact Hours: 2 + 4 Prerequisites: AET A111 and AET A181. Crosslisted 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	4 CR
Contact Hours: 2 + 4 Prerequisites: AET A101 and AET A102. Crosslisted 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	4 CR
Contact Hours: 2 + 4 Prerequisites: AET A181. Special Fees. Continues skill development in CADD (computer-aided design and drafting) at an advanced level for the production of architectural, civil, structural, mechanical, and electrical drawings used in construction. Includes 3-D, surface modeling, solid modeling, shading, rendering, and animation techniques.		
AET A295	Architectural and Engineering Technology Internship	1-3 CR
Contact Hours: 0 + 15 Registration Restrictions: Sophomore standing and faculty permission. Grade Mode: Pass/No Pass. Special Fees. Places students in generalized and specialized architectural, engineering or building construction offices related to student educational program and occupational objectives. Direct supervision by architect, engineer, or contractor professional, program faculty, and Cooperative Education Director.		

Art

ART

ART A105	Beginning Drawing	3 CR
Contact Hours: 0 + 6 Stacked with: ART A205, ART A305, and ART A405. Special Fees. Introduction to elements of drawing. Dry and wet media such as pencil, charcoal, and ink. Class and homework assignments in drawing objects, still lifes, perspective effects, and human forms.		
ART A111	Two-Dimensional Design	3 CR
Contact Hours: 0 + 6 Special Fees. Study of organization, structure, and composition of form through use of basic design elements such as line, shape, and value. Emphasis is on development of design as related to two-dimensional art.		

ART A112 Color Design 3 CR
 Contact Hours: 0 + 6
 Special Fees.
 Two-dimensional study of fundamentals of color and visual perception. Design projects will emphasize evaluation and mixing of color and include development of a color wheel to acquire understanding of contrast in hue, value, and intensity.

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

ART A160 Art Appreciation 3 CR
 Contact Hours: 3 + 0
 Course Attributes: UAA 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 A105, 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. Review 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.
Cross-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.
Special Fees.
Analysis of the work and thought of major artists in painting and sculpture from post-World War II to the present. The relationship of visual art to social and cultural trends during this period will be examined.

ART 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.
Explore traditional percussion textiles such as paper and felt making as interpreted in a contemporary context.

ART A373 Intermediate Woven Forms 3 CR
Contact Hours: 0 + 6
Prerequisites: ART A273.
Stacked with: ART A273 and ART A473.
Special Note: May be repeated for credit.
Emphasis on advanced floor loom techniques for the production of contemporary art.

ART A392 Seminars and Selected Topics in Art 1-6 CR
Contact Hours: 1-6 + 0
Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262.
Special Fees.
Lecture course dealing with current issues in the arts. Seminars on various topics will depend upon student and faculty interest as well as areas of faculty expertise. Course may be of interest to students desiring assistance in developing their thesis topic and statement.

ART A409 Advanced Metalsmithing and Jewelry 3 CR
Contact Hours: 0 + 6
Prerequisites: ART A309.
Stacked with: ART A209 and ART A309.
Special Fees.
Special Note: May be repeated for credit.
Continued investigation of materials and processes with an introduction to hollowware skills and forging.

ART 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 Aeronautical Information Manual, radio communication, and navigation are also covered.

AT A116 Instrument Ground School 3 CR
Contact Hours: 3 + 0
Registration Restrictions: Private Pilot Certificate or AT A100.
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 A111L. 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 Prerequisites: BIOL A111. Corequisite: BIOL A112L. 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 A111 or BIOL A113. Registration Restrictions: Current Alaska registered nurse license and permission of both the associate dean of nursing and the course instructor. A continuation of BIOL A113. BIOL A114 is the lecture portion of BIOL A112 without the laboratory.		
BIOL A115	Fundamentals of Biology I	4 CR
Contact Hours: 3 + 3 Prerequisites: (CHEM A105 or concurrent enrollment) and (CHEM A105L or concurrent enrollment). Registration Restrictions: One year of high school biology, one year of high school chemistry, and working knowledge of the metric system. Corequisite: BIOL A115L. Course Attributes: UAA GER Natural 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) and (CHEM A106L or concurrent enrollment). Registration Restrictions: One year of high school biology, one year of high school chemistry, and working knowledge of the metric system. Corequisite: BIOL A116L. Course Attributes: UAA GER Natural 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. Special Note: Core course for biology majors. One 3-hour lab per week. Principles of inheritance in prokaryotes and eukaryotes and physicochemical properties of genetic systems.		

Business Administration BA

BA A101	Introduction to Management	3 CR
Contact Hours: 3 + 0 Entry level survey of development of management theory. Techniques associated with core managerial functions such as planning, organizing, actuating, and controlling. Selected management concepts and models viewed within organizational settings.		
BA A131	Personal Finance	3 CR
Contact Hours: 3 + 0 Introduces consumer financial issues. Surveys variety of topics, including personal income, home mortgages, credit laws, income tax, family budgeting, insurance, estate planning, investments in stocks, bonds, insurance, and mutual funds, transportation, leisure and recreation costs, consumer fraud and laws protecting consumer.		
BA A151	Introduction to Business	3 CR
Contact Hours: 3 + 0 Course Attributes: UAA 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.		

COURSE DESCRIPTIONS

BA A166	Small Business Management	3 CR
Contact Hours: 3 + 0 Business planning as key to successful small business management. Examines practical aspects of management for starting/operating small businesses. Assists students in understanding personal finance, business regulations, marketing, production, and business finance.		
BA A231	Fundamentals of Supervision	3 CR
Contact Hours: 3 + 0 For students with or without supervisory experience. Introduction to effective supervisor's role. Emphasizes development of insights and skills necessary to get things done through others by planning, organizing, motivating, and controlling. Practical experience in decision making approach to condemnatory situations facing supervisors.		
BA A232	Fundamentals of Organizational Management	3 CR
Contact Hours: 3 + 0 Prerequisites: BA A231. Special Fees. Discusses leadership styles of managers and skills necessary to effectively lead organizations. Explores literature in motivation and leadership for practical implications. Students analyze organizational case studies.		
BA A233	Fundamentals of Financial Management	3 CR
Contact Hours: 3 + 0 Prerequisites: [ACCT A101 or ACCT A201] and MATH A105. Helps students develop financial decision making skills. Includes financial statement analysis, cash flow planning, capital asset expenditures planning, and methods of short-term and long-term financing.		
BA A241	Business Law I	3 CR
Contact Hours: 3 + 0 Crosslisted with: JUST A241. Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate, and insurance.		
BA A242	Business Law II	3 CR
Contact Hours: 3 + 0 Prerequisites: BA A241 or JUST A241. Crosslisted with: JUST A242. Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.		
BA A260	Marketing Practices	3 CR
Contact Hours: 3 + 0 Prerequisites: BA A151. Designed to give students a real-world view of basic marketing principles and practices. Emphasizes planning strategy and application of marketing concepts. Examines nature of marketing and its environment, selecting target markets, and developing a market mix: product, price, promotion, and distribution.		
BA A263	Practices in Consumer Behavior	3 CR
Contact Hours: 3 + 0 Prerequisites: BA A260. Provides students with usable understanding of consumer behavior; based on the belief that knowledge of factors influencing consumer behavior can be used to develop sound marketing strategy. Explores motivation, personality, lifestyle, decision making, and the impact of cross-cultural variations on consumer buying behavior.		
BA A264	Personal Selling	3 CR
Contact Hours: 3 + 0 Designed for people with or without sales experience. Explores skills all individuals use to sell themselves, products, services, and ideas. Includes selling process, buyer behavior, communication, and selling as part of marketing mix.		
BA A273	Introduction to Statistics for Business and Economics	3 CR
Contact Hours: 3 + 0 Prerequisites: CIS A110 and [MATH A107 or MATH A270]. Special Note: A student may apply no more than 3 credits from AS A252 or BA A273 toward graduation requirements for a baccalaureate degree. Introduces statistics and probability with emphasis on the analysis of business and economic data. Includes descriptive statistics for univariate and bivariate data; elementary probability and sampling distributions; and estimation of means, proportions, and simple regression coefficients. Students will be introduced to one or more computer packages for statistical data analysis.		

BA A300	Organizational Theory and Behavior	3 CR
Contact Hours: 3 + 0 Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing. Discusses literature of organizational theory; emphasizes theoretical concepts, organizational design, dynamics of formal and informal groups, communication in leadership, organizational development, organizational effectiveness, and social science research techniques.		
BA A343	Principles of Marketing	3 CR
Contact Hours: 3 + 0 Prerequisites: ACCT A201 and ACCT A202 and ECON A201 and ECON A202. Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing. Role of marketing in society and economy. The business firm as a marketing system, and management of the firm's marketing effort.		

Chemistry

CHEM

CHEM A055	Contemporary Chemistry	3 CR
Contact Hours: 3 + 0 Prerequisites: MATH A055. Introductory course for students with little or no chemistry background. Covers units of measurement, matter, atoms, periodic table, nomenclature, equations, oxidation-reduction, solutions, calculations, and problem solving.		
CHEM A055L	Contemporary Chemistry Laboratory	1 CR
Contact Hours: 0 + 3 Prerequisites: (CHEM A055 or concurrent enrollment). Special Fees. Laboratory designed to teach the fundamentals of working with laboratory equipment, data gathering, analysis, and reporting.		
CHEM A103	Survey of Chemistry	3 CR
Contact Hours: 3 + 0 Prerequisites: MATH A055 with minimum grade of C or MATH A060 with minimum grade of C. Registration Restrictions: CHEM A055 with minimum grade of C or high school chemistry. Course Attributes: UAA GER Natural Sciences Requirement. Covers units of measurement, periodic table, chemical equations, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction reactions, solutions, acids, bases, and buffers. Introduction to organic chemistry including units covering alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, 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. Special Fees. Introductory laboratory to teach the basics of laboratory equipment, data gathering, analysis, and reporting.		
CHEM A104	Introduction to Organic Chemistry and Biochemistry	3 CR
Contact Hours: 3 + 0 Prerequisites: CHEM A103. Course Attributes: UAA GER Natural Sciences Requirement. Special Note: CHEM A104 is a lecture class only. The course sequence CHEM A103/A104 satisfies the GER lab science requirement. Includes a survey of organic chemistry and biochemistry. Covers aldehydes, ketones, carboxylic acids, esters, amines, amides, carbohydrates, lipids, proteins, enzymes, bioenergetics, catabolic pathways, biosynthetic pathways, nucleic acids, protein synthesis, and selected topics in physiology.		
CHEM A104L	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. Special Fees. Laboratory sequence based on the concepts presented in CHEM 104.		

CHEM A105 General Chemistry I 3 CR
 Contact Hours: 3 + 0
 Prerequisites: MATH A105 with minimum grade of C.
 Registration Restrictions: CHEM A055 with minimum grade of C or high school chemistry.

Course Attributes: UAA 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 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, alkynes, alkyl halides, and arenes. 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.
 Corequisite: CHEM A322L.

Continuation of CHEM A321 which will include the study of spectroscopic techniques for structure determination, and the chemistry of alcohols, ethers, epoxides, thiols, sulfides, carbonyl compounds, amines, carbohydrates, and amino acids. Emphasizes nomenclature, physical properties, synthetic methods, and reaction mechanisms.

Communication COMM

COMM A111 Fundamentals of Oral Communication 3 CR
 Contact Hours: 3 + 0

Course Attributes: UAA GER Oral Communication Requirement.
 Special Fees.

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

COMM A235 Small Group Communication 3 CR
 Contact Hours: 3 + 0

Course Attributes: UAA GER Oral Communication Requirement.
 Special Fees.

The study of theories and skills related to small group communication. Emphasizes the communicative skills involved in group relationships and group decision making processes. Students will develop oral communication skills by engaging in practice in a variety of individual exercises and presentations, and group presentations.

COMM A237 Interpersonal Communication 3 CR
 Contact Hours: 3 + 0

Course Attributes: UAA 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 presentation.

Community Education CED

CED A049 Community Education: Selected Topics 0 CR
 Workshops presented by local resource people on a variety of topics.

CED A140 Calculator Workshop 1 CR
 Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

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

CED A171 Log Cabin Construction 1-3 CR
 Contact Hours: 1 + 1-6

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

CED A231 Grant Proposal Writing 1 CR
 Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

Special Fees.

Presents an overview of funding sources and references, and provides an in-depth description of the components of a grant proposal.

Computer Information & Office Systems CIOS

CIOS A101 Keyboarding 3 CR
 Contact Hours: 0+3 or 0+9

Special Fees.

Special Note: Credit will not be counted for both (CIOS A101) and (CIOS A101A and CIOS A101B and CIOS A101C).

Introduces keyboarding skills and emphasizes correct techniques and development of speed, accuracy, and proofreading. Introduces word processing concepts to produce personal and business letters, tables, and reports.

CIOS A101A Keyboarding A 1 CR
 Contact Hours: 0+1 or 0+3

Special Fees.

Special Note: Credit will not be counted for both (CIOS A101) and (CIOS A101A and CIOS A101B and CIOS A101C).

Introduces the keyboard alphabet, number, and symbol keys. Emphasizes techniques and mechanics of keyboarding by touch.

CIOS A101B Keyboarding B 1 CR
 Contact Hours: 0+1 or 0+3

Prerequisites: CIOS A101A.

Special Fees.

Special Note: Credit will not be counted for both (CIOS A101) and (CIOS A101A and CIOS A101B and CIOS A101C).

Introduces keyboarding of memos, personal and business letters, and envelopes in a word processing program and continues to develop keyboarding skill and accuracy.

COURSE DESCRIPTIONS

CIOS A101C	Keyboarding C	1 CR	CIOS A130A	Word Processing I: MS Word	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). Introduces keyboarding of simple reports and tables in a word processing program and continues to develop keyboarding speed and accuracy.			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. Introduces fundamentals, concepts, and applications of word processing. Students learn basic commands needed to create, format, edit, and print documents.		
CIOS A102	Keyboarding Skill Building	1 CR	CIOS A130B	Word Processing I: WordPerfect	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.			Contact Hours: 0+1 or 0+3 Prerequisites: (CIOS A101A or concurrent enrollment). Special Note: Students strongly encouraged to complete CIOS A230B to gain a fuller understanding of this topic. Introduces fundamentals, concepts, and applications of word processing. Students learn basic commands needed to create, format, edit, and print documents.		
CIOS A108	Graphic Design Fundamentals for Computer Applications	3 CR	CIOS A135A	Spreadsheets I: MS Excel	1 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.			Contact Hours: 0+1 or 0+3 Prerequisites: CIOS A101A and CIOS A113. Special Fees. Special Note: Students are strongly encouraged to complete CIOS A235A to gain a fuller understanding of this topic. Introduces fundamental concepts in the design and use of spreadsheets. Includes basic commands, formulas and functions, and inserting of charts, objects, and hyperlinks.		
CIOS A113	Operating Systems: MS Windows	1 CR	CIOS A140A	Databases I: MS Access	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.			Contact Hours: 0+1 or 0+3 Prerequisites: CIOS A101A and CIOS A113. Special Fees. Special Note: Students are strongly encouraged to complete CIOS A240A to gain a fuller understanding of this topic. Introduces the fundamentals and concepts of a database, including tables, fields, sorting, keys, and relational database concepts.		
CIOS A115	Business Calculators	1 CR	CIOS A146	Internet Concepts and Applications I	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.			Contact Hours: 0+1 or 0+3 Prerequisites: CIOS A101A and CIOS A113. Special Fees. Special Note: Students are encouraged to complete CIOS A246 to gain a fuller understanding of this topic. Introduces basic concepts, tools, and uses of the Internet. Explores using electronic mail and browsing for research, academic, and personal use.		
CIOS A116	Business Calculations	3 CR	CIOS A150A	Presentations I: MS PowerPoint	1 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, mark-up and markdown, interest, consumer credit, depreciation, inventory, financial statements, insurance, and taxes.			Contact Hours: 0+1 or 0+3 Prerequisites: CIOS A101A and CIOS A113. Special Fees. Special Note: Students are encouraged to complete CIOS A151A to gain a fuller understanding of this topic. Introduces fundamentals and concepts of presentation software and design techniques for development of graphic slides, including embedded graphs, tables, and visuals.		
CIOS A118	Payroll Procedures	2 CR	CIOS A151A	Presentations II: MS PowerPoint	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.			Contact Hours: 0+2 or 0+6 Prerequisites: CIOS A150A. Special Fees. Applies advanced skills in designing and presenting computer presentations.		
CIOS A120	Microcomputer Operating Systems	3 CR	CIOS A152A	Digital Imaging Concepts and Applications: Photoshop	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.			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 A120A	Bookkeeping Software Applications I: QuickBooks	1 CR	CIOS A153A	Web Site Design: HTML	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. Introduces the QuickBooks accounting program. Covers basic bookkeeping procedures for company setup and maintenance, data input for check register, accounts receivable, accounts payable, banking, and sales tax.			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.		
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 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.

CIOS 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.

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

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

CIOS 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.

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

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

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

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

CIOS 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.

CIOS 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.

CIOS A207 Machine Transcription 1 CR
 Contact Hours: 0 + 3
 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.

CIOS 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.

CIOS 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.

CIOS 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.

CIOS A230A Word Processing II: MS Word 2 CR
 Contact Hours: 0+2 or 0+6
 Prerequisites: CIOS A130A.
 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.

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

CIOS 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.

COURSE DESCRIPTIONS

CIOS A240A Databases II: MS Access 2 CR
 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 3 CR
 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 2 CR
 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 3 CR
 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 2 CR
 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 2 CR
 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 1 CR
 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 3 CR
 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 communications to business situations requiring problem solving and an understanding of human relations. Topics include communication principles, written communications (letters, memorandums, and reports), oral presentations, and technology used to enhance written and oral communications.

CIOS A261A Interpersonal Skills in Organizations 3 CR
 Contact Hours: 3 + 0
 Prerequisites: CIOS A165.

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

CIOS A262A Professional Development 3 CR
 Contact Hours: 3 + 0
 Registration Restrictions: Instructor permission.
 Special Fees.
 Special Note: Must be taken in final semester of program.

Focuses on the knowledge and attitudes necessary to develop critical job survival skills, increase productivity, and improve job satisfaction and success. Each student will assess individual talents and goals, and create a career portfolio.

CIOS A264A Records Management 2 CR
 Contact Hours: 0+2 or 0+6
 Prerequisites: CIOS A164.
 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 A265 Office Management 3 CR
 Contact Hours: 3 + 0
 Prerequisites: CIOS A160 and CIOS A165.
 Special Fees.

Examines workplace trends, management techniques, communication, conflict resolution, ethics, diversity, technology, legal issues, and changing roles of the administrative professional.

CIOS A266 Law Office Procedures: Litigation Documents 3 CR

Contact Hours: 3 + 0
 Prerequisites: CIOS A201A and [CIOS A230A or CIOS A230B].
 Special 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: Client Documents 3 CR

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 3 CR
 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 2 CR
 Contact Hours: 2 + 0
 Special Fees.

Introduces project management fundamentals and develops skills required to contribute as a project team member and leader of small projects that are related to a student's area of technical expertise. Topics include project planning and design, project team skills, project implementation and reporting, and project completion.

CIOS A276A	Independent Project	3 CR
Contact Hours: 3 + 0 Registration Restrictions: 12 credits CIOS courses. Special Fees. Includes learning a new microcomputer application, applying the application to significant problems, and demonstrating the result to other computer users.		
CIOS A282	Office Internship	1-3 CR
Contact Hours: 0 + 3-9 Prerequisites: CIOS A165. Registration Restrictions: Minimum of 12 CIOS credits and instructor permission. Special Fees. Special Note: Requires 45 hours of work experience for each credit. Places students in business offices related to their educational programs and occupational objectives. Includes conference with faculty coordinator.		

Computer Information Systems **CIS**

CIS A105	Introduction to Personal Computers and Application Software	3 CR
Contact Hours: 3 + 0 Registration Restrictions: Keyboarding skill of 30 wpm or better is recommended. 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**

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. Covers networking fundamentals and develops basic skills in designing, installing, and troubleshooting local area networks. Topics include cabling, cabling closets, management devices, protocols, sub-netting, network device selection, installation, and troubleshooting.		
CNT A180	PC Interfacing	3 CR
Contact Hours: 2 + 3 Prerequisites: CNT A160 and CNT A161 and CNT A162. 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/PCMCIA cards.		
CNT A181	PC Auxiliary Storage	1 CR
Contact Hours: 1 + .5 Prerequisites: CNT A160 and CNT A161 and CNT A162. Special Fees. Introduces PC storage devices and interfaces, including, but not limited to, magnetic storage, optical storage, disk drives, drive installation, configuration, and file systems.		
CNT A182	PC Peripheral Devices	1 CR
Contact Hours: 1 + .5 Prerequisites: CNT A160 and CNT A161 and CNT A162. Special Fees. Introduces ancillary PC hardware, including keyboards, printers, pointing devices, video displays, video capture, scanners, and digital cameras.		
CNT A183	Local Area Networks	2 CR
Contact Hours: 1.5 + 2 Prerequisites: CNT A160 and CNT A162 and CNT A170. 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.		

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CNT A210 PC Technician Fundamentals 3 CR Contact Hours: 3 + 0 Prerequisites: CIS A105. Special Fees. Introduction to the principles of personal computer hardware/software maintenance and troubleshooting. The course is designed to give the student equivalent experience of a PC technician that has been working for six months.	CNT 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 design that supports the network applications required for the needs of an organization. This course also prepares students to take Microsoft exam 70-221: Designing a Microsoft Windows 2000 Network Infrastructure.
CNT 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 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 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 A261 CISCO Router Fundamentals 3 CR Contact Hours: 2 + 3 Special Fees. Provides details of CISCO routers and router interfaces including, router configuration, software controls, user modes, IP addressing, and routing protocols.
CNT 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 A262 Computer Technical Support 2 CR Contact Hours: 1.5 + 2 Prerequisites: CNT A165 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 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 Microsoft Windows 2000 Network Infrastructure.	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 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 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 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 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, designs, protocols and configurations.
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 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 Comp TIA A+ and Network+ certifications.

CNT A282 Work Study 3 CR
 Contact Hours: 0 + 11
 Registration Restrictions: Faculty Permission; and successful completion of 12 credits in the CNT program.
 Grade Mode: Pass/No Pass.

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

CNT A290 Selected Topics in Information Technology 1-3 CR

Contact Hours: 0-3 + 0-6

Special Fees:

Special Note: Prerequisites will vary with topic.

Provides students with intermediate to advanced knowledge in information technology-related topics.

Computer Science CS

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.

Special Fees:

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

COUN A107 Managing Stress 1 CR

Contact Hours: 1 + 0

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

COUN A208 Career Planning and Changing 3 CR

Contact Hours: 3 + 0

Presents an innovative approach to career/life planning and job hunting. Emphasizes self-awareness and an ongoing process to define who you are and what you want from life. Includes skills identification, prioritizing, information gathering, resume writing, interviewing, salary negotiations and techniques to control the job hunt.

Creative Writing & Literary Arts CWLA

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

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student's work

CWLA A260C Introduction to Creative Writing: Fiction 3 CR

Contact Hours: 3 + 0

Special Fees:

Special Note: May be taken twice for credit.

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

CWLA A260E Introduction to Creative Writing: Nonfiction 3 CR

Contact Hours: 3 + 0

Special Fees:

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

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

Dietetics & Nutrition DN

DN A145 Child Nutrition 2 CR

Contact Hours: 2 + 0

Introduction to the nutritional needs of infants, preschool, and school-age children and how these needs translate into healthy and appealing meals/snacks. Covers common childhood eating problems and child nutrition programs for reimbursable food costs.

DN A203 Normal Nutrition 3 CR

Contact Hours: 3 + 0

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

Special Fees:

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

Early Childhood Development ECD

ECD A105 Introduction to the Field of Early Childhood 3 CR

Contact Hours: 3 + 0

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

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

ECD A111 Safe Learning Environments 1 CR

Contact Hours: 1 + 0

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

Special Fees:

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

ECD A112 Healthy Learning Environments 1 CR

Contact Hours: 1 + 0

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

Special Fees:

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

ECD A113 Learning Environments 1 CR

Contact Hours: 1 + 0

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

Special Fees:

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

ECD A121 Physical Activities for Young Children 1 CR

Contact Hours: 1 + 0

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

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

ECD A122 Cognitive Activities for Young Children 1 CR

Contact Hours: 1 + 0

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

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

ECD A123 Communication 1 CR

Contact Hours: 1 + 0

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

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

ECD A124 Creative Activities for Young Children 1 CR

Contact Hours: 1 + 0

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

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

ECD A125 Safe and Healthy Learning Environments 1 CR

Contact Hours: 1 + 0

Stresses competencies which enable students to provide measures necessary to reduce and prevent accidents. Prepares students to provide learning environments which are free of factors contributing to or causing illness.

ECD A126 Learning Environment/ Physical Activities 1 CR

Contact Hours: 1 + 0

Emphasizes learning as 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 A131 Guidance and Discipline 1 CR

Contact Hours: 1 + 0

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

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

ECD A132 Social Development 1 CR

Contact Hours: 1 + 0

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

Emphasis on social development of young children by the encouragement of empathy and mutual respect among children and adults. Also discussed is the development of cooperation among children and between children and adults.

ECD A210 Guiding Young Children 3 CR

Contact Hours: 3 + 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.
 Presents information and activities to help young children know, accept, and take pride in themselves, and to develop independence. Includes fostering children's self-knowledge and sense of pride, experiences of success, acceptance by others, and realization of their own effectiveness.

ECD A215 Introduction to Inclusive Early Education: Strategies 3 CR
 Contact Hours: 3 + 0
 Special Fees:
 Introduction to early childhood settings which include children with special needs. Overview of inclusive strategies in the classroom, home, and community. Includes introduction to the Individualized Family Service Plan, Individual Education Plan, and interdisciplinary team roles.

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

ECD A218 Understanding Legal and Ethical Issues: Young Children with Special Needs 3 CR
 Contact Hours: 3 + 0
 Special Fees:
 In-depth look at the legal issues involved in working with young children with special needs. Examination of laws ADA and IDEA; IFSP and IEP processes; crisis intervention; mandated reporting of child abuse and neglect; cultural issues; legal guardianship. Confidentiality and service delivery in rural and remote areas stressed.

ECD A221 Families 1 CR
 Contact Hours: 1 + 0
 Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as a child care center, preschool, family day care home, or Head Start, etc.
 Emphasis on the importance of positive and productive relationships between families and child development programs. Also discussed is coordination of childrearing efforts of both family and program.

ECD A222 Program Management 1 CR
 Contact Hours: 1 + 0
 Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.
 Information and activities teaching students to use available resources to ensure effective operation of children's programs. Emphasis on competent organization, planning, and record keeping.

ECD A223 Exploring and Developing Personal Capabilities in Teaching 1 CR
 Contact Hours: 1 + 0
 Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.
 Stresses awareness of personal qualities, feelings, and values that affect teaching atmosphere, relationships with children, and individual teaching style.

ECD A224 Professionalism 1 CR
 Contact Hours: 1 + 0
 Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.
 Promotes professional and personal growth among caregivers of young children. Topics include developing philosophical basis for caregiving, goal ethics, networking, and continuing self-actualization.

ECD A225 Professionalism and Program Management 1 CR
 Contact Hours: 1 + 0
 Emphasizes being a competent organizer, planner, record keeper, communicator, and a cooperative coworker. 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
 Learning to maintain an open, friendly, and cooperative relationship with each child's family, encouraging their involvement in the program and supporting the child's relationship with their family. Stresses providing a supportive environment in which children can begin to learn and practice appropriate and acceptable behaviors as individuals and as a group.

ECD A231 Screening 1 CR
 Contact Hours: 1 + 0
 Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.
 Stresses activities to help teachers understand purposes of screening young children and use of screening procedures.

ECD A232 Assessment/Recording 1 CR
 Contact Hours: 1 + 0
 Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.
 Stresses activities to help teachers understand assessment of young children, recording of assessment information, and staffing procedures.

ECD A233 Mainstreaming Preschool Children with Special Needs 1 CR
 Contact Hours: 1 + 0
 Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.
 Stresses activities to help teachers understand concepts and purposes of mainstreaming special needs preschool children into regular classrooms. Emphasis on rights of special needs children to services and necessary procedures for providing those services under P.L. 94142.

ECD A234 Administration of Early Childhood Programs 3 CR
 Contact Hours: 3 + 0
 Registration Restrictions: Students should have 3 credits of child development, or concurrent enrollment in child development course work and instructor approval.
 Survey course designed for practicing and aspiring administrators of infant/toddler, preschool, or school-age child care programs. Course content includes organizational leadership and management, financial and legal issues, program development, and community relations.

ECD A241 Infant and Toddler Development 3 CR
 Contact Hours: 3 + 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.

ECD A295A **Practicum I** **3 CR**
 Contact Hours: 1 + 2
 Prerequisites: ECD A105 and ECD A223 and ECD A224 and DN A145 and PSY A245 and ECD A231 and ECD A232 and ECD A233.
 Registration Restrictions: Ten credits of the following: ECD A111, A112, A113, A121 A122, A123, A124, A131, A132, A211, A221, A222.
 Special 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.

ECD A295B **Practicum II** **3 CR**
 Contact Hours: 1 + 2
 Prerequisites: ECD A295A.
 Special Fees.
 Special Note: Faculty permission required. Must have faculty permission to take concurrently with ECD A295A.
 Supervised experience in an instructor approved early childhood setting. Emphasis is on an increasing level of responsibility for planning/supervising all program areas. Experience includes an initial assessment in all areas of professional competencies. An individual plan for the semester will be developed.

Economics

ECON

ECON A201 **Principles of Macroeconomics** **3 CR**
 Contact Hours: 3 + 0
 Course Attributes: UAA 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.

Education

ED

ED A101 **Introduction to Education** **3 CR**
 Contact Hours: 3 + 0
 Special Fees.
 Introductory course for students exploring education as a possible career choice. Covers the history of American education, an examination of contemporary issues in education, and basic classroom observational techniques. Students self-assess personal profile against characteristics of effective teachers. Field experience required.

ED A216 **Children's Literature** **3 CR**
 Contact Hours: 3 + 0
 Intended for teachers, parents, librarians, or anyone interested in reading many books for preschoolers through 6th grade. Much attention to selection and best use of children's literature.

Electronics Technology

ET

ET A165 **Introduction to Digital Devices** **1 CR**
 Contact Hours: 1 + .5
 Special Fees.
 Introduces the principles and practical applications of digital electronics used by computers, communications equipment, and control systems. Topics will include digital logic gates, binary numbers, flip-flops, registers, counters, and shift registers.

ET A166 **Technical Calculations and Applications** **2 CR**
 Contact Hours: 2 + 0
 Special Fees.
 Presents applied calculations for students in technical fields. Covers basic arithmetic, conversions, solving equations, logarithms, multinomial equations, graphs and applied basic concepts of geometry, trigonometry, and statistics.

ET A175 **Technical Introduction to Microcomputers** **3 CR**
 Contact Hours: 3 + 0
 Special Fees.
 Provides the student with a survey of the field of microcomputers from a technical viewpoint. Coverage includes terminology, number systems, basic microcomputer architecture, assembly language programming, and MS/DOS operating system.

ET A183 **Data Communications** **1 CR**
 Contact Hours: 1 + .5
 Prerequisites: CNT A164 and ET A165.
 Special Fees.
 Presents basic data communication concepts, including history, data conversion, A/D and D/A protocol, interfacing, direction control, and multiplexing.

ET A276 **Independent Project** **3 CR**
 Contact Hours: 0 + 11
 Registration Restrictions: Faculty Permission; and working knowledge of TES topics.
 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.

ET A282 **Work Study** **3 CR**
 Contact Hours: 0 + 11
 Registration Restrictions: Faculty Permission; and successful completion of 12 credits in TES program.
 Grade Mode: Pass/No Pass.
 Provides supervised workplace experience in industry settings. Integrates advanced level knowledge and practices to demonstrate skill competencies.

Emergency Medical Technology

EMT

EMT A110 **Emergency Trauma Technician** **3 CR**
 Contact Hours: 2 + 2
 Special Fees.
 Alaska State certified basic emergency medical course beyond advanced first aid. Emphasizes prevention, assessment, and care of injury and illness commonly encountered in both urban and rural settings.

EMT A130 **Emergency Medical Technician I** **6 CR**
 Contact Hours: 4 + 4
 Registration Restrictions: Provide evidence of CPR training and certification that includes adult, child, and infant CPR and airway obstruction relief maneuvers, including two rescuer CPR and barrier devices. Training and certification as approved by State of Alaska Department of Health and Social Services, Division of Public Health, Section of Community Health, and Emergency Medical Services.
 Special Fees.
 Special Note: Students must have the strength to be able to move victims, sufficient vision to assess condition of victims, and dexterity to perform the skills application procedures.
 Provides the necessary training to become state or nationally registered as an EMT I, which is optional. Proficiency in victim assessment, recognition and treatment of medical emergencies and other basic life support procedures. Includes practicum experience in hospitals, emergency rooms, or other sites.

EMT A230 **Emergency Medical Technician II** **3 CR**
 Contact Hours: 2 + 2
 Registration Restrictions: Must meet all qualifications for EMT I and have 6 months experience. Must have approval of DHSS approved physician.
 Special Note: Students desiring Alaska certification must pass, within six months after completing the education program, the written and practical examination for Emergency Medical Technician II administered by the Department of Health and Social Services (DHSS).
 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.
 Intermediate EMT course providing EMT Is with added skills of esophageal intubation, specialized tourniquets, and intravenous treatment.

EMT A231 Emergency Medical Technician III 3 CR
 Contact Hours: 2 + 2
 Registration Restrictions: Certified in Alaska as EMT II, have 6 months experience as an EMT II, and sponsored by a DHSS approved physician.
 Special Note: Students desiring Alaska certification must pass, within six months after completing the education program, the written and practical examination for Emergency Medical Technician III administered by the Department of Health and Social Services (DHSS).
 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
 Interpretation and discussion of selections by American writers who have been honored nationally or internationally.

ENGL A211 Academic Writing About Literature 3 CR

Contact Hours: 3 + 0
 Prerequisites: ENGL A111 with minimum grade of C.
 Course Attributes: UAA GER Written Communication Requirement.
 Special Fees.

Instruction in writing based on close analysis of literature. Develops a broad range of expository writing skills. Research paper required.

ENGL A212 Technical Writing 3 CR

Contact Hours: 3 + 0
 Prerequisites: ENGL A111 with minimum grade of C.
 Course Attributes: 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 or ENGL A213 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 or ENGL A213 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.

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, Sterne, Dickens, Zola, Dostoevski, Tolstoy, Joyce, James, Faulkner, and Sartre.

ENGL A414 Research Writing 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C or ENGL A311 with minimum grade of C or ENGL A312 with minimum grade of C.

Course Attributes: UAA GER Written Communication Requirement.

Special Fees.

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

ENGL A424 Shakespeare 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A201 and ENGL A202.

Special Note: May be repeated once for credit with faculty permission.

Major works and a survey of Shakespearean criticism. Plays covered vary from semester to semester.

ENGL A435 History of Criticism 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A201 and ENGL A202.

Critical theory from its classical origins to the present.

ENGL A444 Topics in Native Literatures 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C or ENGL A214 with minimum grade of C.

Special Note: Applies once towards requirement for English majors; may be repeated once for elective credit with a change of subtitle.

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

Fire Service Administration**FSA**

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 Mielke, Coordinator of Vocational Technology at (907) 745-9715 for more information.

French**FREN****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.

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

FREN A202 Intermediate French II 4 CR

Contact Hours: 3 + 2

Prerequisites: FREN A201.

Course Attributes: UAA 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.

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

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Requirement.

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

GEOG A205 Elements of Physical Geography 3 CR

Contact Hours: 3 + 0

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

Course Attributes: 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

Course Attributes: UAA GER Natural Science w/ Lab.

Special Fees.

Optional laboratory of one additional credit.

Geology

GEOL

GEOL A103 Landscapes and Resources of Alaska 3 CR

Contact Hours: 3 + 0

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

GEOL A111 Physical Geology 4 CR

Contact Hours: 3 + 3

Prerequisites: MATH A055.

Course Attributes: UAA GER Natural Science w/ Lab.

Special Fees.

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

GEOL 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, focusing on geologic hazards, water and air quality, water supply, waste, energy, global systems, and planning utilizing technical, social, and political approaches to problem management.

GEOL A115L Laboratory in Environmental Geology 1-2 CR

Contact Hours: 0 + 3-6

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

Course Attributes: UAA 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

GUID A150A Survival Skills/College 1 CR

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

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

Health Care Assisting

HCA

HCA A176 First Aid and CPR for Professionals 1 CR

Contact Hours: .5 + 1

Grade Mode: Pass/No Pass.

Special Fees.

Provides CPR (infant, child, and adult) and first aid training. Successful completion of performance skills and written test will lead to national certification in first aid and CPR.

Health Career Development

HCD

HCD AC015 Basic Life Support 0.8 CEU

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.

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

Health Sciences

HS

HS A350 Drugs and Drug-Taking Behavior 3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111.

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

History

HIST

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 social, political, economic, and intellectual characteristics of Western Society will be emphasized.

HIST A121 East Asian Civilization I 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA 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

Special Fees.

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

HIST A257A A Gold Rush Era: Alaska and the Yukon 3 CR

Contact Hours: 3 + 0

Western United States, Canada, and Alaska will be studied in detail to determine their significance as a part of the overall evolution of the Yukon-Alaska gold rush during the period of 1846-1920. California, Oregon, Washington, and British Columbia stampede activities will be considered as an introduction leading to culminating the gold rush era of the Yukon and Alaska.

COURSE DESCRIPTIONS

HIST A306	The Roman Empire	3 CR
Contact Hours: 3 + 0 Prerequisites: HIST A101 and HIST A225. The Roman Empire from the assassination of Julius Caesar to the "fall" of the Empire in AD 476. Its principal focus is upon the political and social history of the Empire.		
HIST A314	Nineteenth Century Europe	3 CR
Contact Hours: 3 + 0 Prerequisites: HIST A102. Examines the key political, social, economic and cultural developments in 19th century Europe. Special emphasis will be placed on the French and Napoleonic revolution; restoration and reaction; industrialization and urbanization; romanticism, liberalism and socialism; nationalism and national unification; imperialism; fin de siècle culture; and daily life.		
HIST A341	History of Alaska	3 CR
Contact Hours: 3 + 0 Registration Restrictions: Junior standing. Stacked with: HIST A641. Course Attributes: UAA GER Humanities Requirement UAA GER Social Sciences Requirement. Introduction to background of Alaska and its relationship to America and the world, including anthropological aspects of Native groups, land bridge theory, Russian discovery, occupation and management, orthodoxy, purchase, American organization and development, gold rushes, congressional definition and federalism, Native claims history, statehood, oil and the disposition of Alaska lands.		
HIST 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. Special Note: May be repeated for credit with a different subtitle. An examination of selected fundamental topics in early American history. Areas will be studied as student need and faculty expertise indicate. Subtitle varies.		

HIST A479	Studies in Modern American History	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

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

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 developing the skills and knowledge needed to be an effective advocate for victims of domestic violence and sexual assault. Provides historical perspective, identifies physical, sexual and emotional abuse that defines battering. Explains cycle of violence, power and control issues and why women stay in abusive relationships. Identifies five stages of living without violence (denial, self-blame, help seeking, ambivalence and living violence free lives). Discusses ways of helping victims become survivors.		

HUMS A122	Substance Abuse as a Contemporary Problem	3 CR	HUMS A295A	Human Services Practicum I	4 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.		Contact Hours: 1 + 10 Prerequisites: HUMS A101 and HUMS A223. Registration Restrictions: Faculty recommendation. Special Fees:	Students will be placed in a community Human Services Agency, where they will examine agency structure and functioning, observe professional relationships, and discover interagency networks. Students will then begin to apply their knowledge to entry level helping skills with agency clientele. Concurrently, students participate in a weekly class seminar structured to facilitate the integration of human service knowledge and theory with practical field application.	
HUMS A123	Public Education and Prevention in Substance Abuse	3 CR	HUMS A295B	Human Services Practicum II	4 CR
Contact Hours: 3 + 0 Special Fees:	Use of community organization knowledge and skills for development of educational and preventive programs in substance abuse.		Contact Hours: 1 + 10 Prerequisites: HUMS A295A. Special Fees:	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 A124	Introduction to Physiology and Pharmacology of Substance Abuse	3 CR	HUMS A321	Diversity Issues in Human Services Practice	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.		Contact Hours: 3 + 0 Prerequisites: HUMS A101 and HUMS A223.	Using a framework of self-awareness, this course will focus on the range of human diversity and the historical and current responses to it. It will help students incorporate the relevant needs of diverse groups in their professional practice.	
HUMS A140	Family Mediation	3 CR	HUMS A322	Service Coordination in Human Services Practice	3 CR
Contact Hours: 3 + 0	Trains students in basic mediation skills for resolving family conflict in domestic relations, family business situations and crisis situations within the community. Mediation skills are presented, evaluated and practiced.		Contact Hours: 3 + 0 Prerequisites: HUMS A101 and HUMS A223.	Introduction to the fundamentals of service coordination across disciplines. Using an empowerment and strengths based framework, course focuses on the functions of service delivery, including assessment, planning, and implementation, utilizing the concepts of collaboration, ethics, and diversity.	
HUMS A153	Human Relations	3 CR	HUMS A324	Introduction to Paraprofessional Counseling II	3 CR
Contact Hours: 3 + 0 Crosslisted with: PSY A153. Special Fees:	A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.		Contact Hours: 3 + 0 Prerequisites: HUMS A223. Special Fees:	Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.	
HUMS A223	Introduction to Paraprofessional Counseling I	3 CR	HUMS A333	Alternative Dispute Resolution	3 CR
Contact Hours: 3 + 0 Special Fees:	Focuses on systematic approach to effective helping and helping skills which fall into the following skill categories: skills for understanding, skills for comfort and crisis intervention, and skills for positive action.		Contact Hours: 3 + 0 Prerequisites: [HUMS A223 or PSY A223] and [HUMS A324 or PSY A324]. Special Fees:	A conceptual framework in Alternative Dispute Resolution (ADR) with particular emphasis on history, communication skills, and ethics. Uses simulation exercises including negotiation strategy and tactics; mediation process and techniques; and development of arbitration case theory presentation. A comparison of the adversarial and collaborative dispute resolution systems as a theoretical backdrop.	
HUMS A226	Intervention Continuum in Substance Abuse Counseling	3 CR	HUMS A350	Men and Masculinity	3 CR
Contact Hours: 3 + 0 Prerequisites: HUMS A122 and HUMS A223.	Presents a continuum of interventions used in substance abuse counseling, to include screening and placement criteria, motivational interviewing, aftercare and relapse planning, documentation, and confidentiality.		Contact Hours: 3 + 0 Prerequisites: SOC A101 or PSY A111. Special Fees:	Examines perspectives on masculinity and male sex role from historical, cultural and social-psychological perspectives with focus on males as clients in the human services setting. Examines the dynamics of male socialization and its influence on men in areas such as family and work, sexuality, and physical and mental health. Attention given to implications for prevention and human service delivery.	
HUMS A231	Applied Behavioral Analysis I	2 CR	HUMS A390	Selected Topics in Human Service Practice	.5-3 CR
Contact Hours: 2 + 0	Overview of behavioral analysis and its implementation by direct care providers who work with populations requiring specialized interventions. Includes social learning theory, specific behavior management procedures and techniques, teaching new behaviors, reducing undesirable behaviors, task analysis and data collection and interpretation. Emphasis on student skill development in working with emotionally disturbed and developmentally disabled youth and adults and socially maladapted youth.		Contact Hours: .5-3 + 0 Prerequisites: HUMS A101.	Provides the most current education in the area of Human Service practice. Specific topics will vary.	
HUMS A232	Applied Behavioral Analysis II	2 CR			
Contact Hours: 2 + 0 Prerequisites: HUMS A231.	Offers in-depth understanding and proficiency in applied behavioral analysis. Application of skills in teaching new behaviors, reducing undesirable behaviors, and managing behaviors among varied populations requiring specialized interventions. Also examines integration of counseling and behavioral programming.				
HUMS A256	Groups and Organizations	3 CR			
Contact Hours: 3 + 0	Introduces basic theories, practices and issues of relevance to working in human service agencies and develops skills to work effectively in an organizational setting. As a result of this course, the student should be more effective in observing, and political dynamics of service delivery groups and organizations.				

COURSE DESCRIPTIONS

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.		
Addresses 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, reciprocity, 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.		

Interior Design ID

ID A141	Interior Design	3 CR
Contact Hours: 3 + 0		
Beginning interior design survey course. Design theory as related to planning and decorating homes. Particular emphasis on developing individual styles, color schemes, floor, wall and window coverings, basic lighting, and interior furnishings.		

Journalism & Public Communications JPC

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 A105	Writing for Publications	3 CR
Contact Hours: 3 + 0		
Introduction to journalistic writing for publications such as campus newspapers. Writing and editing features, news stories, and editorials. Additional topics may include advertising, copywriting and taking photos for publications. For non JPC majors and minors.		
JPC A215	History of Mass Communication	3 CR
Contact Hours: 3 + 0 Course Attributes: UAA 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.		

Justice

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.
Crosslisted with: SOC A203.

A conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture with emphasis on the juvenile code and treatment procedure.

JUST A221 Justice Organization and Management 3 CR
Contact Hours: 3 + 0
Prerequisites: JUST A110.

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

JUST A241 Business Law I 3 CR
Contact Hours: 3 + 0
Crosslisted with: BA A241.

Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate, and insurance.

JUST A242 Business Law II 3 CR
Contact Hours: 3 + 0
Prerequisites: JUST A241 or BA A241.
Crosslisted with: BA A242.

Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.

JUST A251 Criminology 3 CR
Contact Hours: 3 + 0
Prerequisites: JUST A110.

The study of deviant behavior and theories of crime causation and their relationship to society, law and law enforcement.

JUST A255 Criminal Investigation 3 CR
Contact Hours: 3 + 0
Prerequisites: JUST A110.

Fundamentals of investigation. Crime scene search and recording, collection and preservation of physical evidence, and scientific aids. Modus operandi, sources of information, interviews and interrogations, follow-up, and case preparation.

JUST A320 Crime Prevention 3 CR
Contact Hours: 3 + 0

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

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

The evolutionary influence of ideology, technology and social interests on the justice system. The dynamic impact of long-term emerging concepts such as 'equality' and 'privacy' will be viewed against the background of requirements of political and economic organization.

JUST A360 Justice Processes 3 CR
Contact Hours: 3 + 0
Prerequisites: JUST A110.

Study of processes and issues in police, court and correctional agency operations. Definition of goals; organizational design and development; organizing and managing financial, personnel and management processes; budget, union, communication, record; community-based programs; inspection, and program assessment. Contemporary administrative process problems.

JUST A365 Comparative Justice Systems 3 CR
Contact Hours: 3 + 0

Justice systems are examined on a global basis, in contrast with American justice systems, as a basis for a comparative approach to present-day national and international problems in crime and the administration of justice. Varying approaches—continental, Anglo-American and eastern—to policing, corrections, legal systems and social order are reviewed and evaluated.

Liberal Studies Integrated Core

LSIC

LSIC A231 Truth, Beauty, and Goodness 3 CR
Contact Hours: 3 + 0
Prerequisites: (ENGL A111 or concurrent enrollment).
Crosslisted with: PHIL A231.

Integrated approach to the study of critical and normative thinking, including: standards of truth in logic, mathematics, and science; standards of ethical goodness, and standards for the critical appraisal of art and the beautiful.

Liberal Studies Integrated Sciences

LSIS

LSIS A101 Discoveries in Science 1 CR
Contact Hours: 1 + 0
Course Attributes: UAA GER Natural Sciences Requirement.

Lecture series covering famous scientists and their discoveries. Historical and societal factors that laid the framework for each discovery and how these discoveries were accepted in their time. How the discoveries affect modern science and society. Scientists from different disciplines will present lectures and lead discussions.

LSIS A102 Origins: Earth-Solar System-Life 5 CR
Contact Hours: 3 + 6
Prerequisites: MATH A105 and (LSIS A101 or concurrent enrollment).
Course Attributes: 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.

Liberal Studies Social Sciences

LSSS

LSSS A111 Cultural Foundations of Human Behavior 3 CR
Contact Hours: 3 + 0

Culture as a concept and phenomenon, including its origins, variety, utility, subtlety, and complexity. Identify cultural aspects of human lives from various social science perspectives such as anthropology, sociology, and psychology. Apply methods to comprehend cultural differences and develop approaches to improving communication and understanding in cross-cultural circumstances. Examples of cultures from around the world, through time.

Library Science LS

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

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

An introduction to information retrieval with particular emphasis on the print and electronic resources available at the campus library.

LS A111 2 CR **Methods and Materials for Library Research**

Contact Hours: 2 + 0

Comprehensive course in college library research. Familiarizes the student with reference materials found in most academic library collections. Covers use of the catalog, indexes and basic reference materials, and provides guidance in selecting and researching a topic.

Logistics LOG

LOG A290 Varies **Selected Topics in Logistics**

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.

LOG A378 3 CR **Management of Global Logistics Supply Chains**

Contact Hours: 3 + 0

Prerequisites: (BA A377 or concurrent enrollment).

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

Introduction to logistics supply chain concepts, structures, design, and management. Logistics supply chain processes, costs, and decisions.

LOG A379 3 CR **Transportation Management**

Contact Hours: 3 + 0

Prerequisites: LOG A378.

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

Structure and operating characteristics of the transportation sector. Transportation carrier modes. Procurement and use of transportation services.

LOG A415 3 CR **Purchasing Management**

Contact Hours: 3 + 0

Prerequisites: LOG A378 and LOG A379.

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

Purchasing activities and cost management techniques. Acquisition of materials, products, and services.

LOG A416 3 CR **International Logistics and Transportation Management**

Contact Hours: 3 + 0

Prerequisites: LOG A378 and LOG A379.

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

Logistics activities of international firms. Global sourcing, manufacturing, marketing, and transportation. Currency and payment issues, documentation, and the role of government.

Mathematics MATH

MATH A050A 1 CR **Basic Mathematics**

Contact Hours: 1 + 0

Special Fees.

Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.

Includes addition, subtraction, multiplication, and division (the four basic operations) on whole numbers, fractions and decimals, and a discussion of order of operations. Computation involving ratios, proportion, and percent is also included. The topic of math anxiety is dealt with throughout the course.

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

Contact Hours: 1 + 0

Registration Restrictions: MATH A050A or Placement Test.

Special Fees.

Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.

Includes a review of elementary geometry (area, perimeter, and volume calculations), the Pythagorean Theorem, similar and congruent triangles, order of operations, and an introduction to mathematical expressions using variables.

MATH A050C 1 CR **Introduction to Equations**

Contact Hours: 1 + 0

Registration Restrictions: MATH A050B or Placement Test.

Special Fees.

Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.

Explores mathematical expressions using real numbers, exponents, and radicals. Also included is an overview of properties of equalities, solving equations, inequalities, elementary word problems, and the four operations on polynomials.

MATH A054 3 CR **Pre-Algebra**

Contact Hours: 3 + 0

Special Fees.

Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.

Basic concepts of pre-algebra mathematics. Includes arithmetic operations and applications, whole numbers, integers, fractions, decimals, ratio and proportion, percent, geometry and measures, exponents, algebraic expressions, polynomials, solution of simple equations, and introduction to graphing and statistics.

MATH A055 3 CR **Elementary Algebra**

Contact Hours: 3 + 0

Prerequisites: MATH A054 with minimum grade of C.

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

Special Fees.

Beginning algebra course. Includes operations with signed numbers and polynomials, factoring, exponents, radicals, algebraic fractions, solution of linear equations, systems of equations, linear inequalities, and quadratic equations. Basic graphing.

MATH A102 3 CR **Business Math**

Contact Hours: 3 + 0

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

MATH A105 3 CR **Intermediate Algebra**

Contact Hours: 3 + 0

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

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

Special Fees.

Presumes solid foundation in elementary algebra. Includes sets, properties of real numbers, exponents and radicals, solution of first and second degree equations and inequalities. Also covers word problems, fundamental operations with polynomials, factoring, special products, rational expressions, functions, conic sections, Cartesian graphing of first and second degree equations and inequalities, systems of equations, and introduction to logarithmic and exponential functions.

MATH A107 4 CR **College Algebra**

Contact Hours: 4 + 0

Prerequisites: MATH A105 with minimum grade of C.

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

Course Attributes: UAA GER Quantitative Skill Requirement.

Special Fees.

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

Covers equations and inequalities; function theory and applications; solution of equations greater than second degree; determinants and matrices; systems of equations and inequalities, including applications; logarithmic and exponential functions, including applications; graphs and equations of conic sections, including applications; binomial theorem; sequences and series; mathematical induction and combinatoric notation.

MATH A108 Trigonometry 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A107 with minimum grade of C.

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

Course Attributes: UAA GER Quantitative Skill Requirement.

Special Fees.

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

Covers angular measure and trigonometric functions, fundamental trigonometric identities, composite angle identities, and graphs of trigonometric functions. Also includes complex numbers, DeMoivre's theorem, solution of right and oblique triangles, solution of trigonometric equations, inverse trigonometric functions and vectors. Provides calculation practice helpful for physics, engineering and survey technology courses.

MATH A200 Calculus I 4 CR

Contact Hours: 4 + 0

Prerequisites: MATH A107 with minimum grade of C and MATH A108 with minimum grade of C or MATH A109 with minimum grade of C.

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

Course Attributes: UAA GER Quantitative Skill Requirement.

Special Fees.

Review of functions and analytic geometry, limits, derivatives of trigonometric and rational algebraic functions, curve sketching, basic integration of power functions, the definite integral, and applications of differentiation and integration.

MATH A201 Calculus II 4 CR

Contact Hours: 4 + 0

Prerequisites: MATH A200 with minimum grade of C.

Course Attributes: UAA GER Quantitative Skill Requirement.

Special Fees.

Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar co-ordinates, techniques of integration, and infinite series.

MATH A202 Calculus III 4 CR

Contact Hours: 4 + 0

Prerequisites: MATH A201 with minimum grade of C.

Special Fees.

Vectors, partial differentiation and multiple integration.

MATH A205 Communicating Mathematical Ideas 3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A245 with minimum grade of C.

Registration Restrictions: Department Approval. Minimum grade of C in GER Quantitative Skills course.

Special Fees.

Special Note: MATH A205 with a minimum grade of C is required to meet State of Alaska Teacher Certification standards. MATH A205 does not satisfy the General Education Quantitative Skills requirement.

Elementary set theory, numeration systems, basic number theory and divisibility, problem-solving strategies, topics from geometry, including the properties of two- and three-dimensional geometric objects. Field experience in the classroom may be required.

MATH A231 Introduction to Discrete Mathematics 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A107.

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

Logic in its connections with mathematical proof, set theory, Boolean algebra, and combinatorial circuits; techniques of counting; elements of graph theory. Additional topics related to the mathematics of computing, may include graph and tree traversal, finite automata, and the basics of complexity and formal languages.

MATH A270 Applied Finite Mathematics for the Managerial Sciences 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A105.

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

Course Attributes: UAA GER Quantitative Skill Requirement.

Special Fees.

Linear equations and inequalities, algebra of matrices, introductory linear programming, logarithms and exponential functions. Applications emphasizing the relationships of these mathematical concepts to quantitative decision making in managerial sciences.

MATH A272 Calculus for Managerial Sciences 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A270 or MATH A107.

Course Attributes: UAA GER Quantitative Skill Requirement.

Special Fees.

Functions and graphs, differentiation, exponential and logarithmic functions, antidifferentiation and integration, functions of several variables. Applications of these mathematical concepts.

Medical Assisting**MA****MA A101 Medical Terminology I 3 CR**

Contact Hours: 3 + 0

Medical terminology, including analysis of its roots and origins. Anatomical, diagnostic, operative, and laboratory terminology of human body systems and selected medical specialties. Emphasis on spelling and pronunciation.

MA A104 Medical Terminology II 3 CR

Contact Hours: 3 + 0

Prerequisites: MA A101 with minimum grade of C.

Advanced medical terminology. In-depth examination of more complex medical terms of human body systems and specialties of medicine.

MA A120 Medical Office Procedures I 4 CR

Contact Hours: 3 + 2

Special Fees.

Introduction and orientation to administrative and business aspects of medical offices and duties of medical office receptionist or administrative assistant. Includes medical law and ethics, reception and telephone procedures, orientation to health sciences, public relations, professionalism, and psychology of patient care.

MA A140 Medical Transcription I 3 CR

Contact Hours: 1 + 4

Prerequisites: (MA A101 or concurrent enrollment).

Registration Restrictions: 45 WPM keyboarding in Windows word processing.

Special Fees.

Practice in machine transcribing of medical dictation, including medical report format and terminology.

Music**MUS****MUS A102 Concert Chorus I 2 CR**

Contact Hours: 2 + 0

Registration Restrictions: Admission by audition only.

Special Fees.

Special Note: May be repeated once for credit.

Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.

MUS A103 Matanuska-Susitna College Community Band 2 CR

Contact Hours: 2 + 0

Registration Restrictions: Play a concert band instrument or read music well enough to quickly learn one.

Grade Mode: Pass/No Pass.

Offered only at Matanuska-Susitna College.

Special Note: Age group ranges from 10-80. Experience ranges from basic to professional.

Structured, established concert band.

MUS A111 Fundamentals of Music 3 CR

Contact Hours: 3 + 0

Rudimentary work in the elements of music and an introduction to notation, rhythm, scales, keys, intervals, and musical terminology. Designed for students with little or no background in music reading, or as a refresher course for those who have studied music.

MUS A112 Practical Theory 3 CR

Contact Hours: 3 + 0

Prerequisites: MUS A111.

Registration Restrictions: Ability to read music in treble and bass clef in all keys.

Elementary study of harmony and melody; formation of scales, modes, intervals, chords, inversions, and simple harmonic progressions. Writing and harmonizing of melodic lines.

COURSE DESCRIPTIONS

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 brass, guitar, harpsichord, organ, percussion, piano, strings, voice and woodwinds for non-majors.

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

MUS A202 Concert Chorus II 2 CR
Contact Hours: 2 + 0
Registration Restrictions: Admission by audition only.
Special Fees.

Special Note: May be repeated once for credit.

Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.

MUS A221 History of Music I 3 CR
Contact Hours: 3 + 0
Prerequisites: MUS A121 or MUS A131.
Course Attributes: UAA GER Fine Arts Requirement UAA GER Humanities Requirement.

Music before 1750. Explores stylistic developments and structure through Medieval, Renaissance, and Baroque eras within their historical context. Also covers World Music topics, with attention to the Music of the North (Alaska Native).

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

Special Note: BA music majors may not use this course towards their GER-Fine Arts or CAS Humanities sequence requirements.

Western Art music since 1750. Stylistic developments and structure through Classical, Romantic, and 20th Century eras within their historical context.

Paralegal Studies PARL

PARL A101 Introduction to Law 3 CR
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Requirement.

Survey course introduces legal processes in a democratic society. Emphasis on legal vocabulary, federal and state court systems, and judicial decision making. Study of basic concepts in contracts, torts, family law, criminal law, and property. Includes skills for conducting basic legal analysis.

Philosophy PHIL

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

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

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 and (PHYS A124 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 with the COMPASS 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.
 Provides basic strategies for reading comprehension, vocabulary development, and textbook skills necessary for success in freshman college classes.

PRPE A082 Refresher Writing Lab 1-3 CR
 Contact Hours: .5-1.5 + 1-3
 Prerequisites: ASSET Writing Skills with score of 30.
 Grade Mode: Pass/No Pass.
 Special Fees.
 Special Note: May be repeated for a maximum of 6 credits.
 Provides individualized instruction in basic writing skills for school, work, personal, or creative development.

PRPE A084 Grammar and Sentence Skills 1-3 CR
 Contact Hours: 1-3 + 0
 Prerequisites: ASSET Writing Skills with score of 30.
 Special Fees.
 Special Note: May be repeated for a maximum of 6 credits.
 Reviews the basics of effective sentences in Standard American English for college writing.

PRPE A086 Writing Strategies 3 CR
 Contact Hours: 3 + 0
 Prerequisites: [ASSET Writing Skills with score of 35 and ASSET Reading Skills with score of 34] or PRPE A084 with minimum grade of C.
 Registration Restrictions: Minimum score on an English placement test or prerequisite.
 Special Fees.

Introduces composition of paragraphs and short essays that conform to Standard American English for college writing. Emphasizes basic reading skills to enhance students' writing. Reviews the basics of grammar, effective sentences, and sentence combining.

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

PRPE A107 Basic College Reading 3 CR
 Contact Hours: 3 + 0
 Prerequisites: PRPE A076 with minimum grade of C or ASSET Reading Skills with score of 39.
 Special Fees.
 Improves literal and critical reading skills, academic vocabulary, and textbook comprehension and retention. Explores the connection between reading and writing needed for success in college classes.

PRPE A108 Basic College Writing 3 CR
 Contact Hours: 3 + 0
 Prerequisites: [ASSET Writing Skills with score of 40 and ASSET Reading Skills with score of 39] or PRPE A086 with minimum grade of C.
 Registration Restrictions: Minimum score on English placement test or prerequisite.
 Special Fees.
 Preparation for ENGL A111 and alternative to ENGL A109. Introduces composition of multi-paragraph essays that conform to Standard American English for college writing. Includes critical reading skills to enhance students' writing. Continues intensive practice in punctuation, sentence combining, revising, and editing.

Process Technology PRT

PRT A101 Introduction to Process Technology 3 CR
 Contact Hours: 3 + 0
 Introduction to process operations in industry through an overview of general information, processes, procedures, and equipment.

Psychology PSY

PSY A111 General Psychology 3 CR
 Contact Hours: 3 + 0
 Course Attributes: 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

PSY A153	Human Relations	3 CR
Contact Hours: 3 + 0 Crosslisted with: HUMS A153. Special Fees. A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.		
PSY A168	Human Sexuality	3 CR
Contact Hours: 3 + 0 Introduces topics of human sexual functioning including physiology, psychology, sociology, philosophy, and morality of human sexual practices and love.		
PSY A170	Rational Living	1 CR
Contact Hours: 1 + 0 Special Fees. Study of rational-emotive therapy, general semantics, decision making, and communication theory. Examines how people create neurotic emotions and block effective behavior, and styles of ongoing daily self-counseling.		
PSY A230	Psychology of Adjustment	3 CR
Contact Hours: 3 + 0 Registration Restrictions: One social science course. Study of sources and problems of stress. Examines self-esteem and interpersonal relationships from perspective of personal coping skills. Emphasizes taking control of one's life.		
PSY A245	Child Development	3 CR
Contact Hours: 3 + 0 Registration Restrictions: One social science course. Study of physical, emotional, cognitive, and social aspects of a child's development from prenatal period to beginning of adolescence. Includes theoretical view of development and effects of genetics, environment, and socialization.		
PSY A245L	Child Development Laboratory	1 CR
Contact Hours: 0 + 3 Prerequisites: (PSY A245 or concurrent enrollment). Special Fees. Laboratory experience that extends the understanding of cognitive, affective, social, and physical development of children gained from PSY A245, Child Development. Includes field observations of and interactions with children in settings such as daycare centers, schools, and community-based service organizations.		
PSY A260	Statistics for Psychology	3 CR
Contact Hours: 3 + 0 Prerequisites: PSY A111 and MATH A105. Special Note: Does not satisfy the General Education Quantitative requirement. Presents basic descriptive and inferential statistical techniques used in psychology. Covers scales of measurement, central tendency, variation, normal distributions, standard scores, correlation, regression, hypothesis testing, parametric and nonparametric tests for independent and dependent groups, one- and two-way analysis of variance.		
PSY A261	Research Methods in Psychology	4 CR
Contact Hours: 3 + 3 Prerequisites: PSY A111. Special Fees. Introduces and applies the scientific approach to understanding behavior. Explores the foundations of behavioral research, with emphasis on experimental methodology. The laboratory component provides actual examples of data collection, analysis, and interpretation.		
PSY A345	Abnormal Psychology	3 CR
Contact Hours: 3 + 0 Prerequisites: PSY A111. Introduces the psychology of abnormal behavior through research and clinical applications using a biopsychosocial model. Psychological disorders are presented within their multicultural, gender, and developmental contexts. Topics also include history, assessment, suicide, psychopharmacology, mental institutions, psychotherapy, and prevention as well as contemporary legal issues.		
PSY A368	Personality	3 CR
Contact Hours: 3 + 0 Prerequisites: PSY A111 or PSY A150. Survey of contemporary and modern theories of personality, emphasizing relevant research findings. Develops student competencies in the understanding and prediction of human behavior, thought, and feeling.		

PSY A375	Social Psychology	3 CR
Contact Hours: 3 + 0 Prerequisites: PSY A111 or PSY A150. Focuses on individuals in social situations and the scientific study of how individuals think about, influence, and relate to one another. Includes theory and research on subjective beliefs about the self and the social world; attitudes and behaviors; genes and culture; conformity; persuasion; group dynamics; prejudice; aggression; attraction; and altruism.		
PSY A445	Strategies of Behavior Change	3 CR
Contact Hours: 3 + 0 Focuses on the various principles, concepts, and clinical applications of applied behavior analysis with the human population. Includes methodology to complete a functional behavioral assessment of a target behavior.		
PSY A453	Application of Statistics to the Social Sciences	4 CR
Contact Hours: 3 + 2 Registration Restrictions: AS A252 for BA Sociology or AS A253 for BS Sociology or PSY A260 for BA/BS Psychology, and SOC A361 or PSY A261. Crosslisted with: SOC A453. Special Fees. Demonstrates application of statistics to various types of studies in the social sciences. Students analyze social science journal articles that utilize statistics.		
PSY A455	Best Practices in Mental Health Services	3 CR
Contact Hours: 3 + 0 Prerequisites: PSY A345 or SWK A342 or HUMS A324 or NS A405. An in-depth examination of mental health treatment issues including emotional and behavioral disturbances and developmental disabilities. Topics including biological and environmental basis of disabilities, social and learning systems of intervention, cultural, family and legal issues. The relevance of course material to service delivery in Alaska is emphasized.		

Refrigeration and Heating RH

RH A101	Refrigeration and Air Conditioning Fundamentals	4 CR
Contact Hours: 3 + 2 Offered only at Matanuska-Susitna College. Special Fees. Explores compressors, condensers, evaporators, metering devices, and related components. Offers instruction in the proper use of tools and testing devices applicable to the HVAC/R trades, and experimentation with refrigeration system training devices. Provides instruction and experience on piping layout and assembly. Provides students with practice at swaging, flaring, bending, soldering, and brazing. Includes design, construction, service, and repair of household refrigerators and freezers.		
RH A103	Technical Mathematics for Industrial Trades	3 CR
Contact Hours: 3 + 0 Offered only at Matanuska-Susitna College. Practical use of mathematics as applied to trade and vocational work, designed to increase skills involving trade and technical problems. Covers fractions, decimals, percentage, powers of numbers, and basic algebraic elements. Also explores geometric concepts, ratio and proportion, scale drawings, and trigonometric functions.		
RH A105	Electrical Circuits for Refrigeration and Heating I	3 CR
Contact Hours: 2 + 2 Offered only at Matanuska-Susitna College. Special Fees. Explores the fundamentals of energy, sources of electricity, conductors and semiconductors, insulators, inductance, capacitance, resistance, and AC-DC motors. Provides students with the opportunity to apply principles and develop skills by using test instruments and training devices.		
RH A109	Principles of Thermodynamics	3 CR
Contact Hours: 3 + 0 Corequisite: RH A103. Offered only at Matanuska-Susitna College. Focuses on physical laws applied to refrigeration and heating. Introduces practical aspects of psychrometrics, load calculations, heat quantities, heat transfer, insulation factors and coefficients, gas laws, and heat and water vapor flow through structures.		

RH A122 Refrigeration and Air Conditioning 4 CR

Contact Hours: 3 + 2

Prerequisites: RH A101 and RH A103 and RH A105 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. Instruction in the safe handling and storage of refrigerants.

RH A126 Electrical Circuits for Refrigeration and Heating II 3 CR

Contact Hours: 2 + 2

Prerequisites: RH A101 and RH A103 and RH A105 and RH A107.
Offered only at Matanuska-Susitna College. 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 A211 Customer Relations and Job Etiquette 1 CR

Contact Hours: 1 + 0

Offered only at Matanuska-Susitna College.

Explores methods, protocols, and techniques to build and maintain positive relationships with customers. Identifies a variety of characteristics and related behaviors required of a successful, productive, heating, ventilation, and air conditioning technician.

RH A225 Heating Fundamentals and Forced Air Heat 4 CR

Contact Hours: 3 + 2

Prerequisites: RH A105 and RH A126.

Offered only at Matanuska-Susitna College.

Special Fees.

Assumes no previous knowledge of heating plants. Introduces knowledge and skills needed for the installation and service of forced air heating systems. Instruction ranges from beginning maintenance and installation to advanced troubleshooting of heating systems.

RH A226 Commercial HVAC/R Systems 4 CR

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 A228 Advanced Hydronic Heat Systems 4 CR

Contact Hours: 3 + 2

Prerequisites: RH A225.

Offered only at Matanuska-Susitna College.

Special Fees.

Explores hydronic heating sources and emitters. Covers residential and light commercial boilers and hydronic heating systems. Includes radiant panel heating with a strong emphasis on wiring and troubleshooting of hydronic controls.

RH A229 HVAC/R Control Systems 3 CR

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

Contact Hours: 0-3 + 0-9

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****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.

COURSE DESCRIPTIONS

RUSS A201 Intermediate Russian I 4 CR
 Contact Hours: 4 + 0
 Prerequisites: RUSS A102.
 Course Attributes: UAA GER Humanities Requirement.
 Continuing study of rudimentary Russian grammar. Emphasizes vocabulary expansion, along with enhancement of speaking skills in real-life situations.

RUSS A202 Intermediate Russian II 4 CR
 Contact Hours: 4 + 0
 Prerequisites: RUSS A201.
 Course Attributes: UAA GER Humanities Requirement.
 Introduces intermediate grammar concepts. Students read independently and discuss readings in class. Cultural material incorporated at all times.

Social Work

SWK

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

SWK A121 Advocating for Victims of Domestic Violence and Sexual Assault 3 CR
 Contact Hours: 3 + 0
 Crosslisted with: HUMS A121.
 Focuses on developing the skills and knowledge needed to be an effective advocate for victims of domestic violence and sexual assault. Provides historical perspective, identifies physical, sexual and emotional abuse that defines battering. Explains cycle of violence, power and control issues and why women stay in abusive relationships. Identifies five stages of living without violence (denial, self-blame, help seeking, ambivalence and living violence free lives). Discusses ways of helping victims become survivors.

SWK A122 Introduction to Hospice: Volunteer Training 2 CR
 Contact Hours: 2 + 0
 Registration Restrictions: Hospital homecare program staff or volunteer.
 Grade Mode: Pass/No Pass.
 Includes the philosophy of hospice; physical, psycho-social and spiritual needs of the terminally ill and appropriate interventions; care of the family; therapeutic communications; death and dying; and bereavement follow-up.

SWK A206 Introduction to Social Work 3 CR
 Contact Hours: 3 + 0
 Prerequisites: HUMS A106 or SWK A106.
 Introduces the profession of social work and its place in the social welfare institution. Special emphasis on consumer-centered, generalist social work and the knowledge, skills, abilities, and values necessary for professional practice. Fields of practice are studied in terms of the programs and services provided to consumer systems and social work's role within these fields.

SWK A342 Human Behavior in the Social Environment 3 CR
 Contact Hours: 3 + 0
 Prerequisites: PSY A150.
 Registration Restrictions: Human biology course content equivalent to one 3-credit course.
 Identification and analysis of various theoretical frameworks for understanding human behavior with emphasis on interactions between the individual and the environment. A social systems model serves as the organizing framework for addressing the behavior and development of individuals, groups, families, organizations, and communities with emphasis on the reciprocal influences between individuals, societal institutions, and diverse economic, political, and psychological variables which impact and influence behavior, growth, development and change.

SWK A343 Human Behavior: Diversity and Discrimination 3 CR
 Contact Hours: 3 + 0
 Prerequisites: SWK A342.
 Examination of human diversity in relation to ethnic, racial, cultural and other minority group affiliation and membership. Discrimination against various groups will be addressed with focus on individual and group development, opportunity, aspirations and self-concept.

SWK A471 Addictions and Social Work 3 CR
 Contact Hours: 3 + 0
 Analysis of addictions, particularly alcohol and substance abuse, along with prevention, management, and treatment issues. Differential consequences, theoretical and conceptual frameworks, social attitudes, organizational contexts, family dynamics, historical roots, cultural influences, contemporary research, and professional/personal issues are considered along with principles of intervention.

SWK A481 Case Management in Social Work Practice 3 CR
 Contact Hours: 3 + 0
 Identification of issues, procedures, responsibilities, skills and processes for effective case management. Client identification and outreach, assessment, service planning, coordination, monitoring, advocacy and evaluation along with written communications skills crucial for coordinated service delivery. Issues relevant to various client populations are identified and analyzed.

SWK A490 Selected Topics in Social Work 1-3 CR
 Contact Hours: 1-3 + 0
 Registration Restrictions: Junior or Senior level standing.
 Special Fees.
 Focus on current topics related to social work services, diverse client groups and field of practice.

Sociology

SOC

SOC A101 Introduction to Sociology 3 CR
 Contact Hours: 3 + 0
 Course Attributes: UAA GER Social Sciences Requirement.
 Introduction to science of humans as social animals, emphasizing social processes which give rise to and shape human's language, experiences, perception, meaning, and behavior. Multiple frameworks used in understanding and predicting human behavior.

SOC A201 Social Problems and Solutions 3 CR
 Contact Hours: 3 + 0
 Course Attributes: UAA GER Social Sciences Requirement.
 Survey of some of today's major social problems such as criminal and violent behavior, corporate crime, sexual deviations, health problems, poverty, discrimination, urban decay, and environmental pollution. Examines how social issues become social problems, the causes of problems, and the dynamics involved in arriving at policies and solutions.

SOC A202 The Social Organization of Society 3 CR
 Contact Hours: 3 + 0
 Course Attributes: UAA GER Social Sciences Requirement.
 Examination of various ways in which societies develop social structures such as belief, value, symbol, and normative systems to lend predictability to human interactions. Explores why such structures are needed by human societies and implications of varying structures.

SOC A203 Juvenile Delinquency 3 CR
 Contact Hours: 3 + 0
 Prerequisites: SOC A101.
 Crosslisted with: JUST A203.
 Conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture. Emphasis on juvenile code and treatment procedure.

SOC A242 An Introduction to Marriage, Family and Intimate Relationships 3 CR
 Contact Hours: 3 + 0
 Registration Restrictions: A social science course recommended.
 Special Fees.
 Introduction to sociological study of contemporary patterns relating to marriage, family and other intimate relationships. Also explores impact of gender roles, ethnicity and racial background on beliefs, values, attitudes and behaviors.

SOC A246	Adolescence	3 CR
Contact Hours: 3 + 0 Prerequisites: SOC A101 or PSY A111. Introduction to the world of the adolescent. Examines various patterns of physical, social, intellectual and emotional development during adolescence and effects of social class, ethnicity, race and gender.		
SOC 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. Registration Restrictions: SOC A110 for Gerontology Minors. A comparative analysis of the social status and role of the aging in various societies with emphasis on problems of aging in contemporary U.S.		
SOC A343	Sociology of Deviant Behavior	3 CR
Contact Hours: 3 + 0 Prerequisites: SOC A101. A study of the social etiology of deviant behavior, both criminal and non-criminal with an emphasis on the nature of group interaction, and an examination of the institutions involved.		
SOC A453	Application of Statistics to the Social Sciences	4 CR
Contact Hours: 3 + 2 Registration Restrictions: AS A252 for BA Sociology or AS A253 for BS Sociology or PSY A260 for BA/BS Psychology, and SOC A361 or PSY A261. Crosslisted with: PSY A453. Special Fees. Demonstrates application of statistics to various types of studies in the social sciences. Students analyze social science journal articles that utilize statistics.		

Spanish SPAN

SPAN A101	Elementary Spanish I	4 CR
Contact Hours: 4 + 0 Course Attributes: UAA 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
Contact Hours: 4 + 0 Prerequisites: SPAN A101. Course Attributes: UAA GER Humanities Requirement. Foundations of oral and written Spanish: continuation of basic Spanish vocabulary and grammar. Imperfect, future and conditional tenses, including their compound forms, will be studied along with other verbal patterns.		
SPAN A201	Intermediate Spanish I	4 CR
Contact Hours: 4 + 0 Prerequisites: SPAN A102. Course Attributes: UAA GER Humanities Requirement. Reviews fundamental structures of Spanish grammar and vocabulary. Gives special attention to command forms and present and past subjunctive. Familiarizes students with normal sound and usage of the language by taking dictation, reading and writing short compositions. Enhances essentials of conversational fluency through study of thematic vocabularies and idiomatic expressions.		
SPAN A202	Intermediate Spanish II	4 CR
Contact Hours: 4 + 0 Prerequisites: SPAN A201. 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.		

Theatre THR

THR A111	Introduction to the Theatre	3 CR
Contact Hours: 3 + 0 Course Attributes: UAA GER Fine Arts Requirement. Survey of theatre with focus on artists who contribute to theatrical production viewed within the context of historical styles and development.		
THR A121	Acting I	3 CR
Contact Hours: 2 + 3 An introduction to basic acting techniques with stress on creativity, concentration, relaxation, physical and vocal awareness, and the Stanislavsky method of acting.		

Vocational Skills VS

VS A131	Construction for the Owner/Builder I	3 CR
Contact Hours: 3 + 0 Familiarizes students with standard practice construction and alternatives to that practice. Includes the terms/systems involved in construction. Concepts and systems covered are foundations, floors, walls, roof, alternative energy in structures, and alternative structures.		
VS A150	Intermediate Woodworking	2 CR
Contact Hours: 1 + 2 Prerequisites: VS A100. Advanced use of hand and power tools including the wood lathe. Students will build a variety of assigned projects.		
VS A152	Machine Woodworking	3 CR
Contact Hours: 2 + 2 Grade Mode: Pass/No Pass. Special Note: Each student will design and construct a project that is approved by the instructor. Designed to gain skills and knowledge in the use of woodworking machinery. Emphasis is placed on the safe operation of power equipment. Instruction in relating to the technology of woods, cabinet and furniture construction techniques, wood finishing, purchasing materials and maintenance of tools and equipment.		

Women Studies WS

WS A200	Introduction to Women's Studies	3 CR
Contact Hours: 3 + 0 Course Attributes: UAA GER Humanities Requirement UAA GER Social Sciences Requirement. An interdisciplinary, team-taught course which aims to increase awareness of the experience of women in contemporary society. Issues analyzed include women's work (paid and unpaid), biological definitions of woman, stereotypes of femininity, women and political power, and media images of women.		

Chapter 10



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

**UNIVERSITY OF ALASKA
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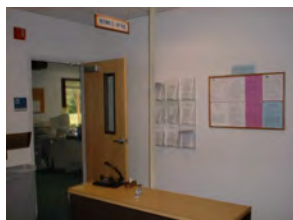
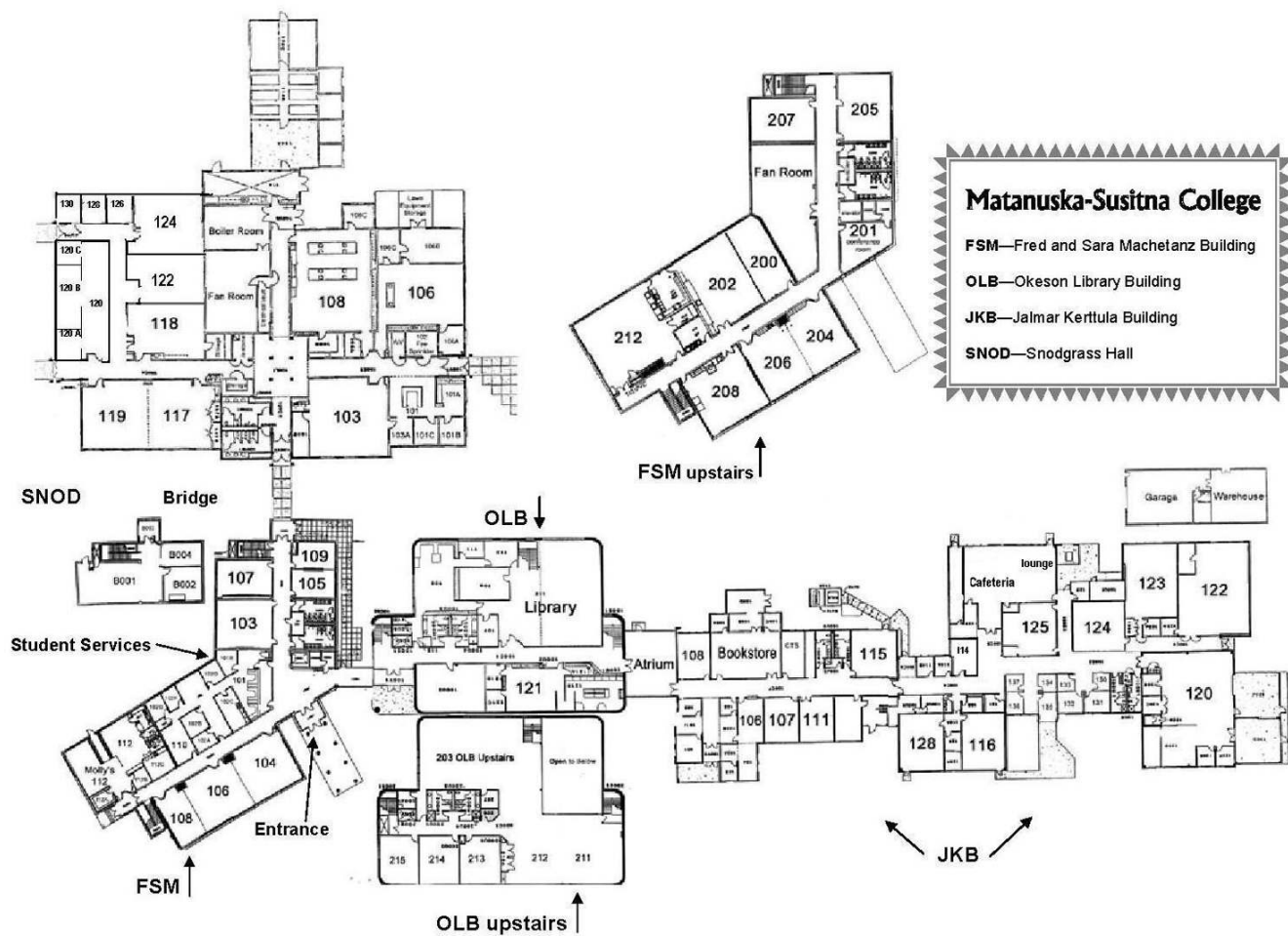
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Lorraine Fullbright	MA	Philip Munger	EAH		



Check out the job postings at the Business Office in JKB 106



Okeson Library in OLB



Hallway connecting OLB & FSM.



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



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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